BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

AGENDA
REGULAR MEETING

Tuesday, June 16, 2020
3:00 p.m.

The meeting will be held via video conferencing. The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the County's Facebook Live page and YouTube channel.



COUNTY COMMISSIONERS

Bryan Desloge, Chairman
District 4

Rick Minor, Vice Chair District 3	Kristin Dozier District 5	Jimbo Jackson District 2
Mary Ann Lindley At-Large	Nick Maddox At-Large	Bill Proctor District 1

Vincent S. Long
County Administrator

Chasity H. O'Steen
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. 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 County Home Page at: **www.leoncountyfl.gov.** The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the County's Facebook page and YouTube channel.

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, June 16, 2020, 3:00 p.m.

The Board will meet via video conference to conduct the June 16th regular meeting. The meeting is being held utilizing communications media technology pursuant to the Governor's Executive Order 20-69, Emergency Management – COVID-19 – Local Government Public Meetings.

The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the County's Facebook page and YouTube channel.

Public comment will be accepted via electronic submission. Citizens wishing to provide input for this meeting may submit their comments at Leoncountyfl.gov/PublicComments. To ensure adequate time for Commissioner review, comments should be submitted by 8 p.m. on June 15, 2020. Comments will be distributed to the Commissioners prior to the June 16, 2020 3:00 p.m. meeting. Comments submitted after the 8:00 p.m. deadline will be added to the official record of the meeting, but the County cannot guarantee that the Commissioners will have adequate time to review those comments prior to the meeting. Anyone needing assistance with submitting comments may contact County Administration via email at LCG_PublicComments@leoncountyfl.gov or via phone at 850-606-5300.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation and Pledge of Allegiance by Chairman Bryan Desloge

SCHEDULED PUBLIC HEARINGS, 3:00 P.M.

1. First of Two Public Hearings to Consider Adoption of an Ordinance Amending the Leon County Land Development Code and Creating a New Section 10-6.659, Entitled "Government Operational (GO) Zoning District,"
   (County Administrator / Development Support & Environmental Management)

AWARDS AND PRESENTATIONS

- Update on the Coronavirus Disease 2019 (COVID-19) Pandemic
  (Vincent S. Long, County Administrator)

- Emergency Management Director's Update on the 2020 Atlantic Hurricane Season
  (Kevin Peters, Director, Emergency Management)

CONSENT

2. Minutes: March 10, 2020 Regular Meeting
   (Clerk of Court)
3. Payment of Bills and Vouchers
   (County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
4. FY 2018/19 Annual Audit and Financial Report
   (Clerk of Court)
5. Florida Department of Health Emergency Medical Services Matching Grants
   (County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)

6. Memorandum of Understanding with Leon County Schools for Emergency Sheltering
   (County Administrator/ County Administration)
7. Supervisor of Elections Proposed Realignment of Voting Precinct Boundaries
   (County Administrator/ County Administration)
8. Request to Schedule a Workshop on Affordable Housing Initiatives in Leon County
   (County Administrator/ Human Services & Community Partnerships)

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

9. Status Report on Activities to Reduce Contamination into Lake Henrietta
   (County Administrator/ Public Works)

CONSENT ITEMS PULLED FOR DISCUSSION

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

(Public comment will be accepted via electronic submission. Citizens wishing to provide input for this meeting may submit their comments at Leoncountyfl.gov/PublicComments. To ensure adequate time for Commissioner review, comments should be submitted by 8 p.m. on June 15, 2020. Comments will be distributed to the Commissioners prior to the June 16, 2020 3 p.m. meeting. Comments submitted after the 8 p.m. deadline will be added to the official record of the meeting, but the County cannot guarantee that the Commissioners will have adequate time to review those comments prior to the meeting. Anyone needing assistance with submitting comments may contact County Administration via phone at 850-606-5300 or via email at LCG_PublicComments@leoncountyfl.gov.)

GENERAL BUSINESS

10. Renaming of the Leon County Health Department's Dental Clinic in Honor of the Former Dental Director Dr. Edward F. Zapert
    (County Administrator/ County Administration)
11. Options to Adjust the Board of County Commissioners Meeting and Public Hearing Schedule
    (County Administrator/ County Administration)
12. Proposed Revisions to Board Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners"
    (County Attorney / County Administrator)
13. Proposed Policy for the Recruitment of County Administrator and County Attorney
    (County Administrator/ County Administration)
14. Bid Award for Construction of the Bradfordville Volunteer Fire Department Building
    (County Administrator/ Public Works / Purchasing)
15. Authorization to Negotiate a Development Agreement with Golden Oak Land Group, LLC, and Cawthon Family Properties, LLC
    (County Administrator / Development Support & Environmental Management)
16. Full Board Appointments to the Advisory Committee on Quality Growth, the Architectural Review Board, the Board of Adjustments and Appeals, the CareerSource Capital Region Board, the Canopy Roads Citizens Committee and the Planning Commission
    (County Administrator/ County Administration)

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 for February 13, 2020

ADJOURN

The next regular meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, July 14, 2020 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
2020 Tentative Meeting Schedule

Date	Day	Time	Meeting
January 27	Monday	9:00 a.m.	Board Retreat
January 28	Tuesday	3:00 p.m.	Regular Board Meeting
February 11	Tuesday	3:00 p.m.	Regular Board Meeting
February 25	Tuesday	1:00 p.m.	Joint Workshop Comprehensive Plan Amendments
February 25	Tuesday	3:00 p.m.	Regular Board Meeting
March 10	Tuesday	3:00 p.m.	Regular Board Meeting
April 14	Tuesday	3:00 p.m.	Regular Board Meeting
~~**April 28**~~ *cancelled*	~~Tuesday~~	~~9:00 a.m.~~	~~Budget Policy Workshop~~
April 28	Tuesday	3:00 p.m.	Regular Board Meeting
May 12	Tuesday	3:00 p.m.	Regular Board Meeting
May 21	Thursday	3:00 p.m.	Special Board Meeting
May 26	Tuesday	6:00 p.m.	Joint Transmittal Hearing on 2020 Cycle Comprehensive Plan Amendments
June 9	Tuesday	3:00 p.m.	Special Board Meeting
~~**June 16**~~ - *rescheduled*	~~Tuesday~~	~~9:00 a.m.~~	~~Budget Workshop~~
June 16	Tuesday	3:00 p.m.	Regular Board Meeting
July 14	Tuesday	9:00 a.m.	Budget Workshop
July 14	Tuesday	3:00 p.m.	Regular Board Meeting
August 25	Tuesday	9:00 a.m.	Budget Workshop
September 15	Tuesday	3:00 p.m.	Regular Board Meeting
September 15	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 29	Tuesday	3:00 p.m.	Regular Board Meeting
September 29	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 13	Tuesday	3:00 p.m.	Regular Board Meeting
October 27	Tuesday	3:00 p.m.	Regular Board Meeting
November 17	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
December 8	Tuesday	3:00 p.m.	Regular Board Meeting

PUBLIC NOTICE

Leon County Board of County Commissioners

2020 Tentative Meeting Schedule

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

Month	Day	Time	Meeting Type
January 2020	**Wednesday 1**	**Offices Closed**	**NEW YEAR'S DAY**
	Thursday 9 & Friday 10	*Seminar 2 of 3*	*FAC Advanced County Commissioner Program Alachua County; Gainesville, FL*
	Tuesday 14	**No meeting**	**BOARD RECESS**
	Monday 20	**Offices Closed**	**MARTIN LUTHER KING, JR. DAY**
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 27	9:00 a.m.	Board Retreat FSU Dodd Hall, Heritage Museum
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	Second & Final Public Hearing to adopt Ordinance amending Section 10-1.101, entitled "Definitions" creating a new Section 10-6.820, entitled "Solar Energy Systems"
		6:00 p.m.	First & Only Public Hearing to Consider an Ordinance Amending Chapter 7, Article II of the Leon County Code of Laws Entitled, "Additional Civil Traffic Penalty"
		6:00 p.m.	First & Only Public Hearing to Consider an Ordinance Amending Chapter 16, Article V, to Comply with Recent Florida Legislative Amendments for Wireless Technology in Rights-of-Way
	Wednesday 29	*7:30 a.m.*	*FAC Legislative Day Tallahassee, FL*
	Thursday 30	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
February 2020	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	First of two Public Hearings to consider adoption of a proposed Ordinance creating a new Section 10-6.657 of the Land Development Code, entitled "Mining Zoning District"
		6:00 p.m.	First of two Public Hearings to consider adoption of a proposed Ordinance amending the Land Development Code of the Leon County Code of Laws to allow Urban Agriculture and Urban Equine as permitted uses
	Friday 14	9:00 – 10:30 a.m.	Community Legislative Dialogue Meeting
	Tuesday 18	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 25	1:00 p.m.	Joint City/County Workshop on the 2020 Cycle Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	Saturday 29 – Wednesday 4		*NACO Legislative Conference Washington, D.C.*
March 2020	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	Second and Final Public Hearing to Consider Adoption of a Proposed Ordinance Creating a New Section 10-6.657 of the Land Development Code, Entitled "Mining Zoning District"

Month	Day	Time	Meeting Type
March 2020 (cont.)	Tuesday 10	6:00 p.m.	First & Only Public Hearing on an Ordinance updating the Capital Improvements Schedule of the Capital Improvements Element of the Comprehensive Plan
		~~6:00 p.m.~~ *Cancelled*	~~First and Only Public Hearing to Consider a Sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order~~
	Thursday 12	1:00 p.m.	Blueprint Economic Development Strategic Plan Workshop
		3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	~~Tuesday 17~~	~~1:30 p.m.~~ *Cancelled*	~~Capital Region Transportation Planning Agency~~ ~~City Commission Chambers~~
	Wednesday 25	1:00 p.m.	Blueprint Intergovernmental Agency Special Meeting – Web Conference on COVID-19
April 2020	Tuesday 14	3:00 p.m.	Regular Meeting – Virtual Meeting ~~County Courthouse, 5th Floor Commission Chambers~~
		~~6:00 p.m.~~ *Rescheduled*	~~All Board of County Commissioners Public Hearings~~
	Wednesday 15	1:00 p.m.	Blueprint Intergovernmental Agency Special Meeting – Web Conference on COVID-19
	~~*Thursday 16 & Friday 17*~~	~~*Seminar 3 of 3*~~ *Cancelled*	~~*FAC Advanced County Commissioner Program*~~ ~~*Alachua County; Gainesville, FL*~~
	~~Tuesday 21~~	~~1:30 p.m.~~ *Cancelled*	~~Capital Region Transportation Planning Agency~~ ~~City Commission Chambers~~
	~~Tuesday 28~~	~~9:00 a.m.~~ *Cancelled*	~~Budget Policy Workshop~~ ~~County Courthouse, 5th Floor Commission Chambers~~
	Tuesday 28	12:30 p.m.	Board of County Commissioners Attorney-Client Meeting Re: Petrandis litigation
	Tuesday 28	3:00 p.m.	Regular Meeting – Virtual Meeting ~~County Courthouse, 5th Floor Commission Chambers~~
		3:00 p.m.	Adoption Public Hearing on Small Scale Comprehensive Plan Amendments
		3:00 p.m.	First & Only Public Hearing to Consider Adoption of an Ordinance Amending Chapter 10, the Land Development Code, to Correct Scrivener's Errors and Inadvertent Inconsistencies
		3:00 p.m.	First of Two Public Hearings to Consider Adoption of an Ordinance Amending Section 10-6.660 of the Land Development Code, Entitled "Lake Protection Node Zoning District"
		3:00 p.m.	Second and Final Public Hearing to Consider Adoption of a Proposed Ordinance Amending the Land Development Code of the Leon County Code of Laws to Allow Urban Agriculture and Urban Equine as Permitted Uses
		3:00 p.m.	First and Only Public Hearing to Consider a Proposed Ordinance Amending Chapter 4, Article II of the Leon County Code of Laws Regarding Animal Control
May 2020	Tuesday 12	3:00 p.m.	Regular Meeting – Virtual Meeting ~~County Courthouse, 5th Floor Commission Chambers~~
		3:00 p.m.	Second and Final Public Hearing to Consider Adoption of an Ordinance Amending Section 10-6.660 of the Land Development Code, Entitled "Lake Protection Node Zoning District"

Month	Day	Time	Meeting Type
May 2020 (cont.)	Tuesday 12	3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District (7601 Blountstown Highway)
		3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District (N. Monroe and Capital Circle Northwest)
		3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District (north side of Highway 20 west of Capital Circle Southwest)
		3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District (Capital Circle Southwest at Tillie Lane)
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency ~~City Commission Chambers~~ - Virtual Meeting
	Thursday 21	~~1:00 p.m.~~ *Rescheduled 7/9*	~~Blueprint Intergovernmental Agency Budget Workshop~~
	Thursday 21	3:00 p.m.	Special Meeting – Virtual Meeting
	Monday 25	**Offices Closed**	**MEMORIAL DAY**
	~~Tuesday 26~~	~~3:00 p.m.~~ *Cancelled*	~~Regular Meeting – Virtual Meeting~~ ~~County Courthouse, 5th Floor Commission Chambers~~
	Tuesday 26	3:00 p.m.	Blueprint Intergovernmental Agency ~~City Commission Chambers~~ – Virtual Meeting
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2020 Comprehensive Plan Amendments
June 2020	~~*Tuesday 9 – Friday 12*~~	*Cancelled*	~~*FAC Annual Conference & Educational Exposition Orange County; Orlando, FL*~~
	Tuesday 9	**3:00 p.m.**	**Special Meeting – Virtual Meeting**
	Monday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	~~Tuesday 16~~	~~9:00 a.m.~~ ***Rescheduled - 8/25***	~~Budget Workshop~~
	Tuesday 16	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	First of Two Public Hearings to Consider Adoption of an Ordinance Amending the Leon County Land Development Code and Creating a New Section 10-6.659, Entitled "Government Operational (GO) Zoning District,"
July 2020	**Friday 3**	**Offices Closed**	**INDEPENDENCE DAY observed**
	Thursday 9	**1:00 p.m.**	**Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers**
	Thursday 9	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Monday 13	**4:00 p.m.**	**NACo Virtual Membership Town Hall**
	Tuesday 14	9:00 a.m.	Budget Workshop County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
July 2020 (cont.)	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	Second and Final Public Hearing to Consider Adoption of an Ordinance Amending the Leon County Land Development Code and Creating a New Section 10-6.659, Entitled "Government Operational (GO) Zoning District,"
	~~*Friday 17 - Monday 20*~~	~~***Cancelled***~~	~~*NACo Annual Conference*~~ ~~*Orange County; Orlando, FL*~~
	Monday 20	**2:00 p.m.**	**NACo Virtual Annual Business Meeting**
	Tuesday 28	**No Meeting**	**BOARD RECESS**
August 2020	*Wednesday 5 – Saturday 8*		*National Urban League Annual Conference* *Houston, TX*
	Friday 14 - Sunday 16		*Chamber of Commerce Annual Conference* *Amelia Island, Fernandina Beach, FL*
	Tuesday 25	**9:00 a.m.**	**Budget Workshop** County Courthouse, 5th Floor Commission Chambers
September 2020	**Monday 7**	**Offices Closed**	**LABOR DAY**
	Wednesday 9 - Thursday 10		*FAC Innovation & Policy Conference* *Palm Beach County; Palm Beach Gardens, FL*
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 15	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 20/21*
	Wednesday 16 – Sunday 20		*Congressional Black Caucus Annual Legislative Conference – Washington D.C.*
	Thursday 17	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing, City Commission Chambers
		6:00 p.m. ***Tentative***	**Joint City/County Adoption Hearing on Cycle 2020 Comprehensive Plan Amendments**
	Wednesday 23 – Saturday 26		*ICMA Annual Conference* *Toronto*
	Tuesday 29	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 20/21*
**These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings*			
October 2020	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	Tuesday 20	9:00 a.m.	Capital Region Transportation Planning Agency Workshop/Retreat – Location TBD
	Tuesday 27	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
November 2020	**Wednesday 11**	**Offices Closed**	**VETERAN'S DAY OBSERVED**
	Monday 16 **TENTATIVE**	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 17	3:00 p.m.	Reorganization and Regular Meeting County Courthouse, 5th Floor Commission Chambers
	Thursday 26	**Offices Closed**	**THANKSGIVING DAY**
	Friday 27	**Offices Closed**	**FRIDAY AFTER THANKSGIVING DAY**

Month	Day	Time	Meeting Type
December 2020	*Wednesday 2 - Friday 4*		*FAC Legislative Conference* *Duval County; Jacksonville, FL*
	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	Thursday 10	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Friday 25	**Offices Closed**	**CHRISTMAS DAY**
January 2021	**Friday 1**	**Offices Closed**	**NEW YEAR'S DAY**
	Tuesday 12	**No Meeting**	**BOARD RECESS**

Citizen Committees, Boards, and Authorities
Current and Upcoming Vacancies

leoncountyfl.gov/committees

CURRENT VACANCIES

Advisory Committee on Quality Growth
Board of County Commissioners (7 appointments)

Affordable Housing Advisory Committee
Board of County Commissioners (up to 3 appointments)
Seats available for the following categories:

a. A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
b. A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
c. A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
e. A citizen who is actively engaged as a for-profit provider of affordable housing.
k. A citizen who represents essential services personnel, as defined in the local housing assistance plan. Essential Service Personnel includes teachers and educators, other school district, community college and university employees, police and fire personnel, health care personnel, skilled building trades personnel and active U.S. Armed Forces service members.)

Board of Adjustment & Appeals
City of Tallahassee Commission (3 appointments)

Canopy Roads Citizens Committee
Board of County Commissioners (1 appointment)

CareerSource Capital Region Board
Board of County Commissioners (2 appointments)

UPCOMING VACANCIES

JUNE 30, 2020

Architectural Review Board
(seat for the Planning Commission Chair or designee)
Planning Commission (1 appointment)

Board of Adjustment & Appeals
Board of County Commissioners (2 appointments)

CareerSource Capital Region Board
Board of County Commissioners (1 appointment)

Planning Commission
Board of County Commissioners (1 appointment)

JULY 31, 2020

Big Bend Health Council
Board of County Commissioners (4 appointments)

Code Enforcement Board
Commissioner - District II: Jackson, Jimbo (1 appointment)
Commissioner – At-large I: Lindley, Mary Ann (1 appointment)
Commissioner - At-large II: Maddox, Nick (1 appointment)

Investment Oversight Committee
Clerk of Court (1 appointment)

Leon County Educational Facilities Authority
Board of County Commissioners (3 appointments)

SEPTEMBER 30, 2020

Animal Shelter Advisory Board
Board of County Commissioners (3 appointments)

Council on Culture & Arts
Board of County Commissioners (1 appointment)

Housing Finance Authority of Leon County
Commissioner - District IV: Bryan Desloge (1 appointment)
Commissioner - District V: Kristin Dozier (1 appointment)
Commissioner – At-large I: Mary Ann Lindley (1 appointment)

Leon County Research & Development Authority
Board of County Commissioners (3 appointments)

Science Advisory Committee
Commissioner - District II: Jimbo Jackson (1 appointment)
Commissioner - District V: Kristin Dozier (1 appointment)

Tallahassee-Leon County Commission on the Status of Women & Girls
Board of County Commissioners (Ratify 4 CSWG appointments)
Commissioner - District I: Bill Proctor (1 appointment)
Commissioner - District III: Rick Minor (1 appointment)
Commissioner – District V: Kristin Dozier (1 appointment)

OCTOBER 31, 2020

Tourist Development Council
Board of County Commissioners (1 appointment)

Leon County
Board of County Commissioners

Notes for Agenda Item #1

Leon County Board of County Commissioners

Agenda Item #1

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First of Two Public Hearings to Consider Adopting an Ordinance Amending the Leon County Land Development Code and Creating a New Section 10-6.659, Entitled "Government Operational (GO) Zoning District"

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 and Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Division Scott Brockmeier, Development Services Administrator

Statement of Issue:

This item provides for the first of two required Public Hearings to consider adoption of an Ordinance which implements the provisions of the Government Operational Future Land Use Category of the Comprehensive Plan. The County currently does not have a zoning district to implement the provisions of the Government Operational Future Land Use Category. The proposed Ordinance would create a new Section 10-6.659, entitled "Government Operational (GO) zoning district," defining the permitted uses as well as providing the appropriate development standards for permitted uses within the district.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first of two Public Hearings to consider adopting a proposed Ordinance amending the Leon County Land Development Code to create a new Section 10-6.659, entitled "Government Operational (GO) zoning district," (Attachment #1) and schedule the second and final Public Hearing for July 14, 2020 at 6:00 p.m.

Report and Discussion

Background:

At the April 28, 2020 meeting, the Board approved the scheduling of two public hearings to consider the adoption of an Ordinance amending the Leon County Land Development Code, creating a new Section 10-6.659 entitled "Government Operational (GO) Zoning District". This item requests the Board conduct the first of two required Public Hearings to consider adopting the proposed Ordinance creating a Government Operational (GO) zoning district to implement the provisions of the Government Operational Future Land Use Category of the Comprehensive Plan. A future land use category provides a general outline of intended land uses and general provisions for development within the future land use category. The County currently does not have a zoning district dedicated to implementing the GO Future Land Use Category. The new GO zoning district will provide certainty on the allowed land use, development standards and permitting requirements within the unincorporated area.

Government Operational (GO) was adopted on the Future Land Use Map on July 16, 1990 as a subcategory under the Institutional Future Land Use Category (FLUC) in the Comprehensive Plan (Attachment #2). GO became an independent FLUC with amendments effective August 17, 1992. Subsequent amendments effective July 26, 2006, added to the list of facilities that could be included in the GO FLUC (e.g. courts, electric sub-stations, health clinics, libraries, etc.). Since GO was adopted as an independent FLUC in 1992, the County has never adopted an Ordinance creating a zoning district that would enable rezoning of property in the unincorporated portions of Leon County to GO. Since that time, the County has only had the option of implementing the GO category through existing commercial, office or industrial zoning districts. These other zoning districts allow for a broad array of intense uses, which may have impacts that extend beyond the subject site. The GO FLUC is intended to limit uses to capture government facilities and services, including those operated by private entities on public land. Typical facilities in the GO zoning district include electrical substations, museums, government offices, libraries, stormwater management facilities, spray fields and pump stations.

The recommendation to establish the GO zoning district resulted from a proposed project brought to Development Support and Environmental Management (DSEM) by the State of Florida's Fish and Wildlife Conservation Commission (FWC). The FWC has an existing warehouse/office facility on the northeast corner of Capital Circle Southwest (CCSW) and Bradford Road which will be impacted from the future widening of CCSW. The property is currently designated Recreation/Open Space on the Future Land Use Map of the Comprehensive Plan. In addition, the site is zoned Open Space (OS), which implements the Recreation/Open Space FLUC. The OS zoning district does not allow for warehousing/office facilities; therefore, the existing state facility is a legally non-conforming use. In order for the State to accommodate the right-of-way taking as well as to facilitate future expansion of the facility, the site will need to be redesigned to reallocate parking and building facilities elsewhere on the property.

The nonconforming provisions of the Land Development Code (LDC) significantly limit the extent of renovations, remodeling and expansion of nonconforming uses and structures. The most appropriate option is to rezone the referenced site to a zoning district that allows the State's warehouse/office facility. The County's existing zoning districts, however, allow for a much broader number of uses than necessary to accommodate the State's facility. As a result of discussions with Planning and DSEM, the State submitted a proposed map amendment to change the property's FLUC to Government Operational. The referenced Comprehensive Plan map amendment was adopted on April 28, 2020. Therefore, staff requests authorization to proceed with the creation of a GO zoning district that would implement the existing GO FLUC and allow for the site to be considered for a subsequent rezoning to a GO zoning district. The rezoning process would occur subsequent to the adoption of the proposed Ordinance.

Analysis:

The City of Tallahassee added the Government Operational-1 (GO-1) and Government Operation-2 (GO-2) zoning districts to the City of Tallahassee LDC by adoption of an Ordinance on October 28, 2009. The City's GO-1 zoning district allows mostly neighborhood-scale services and uses (e.g. health clinics, libraries, police/fire stations, courts, electric substations, etc.), whereas the GO-2 zoning district would allow for community or regional-scale facilities and services (e.g. water treatment plants, correctional facilities, airports, electric generating facilities, etc.)

While many of the uses in GO could be captured under broader Future Land Use Categories and implementing zoning districts, it wouldn't be without potential consequences. There are instances when it is not appropriate to introduce a broader FLUC into areas that could usher in other zoning districts and uses. The GO FLUC only allows implementation of GO zoning districts. While the County's proposed GO zoning district may include several of the same permitted land uses as the City of Tallahassee's GO-1 zoning district, it will provide less intensive uses that are more compatible in the County. The County's proposed GO district also identifies specific prohibited uses such as, but not limited to, deep well injection, hydraulic fracturing, hazardous waste storage and landfilling.

Currently, there are no GO FLUC designations outside the City of Tallahassee limits. Even if the County adopts an Ordinance creating the GO zoning district, before any rezoning to GO could occur, an amendment to the Future Land Use Map of the Tallahassee-Leon County Comprehensive Plan would be required. As noted previously, the FWC has one parcel that was approved in the 2020 Comprehensive Plan amendment cycle (LMA202005) for a small-scale map amendment to the GO FLUC.

Review by the Advisory Committee on Quality Growth:

The proposed Ordinance is scheduled to be reviewed by the Advisory Committee on Quality Growth (ACQG) at their regular meeting in June. Due to agenda deadlines, any comments from the ACQG will be provided in the Board's agenda item for the second and final Public Hearing.

Consistency with Current Comprehensive Plan:

The Tallahassee-Leon County Planning Department conducted a consistency review with the Comprehensive Plan and determined the proposed Ordinance to be consistent with the Comprehensive Plan (Attachment #3). The Planning Commission held a Public Hearing on May 8, 2020, and ultimately found the proposed Ordinance to be consistent with the Comprehensive Plan and recommended the Board adopt the Ordinance.

Public Notification:

Notice of the Public Hearing has been published in accordance with the requirements of Florida Statutes (Attachment #4).

Options:

1. Conduct the first of two Public Hearings to consider adopting a proposed Ordinance amending the Leon County Land Development Code to create a new Section 10-6.659, entitled "Government Operational (GO) zoning district," (Attachment #1) and schedule the second and final Public Hearing for July 14, 2020 at 6:00 p.m.
2. Conduct the first of two Public Hearings to consider adopting a proposed Ordinance amending the Leon County Land Development Code to create a new Section 10-6.659, entitled "Government Operational (GO) zoning district," and do not schedule the second and final Public Hearing for July 14, 2020 at 6:00 p.m.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Government Operational Ordinance
2. Government Operational Future Land Use Category, Policy 2.2.16, Land Use Element
3. Consistency memorandum
4. Notice of public hearing

LEON COUNTY ORDINANCE NO. 2020-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10, THE LAND DEVELOPMENT CODE, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; CREATING A NEW SECTION 10-6.659 ENTITLED "GOVERNMENT OPERATIONAL DISTRICT"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of County Commissioners desires to establish a new zoning district to implement the Government Operational Future Land Use Category of the Tallahassee/Leon County Comprehensive Plan;

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

Section 1. Creating Section 10-6.659, Government Operational District.

Section 10-6.659 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled "Government Operational District", is hereby created to read as follows:

Sec. 10-6.659 – Government Operational District.

1. District Intent	2. Allowable District Location
The Government Operational (GO) district is intended to provide for the operation and provision of services on property owned or operated by the local, state or federal government. The government facilities may include services and uses provided by private entities operating on property owned by the local, state, or federal government. This district is intended to allow facilities that are defined within the Land Development Code as community facilities or services, light infrastructure and post-secondary uses.	The GO district is intended to be located in areas designated Government Operational on the Future Land Use Map

PERMITTED, ACCESSORY, AND PROHIBITED USES

3. Principal Uses	4. Accessory Uses	5. Prohibited Uses
1. Community facilities (on land owned or operated by local, state or federal government) 2. Light Infrastructure 3. Government Offices and Services 4. Indoor and Outdoor Storage Facilities 5. Fleet and Equipment Maintenance Facilities 6. Passive and Active Recreation 7. Other uses, which in the opinion of the County Administrator or designee, are of a similar and compatible nature to those uses described in this district.	Accessory uses and structures that support and are functionally related to principal onsite structures and/or activities which comprise no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee.	1. Residential – any type 2. Landfilling 3. Permanent hazardous or toxic waste storage 4. Deep well injection or waste products 5. Biohazards, hazardous, or toxic waste incineration 6. Recycling or processing of off-site materials (including Construction and demolition) 7. Hydraulic fracturing, proppant fracturing, acid fracturing, matrix acidizing, or other similar activities. 8. Extraction and bottling of mineral or spring water – Wholesale

6. Development Standards

Use	Maximum Intensity	Lot area (acres)	Maximum Building Height
Permitted Principal Uses	All structures associated with permitted principal uses shall be limited to no more than 10,000 sq. ft per acre	N/A	3 stories

7. Setbacks:	Front:	Side-interior:	Side-corner:	Rear:
	25 feet	15 feet	25 feet	10 feet

8. Buffers: All uses shall be subject to the buffer standards outlined in section 10-7.522 of this chapter. At minimum, a Type "D" buffer shall be required adjacent to a residential lot zoned for or developed with a residential land use. Existing vegetation may satisfy some, if not all, of the required buffer.
9. Criteria for Outdoor Storage: Outdoor storage shall be screened with an opaque material (an opaque material may include vegetation). The opacity requirements are as follows: 100 percent along any property line that adjoins an existing residential use; 80 percent along any property line that adjoins any other type of use other than residential (commercial, office, etc.) or a street right-of-way. The determination of the adequacy of the opaque material will be evaluated at the time of permitting.

General notes:

(1) If central sanitary sewer is not available, non-residential development and community facilities are limited to a maximum of 900 gallons of wastewater flow per day. Refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.

(2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

(3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

DRAFT

Section 2. Conflicts.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

Section 3. Severability.

If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 4. Effective Date.

This ordinance shall have effect upon becoming law.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 2020.

LEON COUNTY, FLORIDA

By:_____
Bryan Desloge, Chairman
Board of County Commissioners

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By:_____

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

By:_____

Policy 2.2.14: [L]

RECREATION/OPEN SPACE (EFF. 8/17/92; REV. EFF. 7/26/06; RENUMBERED 3/14/07)

This category contains:

(1) Government owned lands which have active or passive recreational facilities, historic sites, forests, cemeteries, or wildlife management areas.

(2) Privately owned lands which have golf courses, cemeteries, or wildlife management areas.

Permitted uses include passive recreation and silviculture. Active recreation facilities are included if the site is within the USA or a rural community.

Policy 2.2.15: [L]

RECREATION/OPEN SPACE - STORMWATER FACILITY (EFF. 7/2/99; REV. EFF. 7/26/06; RENUMBERED 3/14/07)

This is a sub-category of the Institutional Recreation/Open Space category. This category is intended for government owned stormwater facilities.

Included in this category are the following:

(1) Government owned lands which serve as structural or non-structural stormwater facilities.
(2) The primary function of land in this category is stormwater attenuation, stormwater treatment for water quality, or stormwater conveyance.
(3) These areas may be used for passive parks that do not contain any permanent structure. Allowable open space uses include parks, nature preserves, cultivation, grazing, and unimproved pervious parking areas.

Policy 2.2.16: [L]

GOVERNMENT OPERATIONAL (EFF. 8/17/92; REV. EFF. 7/26/06; RENUMBERED 3/14/07; REV. EFF. 12/24/10)

Contains facilities, which include those defined on the Land Use Development Matrix as Community Services, Light Infrastructure, Heavy Infrastructure, and Post-Secondary, that provide for the operation of and provision of services on property owned or operated by local, state and federal government. The government facilities may include services and uses provided by private entities operating on property owned by the local, state, or federal government. These facilities shall include, but are not limited to:

Airports*
Correctional Facilities
Courts
Electric Generating Facilities
Electric Sub-Stations
Health Clinics
Libraries
Incinerators
Materials Recovery Facilities
Museums
Postal Facilities
Offices
Outdoor Storage Facilities
Police/Fire Stations
Sanitary Sewer Percolation Ponds
Sanitary Sewer Pump Stations
Sanitary Sewer Sprayfields
Vehicle Maintenance Facilities
Waste to Energy
Water Tanks
Water Treatment Plants
Water Wells

*Includes services and uses provided by private entities that are commonly located at commercial service airports.

PLANNING DEPARTMENT
a division of PLACE

MEMORANDUM

TO: Ryan Culpepper, AICP, Director, Development Services, Leon County Development Support & Environmental Management
FROM: Sean Reiss, Senior Planner, Tallahassee-Leon County Planning Department
THRU: Russell Snyder, Administrator, Tallahassee-Leon County Planning Department
DATE: April 15, 2020
SUBJECT: Consistency Review –Text Amendment to the Leon County Land Development Code, Creating Section 10-6.659, Government Operational District.

Description of the Proposed Change:

The proposed ordinance amends the Land Development Code of the Code of Laws of Leon County, Florida to create Section 10-6.659, Government Operational District. The proposed change will update the Land Development Code to create the Governmental Operational District in order to create an implementing zoning district for the Governmental Operational Future Land Use Map (FLUM) category in the Tallahassee-Leon County Comprehensive Plan. Currently, the County's zoning code does not have a district to implement the FLUM category.

Analysis of Consistency with the Tallahassee-Leon County Comprehensive Plan

Tallahassee-Leon County Comprehensive Plan Land Use Element Policy 2.2.16 establishes the Governmental Operational Future Land Use Map category. The Governmental Operational FLUM category is intended to contain facilities that provide for the operation of and provision of services on property owned or operated by local, state and federal government. The government facilities may include services and uses provided by private entities operating on property owned by the local, state, or federal government. The proposed zoning district furthers Policy 2.2.16 of the Land Use Element by establishing a district to implement the category. The proposed Government Operational (GO) district states that it "is intended to provide for the operation and provision of services on property owned or operated by the local, state or federal government" and "…be located in areas designated Government Operational on the Future Land Use Map." The proposed services and uses are also reflective of those outlined by the Comprehensive Plan. The proposed district is consistent with Policy 2.2.16 and thus consistent with the Comprehensive Plan.

Finding of Consistency with the Tallahassee-Leon County Comprehensive Plan

Based on the findings above, the Planning Department finds the proposed Section 10-6.659, Government Operational District consistent with the *Tallahassee-Leon County Comprehensive Plan*.

NOTICE OF ESTABLISHMENT OR CHANGE OF A LAND USE REGULATION

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "Board") will conduct a virtual only public hearing on Tuesday, June 16, 2020, at 3:00 p.m., or as soon thereafter as such matter may be heard, by utilizing communications media technology in accordance with the Florida Governor's Executive Order 20-69, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10, THE LAND DEVELOPMENT CODE, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; CREATING A NEW SECTION 10-6.659 ENTITLED "GOVERNMENT OPERATIONAL DISTRICT"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will be broadcasting the virtual only public hearing on Comcast Channel 16, Prism Channels 16 and 1016-HD, and the County's Facebook page, You Tube channel, and web site (www.LeonCountyFL.gov). All interested parties are invited to submit public comment until 8:00 p.m. on Monday, June 15, 2020, by visiting http://cms.leoncountyfl.gov/Home/Commission-Meetings/Meeting-Comments. All submitted comments will be distributed to the Board prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the County's website (www.LeonCountyFL.gov) in advance of the hearing. Persons needing assistance with submitting comments may contact County Administration via telephone at 850-606-5300, or via email at LCG_PublicComments@leoncountyfl.gov.

Public comment received after the 8:00 p.m., Monday, June 15, 2020, deadline will be made available to the Board and entered into the record during the hearing, although the County cannot guarantee that Commissioners will have adequate time to review such comments prior to the hearing or that the comments will be posted on the County website prior to the hearing.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact 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 ordinance may be inspected on the County's web site (www.LeonCountyFL.gov). To receive copies of the ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration via telephone at 850-606-5300, or the Department of Development Support and Environmental Management at 850-606-1300.

Leon County
Board of County Commissioners

Notes for Agenda Item #2

Leon County Board of County Commissioners

Agenda Item #2

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: March 10, 2020 Regular Meeting

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator 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: March 10, 2020 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of March 10, 2020, Regular Meeting.

Attachment:

1. March 10, 2020, Regular Meeting

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
March 10, 2020

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

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

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Pastor Gregory James of Life Church International Center. Commissioner Maddox then led the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

- **ADDED: UPDATE ON CORONAVIRUS DISEASE 2019 (COVID-19) (CLAUDIA BLACKBURN, FLORIDA DEPARTMENT OF HEALTH, LEON)**

  - Claudia Blackburn, Florida Department of Health-Leon County, provided an update on the COVID-19 outbreak. She noted that Governor Ron DeSantis has declared a State of Emergency due to the coronavirus. The number for the Florida Department of Health 24-hour COVID-19 call line is 1-866-779-6121. The Leon County Department of Health number is 850-404-6300 and is available Monday – Friday from 8:00a.m. – 5:00p.m. Also, as requested by the County Department of Health, the County has activated the Emergency Operations Center. The FDOH website is www.FLHealth.gov/COVID-19. She welcomed coming back to give updates.
    - Commissioner Dozier confirmed that citizens should refer to the Centers for Disease Control and Prevention (CDC) and the Department of Health for information related to COVID-19.
    - Chairman Desloge encouraged staff to continue pushing out the contact information on social media.

- **Proclamation Recognizing Multiple Sclerosis Awareness Month**

  - Commissioner Dozier read into the record a Proclamation recognizing Multiple Sclerosis Awareness Month.
    - Nicki Sargent and Ashley Smith thanked the Board for their recognition and support. They invited the community to attend the Walk MS event on April 4, 2020 at Lake Ella.

- **Proclamation Recognizing the 7th Anniversary of Destiny Church**

  - Commissioner Minor read into the record a Proclamation recognizing the 7th Anniversary of Destiny Church.
    - Brittany Jones, Keith Berry and Deshawn Jones, on behalf of Pastor Clarence Jackson, accepted the Proclamation and thanked the Board for this honor and continued partnership.

- **Proclamation recognizing April 1st as National Census Day**

  - Chairman Desloge read into the record a Proclamation recognizing April 1st as National Census Day.
    - Cherie Bryant, Director Tallahassee-Leon County Planning Dept., highlighted the message shared concerning completing your census intake. She recognized the Census Committee and all volunteers. She thanked the Board for their recognition.

- **Presentation of the Neighborhood of the Year and Neighbor of the Year Winners**

  - Christic Henry, the Council of Neighborhood Association (CONA) and Leroy Peck, CONA President, thanked the County and all their partners and spoke of those that love their neighborhood.
  - Commissioner Desloge presented the following awards:
    - Leon County's Small Neighborhood of the Year -Blairstone Homes Association
    - Leon County's Large Neighborhood of the Year- Indianhead Lehigh Neighborhood Association.
    - Leon County's Unincorporated Area Neighborhood of Year -Walden Place Homeowners Association.
    - Neighbor of Year- Rhonnie Schaffer (Green Hills Neighborhood).

  - **Proclamation Recognizing the Retirement of County Attorney Herbert W.A. Thiele**

    - Chairman Desloge read the proclamation into record honoring County Attorney Thiele's committed service to Leon County.
    - County Attorney Thiele thanked the Board for their heartfelt recognition. He remarked it has been a pleasure and honor to serve the County for the last 30 years.

CONSENT:

Commissioner Maddox moved, duly seconded by Commissioner Dozier to approve the Consent Agenda, as presented. The motion carried 7-0.

1. Minutes: December 10, 2019 Regular Meeting

The Board approved Option 1: Approve the minutes of December 10, 2019 Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for March 10, 2020 and pre-approve the payment of bills and vouchers for the period of March 11, 2020 through April 13, 2020.

3. Federal Election Cybersecurity Initiatives Grant for Fiscal Year 2019-2020

The Board approved Option 1 and 2: Option 1: Accept and authorize the Leon County Supervisor of Elections to recognize and spend its FY 2019-2020 Federal Election Cybersecurity Initiatives Grant award in the amount of $24,670, plus 15% matching funds, within the requirements of the Memorandum of Agreement. Option 2: Approve the Resolution and associated Budget Amendment Request.

4. Commissioner Appointments to the Contractors Licensing and Examination Board and the Tallahassee-Leon County Commission on the Status of Women & Girls

The Board approved Option 1 & 2: Option 1: Ratify individual Commissioner appointments of citizens to the Contractors Licensing and Examination Board:

a. Chairman Desloge reappoints John Salvo for a three-year term ending March 31, 2023.

b. Commissioner Dozier appoints Sean Morgan for a three-year term ending March 31, 2023.

[Should the Board choose to appoint Mr. Morgan it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.]

Option 2: Ratify Commissioner Lindley's appointment of Tonnette Graham to the Tallahassee-Leon County Commission on the Status of Women and Girls for the remainder of the unexpired term ending September 30, 2021.

5. Consideration of the Affordable Housing Advisory Committee's 2020 Recommendations

The Board approved Option 1: Approve the inclusion of Leon County Affordable Housing Advisory Committee's recommendations in the State Housing Initiatives Partnership Local Housing Assistance Plan as presented.

6. Community Land Trust

The Board approved Option 1: Approve the Agreement with Tallahassee Lenders' Consortium to serve as the Community Land Trust and authorize the County Administrator to execute in a form approved by the County Attorney.

7. Consideration to Pursue Designation as an AARP Age-Friendly Community

The Board approved Option 1: Direct staff to pursue designation as an Age-Friendly Community in coordination with the City of Tallahassee.

8. Approval of the Plat of Summerfield Phase 1 Subdivision

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

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

The Board approved Options 1 & 2: Option 1: Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of $25,000 and authorize the County Attorney. Option 2: Approve the Resolution and associated Budget Amendment Request realizing the $25,000 into the FY 2020 budget.

10. Adoption of a Resolution in Support of FDOT Transportation Alternative Set Aside Grant Application to Construct the Gadsden Street Sidewalk Project

The Board approved Option 1: Adopt the Resolution in support of the Florida Department of Transportation's Transportation Alternatives Set-Side Grant Application to construct the Gadsden Street sidewalk project.

Status Reports:

11. Supervised Pretrial Release Program 2019 Annual Report

Option 1: Accept the Supervised Pretrial Release Program 2019 Annual Report and authorize staff to submit to the Clerk of Circuit Court and Comptroller for Leon County.

12. Status Report on the Capital Area Sustainability Compact

Option 1: Accept the Status Report on the Capital Area Sustainability Compact.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER)

- Ashton Henderson, FSU Assistant Athletic Director for Student-Athlete Development, 3265 Gramercy Place, requested the Board's support of the inaugural Beyond the Gridiron Thrive summit on March 20-21 for children ages 10-14, and asked for the County's support in spreading the word.
- Commissioner Proctor congratulated FSU Coach Leonard Hamilton for being named the ACC Coach of the Year. He requested a proclamation recognizing him. Additionally, he requested a proclamation recognizing Rickards High School Boys' Basketball Team as the State 5A Champions.
- Commissioner Maddox offered his support for the summit an offered a friendly amendment to include a proclamation for the inaugural Beyond the Gridiron Thrive Summit.
- *Commissioner Proctor moved, duly seconded Commissioner Maddox, to approve a proclamation recognizing FSU Coach Leonard Hamilton as the ACC Coach of the Year; a proclamation recognizing Rickards High Schools Boys' Basketball Team as the State 5A Champions and a proclamation recognizing the inaugural Beyond the Gridiron Thrive Summit, March 20-21, 2020.*
- *The motion carried 7-0.*

GENERAL BUSINESS

13. Setting of the FY 2021 Maximum Discretionary Funding Levels for Outside Agencies including the Community Human Services Partnership (CHSP)

County Administrator Long introduced this item. He noted pursuant to the County's Discretionary Funding Ordinance and Policy No. 93-44 Fiscal Planning, this item seeks Board consideration to approve the FY 2021 maximum discretionary funding levels for outside agencies including the Community Human Services Partnership (CHSP) and special events.

Public Speakers:

- Courtney Atkins, Executive Director Whole Child Leon, 1126 Lee Avenue, thanked the Board for their support of the Children's Services Council. She reflected on her organization's current projects with community partners.

- Leslie Powell-Boudreaux, Legal Services of North Florida, 2119 Delta Blvd, thanked the Board for their continued support.

- Commissioner Maddox recused himself from the vote on Option 1, due to the appearance of a conflict of interest due to his current employment with the Boys and Girls Club.

- Commissioner Minor confirmed that expanding the Promise Zone does not change the categories eligible for funding from previous years.

- Commissioner Dozier reflected that a second grant application was necessary for the Promised Zone funding. She reflected on the potential overlap of CHSP funding categories as well as possible overlap with initiatives in the Office of Economic Vitality.

    - County Administrator Long and Shington Lamy confirmed that an application is required for each category applied for including the Promised Zone.

Commissioner Minor moved, duly seconded by Commissioner Jackson, to approve Option 1: Approve an increase in the Community Human Services Partnership (CHSP) funding level for FY 2021 from the current $1,300,000 to $1,445,000, of which $145,000 is recommended to be dedicated to the expanded Promise Zone. The motion carried 6-0. (Commissioner Maddox abstained).

Chairman Desloge reflected on the fact that the Kearney Center is operating at a deficit and is being supported by a benefactor. He sought more information for collaboration with the City and Kearney Center leaders on a long-term plan for the Kearney Center.

Commissioner Lindley inquired about an agenda item to include an analysis on supporting the Kearney Center and the impact the Kearney Center has on surrounding businesses and residents.

Commissioner Proctor recognized the vital contribution the Kearney Center makes to the community and reflected on what the County could do to offer support.

Commissioner Dozier reflected on her recent tour of the Kearney Center. She asked that the proposed agenda item include the coordination of services through the Continuum of Care to qualify for additional federal funding. She encouraged the County to focus their attention on the homeless shelter and not their umbrella organizations, Connecting Everyone with Second Chances, Inc. (CESC).

Commissioner Proctor confirmed that the County is setting the maximum discretionary funding level and reflected that additional funding may be required to meet future funding requests. He confirmed with the County Attorney that he was not prohibited from speaking with the Rick Kearney.

- County Administrator Long clarified that operating funding cannot be provided outside of the CHSP process and that it only required a separate application if applying for different services. He noted should the Board choose, a budget discussion item to amend policy including ordinance revisions could be provided.

Commissioner Maddox noted that Kearney Center may have a request for additional capital funding.

Commissioner Lindley confirmed that this is the second year of the County's $100,000 Capital Funding agreement with the Kearney Center.

Commissioner Dozier established that Option 6 was not needed since the contracts would be coming back in April. She confirmed that additional requests for Capital Funding could be considered later. She noted the program funding is currently addressed in the CHSP process.

Shington Lamy, CHSP Director, shared that separate information is needed, they would need another application in another category to qualify for additional funding.

Commissioner Proctor reflected on the need for County support of the homeless shelter and suggested funding of the Kearney Center could be addressed in Housing Services.

Commissioner Lindley moved, duly seconded by Commissioner Dozer, to direct staff to bring back a budget discussion item including an analysis of the collaborative long-term funding support for the Kearney Center and revisions to the County's line item funding Ordinance. The motion carried 7-0.

Commissioner Dozier moved, duly seconded by Commissioner Lindley, approval of Options 2 -5:
2) Approve the non-departmental maximum discretionary funding level for FY 2021 at $37,000 for special events funding.
3) Maintain the Commissioner District Budgets at $12,500.
4) Maintain the Kearney Center Capital Funding at $100,000.
5) Approve a Resolution and Budget Amendment Request for $10,000 from General Fund Contingency for County Sponsored Events for the balance of the current fiscal year.
The motion carried 7-0.

14. Analysis of Lobbying Regulations and Request to Schedule First and Only Public Hearing for April 28, 2020, to Consider Adoption of Ordinance Amending Chapter 2, Article XII of the Leon County Code of Laws Regarding Lobbying Regulations

County Attorney Thiele introduced this item. He stated, as requested at the Board's meeting of January 28, 2020, this agenda item will provide an analysis of various lobbying regulations. This item will also request the Board to schedule a public hearing to consider adoption of an Ordinance amending Chapter 2, Article XII of the Leon County Code of Laws regarding lobbying regulations.

Chairman Desloge called for public speakers.

- Maxwell Herrle, 117 S. Gadsden St., lobbyist, stated that the process to register as a lobbyist with the County is difficult. He reflected on needed updates to the current registration form, the need for online registration and the need to remove the requirement to have the form notarized.

Commissioner Proctor acknowledged the need for allowance for electronic registration and asked if the process could be accomplished online.

- County Attorney Thiele stated that an electronic registration could be explored in collaboration with the Clerk of Court who currently oversees the process.

Commissioner Minor shared the need for lobbyist clarification, and the need to update the registration process by working with the Clerk of Court's Office. He requested a Q & A section be added to the County's lobbyist webpage.

- County Attorney Thiele reflected on the current enforcement of the Ordinance, which requires the issuance of a citation by the Sheriff's Office and added that the Clerk of Court and the State Attorney would also be involved. He indicated other enforcement methods could be explored.

Commissioner Minor motioned to delay the public hearing and requested that staff bring back an agenda item exploring the following: (1) enforcement models for lobbyist registration, (2) removal of the notary requirement on the application form, (3) working with the Clerk of Court to explore an online registration and payment process, (4) adding a Q & A on the lobbyist registration County webpage, (5) simplifying the definition of a lobbyist by removing the exemption in Section 2.681 (6), which involves persons making information requests.

Commissioner Lindley offered an amendment to the motion to include the addition of lobbyists being able to speak at a publicly noticed meeting without registering.

Commissioner Minor accepted the amendment to the motion.

Commissioner Dozier noted that several lobbyists register after being notified by staff that they are not in compliance with the County's ordinance. She reflected on the need for a more efficient and effective enforcement process. She expressed support of the Q & A section on the webpage to include an explanation of when individuals need to register as a lobbyist. She clarified with County Attorney Thiele that, if any individual is being paid to approach a County Commissioner to influence their vote, it would be enough to trigger lobbyist registration.

Commissioner Minor moved, duly seconded by Commissioner Lindley, to approve Option 2 as amended: Do not schedule first and only public hearing for April 28, 2020, to consider adoption of an Ordinance amending Chapter 2, Article XII of the Leon County Code of Laws regarding lobbying regulations; and direct staff to prepare an agenda item to further explore the following: (1) enforcement models for lobbyist registration, (2) removal of the notary requirement on the application form, (3) working with Clerk of Court to explore an online payment process, (4) adding a Q&A on the lobbyist registration webpage, (5) simplify the definition of a lobbyist by removing exemption 6, and (6) allowing a lobbyist to talk at County publicly noticed meetings without registering.

The motion carried 7-0.

15. Authorization to Amend the Emergency Management Budget to Perform Scheduled Upgrades to the 9-1-1 System Infrastructure

County Administrator Long introduced the item. He stated this agenda item seeks authorization to amend the Emergency Management budget to perform scheduled upgrades to 9-1-1 system infrastructure and establish the text-to-911 system.

Commissioner Maddox moved, duly seconded by Commissioner Minor, approval of Option 1: Approve the Resolution and associated Budget Amendment Request in the amount of $797,155 to implement 911 system upgrades.

Commissioner Proctor asked if this technology could be used to disseminate information related to COVID -19.

County Administrator Long indicated that the technology is not currently used for that application, except if it were utilized for reverse 911 situations.

The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

16. Second and Final Public Hearings to Consider Adoption of a Proposed Ordinance Creating a New Section 10-6.657 of the Land Development Code, Entitled "Mining Zoning District"

County Administrator Long introduced the item. He shared this item provides for the second and final Public Hearing to adopt an Ordinance which implements the provisions of the Industry and Mining Future Land Use Category of the Comprehensive Plan by establishing a Mining zoning district. The County currently does not have an existing zoning district dedicated to implementing the mining provisions of the referenced Future Land Use Category. The new zoning district will provide certainty on the allowed land use, development standards, permitting requirements and reclamation standards for mining uses within the Urban Service Area.

Chairman Desloge confirmed there was no public comment.

Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the second and final Public Hearing and adopt an Ordinance creating a new Section 10-6.657 of the Land Development Code, entitled, "Mining District". The motion carried 6-0. (Commissioner Proctor out of chambers).

17. First and Only Public Hearing on an Ordinance updating the Capital Improvements Schedule of the Capital Improvements Element of the Comprehensive Plan

County Administrator Long introduced the item. He stated this item provides for the annual update to the Five-Year Schedule of Capital Improvements pursuant to Florida

Statutes, and requests the Board to conduct the first and only public hearing to adopt an Ordinance updating the Tallahassee-Leon County Comprehensive Capital Improvement Schedule.

Chairman Desloge confirmed there was no public comment.

Commissioner Dozier moved, duly seconded by Commissioner Jackson, approval of Option 1: Conduct the first and only public hearing and adopt the Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule. The motion carried 6-0. (Commissioner Proctor out of chambers).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER)

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

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

- Thanked Commission and Staff for his retirement celebration on Monday. He thanked everyone for the 30 wonderful years of being the County's lawyer.

County Administrator Long:

- Shared the County activated the EOC as requested by the Leon County Department of Health.
- Acknowledged, for the second year in a row, Leon County was named by Southern Living, which has a reach of 23 million subscribers, as the No. 10 South's Best City and the No. 9 South's Best College Town.
- Congratulated County Attorney Thiele on his much-earned retirement and thanked him for his years of service to Leon County**.**

COMMISSIONER DISCUSSION ITEMS

Commissioner Dozier:

- Reflected on the success of the recent Red Hills Horse Trials.
- Recalled the recent ground-breaking for the cross-county improvements at the Apalachee Regional Park.
- Shared her thoughts on the recent League of Women Voters 100th Anniversary Celebration of the women's right to vote.
- Commended staff on the COVID-19 updates from the EOC.
- Acknowledged County Attorney Thiele on his retirement and thanked him for his many years of service to Leon County.
- Welcomed incoming County Attorney, Chasity O'Steen.
- Reflected on her recent walk near Lake Henrietta and the current city projects in the area. She requested more information on the contamination flowing into the lake and confirmed with the County Administrator that staff will prepare a status report on the city and county collaboration to limit the contamination flowing into Lake Henrietta.

Commissioner Proctor:

- Requested a Proclamation recognizing the students representing Talquin Electric Cooperative on the National Rural Electric Cooperative Youth Tour to Washington D.C.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, to request a Proclamation recognizing the students representing Talquin Electric Cooperative on the National Rural Electric Cooperative Youth Tour to Washington D.C. The motion carried 7-0.

- Reflected on the stalled construction of the Washington Square Project and requested a status report.
    - Commissioner Dozier reflected on the need for the Washington Square status report and questioned what triggers are available for the project to move forward.

Commissioner Proctor moved, duly seconded by Commissioner Dozier, to direct staff to bring back a status report on the Washington Square Project. The motion carried 7-0.

- *Reflected on the need for a County Department of Elder Affairs and made a motion to direct staff to bring back an agenda item exploring the development of a County Department of Elder Affairs. Motion died for a lack of a second.*

- Expressed concern regarding the gentrification of the Springfield/Frenchtown area, and stated that citizens may call his office if they do not understand the real value of their property.
- Applauded County Attorney Thiele on his retirement and thanked him for his years of service.
- Requested a proclamation for Willie and Carrie Pittman for their support of female students attending Florida Agriculture and Mechanical College (FAMC) and Florida Agriculture & Mechanical University (FAMU).

- *Commissioner Proctor moved, duly seconded by Commissioner Maddox, to request a proclamation recognizing Willie and Carrie Pittman for their support of female students attending FAMC and FAMU, to be presented at an off-site event. The motion carried 7-0.*

Commissioner Lindley:

- Congratulatory remarks to the County Attorney on his retirement.
- Reflected on the success of the recent Red Hills Horse Trails.
- Gave kudos to staff for a great Boys to Men concert.

Chairman Jackson:

- Congratulated County Attorney Thiele on his retirement and thanked him for his many years of service.
- Welcomed incoming County Attorney, Chasity O'Steen.

Commissioner Maddox:

- Thanked County Attorney Thiele for his leadership and sound guidance.
- Welcomed incoming County Attorney, Chasity O'Steen.
- Wished Happy Birthday to his son.

Commissioner Minor:

- Announced that the Kearney Center needs supplies related to preventing the spread of the Coronavirus and encouraged community donations such as hand wipes, sanitizer, soap, etc.
- Expressed his appreciation to County Attorney Thiele and incoming County Attorney O'Steen for working together on the lobbyist ordinance amendments.
- Thanked County Attorney Thiele for tenure and wished him well in retirement.

Chairman Desloge:

- Noted the recent ground-breaking for the cross-county improvements at the Apalachee Regional Park.
- Commended the success of the recent Red Hills Horse Trials.
- Congratulated County Attorney Thiele on his retirement and thanked him for his years of service.
- Requested staff explore software used to identify uncollected vacation rental bed tax revenue, possible loss of property tax and building fee revenues associated with unpermitted improvements.
- *Commissioner Proctor moved, duly seconded by Commissioner Minor, to direct staff to bring back an agenda item exploring the software used to identify uncollected vacation rental bed tax revenue and possible loss of property tax and building fee revenues associated with unpermitted improvements. The motion carried 7-0.*

RECEIPT AND FILE:

- None.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:02 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Bryan Desloge, 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 #3

Leon County Board of County Commissioners

Agenda Item #3

June 16, 2020

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 and Budget Analyst

Statement of Issue:

This agenda item requests Board approval of the payment of bills and vouchers submitted for June 16, 2020 and pre-approval of payment of bills and vouchers for the period of June 17, 2020 through July 13, 2020.

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 June 16, 2020 and pre-approve the payment of bills and vouchers for the period of June 17, 2020 through July 13, 2020.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the June 16th meeting, the morning of Monday, June 15, 2020. 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 July 14, 2020, it is advisable for the Board to pre-approve payment of the County's bills for June 17, 2020 through July 13, 2020 so that vendors and service providers will not experience hardship because of delays in payment. In the event the Board meeting is cancelled, the payment of bill/vouchers will be approved until the next scheduled meeting. 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 June 16, 2020 and pre-approve the payment of bills and vouchers for the period of June 17, 2020 through July 13, 2020.
2. Do not approve the payment of bills and vouchers submitted for June 16, 2020, and do not pre-approve the payment of bills and vouchers for the period of June 17, 2020 through July 13, 2020.
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

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Gwen Marshall, Clerk of the Circuit Court and Comptroller

Title: FY 2018/19 Annual Audit and Financial Statements

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:	Kimberly Wilder, Director of Finance

Statement of Issue:

This agenda item seeks the Board's acceptance of the annual external audit and the County's financial statements, and approval for the Chairman to sign the letter transmitting these reports to the Auditor General in compliance with Florida Statutes.

Fiscal Impact:

This item has no current fiscal impact; however, an annual audit is required by State Statutes, and if it were not completed, it would jeopardize federal, state, and local revenues.

Staff Recommendation:

Option #1: Accept the FY 2018/19 Annual Audit and Financial Statements (Attachment #1) and authorize the Chairman to sign a letter transmitting the report to the Auditor General (Attachment #2).

Report and Discussion

Background:

Section 11.45, Florida Statutes, requires the Board to obtain an independent audit of the County's financial statements on an annual basis. The Board contracted for an independent audit with Thomas Howell Ferguson P.A., and Law, Redd, Crona, & Munroe P.A., Certified Public Accountants. The audit and financial report are provided to the Board for review under the Clerk's transmittal memorandum (Attachment #1).

Analysis:

The reports on internal control, compliance and the management letter from the Board's external auditors is included in pages 42 to 51 of Attachment #1. There are three audit recommendations which have been accepted by management. The implementation of the recommendations is in progress. The letter transmitting the Management Letter (Attachment #2) will be forwarded to the Auditor General.

Options:

1. Accept the FY 2018/19 Annual Audit and Financial Statements (Attachment #1) and authorize the Chairman to sign the letter transmitting the report to the Auditor General (Attachment #2).
2. Do not accept the FY 2018/19 Annual Audit and Financial Report.
3. Board direction.

Recommendation:

Option # 1

Attachments:

1. Transmittal Memorandum from the Clerk of the Circuit Court & Comptroller and the Annual Audit and Financial Report for FY 2018/19
2. Draft Response transmitting the report to the Auditor General

THE HONORABLE
GWEN MARSHALL
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

June 16, 2020

Leon County Board of County Commissioners
301 S. Monroe Street
Tallahassee, Florida 32301

The Honorable Board of County Commissioners:

I am pleased to forward to you Leon County's annual audit report as well as the financial statements for the fiscal year ended September 30, 2019. This report reflects an unqualified auditor's opinion on the Board's financial statements. Leon County has received an unqualified audit opinion for 37 consecutive years.

The auditors' report on internal control over financial reporting, compliance and other matters is found on pages 42 through 46 with the associated management letter on pages 47 through 51. The management letter provides three audit recommendations regarding financial accounting processes. All audit recommendations have been accepted by management as indicated in the letter.

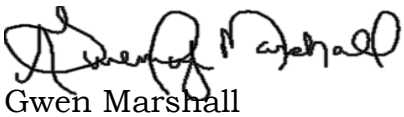
The Director of Financial Stewardship, Clerk of the Circuit Court and Comptroller, and the Finance Director met with the external auditors regarding this report. Subsequent to this discussion, and a review of the audit recommendations with staff, we recommend acceptance of this report and the associated response to the State Auditor General.

Your acceptance of the report and approval of the letter transmitting the report will be included in the June 16th Board of County Commission Meeting agenda. As mentioned, Florida law requires that a letter of response be made to the State Auditor General regarding the auditor's comments.

Thank you to all Leon County staff who worked so diligently to produce not only these financial statements, but the outstanding results of operations that are reflected in this document. Leon County's 2018-2019 Comprehensive Annual Financial Report has been submitted for the Florida Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting. Leon County has consistently received this honor for 22 years and will no doubt remain among the distinguished group of governmental entities receiving this award. Should you

have questions regarding the audit or the financial statements, please do not hesitate to contact me.

Sincerely,



Gwen Marshall

Copy to: Mr. Vince Long, County Administrator
Mr. Alan Rosenzweig, Deputy County Administrator
Ms. Kimberly Wilder, Director of Finance
Mr. Edward Burke, Assistant Finance Director

Special-Purpose Financial Statements

Board of County Commissioners
Leon County, Florida

Year Ended September 30, 2019
with Report of Independent Auditors

Thomas Howell Ferguson P.A.
and
Law, Redd, Crona & Munroe, P.A.

Board of County Commissioners
Leon County, Florida
Special-Purpose Financial Statements
Year Ended September 30, 2019

Board of County Commissioners

Bryan Desloge, Chairman	District 4
William Proctor	District 1
Rick Minor	District 3
Jimbo Jackson	District 2
Kristin Dozier	District 5
Mary Ann Lindley	At-Large
Nick Maddox	At-Large

COUNTY ADMINISTRATOR
Vincent S. Long

CLERK OF THE CIRCUIT COURT

AND

COMPTROLLER
Gwen Marshall

Board of County Commissioners
Leon County, Florida
Special-Purpose Financial Statements
Year Ended September 30, 2019
TABLE OF CONTENTS

Page

Report of Independent Auditors **1**

Audited Special-Purpose Financial Statements

Balance Sheet – Governmental Funds 4
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds 6
Statement of Net Position – Proprietary Funds 8
Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds 9
Statement of Cash Flows – Proprietary Funds 10
Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund 12
Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Fine & Forfeiture Fund 13
Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Grants Fund 14
Statement of Fiduciary Assets and Liabilities – Agency Fund 15
Notes to Special-Purpose Financial Statements 16

Other Schedules

Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill 41

Other Reports

Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* **42**

Report of Independent Accountants on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies **44**

Report of Independent Accountants on Compliance with Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund **45**

Report of Independent Accountants on Compliance with Section 288.8017 *Florida Statutes*, Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill **46**

Management Letter **47**

Thomas Howell Ferguson P.A.
CERTIFIED PUBLIC ACCOUNTANTS
Law, Redd, Crona & Munroe, P.A.

Report of Independent Auditors

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the major governmental funds, the proprietary funds, the agency funds, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Board's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these special-purpose financial statements based on our audit. We did not audit the financial statements of the Housing Finance Authority of Leon County, a discretely presented component unit of Leon County, which statements reflect total assets constituting 0.8 percent of total assets at September 30, 2019, and total revenues constituting 0.08 percent of total revenues for the year then ended. Those statements were audited by other auditors, whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Housing Finance Authority of Leon County, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, based on our audit and the report of the other auditors, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the major governmental funds, the proprietary funds, the agency funds, the discretely presented component unit, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida as of September 30, 2019, the respective changes in financial position, where applicable, the cash flows thereof, and the respective budgetary comparison statements of the major governmental funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (Rules). In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the major governmental funds, the proprietary fund, the agency fund and the discretely presented component unit of the Board, and only that portion that is attributable to the transactions of the Board. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2019, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to these matters.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Board's special-purpose financial statements. The Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill (the Schedule) is presented for purposes of additional analysis and is not a required part of the special-purpose financial statements.

The Schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the special-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the special-purpose financial statements or to the special-purpose financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill is fairly stated, in all material respects, in relation to the special-purpose financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 20, 2020, on our consideration of the Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, rules, regulations, contracts, grant agreements and other matters under the heading *Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with Government Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A.

Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Board of County Commissioners
Leon County, Florida
Balance Sheet - Governmental Funds
September 30, 2019

	General Fund	Fine & Forfeiture Fund	Grants Fund	Capital Improvement Fund
Assets				
Cash	$ 6,676,420	$ 0	$ 5,721	$ 55,333
Investments	8,639,602	1,789,167	1,320,005	23,983,506
Receivables (net of allowances for uncollectibles):				
Accounts	561,675	5,062	3,734	67,849
Special assessments	0	0	0	0
Due from other governments	17,122,965	0	4,797,830	0
Due from other funds	2,919,582	0	0	0
Due from other county units	1,736,608	219,444	5,603	0
Inventories	288,730	0	0	0
Other assets	4,250	0	0	0
Prepaids	0	0	0	15,838
Total assets	$ 37,949,832	$ 2,013,673	$ 6,132,893	$ 24,122,526
Liabilities, deferred inflows, and fund balances				
Liabilities:				
Accounts payable	$ 3,291,902	$ 25,777	$ 182,461	$ 1,320,362
Accrued liabilities	499,807	0	8,315	0
Due to other governments	264,499	0	0	0
Due to other funds	0	0	2,567,356	0
Due to other county units	134,081	0	162,946	0
Deposits	45,010	313,543	0	0
Revenue received in advance	15	50	3,218,849	0
Total liabilities	4,235,314	339,370	6,139,927	1,320,362
Deferred inflows				
Deferred inflow of resources	0	0	0	0
Total deferred inflows	0	0	0	0
Fund balances:				
Nonspendable	292,980	0	0	15,838
Restricted	0	0	201,774	22,786,326
Committed	5,057,178	251,145	0	0
Assigned	17,473,547	1,423,158	0	0
Unassigned	10,890,813	0	(208,808)	0
Total fund balances	33,714,518	1,674,303	(7,034)	22,802,164
Total liabilities, deferred inflows, and fund balances	$ 37,949,832	$ 2,013,673	$ 6,132,893	$ 24,122,526

The accompanying notes are an integral part of these special-purpose financial statements.

Nonmajor Governmental Funds	Total Governmental Funds
$ 2,785,243	$ 9,522,717
47,322,104	83,054,384
4,598,432	5,236,752
655,492	655,492
4,081,053	26,001,848
0	2,919,582
742,176	2,703,831
0	288,730
12,723	16,973
5,642	21,480
$ 60,202,865	$ 130,421,789
$ 4,231,969	$ 9,052,471
569,233	1,077,355
1,008,988	1,273,487
336,561	2,903,917
213	297,240
126,501	485,054
286,331	3,505,245
6,559,796	18,594,769
578,812	578,812
578,812	578,812
5,642	314,460
41,190,277	64,178,377
11,777,938	17,086,261
311,752	19,208,457
(221,352)	10,460,653
53,064,257	111,248,208
$ 60,202,865	$ 130,421,789

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds
Year Ended September 30, 2019

	General Fund	Fine & Forfeiture Fund	Grants Fund	Capital Improvement Fund
Revenues				
Taxes	$ 68,773,929	$ 80,732,246	$ 0	$ 0
Licenses and permits	0	0	0	0
Intergovernmental	32,006,566	21,820	3,027,255	0
Charges for services	1,430,895	844,126	104,612	0
Fines and forfeitures	0	101,876	0	0
Interest	975,440	377,805	13,409	502,746
Net increase in fair value of investments	270,742	33,769	27,103	657,797
Miscellaneous	262,751	0	441,891	149,925
Total revenues	103,720,323	82,111,642	3,614,270	1,310,468
Expenditures				
Current:				
General government	41,633,246	0	1	2,520,736
Public safety	2,656,580	0	771,530	3,563,393
Physical environment	2,433,486	0	1,831,171	3,232,840
Transportation	0	0	600,770	68,901
Economic environment	2,679,008	0	168,584	0
Human services	8,962,114	344,296	138,288	0
Culture and recreation	6,888,209	0	257,985	1,441,401
Judicial	2,353,874	1,980,407	115,987	1,839,809
Debt Service:				
Principal retirement	0	0	0	0
Interest and fiscal charges	0	0	0	27,142
Other debt service costs	0	0	0	175,243
Total expenditures	67,606,517	2,324,703	3,884,316	12,869,465
Excess (deficiency) of revenues over (under) expenditures	36,113,806	79,786,939	(270,046)	(11,558,997)
Other financing sources (uses):				
Transfers in	2,464,287	96,768	26,401	6,576,200
Transfers out	(37,308,959)	(79,124,531)	(146,757)	0
Total other financing (uses) sources	(34,844,672)	(79,027,763)	(120,356)	6,576,200
Net change in fund balances	1,269,134	759,176	(390,402)	(4,982,797)
Fund balances at beginning of year	32,445,384	915,127	383,368	27,784,961
Fund balances at end of year	$ 33,714,518	$ 1,674,303	$ (7,034)	$ 22,802,164

The accompanying notes are an integral part of these special-purpose financial statements.

Nonmajor Governmental Funds	Total Governmental Funds
$ 40,350,539	$ 189,856,714
3,289,446	3,289,446
8,312,545	43,368,186
23,422,999	25,802,632
393,210	495,086
1,215,592	3,084,992
1,099,613	2,089,024
4,793,697	5,648,264
82,877,641	273,634,344
2,119,956	46,273,939
35,211,275	42,202,778
11,384,415	18,881,912
18,759,541	19,429,212
5,686,591	8,534,183
1,845,419	11,290,117
6,845,034	15,432,629
390,864	6,680,941
6,982,000	6,982,000
588,684	615,826
0	175,243
89,813,779	176,498,780
(6,936,138)	97,135,564
23,728,652	32,892,308
(10,643,358)	(127,223,605)
13,085,294	(94,331,297)
6,149,156	2,804,267
46,915,101	108,443,941
$ 53,064,257	$ 111,248,208

Board of County Commissioners
Leon County, Florida
Statement of Net Position - Proprietary Funds
September 30, 2019

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds	Component Unit - Housing Finance Authority
Assets			
Current assets:			
Cash	$ 462	$ 250,820	$ 819,289
Cash with fiscal agent	0	176,476	0
Investments	1,891,283	5,675,069	0
Accounts receivable	976,238	245,911	0
Due from other governments	0	10,226	0
Due from other county units	234	0	24,677
Inventories	1,214	39,710	0
Total current assets	2,869,431	6,398,212	843,966
Noncurrent assets:			
Restricted cash and investments	10,298,830	0	0
Mortgage loans receivable, net of allowance	0	0	405,085
Capital assets:			
Non depreciable capital assets	2,653,955	0	0
Depreciable capital assets (Net)	5,747,339	0	0
Total noncurrent assets	18,700,124	0	405,085
Total assets	$ 21,569,555	$ 6,398,212	$ 1,249,051
Liabilities			
Current liabilities:			
Accounts payable	$ 1,986,792	$ 214,598	$ 4,587
Accrued liabilities	37,254	12,575	0
Due to other funds	0	8,958	0
Claims payable	0	4,723,149	0
Revenue received in advance	11,109	0	0
Compensated absences	67,443	27,142	0
Total current liabilities	2,102,598	4,986,422	4,587
Noncurrent liabilities:			
Liability for closure costs	14,562,733	0	0
Liability for compensated absences	115,215	46,367	0
Other post employment benefits	231,230	96,829	0
Total noncurrent liabilities	14,909,178	143,196	0
Total liabilities	17,011,776	5,129,618	4,587
Net position			
Net investment in capital assets	8,401,294	0	0
Unrestricted	(3,843,515)	1,268,594	1,244,464
Total net position	4,557,779	1,268,594	1,244,464
Total liabilities and net position	$ 21,569,555	$ 6,398,212	$ 1,249,051

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds
Year Ended September 30, 2019

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds	Component Unit - Housing Finance Authority
Operating revenues			
Charges for services	$ 9,878,246	$ 7,453,078	$ 31,879
TBA program income	0	0	13,723
Other income	0	0	15,619
Sale of surplus land properties	0	0	183,847
Total operating revenues	9,878,246	7,453,078	245,068
Operating expenses			
Personnel services	1,879,821	751,598	0
Contractual services	8,117,217	90,694	0
Supplies	320,117	1,194,772	1,951
Communications services	24,456	701,806	0
Insurance	38,897	3,861,896	3,543
Utility services	110,888	0	0
Depreciation	858,991	0	0
Other services and charges	3,450,476	1,544,133	110,809
Total operating expenses	14,800,863	8,144,899	116,303
Operating (loss) income	(4,922,617)	(691,821)	128,765
Nonoperating revenues:			
Taxes	1,833,410	0	0
Interest	281,208	125,241	16,227
Net increase in fair value of investments	353,635	137,602	0
Miscellaneous	18,173	0	0
Total nonoperating revenues	2,486,426	262,843	16,227
Income (loss) before contributions and transfers	(2,436,191)	(428,978)	144,992
Transfers in	493,746	42,665	0
Transfers out	(112,843)	0	0
Change in net position	(2,055,288)	(386,313)	144,992
Net position at beginning of year	6,613,067	1,654,907	1,099,472
Net position at end of year	$ 4,557,779	$ 1,268,594	$ 1,244,464

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Cash Flows
Proprietary Funds
Year Ended September 30, 2019

	Business-type Activities Landfill Fund	Governmental Activities - Internal Service Funds	Component Unit - Housing Finance Authority
Cash flows from operating activities:			
Receipts from customers fees and other income	$ 9,695,496	$ 0	$ 230,825
Payments to suppliers	(14,464,378)	(5,263,656)	(114,458)
Payments to employees	(1,855,050)	(747,240)	0
Internal activity - payments to other funds	(38,897)	0	0
Internal activity - cash received from other funds	0	7,365,037	0
Claims paid	0	(1,748,457)	0
Net cash provided by (used in) operating activities	(6,662,829)	(394,316)	116,367
Cash flows from noncapital financing activities:			
Tax proceeds	1,833,410	0	0
Transfers received from other funds	494,313	42,665	0
Transfers to other funds	(112,843)	0	0
Miscellaneous	18,173	0	0
Collections on housing assistance loans	0	0	23,571
Repayments in internal fund loands	0	908	0
Net cash provided by (used in) noncapital financing activities	2,233,053	43,573	23,571
Cash flows from capital and related financing activities:			
Sale and rental of property	9,467	0	0
Acquisition and/or construction of capital assets	(457,005)	0	0
Net cash provided by (used in) capital and related financing activities	(447,538)	0	0
Cash flows from investing activities:			
Net proceeds from sales and maturities of investments	9,458,293	(65,831)	0
Interest and dividends received	281,208	125,524	16,227
Increase (decrease) in fair value of investments	353,635	137,602	0
Net cash provided by (used in) investing activities	10,093,136	197,295	16,227
Net cash increase (decrease) in cash	5,215,822	(153,448)	156,165
Cash at beginning of year (including $3,208,800 included in restricted cash and investments)	3,260,474	580,744	663,124
Cash at end of year (including $8,475,834 included in restricted cash and investments)	$ 8,476,296	$ 427,296	$ 819,289

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Cash Flows
Proprietary Funds
Year Ended September 30, 2019

	Business-type Activities Landfill Fund	Governmental Activities - Internal Service Funds	Component Unit - Housing Finance Authority
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities			
Operating income (loss)	(4,922,617)	(691,821)	128,765
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation expense	858,991	0	0
Changes in assets and liabilities:			
Receivables	(186,612)	(97,000)	0
Due from other governments	0	8,958	(14,244)
Accounts payable and other liabilities	(7,859)	(74,147)	1,846
Accrued expenses	24,771	4,357	0
Other current liabilities	0	455,337	0
Revenues received in advance	3,862	0	0
Estimated liability for closure costs/maintenance	(2,433,365)	0	0
Net cash provided by (used in) operating activities:	$ (6,662,829)	$ (394,316)	$ 116,367

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - General Fund
Year Ended September 30, 2019

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Taxes	$ 68,568,224	$ 68,568,224	$ 68,773,929	$ 205,705
Licenses and permits	8,550	8,550	0	(8,550)
Intergovernmental	9,087,461	16,508,019	32,006,566	15,498,547
Charges for services	1,632,332	1,632,332	1,430,895	(201,437)
Interest	1,043,065	1,043,065	975,440	(67,625)
Net increase in fair value of investments	0	0	270,742	270,742
Miscellaneous	524,686	524,686	262,751	(261,935)
Total revenues	80,864,318	88,284,876	103,720,323	15,435,447
Expenditures				
General government	27,476,796	44,588,383	41,633,246	2,955,137
Public safety	2,526,688	2,526,688	2,656,580	(129,892)
Physical environment	2,475,175	2,475,175	2,433,486	41,689
Economic environment	2,676,062	2,676,062	2,679,008	(2,946)
Human services	9,046,550	9,121,550	8,962,114	159,436
Culture and recreation	7,350,086	7,237,086	6,888,209	348,877
Judicial	2,531,268	1,642,971	2,353,874	(710,903)
Total expenditures	54,082,625	70,267,915	67,606,517	2,661,398
Excess of revenues over expenditures	26,781,693	18,016,961	36,113,806	18,096,845
Other financing sources (uses):				
Transfers in	8,769,194	9,769,194	2,464,287	(7,304,907)
Transfers out	(43,983,458)	(45,219,458)	(37,308,959)	7,910,499
Total other financing sources (uses)	(35,214,264)	(35,450,264)	(34,844,672)	605,592
Net change in fund balance	(8,432,571)	(17,433,303)	1,269,134	18,702,437
Fund balance at beginning of year	32,445,384	32,445,384	32,445,384	0
Fund balance at end of year	$ 24,012,813	$ 15,012,081	$ 33,714,518	$ 18,702,437

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Fine & Forfeiture Fund
Year Ended September 30, 2019

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Taxes	$ 79,060,174	$ 79,060,174	$ 80,732,246	$ 1,672,072
Intergovernmental	29,144	29,144	21,820	(7,324)
Charges for services	1,006,176	1,006,176	844,126	(162,050)
Fines and forfeitures	106,520	106,520	101,876	(4,644)
Interest	310,000	310,000	377,805	67,805
Net increase in fair value of investments	0	0	33,769	33,769
Miscellaneous	0	49,200	0	(49,200)
Total revenues	80,512,014	80,561,214	82,111,642	1,550,428
Expenditures				
Human services	100,000	100,000	344,296	(244,296)
Judicial	1,895,355	2,018,355	1,980,407	37,948
Total expenditures	1,995,355	2,118,355	2,324,703	(206,348)
Excess of revenues over expenditures	78,516,659	78,442,859	79,786,939	1,344,080
Other financing sources (uses):				
Transfers in	0	113,000	96,768	(16,232)
Transfers out	(78,681,659)	(80,304,120)	(79,124,531)	1,179,589
Total other financing sources (uses)	(78,681,659)	(80,191,120)	(79,027,763)	1,163,357
Net change in fund balance	(165,000)	(1,748,261)	759,176	2,507,437
Fund balance at beginning of year	915,127	915,127	915,127	0
Fund balance at end of year	$ 750,127	$ (833,134)	$ 1,674,303	$ 2,507,437

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Grants Fund
Year Ended September 30, 2019

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Intergovernmental	$ 17,818,843	$ 18,944,548	$ 3,027,255	$(15,917,293)
Charges for services	766,377	766,377	104,612	(661,765)
Interest	12,203	14,615	13,409	(1,206)
Net increase in fair value of investments	0	0	27,103	27,103
Miscellaneous	1,232,529	1,247,529	441,891	(805,638)
Total revenues	19,829,952	20,973,069	3,614,270	(17,358,799)
Expenditures				
General government	274	274	1	273
Public safety	1,733,449	1,912,931	771,530	1,141,401
Physical environment	9,347,837	10,084,277	1,831,171	8,253,106
Transportation	6,685,317	6,819,522	600,770	6,218,752
Economic environment	594,919	618,065	168,584	449,481
Human services	81,851	143,864	138,288	5,576
Culture and recreation	1,966,625	1,974,456	257,985	1,716,471
Judicial	266,787	266,787	115,987	150,800
Total expenditures	20,677,059	21,820,176	3,884,316	17,935,860
(Deficiency) excess of revenue (under) over expenditures	(847,107)	(847,107)	(270,046)	577,061
Other financing sources (uses):				
Transfers in	0	0	26,401	26,401
Transfers out	0	0	(146,757)	(146,757)
Total other financing sources (uses)	0	0	(120,356)	(120,356)
Net change in fund balance	(847,107)	(847,107)	(390,402)	456,705
Fund balance at beginning of year	383,368	383,368	383,368	0
Fund balance at end of year	$ (463,739)	$ (463,739)	$ (7,034)	$ 456,705

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Fiduciary Assets and Liabilities - Agency Fund
September 30, 2019

	Agency Fund
Assets	
Cash	$ 377,088
Accounts receivable	1,710,071
Total assets	$ 2,087,159
Liabilities	
Accounts payable	$ 931,334
Accrued liabilities	1,149,118
Due to other funds	6,707
Total liabilities	$ 2,087,159

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies

Reporting Entity

Leon County (the County) is a political subdivision of the state of Florida and provides services to its residents in many areas, including public safety, transportation, recreation, and human services. It is governed by an elected Board of County Commissioners (seven members). In addition to the members of the Board of County Commissioners, there are five elected Constitutional Officers: Clerk of the Circuit Court and Comptroller, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets. Effective for the 2003 fiscal year, the citizens of Leon County passed a voter referendum to make Leon County a charter county. The charter is a simple charter which allows for the same powers and duties as provided in the Constitution of the State of Florida and Florida Statutes. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The accounting policies of Leon County, Florida conform to generally accepted accounting principles as applicable to governments. The more significant accounting policies of the Leon County Board of County Commissioners (the Board) are described below.

Component Unit

The component unit discussed below is included in the Board's reporting entity either because of the significance of the operational relationship or the Board is financially accountable for the component unit. The Board is financially accountable for an organization when the Board appoints a voting majority of the organization's governing body and is able to impose its will on the organization; there is a potential for the organization to provide a financial benefit or impose a financial burden on the Board; or the organization is fiscally dependent on the Board.

Specific criteria used to determine financial accountability are:

- Selection of a voting majority of the governing body.
- Imposition of Will: Ability to remove appointed members at will; ability to approve or modify rate charges affecting revenue; ability to appoint, hire or dismiss management.
- Financial Benefit or Burden Relationship: The Board is legally entitled to or can otherwise access the organization's resources; the Board is legally obligated or has otherwise assumed the obligation to finance the deficits of or provide support to the organization; or the Board is obligated in some manner for the debt of the organization.
- Fiscal Dependency: Ability to approve or modify the organization's budget or rate charges; ability to approve debt issuances and/or tax levies.

Financial statements of component units are included in the financial reporting entity either as a blended component unit or as a discretely presented component unit in accordance with governmental accounting standards. At September 30, 2019, the only component unit of the Board is the Housing Finance Authority of Leon County (the Authority) which is discretely presented in a separate column on the Board financial statements.

The Authority was created as a Florida public corporation in accordance with the Florida Housing Finance Authority Law, Part IV of Chapter 159, Florida Statutes (1979), following the adoption of an approving ordinance (#80-39) by the Board of County Commissioners of Leon County, Florida. The Authority is a Dependent Special District as defined in Section 189.4041, Florida Statutes.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Component Unit (continued)

The Authority's governing board is appointed by the Board; the budget is reviewed by the Board; all bonds issued and contracts entered into must be approved by the Board; the Board may, at its sole discretion, and at anytime, alter or change the structure, organization, programs or activities of the Authority, including the power to terminate the Authority. This component unit is reported in a separate column to emphasize that it is legally separate from the Board. Separate financial information for the Housing Finance Authority is available at 918 Railroad Avenue, Tallahassee, Florida 32310.

Excluded from the Reporting Entity:

The Leon County Health Facilities Authority, Leon County Research and Development Authority, Leon County Education Facilities Authority and, Leon County Energy Improvement District have been established under Florida Statutes, Chapter 159, Part V, Chapter 154, Part III, Chapter 243, and Chapter 189, Part II, respectively. Operations of the above authorities are not included in this report because they do not meet the criteria for inclusion in the reporting entity as set forth in GASB Statement No. 39 and No. 61.

Other public entities located within Leon County and not included in the financial statements of the Board include municipalities and the following independent taxing districts authorized and established by the Laws of Florida:

Leon County School Board District
Leon County Health Department
Fallschase Special Taxing District
Northwest Florida Water Management District

These potential component units have been excluded because they do not meet the criteria for inclusion in the reporting entity.

Consolidated Dispatch Agency

In May 2012, the City of Tallahassee, Leon County, Florida, and the Leon County Sheriff's Office entered into an inter-local agreement authorized by Section 163.01, Florida Statutes. This agreement created the Consolidated Dispatch Agency (CDA) for the purpose of dispatching law enforcement, fire and emergency medical services personnel. The term of this agreement is for a period of 10 years, commencing April 1, 2013, and will renew automatically thereafter. The CDA will govern and manage the provision of public safety consolidated dispatch services on a county-wide basis.

The governing body of the CDA consists of the City of Tallahassee City Manager, the Leon County Administrator and the Leon County Sheriff, hereinafter called the Council. The City and Sheriff shall fund the CDA budget proportionately based upon the per capita population within the corporate limits of the City of Tallahassee for the city, and the per capita population within the unincorporated area of Leon County for the Sheriff, and a service cost allocation shall be included in the CDA's annual budget. Current audited financial statements may be obtained from the Consolidated Dispatch Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Capital Region Transportation Planning Agency

In December 2004, the Capital Region Transportation Planning Agency (CRTPA) was created through an inter-local agreement between the Florida Department of Transportation; the Counties of Leon, Gadsden, Jefferson and Wakulla; the Cities of Tallahassee, Chattahoochee, Gretna, Midway, Monticello, Quincy, St. Marks and Sopchoppy; the towns of Greensboro, Havana and the Leon County School Board as authorized by Section 163.01 Florida Statues. It was established in order for the members to participate cooperatively in the development of transportation related plans and programs. The governing board consists of

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Capital Region Transportation Planning Agency (continued)
voting representatives from the Counties of Leon, Gadsden, Jefferson, and Wakulla; the Cities of Midway, Quincy, Tallahassee, Chattahoochee and Gretna; the Towns of Greensboro and Havana, the Leon County School Board, and three nonvoting representatives from the Florida Department of Transportation, the Federal Highway Administration, StarMetro, the City of Tallahassee's public transit system.

The CRTPA receives federal and state transportation funds for the performance of its transportation planning and programming activities. If operating expenses exceed the external funding obtained, the deficit is funded by the members of the CRTPA in proportion of their weighted votes. As a participating member of CRTPA, Leon County has a limited share of financial responsibility for any such deficits. Current audited financial statements may be obtained from the Capital Region Transportation Planning Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Blueprint Intergovernmental Agency

In October 2000, Leon County entered into an interlocal agreement with the City of Tallahassee as authorized by Section 163.01(7) Florida Statutes. This agreement created the Blueprint 2000 Intergovernmental Agency, now known as the Blueprint Intergovernmental Agency (Blueprint) to govern the project management for the project planning and construction of a list of projects known as the Blueprint projects. The Board of County Commissioners and the City Commission constitute Blueprint's Board of Directors and jointly govern the organization. The revenues to fund the projects under this agreement are the collections of the local government infrastructure sales surtax, which began December 1, 2004. This tax was extended pursuant to the provisions in Section 212.055, Florida Statutes, until December 31, 2039.

Periodically, Blueprint provides construction management services to the County. For these services Blueprint and the County enter into Joint Participation Agreements whereby the County agrees to pay an administrative fee to Blueprint.

Current audited financial statements may be obtained from Blueprint Intergovernmental Agency, 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301.

Basis of Presentation

The special-purpose financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the State of Florida, Office of the Auditor General.

Description of Funds

Governmental Major Funds:

The Board reports the following major funds in the governmental fund financial statements:

General Fund – The General Fund is the general operating fund of the Board. This fund is used to account for all financial transactions not required to be accounted for in another fund.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Description of Funds (continued)

Governmental Major Funds: (continued)

Fine & Forfeiture Fund – This fund is a special revenue fund, established to account for revenues collected pursuant to the provisions of Section 142.01, *Florida Statutes*. It also accounts for expenditures related to the costs of criminal prosecutions and for the proceeds of certain court fines and costs as well as accounting for ad valorem tax revenues collected and used to support the Sheriff's Department.

Grants Fund – This fund is a special revenue fund, used to account for the revenues and expenses of federal, state, and local grants awarded to the County. This fund also includes the corresponding county matching funds for the various grants.

Capital Improvement Fund – This fund is a capital projects fund, used to account for the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by proprietary funds.

Proprietary Major Fund:

Landfill Fund – The Landfill Fund accounts for the revenues, expenses, assets and liabilities associated with the County landfill and transfer station.

Other Fund Types:

Internal Service Funds – These funds account for goods or services provided by various departments to other departments of the Board on a cost-reimbursement basis.

Agency Fund – This fund accounts for assets held by the Board as an agent for individuals, private organizations, and/or other governmental units. These are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made.

The accompanying special-purpose financial statements have been prepared using the current financial resources measurement focus and the modified accrual basis of accounting for all Governmental Funds. Accordingly, revenues are recognized when measurable and available to pay liabilities of the current period and expenditures are generally recorded when the liability is incurred and/or will be paid from expendable available financial resources.

The Board considers receivables collected within 60 days after year-end to be available and susceptible to accrual as revenues of the current year. The following revenues are considered to be susceptible to accrual: taxes, charges for services, interest, state revenue sharing, federal forestry revenue, insurance agents' revenue, various other gas taxes, gas tax pour-over trust, federal and state grants, planning and zoning revenue, municipal service franchise fees, and special assessments.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Basis of Accounting (continued)

Expenditures are generally recorded when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recorded when due.

The financial statements of the Proprietary Funds and Fiduciary Fund (Agency Fund) are prepared on the economic resources measurement focus and the accrual basis of accounting. The Proprietary Fund revenues are recognized when earned and their expenses are recognized when incurred. Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies, taxes, and investment earnings, result from nonexchange transactions or ancillary activities.

Budgets and Budgetary Accounting

Florida Statutes, Section 129.01 (2) (b), requires that "The budgeted receipts must include 95 percent of all receipts reasonably anticipated from all sources, including taxes to be levied, provided the percent anticipated from ad valorem levies is as specified in s. 200.065(2)(a), and is 100 percent of the amount of the balances estimated to be brought forward at the beginning of the fiscal year." The Board has complied with the provisions of the above Florida Statutes.

Annual budgets for the governmental fund types and the Housing Finance Authority of Leon County are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Budgets are not adopted for the fiduciary funds. The legal level of budgetary control is at the fund level; however, budgets are monitored at varying levels of detail.

All annual appropriations lapse at fiscal year end, although the Board expects to honor purchase orders and contracts in process, subject to authority provided in the subsequent year's budget.

The budget information, as amended, presented in the financial statements was prepared on the modified accrual basis of accounting. All Board authorized amendments to the applicable budget originally approved have been incorporated into the data reflected in the special-purpose financial statements. The Board made several supplemental budgetary appropriations throughout the year.

The Board uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. On or before May 1 of each year, the designated budget officer submits to the Board a tentative budget for the ensuing fiscal year. The tentative budget includes proposed expenditures and funding sources.

2. The Board requires such changes to be made as it shall deem necessary, provided the budget remains in balance and subject to the notice and hearing requirements of Section 200.065, *Florida Statutes* and the budget preparation and adoption procedures, as defined in Section 129.03, *Florida Statutes*. The legal level of budgetary control is at the fund level.

3. Public hearings are held pursuant to Section 200.065, *Florida Statutes* in order for the Board to adopt the tentative and final budgets.

4. Prior to October 1, the budget is legally enacted through passage of a resolution.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Budgets and Budgetary Accounting (continued)

5. All changes to the final budget must be approved by the Board in accordance with Section 129.06, *Florida Statutes*.

6. Formal budgetary integration is used as a management control device during the year for all governmental funds of the Board.

7. Budgets for the governmental fund types are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

Applicable budgets of Constitutional Officers are controlled by appropriations in accordance with budgetary requirements set forth in the Florida Statutes.

Cash and Investments

Cash includes amounts in demand deposits. The Board's investments consist of U.S. Government obligations, federal agencies and instrumentalities, money market funds, municipal bonds, corporate bonds, and commercial paper of prime quality and are reported at fair value.

In accordance with the provisions of GASB Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools, investments of the Board are reported at amortized cost, which approximates fair value.

During the 2018-2019 fiscal year, the Board invested in three different investment pools: the Special Purpose Investment Account (SPIA) within the Florida Treasury Investment Pool (the Pool) administered by the Florida Department of Financial Services, as authorized by Section 17.61(1), Florida Statutes; The Florida Local Government Investment Trust (FLGIT), a local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC); and the Local Government Surplus Funds Trust Fund (Florida PRIME), administered by the Florida State Board of Administration (SBA) as authorized by Section 218.415 (17), Florida Statutes. Florida PRIME is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for the SEC Rule 2a-7 fund.

The Board liquidates and reallocates investments throughout the year by factoring in the current availability of the funds, cash flow plan for future availability and interest rates.

Receivables

Receivables are shown net of an allowance for uncollectibles. As the receivables age, the allowance increases. The emergency medical services allowance used for September 30, 2019 is equal to 60% of current year billings.

Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for services rendered or goods provided resulting in receivables and payables that are classified as "due from other funds" or "due to other funds" on the balance sheet.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Inventories

Inventories in the General Fund and Internal Service Funds consist of expendable office supplies. The office supplies are valued at the average unit cost and are accounted for under the consumption method whereby the cost is recorded as an expenditure at the time of issuance to the user department.

Restricted Assets

Investments that are held in escrow in accordance with the Florida Administrative Code requirement for landfill closure and post-closure costs are shown as restricted in the Proprietary Fund.

Capital Assets

Capital assets purchased in the governmental fund types are recorded as expenditures (capital outlay) at the time of purchase. Such assets are reported as capital assets in the Statement of Net Position as part of the Leon County, Florida Comprehensive Annual Financial Report (Leon County CAFR). The Board does not record depreciation of these assets on its governmental fund financial statements, although depreciation is recorded for such assets in the Leon County CAFR. Donated assets are recorded at fair market value at the date of donation. Accounting policies for capitalization and depreciation of infrastructure assets including roads, bridges, curbs, gutters, and sidewalks are described in the Leon County CAFR. A summary of capital assets purchased by the Board's governmental funds is provided in Note 5.

Fixed Assets

Fixed assets acquired in the Proprietary Funds are capitalized at cost. Gifts or contributions are recorded at fair market value at the time received. Depreciation on property and equipment in the Proprietary Funds is computed using the straight-line method over the estimated useful lives. The Board follows the policy of capitalizing interest as a component of the cost of proprietary fund type fixed assets constructed for its own use.

The general fixed assets used in the operations of the Board, Property Appraiser, Tax Collector, Clerk of the Circuit Court, and Supervisor of Elections, and the real property used by the Sheriff are accounted for by the Board, as the Board holds legal title and is accountable for them under Florida law.

Liability for Compensated Absences

The Board accrues a liability for employees' rights to receive compensation for future absences when certain conditions are met. The Board does not, nor is it legally required to accumulate expendable available financial resources to liquidate this obligation. Accordingly, the liability for the compensated absences is not reported in the governmental funds. However, the current and long-term portion of the liability for compensated absences is reported in the Statement of Net Position of Leon County CAFR.

Other Postemployment Benefits

The Board, through Leon County, offers retiree medical and life insurance benefits for qualifying Board employees that have retired from a Florida Retirement System (FRS) pension plan. Current and long-term portion of the liability for Other Post Employmenet Benefits (OPEB) applicable to the proprietary funds are reported in the Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds. The current and long-term portion of the liability for OPEB applicable to governmental funds is reported in the Statement of Net Position of the Leon County CAFR.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Executive Service Plan

Executive service and senior management employees of the Board are entitled to severance pay if terminated from employment. If there is a contract or employment agreement, severance pay may not exceed an amount greater than twenty weeks of compensation. If there is no contract, severance pay is limited to six weeks.

Net Position and Fund Balances

Net Position is the difference between fund assets and liabilities on the proprietary and fiduciary fund statements. Fund Balance is the difference between assets and liabilities on the governmental fund statement.

For financial reporting purposes, County policy defines the five fund balance classifications for governmental funds and the order that the resources are used.

Nonspendable Fund Balance - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance - Balances are comprised of funds that have legally enforceable constraints placed on their use or those funds that have externally-imposed restrictions by resource providers or creditors, grantors, contributors, voters, or interlocal agreement, or enabling legislation.

Committed Fund Balance - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions, or legislation of Leon County and that remain binding unless removed by a majority vote of the Board of County Commissioners.

Assigned Fund Balance - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

Unassigned Fund Balance - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed, or assigned. Other fund types can only report a negative unassigned residual amount.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned, and unassigned.

Common Expenses

Certain expenses that are common to the Board and all Constitutional Officers are reported as expenditures of the Board and, therefore, are not budgeted by or allocated to the other Constitutional Officers. These are:

- Occupancy costs
- Property insurance
- Utilities (except telephone), and
- Janitorial service

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Operating Transfers

The Board funds a portion or, in certain instances, all of the operating budgets of the County's Constitutional Officers. The payments by the Board to fund the operations of the Constitutional Officers are recorded as operating transfers out on the financial statements of the Board and as operating transfers in on the financial statements of the Constitutional Officers. Repayments to the Board are recorded as operating transfers out on the financial statements of the Constitutional Officers and as operating transfers in on the financial statements of the Board.

Use of Estimates

The preparation of the special-purpose financial statements is in conformity with accounting practices prescribed by the State of Florida, Office of the Auditor General, and requires management to make use of estimates that affect the reported amounts in the special-purpose financial statements. Actual results could differ from estimates.

Note 2. Property Taxes

Under Florida Law, the assessment of all properties and the collection of all county, municipal, special taxing districts, and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of Florida regulating tax assessments are also designed to assure a consistent property valuation method statewide. State statutes permit counties to levy property taxes at a rate of up to 10 mills. The tax levy of Leon County is established by the Board prior to October 1 of each year. The millage rate collected by the Board during the current fiscal year was 8.3144 mills. County citizens were also assessed for emergency medical services through a Municipal Services Taxing Unit at a millage rate of 0.5000 mills. For County citizens charged a special assessment, the required annual payment is included on their tax bill.

All property is reassessed according to its fair market value as of January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of Florida Statutes.

All taxes are due and payable on November 1 of each year, or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. The taxes paid in March are without discount. No accrual for the property tax levy becoming due in September 30, 2019 is included in the accompanying financial statements, since such taxes are collected to finance expenditures of the subsequent period.

On or prior to June 1, following the tax year, tax certificates are sold for all delinquent taxes on real property in accordance with the laws of Florida. After sale, tax certificates bear interest of 18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years.

Delinquent taxes on personal property bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the seven-year statute of limitations. Since tax certificates were sold for substantially all current year delinquent property taxes, there were no material property taxes receivable at September 30, 2019.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 3. Cash and Investments

Credit Risk

The Board's Investment Policy (the Policy) provides a structure for the portfolio that is designed to minimize credit risk. The majority of the securities held will be those of the highest available credit quality ratings. Staff will notify the Investment Oversight Committee (IOC) at any time holdings drop below the minimum credit ratings specified in the policy. The IOC will consider the market environment and make recommendations to hold and continue to monitor the investments or liquidate the investments. To further limit the Board's risk against possible credit losses, a maximum of 3% per issuer of the total portfolio managed by the Board's external manager may be held in corporate notes and bonds and 5% per issuer in commercial paper. The Policy also provides the following limits on the Board's external portfolio: 45% may be invested in Federal Instrumentalities, with a limit of 15% of the portfolio in any one issuer; 35% may be invested in Mortgage-Backed Securities, including CMOs with a limit of 15% in any one issuer further limited to 3% per CUSIP; 10% may be invested in Asset-Backed Securities with a 3% per issuer limit; and 8% in Commercial Mortgage-Backed Securities with a 3% per issuer limit.

Section 218.415(16), Florida Statutes, stipulates the state-approved investment policy for all governmental entities and includes the following investments:

1. The Florida PRIME (formerly the Local Government Surplus Funds Trust Fund) or any authorized intergovernmental investment pool.

2. Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

3. Interest-bearing time deposits or savings accounts in qualified public depositories.

4. Direct obligations of the U.S. Treasury.

5. Federal agencies and instrumentalities.

6. Securities of, or other interests in, any management type investment company or trust registered under the Investment Company Act of 1940, where the investment portfolio is limited to United States Government Obligations.

7. Other investments authorized by law or by ordinance for a county or a municipality.

In addition, Section 17.61(1), Florida Statutes permits organizations created by the Florida Constitution to participate in the existing State Treasury Investment Pool "Special Purpose Investment Account (SPIA)."

The Board's Investment Policy limits credit risk by restricting authorized investments to the following: Local Government Surplus Funds Trust Fund (Florida PRIME), State of Florida Special Purpose Investment Account (SPIA), direct obligations of the United States or its agencies and instrumentalities, direct obligations of states and municipalities, repurchase agreements, corporate debt securities, commercial paper, bankers' acceptances, money market mutual funds, the Florida Local Government Investment Trust (FLGIT), and the Florida Municipal Investment Trust (FMIvT).

The Chief Financial Officer for the State of Florida (formerly the State Treasurer) has been investing state revenues, excess revenues of state universities and community colleges, and certain other public agencies in a commingled investment portfolio for several years. This program is authorized under Section 17.61(1), *Florida Statutes* and is called the Treasury Special Purpose Investment Account (SPIA). Historically, SPIA participants have received higher earnings reflecting the higher risk

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 3. Cash and Investments (continued)

Credit Risk (continued)
associated with the longer maturities and lower credit quality. The financial details and disclosures for the Treasury Investment Pool are made in Note 2 to the State of Florida Comprehensive Annual Financial Report (CAFR). The rating as of September 30, 2019 was AA-f by Standard and Poor's. A copy of SPIA's most recent financial statements can be found at http://www.myfloridacfo.com/Division/Treasury/Reports/AnnualReports. Investments in this pool are limited to a maximum of 100% of the portfolio. At September 30, 2019, the County had $15,227,117 with SPIA.

The Florida Local Government Investment Trust (FLGIT) is a local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC) for providing opportunities for the investment of excess public funds. FLGIT offers two investment funds to its participants, the Short Term Bond Fund and the Day to Day Fund. The Short Term Bond Fund is a longer term higher yielding fund, which is accounted for as a fluctuating Net Asset Value (NAV) pool. At September 30, 2019 the Board did not have any balances in the Short Term Bond Fund. The Day to Day Fund is a highly liquid fund with underlying investments having a weighted average maturity of less than 90 days. The Day to Day Fund does meet the criteria and has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. The Day to Day Fund maintained a credit rating of AAAm by Fitch as of September 30, 2019. At September 30, 2019, the Board had $6,032,839 with the FLGIT Day to Day Fund. A copy of FLGIT's most recent financial statements can be found at http://www.floridatrustonline.com/about. Investments with FLGIT are limited to a maximum of 20% of the portfolio.

The Board also invests in Florida PRIME administered by the Florida State Board of Administration (SBA). Florida PRIME is an external investment pool that is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. Florida PRIME is governed by Chapter 19-7 of the Florida Administrative Code, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of Florida PRIME. Additionally, the State of Florida, Auditor General performs the operational audit of the activities and investments of the SBA. On September 30, 2019, Florida PRIME was invested in fixed rate and floating rate bank instruments, repurchase agreements, fixed rate and floating rate corporate commerical paper, floating rate corporate notes, money market mutual funds, and fixed rate and floating rate asset backed commerical paper. Investments in this pool are limited to a maximum of 20% of the portfolio. Investments in Florida PRIME are not evidenced by securities that exist in physical or book entry form. The current rating for the Florida PRIME is AAAm by Standard and Poor's. The weighted average days to maturity of the Florida PRIME at September 30, 2019 is 37 days. The fair value of the County's position in the pool approximates the value of the pool shares. At September 30, 2019, the County had $12,888,539 invested in Florida PRIME. Florida PRIME's most recent financial statements can be found at https//www.sbafla.com/prime/Audits/tabid/582/Default.aspx.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure or the failure of the counterparty, the government's deposits may not be returned to it, or may not be able to recover the value of its investments that are in the possession of an outside party.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 3. Cash and Investments (continued)

Custodial Credit Risk (continued)

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The County's deposits are therefore considered fully insured or collateralized. Bank balances at September 30, 2019, were $23,602,730, of which $8,475,834 was restricted deposits with qualified public depositories. Due to the nature of the County's cash and investments, there is no exposure to custodial credit risk and concentration of credit risk.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. The County manages interest rate risk by setting the range of duration for the County's portfolio 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. The effective duration of investments is listed in the following table.

The externally managed portfolio totaled $58,555,908 at September 30, 2019, and was invested for a weighted average term of approximately 734 days, as compared to a weighted average term of 584 days in fiscal year 2018. The County requires a minimum balance of short term investments. 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 is kept in relatively short term investments. This includes investments in government pools with daily liquidity such as Florida PRIME, FLGIT Day to Day Fund, or money markets. The Board was in compliance with this requirement.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 3. Cash and Investments (continued)

As of September 30, 2019, the value of the Board's deposits and investments, with their credit ratings, was as follows:

	Fair Value	Credit Rating	Duration
Deposits in Qualified Public Depositories	$ 10,151,088	NA	NA
Restricted Deposits in Qualified Public Depositories	8,475,834	NA	NA
External Investment in Government Pools:			
State of Florida Special Purpose Investment Account (SPIA)	15,227,117	AA-f	2.82
Florida Local Government Investment Trust Day to Day Fund (FLGIT)	6,032,839	AAAm	0.08*
Florida PRIME Investment Pool	12,888,539	AAAm	0.10*
Externally Managed Portfolio:			
Money Market	180,007	AAAm	NA
U.S. Treasuries	18,529,681	AA+	2.00
Government Sponsored Agencies:			
Federal Home Loan Bank	1,930,931	AA+	0.72
Federal National Mortgage Association	1,289,571	AA+	1.36
Other Government Sponsored Agencies	6,009,866	AA+	1.92
Mortgage Backed Securites	9,875,699	AA+	2.10
Collateralized Mortgage Obligations	749,680	AA+	2.80
Corporate Bonds	13,946,904	A-	1.87
Corporate Bonds	534,962	BBB+	0.94
Asset-Backed Securities	5,508,607	AAA	1.54
Total Cash and Investments	$ 111,331,325		

The amounts above exclude cash on hand and amounts held by third parties in trust for the Board, but includes accrued interest of $260,672.

**The method for the FLGIT Day to Day Fund and Florida Prime duration is calculated using the weighted average maturity method.*

Foreign Currency Risk

The County contributes to the Florida Retirement System (FRS), the investments of which are administered by the State Board of Administration. The FRS's investment policy and exposure to foreign currency risk is disclosed in Note 2 of the State of Florida Comprehensive Annual Financial Report. A copy of this report is available at https://www.myfloridacfo.com/Division/AA/Reports/.

Note 4. Fair Value Measurements

In February 2015, GASB issued GASB Statement No. 72. Under GASB 72 application of fair value is limited to assets and liabilities that are currently measured at fair value and certain investments that are not currently measured at fair value.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 4. Fair Value Measurements (continued)

FLGIT Day to Day Fund and Florida PRIME currently meet all of the necessary criteria to elect to measure all of the investments in FLGIT Day to Day Fund and Florida PRIME at amortized cost. Therefore, the County participant account balance is considered the fair value of the investment. FLGIT Day to Day Fund and Florida PRIME investments are exempt from the GASB 72 fair value hierarchy disclosures.

FLGIT Short Term Bond Fund reports based on the fair market value of the underlying securities. Therefore, any participant account balance is measured at net asset value per share and is not subject to fair value hierarchy level classification under GASB 72. The County did not have a balance with the FLGIT Short Term Bond Fund at September 30, 2019.

The fair value factor for SPIA at September 30, 2019 was 1.0176. SPIA funds are combined with State of Florida funds and are invested in a combination of short-term liquid instruments and intermediate term fixed income securities. SPIA is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

Fair value measurement - The County categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset or liability. Level 1 inputs are quoted prices in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The following table summarizes the assets and liabilities of the County for which fair values are determined on a recurring basis as of September 30, 2019:

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Fair Value
Asset Backed Security (Mortgage Backed) - Non US Agency Sponsored	$ 0	$ 5,508,607	$ 0	$ 5,508,607
Corporate Bonds	0	14,481,866	0	14,481,866
Government Sponsored Agencies	0	9,230,368	0	9,230,368
US Government Obiligations	18,529,681	0	0	18,529,681
Mortgage Backed Security - US Agency Sponsored	0	9,875,699	0	9,875,699
Collateralized Mortgage Obligations	0	749,680	0	749,680
Investments at fair value	$ 18,529,681	$ 39,846,220	$ 0	$ 58,375,901

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 5. Fixed Assets

A summary of changes in fixed assets and depreciation for the year ended September 30, 2019, follows:

	Beginning Balance	Additions	(Reductions)	Ending Balance
Governmental Funds:				
Land	$ 20,891,310	$ 151,943	$ 0	$ 21,043,253
Improvements other than buildings	32,827,626	841,131	0	33,668,757
Buildings and improvements	217,898,814	0	0	217,898,814
Equipment	64,908,331	4,556,619	(2,708,565)	66,756,385
Leasehold Improvement	1,552,793	27,834	0	1,580,627
Construction in progress	12,940,164	9,377,084	(4,468,938)	17,848,310
Totals at historical cost	$ 351,019,038	$ 14,954,611	$ (7,177,503)	$ 358,796,146

Depreciation on capital assets used in governmental activities is recorded in the Leon County CAFR.

	Beginning Balance	Additions	(Reductions)	Ending Balance
Business type activities:				
Land	$ 1,809,844	$ 0	$ 0	$ 1,809,844
Buildings, improvements, and construction in progress	19,768,383	59,022	0	19,827,405
Equipment	4,893,634	396,246	(116,174)	5,173,706
Totals at historical cost	26,471,861	455,268	(116,174)	26,810,955
Less accumulated depreciation for:				
Buildings and improvements	(14,256,978)	(588,336)	0	(14,845,314)
Equipment	(3,400,398)	(270,655)	106,706	(3,564,347)
Total accumulated depreciation	(17,657,376)	(858,991)	106,706	(18,409,661)
	$ 8,814,485	$ (403,723)	$ (9,468)	$ 8,401,294

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 6. Long-Term Liabilities

A. A summary of changes in the long-term debt of the Board follows:

	Balance October 1, 2018	Additions	(Reductions)	Balance September 30, 2019	Due Within One Year
Long-Term Liabilities					
Special revenue debt:					
Capital Improvement Revenue Bonds, Series 2012A	$ 8,267,000	$ 0	$ (1,305,000)	$ 6,962,000	$ 6,962,000
Taxable Capital Improvement Revenue Bonds, Series 2012B	5,514,000	0	(5,514,000)	0	0
Capital Improvement Revenue Refunding Bonds, Series 2017	15,692,000	0	(163,000)	15,529,000	165,000
Total special revenue debt	29,473,000	0	(6,982,000)	22,491,000	7,127,000
Liability for closure costs	16,996,098	0	(2,433,365)	14,562,733	0
Liability for compensated absences	5,209,462	3,673,313	(3,344,338)	5,538,437	2,044,970
Arbitrage rebate liability	25,000	0	0	25,000	0
Capital lease liability	770,544	0	(175,243)	595,301	194,509
	$ 52,474,104	$ 3,673,313	$ (12,934,946)	$ 43,212,471	$ 9,366,479

Total interest costs incurred for general long-term debt by the Board, including bond issuance costs, for the year ended September 30, 2019, was $615,826.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 6. Long-Term Liabilities (continued)

B. A summary of each special revenue debt obligation outstanding at September 30, 2019 is as follows:

		Outstanding at September 30, 2019
$8,267,000, Capital Improvement Revenue Bonds, Series 2012A, (i) to refund the County's Capital Improvement Revenue Bonds, Series 2003A of which $7,965,000 was outstanding and maturing in the years 2018 through 2020, and (ii) to pay a portion of the costs of the acquisition of the Bank of America Building, and (iii) the construction of improvements to the Bank of America Building, and (iv) to finance improvements to the County's courthouse and parking garage. The economic gain resulting from the refunding was $1,279,488. The bonds dated December 20, 2012, bear interest of 1.65% per annum. The interest on the bonds is payable on April 1 and October 1, beginning April 1, 2013. The bond principal matures serially on October 1 of each year for two years beginning October 1, 2019.	$	6,962,000
$15,991,000 Capital Improvement Revenue Refunding Bonds, Series 2017, (i) refund the Capital Improvement Revenue Bonds, Series 2014 of which $15,951,000 was currently outstanding and maturing in the years 2021 through 2025, and (ii) pay issuance costs on the Series 2017 bonds. The economic gain resulting from the refunding was $489,076. The bonds dated June 22, 2017 and bear interest of 2.11% per annum. The interest on the bonds is payable on April 1 and October 1, beginning October 1, 2017. The bond principal matures serially on October 1 of each year through the final maturity of October 1, 2025.		15,529,000
The Capital Improvement Revenue Bonds, Series 2012A and the Capital Improvement Revenue Refunding Bonds Series 2017 are parity bonds payable from and secured by a lien upon certain non-ad valorem revenue. The pledged revenues include the Local Government Half-Cent Sales Tax, Guaranteed Entitlement, Second Guaranteed Entitlement, and additional State Revenue Sharing Funds (less the Guaranteed Entitlement and the Second Guaranteed Entitlement). Total pledged revenue was $16,368,966.		
Total Special Revenue Bond Obligations	$	22,491,000

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 6. Long-Term Liabilities (continued)

C. A Schedule of Debt Service Requirements, including principal and interest, is as follows:

	Year ending September 30,				
	2020	2021	2022	2023	2024
Capital Improvement Revenue Bonds, Series 2012A	$ 7,076,872	$ 0	$ 0	$ 0	$ 0
Capital Improvement Revenue Refunding Bonds, Series 2017	492,662	3,268,180	3,270,062	3,271,593	3,269,753
Total Debt Service	$ 7,569,534	$ 3,268,180	$ 3,270,062	$ 3,271,593	$ 3,269,753

	2025	Total Payments	Less Interest	Principal
Capital Improvement Revenue Bonds, Series 2012A	$ 0	$ 7,076,872	$ 114,872	$ 6,962,000
Capital Improvement Revenue Refunding Bonds, Series 2017	3,270,584	16,842,834	1,313,834	15,529,000
Total Debt Service	$ 3,270,584	$ 23,919,706	$ 1,428,706	$ 22,491,000

Note 7. Employees' Retirement Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices prescribed by the State of Florida Auditor General. Accordingly, the net pension liability is included in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

All full-time employees of the Board are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans and programs, including a defined benefit pension plan (Pension Plan), which is primarily a cost-sharing, multiple-employer defined benefit public-employee pension plan. Information as to benefits, contribution rates, and vesting requirements by membership category is provided in the Leon County CAFR. Contributions and benefits are established in Section 121.71, *Florida Statutes*.

Participating employer contributions are based upon actuarially determined blended rates established by the State Legislature that are expressed as percentages of annual covered payroll and are adequate to accumulate sufficient assets to pay benefits when due. Prior to July 1, 2011, the FRS was employee noncontributory. Employees who are not participating in the Deferred Retirement Option Plan are required to contribute 3% of their salary to the FRS.

The Board also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 7. Employees' Retirement Plan (continued)

The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2019, the contribution rate was 1.66% of payroll pursuant to Section 112.363, *Florida Statutes*.

The total employer retirement contributions for the fiscal years ended September 30, 2019, 2018, and 2017 were $5,173,938, $4,823,042, and $4,442,375, respectively, which is equal to the required contribution for each year.

The Pension Plan and the HIS Program are administered by the State of Florida Department of Management Services, Division of Retirement. The Division of Retirement issues a publicly available FRS Annual Report that includes financial statements and required supplementary information for the Pension Plan and HIS Program. That report may be obtained by writing to the Division of Retirement, P.O. Box 9000, Tallahassee, Florida 32399-9000, or on the website located at www.dms.myflorida.workforce_operations/retirement/publications.

Note 8. Other Postemployment Benefits

Plan Description

The Board participates in an agent multiple-employer plan administered by the County for all the consitutional officers under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). The health insurance benefits portion of the Program is considered by the County's insurance provider to be community-rated and, therefore, no Other Postemployment Benefit (OPEB) obligation is calculated for healthcare. As described in Note 1, the Program may be amended by the Board. A stand alone financial report is not issued for the Program. As described in Note 1, the financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices by the State of Florida Auditor General. Accordingly, the annual OPEB obligation of the Board is recognized in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

Note 9. Risk Management

The County is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; error and omissions; injuries to employees; and natural disasters. The following is a summary of the County's coverage and exposure relating to the various risks of loss retained as of September 30, 2019.

General Liability

Effective December 15, 2012 the Board purchased commercial insurance for general liabilities from OneBeacon. Effective December 15, 2016, the Board purchased commercial insurance for general liabilities from Travelers. This is a zero-deductible policy.

The actuarially determined liability determined below reflects open claims associated with these carriers.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 9. Risk Management (continued)

General Liability (continued)

Changes in the Board's claim liability amount were as follows:

	Balance September 30, 2018	Current Year Claims and Changes in Estimates	Claims Payments	Balance September 30, 2019
September 30, 2019	$ 48,311	$ 29,806	$ (52,132)	$ 25,805
September 30, 2018	$ 46,137	$ 34,208	$ (32,034)	$ 48,311

The claims liability of $25,805 includes an actuarial valuation for incurred but not reported claims of $15,000.

Workers' Compensation

The Board maintains a self-insurance Internal Service Fund (the Fund) to account for insurance activities relating to workers' compensation, which is administered by a third-party administrator, Preferred Governmental Claims Solutions. Under this program, the Board absorbs losses up to a maximum of $500,000 for each claim. At September 30, 2019, the Board had $176,769 deposited with the third-party administrator for use against future claims. The Board purchases commercial insurance for claims in excess of coverage provided by the Fund. Settled claims have not exceeded the retention level for this commercial coverage in the current year and any of the past five years.

All funds of the Board participate in this program and make payments to the Insurance Service Fund based on payroll exposure in the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. Net position of the Self Insurance Fund is reserved for anticipated future catastrophic losses pursuant to County policy and GASB Statement No. 10.

The actuarially-determined claims liability for workers' compensation of $4,692,555, which includes incurred but not reported claims of $2,951,863, reported in the Fund at September 30, 2019 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred as of the date of the financial statements and the amount of the loss can be reasonably estimated.

Changes in the Fund's claims liability amount were as follows:

	Balance September 30, 2018	Current Year Claims and Changes in Estimates	Claims Payments	Balance September 30, 2019
September 30, 2019	$ 4,207,550	$ 2,151,783	$ (1,666,778)	$ 4,692,555
September 30, 2018	$ 4,392,594	$ 1,538,909	$ (1,723,953)	$ 4,207,550

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 9. Risk Management (continued)

Automobile Liability

The Board purchases commercial coverage for automobile liability insurance through the same provider of its general liability insurance. All vehicles are covered for physical damage with a $1,000 deductible and for liability with a $5,000 deductible.

All funds of the Board participate in this program and pay premiums to the Insurance Service Fund based on the vehicles used by their personnel. Changes in the Fund's claims liability were as follows:

	Balance September 30, 2018	Current Year Claims and Changes in Estimates	Claims Payments	Balance September 30, 2019
September 30, 2019	$ 12,131	$ 22,205	$ (29,547)	$ 4,789
September 30, 2018	$ 13,042	$ 24,676	$ (25,587)	$ 12,131

The claims liability of $4,789 includes an actuarial valuation for incurred but not reported claims of $4,789.

Note 10. Leases

In June 2003, the Board purchased the Bank of America building. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates.

Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2019, are as follows:

Year ending September 30,	Amount
2020	$ 1,598,850
2021	1,281,384
2022	603,852
2023	400,372
2024	267,076
Thereafter	194,800
	$ 4,346,334

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 10. Leases (continued)

In October 2009, the Board purchased the Lake Jackson Oaks Huntington Property. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates. Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2019, are as follows:

Year ending September 30,	Amount
2020	$ 250,504
2021	289,628
2022	241,442
2023	246,994
2024	169,461
Thereafter	192,965
	$ 1,390,994

The County has a capital lease agreement with Dell Financial Services (DFS) for equipment, software, and services or fees. Terms of the lease include annual payments of $202,384. The lease expires December 30, 2022. As of September 30, 2019 future lease payments totaling $607,153 consists of principal of $595,301 and imputed interest of $11,852. The future capital lease payable and the net present value of the minimum lease payments as of September 30, 2019, were as follows:

Future Cash Payments		Future Maturities of Lease Liability	
2020	$ 202,385	2020	$ 194,509
2021	202,384	2021	198,408
2022	202,384	2022	202,384
	607,153		595,301
Less: amount representing interest	(11,852)		
	$ 595,301		

Note 11. Other Required Individual Fund Disclosures

Interfund balances in the Governmental Funds primarily represent repayments due from other funds responsible for particular expenditures to the funds that initially paid for them. Interfund balances are due and payable within one year.

Interfund receivable and payable balances at September 30, 2019, are as follows:

Fund	Interfund Receivables	Interfund Payable
General Fund	$ 2,919,582	$ 0
Nonmajor Governmental Funds	0	336,561
Internal Service Funds	0	8,958
Agency Fund	0	6,707
Grants Funds	0	2,567,356
	$ 2,919,582	$ 2,919,582

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 11. Other Required Individual Fund Disclosures (continued)

Each fund has a discrete purpose. However, often, there is a need for one fund to support a portion of another fund's activities. To accomplish this, monies are moved between funds through a process called interfund transfers. Interfund Transfers, excluding transfers to other constitutional officers, for the year ended September 30, 2019, consisted of the following:

Transfers to the General Fund from:	
Nonmajor Governmental Funds	$ 930,001
Enterprise Fund	82,435
Total Transfers to the General Fund	1,012,436
Transfers to the Grants Fund from:	
General Fund	2,193
Nonmajor Governmental Funds	24,208
Total Transfers to the Grants Fund	26,401
Transfers to the Capital Improvement Fund from:	
General Fund	3,829,624
Fine & Forfeiture Fund	49,200
Nonmajor Governmental Funds	2,697,376
Total Transfers to the Capital Improvement Fund	6,576,200
Transfers to the Nonmajor Governmental Funds:	
General Fund	17,052,380
Nonmajor Governmental Funds	6,676,272
Total Transfers to the Nonmajor Governmental Funds	23,728,652
Total Transfers to Governmental Funds	31,343,689
Transfers to the Enterprise Fund from:	
General Fund	493,746
Total Transfers to Enterprise Funds	493,746
Transfers to the Internal Service Funds from:	
Nonmajor Governmental Funds	42,665
Total Transfers to Internal Service Funds	42,665
Total Interfund Transfers	$ 31,880,100

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 12. Closure and Post-closure Care Cost

State and federal laws and regulations require the Board to place a final cover on each of its landfill cells when it stops accepting waste and to perform certain maintenance and monitoring functions on each cell for thirty years after closure. Although closure and post-closure care costs will be paid only near or after the date that the landfill stops accepting waste, the Board reports a portion of these costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The $14,562,733 reported as landfill closure and post-closure care liability at September 30, 2019, represents the cumulative amount reported to date based on the use of 100% of the estimated capacity of the landfill cells placed in use. These amounts are based on what it would cost to perform closure and post-closure care in 2019 on those cells placed in use. Actual costs may be higher due to inflation, changes in technology, or changes in regulations. The landfill is no longer accepting waste.

The Board is required by state and federal laws to make annual contributions to an escrow account to finance a minimum of all closure costs. The Board is in compliance with those minimum requirements, and at September 30, 2019, held investments in the amount of $10,298,830 for these purposes that are reported as restricted assets on the balance sheet. The Board expects that future inflation costs will be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional post-closure care requirements are determined; these costs may need to be covered by charges to future landfill users or from future tax revenue.

Note 13. Commitments and Contingencies

A. Contract commitments:

Grants

The Board is currently receiving, and has received in the past, grants which are subject to special compliance audits by the grantor agency that may result in disallowed expense amounts. Such amounts, if any, constitute a contingent liability of the Board. Accordingly, such liabilities are not reflected within the financial statements.

Long-Term Construction Projects

The Board is committed to various material long-term construction projects at September 30, 2019. These commitments have been included in the 2019-2020 fiscal year budget and the five-year Capital Improvement Program and certain amounts have been reserved in the capital projects fund. Current contracts outstanding as of September 30, 2019 approximate $1.1 million.

B. Potential liabilities resulting from litigation:

The Board is a defendant in various lawsuits arising from the normal course of operations. The outcome of these lawsuits is not presently determinable.

C. Encumbrances:

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. The Board had no reserved encumbrances as of September 30, 2019.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

14. Subsequent Event

At its November 12, 2019 meeting, the Board approved the purchase of a Bell 505 Basic Aircraft Helicopter and related equipment to replace a Sheriff's helicopter. A $229,080 down payment was made in November, 2019 and the remaining $1.3 million was financed by the issuance of a Capital Improvement Revenue Note, Series 2020, bearing interest at a fixed rate of 1.89%, maturing December 1, 2025. This note does not constitute a general obligation or indebtedness of the Issuer as a "bond" within the meaning of any provision of the Constitution or the laws of the State, but shall be declared to be a special, limited obligation of the Issuer payable solely from pledged revenues. Leon County has entered into a cost sharing agreement with the City of Tallahassee whereby the City will contribute 50% of the helicopter loan payments.

The County has evaluated subsequent events through March 20, 2020, the date the financial statements were available to be issued.

Other Schedules

Board of County Commissioners
Leon County, Florida

Schedule of Receipts and Expenditures of
Funds Related to the Deepwater Horizon Oil Spill

Year Ended September 30, 2019

Source	Amount Received during the 2018-19 Fiscal Year	Amount Expended during the 2018-19 Fiscal Year
British Petroleum:		
Agreement No. 134036	$ -	$ 133,573

Note: This schedule does not include funds related to the Deepwater Horizon Oil Spill that are considered Federal awards or State financial assistance. Leon County, Florida did not receive or expend any Federal awards or State financial assistance related to the Deepwater Horizon Oil Spill.

See report of independent auditors.

Other Reports

Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

September 30, 2019

Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance With *Government Auditing Standards*

The Honorable Board of County Commissioners
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental major funds, the proprietary funds, the agency fund, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Board's special-purpose financial statements, and have issued our report thereon dated March 20, 2020. Our report includes a reference to other auditors who audited the financial statements of the Housing Finance Authority of Leon County, a discretely presented component unit of Leon County, as described in our report on the Board's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported separately by these auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Management Letter as item 2019-001 that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Board's special-purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Board's Response to Findings

The Board's response to the findings identified in our audit is described in the accompanying *Management Letter.* The Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Board of County Commissioners of Leon County, Florida dated March 20, 2020, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General,* Chapter 10.550.

Thomas Howell Ferguson P.A.

Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Report of Independent Accountants on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies

September 30, 2019

Thomas Howell Ferguson P.A. CERTIFIED PUBLIC ACCOUNTANTS Law, Redd, Crona & Munroe, P.A.

Report of Independent Accountants on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with local government investment policies provided in Section 218.415, *Florida Statutes*, during the year ended September 30, 2019. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Report of Independent Accountants on Compliance with Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund

September 30, 2019

Thomas Howell Ferguson P.A. CERTIFIED PUBLIC ACCOUNTANTS Law, Redd, Crona & Munroe, P.A.

Report of Independent Accountants on Compliance with Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with emergency communications number E911 system fund requirements provided in Sections 365.172 and 365.173, *Florida Statutes*, during the year ended September 30, 2019. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe P.A.
Tallahassee, Florida

Report of Independent Accountants on Compliance with Section 288.8017 *Florida Statutes*, Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill

September 30, 2019

Thomas Howell Ferguson P.A. CERTIFIED PUBLIC ACCOUNTANTS Law, Redd, Crona & Munroe, P.A.

Report of Independent Accountants on Compliance with Section 288.8017, *Florida Statutes*, Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with the receipts and expenditures of funds related to the Deepwater Horizon oil spill provided in Section 288.8017, *Florida Statutes*, during the year ended September 30, 2019. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe P.A.
Tallahassee, Florida

Management Letter

September 30, 2019

Management Letter

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the special-purpose financial statements of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated March 20, 2020.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Report of Independent Auditors on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Reports of Independent Accountants on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated March 20, 2020, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions regarding the recommendations made in the preceding financial report are described below.

2018-001 and 2017-001 Closing Process

Corrective action for this recommendation is in progress. This corrective action includes hiring qualified personnel in key financial reporting positions and reviewing and updating the applicable policies and procedures. This corrective action is ongoing as of March 20, 2020, and as a result, this is the third consecutive year this specific recommendation is reported. See current year recommendation 2019-001.

2018-002 Capitalization of Fixed Assets in Accordance with GASB 34

Corrective action for this recommendation is in progress. This corrective action includes hiring qualified personnel in key financial reporting position and reviewing and updating the applicable policies and procedures. This corrective action is ongoing as of March 20, 2020, and as a result, this is the second consecutive year this specific recommendation is reported. See current year recommendation 2019-002.

2018-003 and 2017-002 Solid Waste Cash Receipts.

Management has analyzed the issues and improved the process regarding the timing of submitting supporting details. This corrective action was resolved.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government and each component unit of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. The following recommendations were made.

2019-001 Closing Process

Criteria: The Committee for Sponsoring Organizations (COSO) defines internal controls as, "a process effected by an entity's board, management, and other personnel, designed to provide reasonable assurance of the achievement of objectives relating to operations, reporting, and compliance."

In addition, accurate accounting, tracking, and reporting of Federal and State funds is imperative to ensure compliance with Federal and State laws, regulations, and provisions of grant agreements.

Condition: The preliminary financial reports for fiscal year 2019 included significant errors and omitted information. The errors were discovered during the audit process and were properly investigated and corrected by management.

Cause: The cause relates to significant turnover in management within the finance department and deficiencies in the design of internal controls for financial reporting.

The controls regarding the achievement of objectives for financial reporting are not properly designed and/or implemented. The components of internal control believed to be inadequate are the *Control Activities,* including incomplete policies and procedures and *Risk Assessment* of significant management turnover.

Effect: The impact of not having properly designed policies and procedures for the closing of the general ledger activity and review of information for accuracy and completeness have led to errors in the amounts reported prior to audit adjustment.

Additionally, these financial statement misstatements can lead to incomplete and inaccurate information to those charged with governance, other constitutional officers and other County departments.

Recommendation: Management has started the process of hiring experienced and qualified staff after the unexpected turnover. Management should review its policies and procedures for significant transaction cycles, document the process for closing the books for its monthly and annual financial reporting, and set a timeline for the monthly and annual reconciliation of account balances and schedules.

Management should continue to evaluate the structure and staff responsibilities of the finance department to ensure an appropriate number of properly qualified employees are assigned financial reporting responsibilities.

Management's response:

The Clerk Finance Department has filled several vital positions within various areas of the Finance Department and will continue to recruit additional General Accounting staff in the upcoming fiscal year. Management has begun the process of performing sequenced reviews of the end of year closing process and implementing the beginning phases of the design, implementation, and monitoring of and the creation of new written policy and procedures to include specific year end timelines and transaction deadlines as well as an adequate written year end review/monitoring process.

2019-002 Capitalization of Fixed Assets in Accordance with GASB

Criteria: The Board of County Commissions (BOCC) sets the policies and procedures regarding the capitalization of fixed assets for financial reporting. These financial reporting policies and procedures are necessary for financial reporting in accordance with the Government Accounting Standards Board (GASB). Expenditures for assets meeting the capitalization requirements outlined in the capitalization policy should be included in the BOCC Sage Fixed Asset Listing.

Condition: We noted multiple expenditures for the purchase of capital assets or improvements meeting the definition of capital assets under GASB and the capitalization policy of the Board, that were not being properly reported or included in the fixed asset management system.

Cause: The cause relates to significant turnover in management within the finance department and deficiencies in the design of internal controls for financial reporting. The procedures in place during the audit period did not provide adequate direction to achieve the objectives for reporting fixed assets.

Effect: Management's risk of material misstatement over fixed assets reported on the government wide financial statements and the BOCC special-purpose financial statements is increased. Errors were discovered during the audit process and were investigated and corrected by management.

Recommendation: Management should provide additional training for employees responsible for updating the Sage capital asset reports and determining if capital outlay items meet the requirements to be added to the fixed asset schedule for GASB reporting.

Additionally, management should update its policies and procedures to include additional communication, review and approval of capital outlay items meeting the threshold for GASB reporting. Those responsible for financial reporting should retain documentation supporting its review, approval, and final determination for capital outlay items.

Management's response:

Since the previous audit, Management has evaluated the Fixed Asset Capitalization process and has taken a strong initiative towards strengthening internal controls in this area by developing a new Capital Asset Policy which was presented and approved by the Board of County Commissioners, establishing monthly meetings with Board OMB and various Departmental staff regarding the proper accounting treatment of capital and fixed assets, implementing Fixed asset staff training and initiating the beginning phase of reconciliation between the General Ledger and the Sage Fixed Asset System. Management will continue to enhance this process in the upcoming year to bring all capital asset transactions into compliance.

2019-003 Manual Journal Entries

Criteria: The Committee for Sponsoring Organizations (COSO) defines internal controls as, "a process effected by an entity's board, management, and other personnel, designed to provide reasonable assurance of the achievement of objectives relating to operations, reporting, and compliance."

Condition: Several instances were noted of manual journal entries that were posted, reviewed, and approved with inadequate support, for incorrect amounts, and/or posted to incorrect funds and/or accounts.

Cause: The controls regarding the achievement of objectives for financial reporting are not properly designed and/or implemented. The components of internal control believed to be inadequate are *Monitoring* and *Control Activities,* including incomplete policies and procedures.

Effect: Incomplete financial policies and procedures lead to errors in the amounts reported in the trial balance throughout the year. These errors result in additional burden on the finance department to discover, investigate, and correct errors throughout the year. These errors increase the risk of financial misstatement.

Recommendation: Management should review its internal policies and procedures and ensure the policies are properly designed and the controls are performed as designed. Management should provide additional training for staff responsible for posting and approving manual journal entries.

Management's response:

Management has begun the process of performing sequenced reviews of the end of year closing process to include the journal entry approval process. Now that key accounting vacancies have been filled, a proper written journal entry processing policy will be drafted and implemented in the upcoming year to ensure that all manual journal entries are scrutinized for adequate support, justification, and adherence to any applicable current legislation and are reviewed and approved at the appropriate levels.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of County Commissioners of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law Redd Crona & Munroe P.A.

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

THE HONORABLE
GWEN MARSHALL
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER
FINANCE DEPARTMENT
GENERAL ACCOUNTING DIVISION

June 16, 2020

Ms. Sherrill F. Norman, CPA
Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

Re: Annual Financial Report

Dear Madam:

On March 20, 2020, the County received its audited financial statements for the year ended September 30, 2019. Along with the report, the County received the external auditor's management letter. Pursuant to Florida Statutes, Section 11.45, the County's management letter is enclosed.

Leon County continues to focus on efforts to improve the efficiency and effectiveness of operations and to further refine the financial management of the County.

Sincerely,

Bryan Desloge
Chairman

Leon County
Board of County Commissioners

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Florida Department of Health Emergency Medical Services Matching Grants

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

Statement of Issue:

This agenda item seeks Board acceptance of two Florida Department of Health Emergency Medical Services Matching Grants in the amount of $129,259 for the purchase of an intersection light pre-emption system and citizen CPR training programs.

Fiscal Impact:

This item has a fiscal impact. The associated two grants each require a 25% local match for a combined total of $43,086. The match funding is available in the current EMS operating budget.

Staff Recommendations:

Option # 1: Accept the two Florida Department of Health grants which total $129,259 and authorize the County Administrator to execute all documents related to the grant funded projects (Attachment #1).

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

Report and Discussion

Background:

This item seeks Board acceptance of two Florida Department of Health matching grants in the amount of $129,259 for the purchase of an intersection light pre-emption system and citizen CPR training programs. Annually, the Florida Department of Health makes competitive grant funding available to EMS organizations in Florida to improve and enhance pre-hospital emergency medical services. The grant provides 75% of the funding towards the project and requires the County to provide 25% as local match funding. The County submitted applications for an intersection light pre-emption system and citizen Cardio Pulmonary Resuscitation (CPR) training.

These two grant projects advance the following FY2017-FY2021 Strategic Initiative and five-year target:

- *Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)*
- *Train 8,500 citizens in CPR/AEDs (T11)*

This Strategic Initiative aligns with the Board's Quality of Life Strategic Priority:

- *(Q3) Provide essential public safety infrastructure and services.*

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices as well as satisfactory compliance with grant closeouts as well as on-site and desk monitoring by the granting agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available. In addition, the County's partnership with Patton Boggs also garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio is $5.71 to $1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be $16.26 to $1.

Analysis:

On May 19, 2020, the County was notified by the Florida Department of Health of the grant award to fund the Intersection Light Pre-emption System and the Cardio Pulmonary Resuscitation Training of the projects (Attachment #1):

- *Intersection Light Pre-emption System* – The total project budget is $123,690 ($92,768 grant/$30,922 County match). This grant is for the costs associated with adding Leon County EMS vehicles to the current City of Tallahassee traffic light pre-emption system which allows emergency vehicles to activate green lights in their path to move traffic and keep intersections open and safe during an emergency transport.

- *Cardio Pulmonary Resuscitation Training* – The total project budget is $48,655 ($36,491 grant /$12,164 County match). This grant provides the funding necessary to produce the annual Press the Chest community CPR training event and covers expenses such as the CPR Anytime kits utilized during the training, advertising of the event, and the facility rental costs. Residual CPR Anytime kits will be used to conduct additional CPR training programs for citizens.

The required local match funding totals $43,086 and is available in the current EMS operating budget.

Options:

1. Accept the two Florida Department of Health grants which total $129,259 and authorize the County Administrator to execute all documents related to the grant projects.
2. Approve the Resolution and associated Budget Amendment Request.
3. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. Grant Award Notifications
2. Resolution and associated Budget Amendment Request

THE HONORABLE
GWEN MARSHALL
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

June 16, 2020

Leon County Board of County Commissioners
301 S. Monroe Street
Tallahassee, Florida 32301

The Honorable Board of County Commissioners:

I am pleased to forward to you Leon County's annual audit report as well as the financial statements for the fiscal year ended September 30, 2019. This report reflects an unqualified auditor's opinion on the Board's financial statements. Leon County has received an unqualified audit opinion for 37 consecutive years.

The auditors' report on internal control over financial reporting, compliance and other matters is found on pages 42 through 46 with the associated management letter on pages 47 through 51. The management letter provides three audit recommendations regarding financial accounting processes. All audit recommendations have been accepted by management as indicated in the letter.

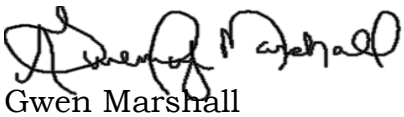
The Director of Financial Stewardship, Clerk of the Circuit Court and Comptroller, and the Finance Director met with the external auditors regarding this report. Subsequent to this discussion, and a review of the audit recommendations with staff, we recommend acceptance of this report and the associated response to the State Auditor General.

Your acceptance of the report and approval of the letter transmitting the report will be included in the June 16th Board of County Commission Meeting agenda. As mentioned, Florida law requires that a letter of response be made to the State Auditor General regarding the auditor's comments.

Thank you to all Leon County staff who worked so diligently to produce not only these financial statements, but the outstanding results of operations that are reflected in this document. Leon County's 2018-2019 Comprehensive Annual Financial Report has been submitted for the Florida Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting. Leon County has consistently received this honor for 22 years and will no doubt remain among the distinguished group of governmental entities receiving this award. Should you

have questions regarding the audit or the financial statements, please do not hesitate to contact me.

Sincerely,



Gwen Marshall

Copy to: Mr. Vince Long, County Administrator
Mr. Alan Rosenzweig, Deputy County Administrator
Ms. Kimberly Wilder, Director of Finance
Mr. Edward Burke, Assistant Finance Director

Special-Purpose Financial Statements

Board of County Commissioners
Leon County, Florida

Year Ended September 30, 2019
with Report of Independent Auditors

Thomas Howell Ferguson P.A.
and
Law, Redd, Crona & Munroe, P.A.

Board of County Commissioners
Leon County, Florida
Special-Purpose Financial Statements
Year Ended September 30, 2019

Board of County Commissioners

Bryan Desloge, Chairman	District 4
William Proctor	District 1
Rick Minor	District 3
Jimbo Jackson	District 2
Kristin Dozier	District 5
Mary Ann Lindley	At-Large
Nick Maddox	At-Large

COUNTY ADMINISTRATOR
Vincent S. Long

CLERK OF THE CIRCUIT COURT

AND

COMPTROLLER
Gwen Marshall

Board of County Commissioners
Leon County, Florida
Special-Purpose Financial Statements
Year Ended September 30, 2019
TABLE OF CONTENTS

Page

Report of Independent Auditors **1**

Audited Special-Purpose Financial Statements

Balance Sheet – Governmental Funds 4
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds 6
Statement of Net Position – Proprietary Funds 8
Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds 9
Statement of Cash Flows – Proprietary Funds 10
Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund 12
Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Fine & Forfeiture Fund 13
Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Grants Fund 14
Statement of Fiduciary Assets and Liabilities – Agency Fund 15
Notes to Special-Purpose Financial Statements 16

Other Schedules

Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill 41

Other Reports

Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* **42**

Report of Independent Accountants on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies **44**

Report of Independent Accountants on Compliance with Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund **45**

Report of Independent Accountants on Compliance with Section 288.8017 *Florida Statutes*, Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill **46**

Management Letter **47**

Report of Independent Auditors

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the major governmental funds, the proprietary funds, the agency funds, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Board's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these special-purpose financial statements based on our audit. We did not audit the financial statements of the Housing Finance Authority of Leon County, a discretely presented component unit of Leon County, which statements reflect total assets constituting 0.8 percent of total assets at September 30, 2019, and total revenues constituting 0.08 percent of total revenues for the year then ended. Those statements were audited by other auditors, whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Housing Finance Authority of Leon County, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, based on our audit and the report of the other auditors, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the major governmental funds, the proprietary funds, the agency funds, the discretely presented component unit, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida as of September 30, 2019, the respective changes in financial position, where applicable, the cash flows thereof, and the respective budgetary comparison statements of the major governmental funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (Rules). In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the major governmental funds, the proprietary fund, the agency fund and the discretely presented component unit of the Board, and only that portion that is attributable to the transactions of the Board. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2019, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to these matters.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Board's special-purpose financial statements. The Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill (the Schedule) is presented for purposes of additional analysis and is not a required part of the special-purpose financial statements.

The Schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the special-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the special-purpose financial statements or to the special-purpose financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill is fairly stated, in all material respects, in relation to the special-purpose financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 20, 2020, on our consideration of the Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, rules, regulations, contracts, grant agreements and other matters under the heading *Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with Government Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A.

Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Board of County Commissioners
Leon County, Florida
Balance Sheet - Governmental Funds
September 30, 2019

	General Fund	Fine & Forfeiture Fund	Grants Fund	Capital Improvement Fund
Assets				
Cash	$ 6,676,420	$ 0	$ 5,721	$ 55,333
Investments	8,639,602	1,789,167	1,320,005	23,983,506
Receivables (net of allowances for uncollectibles):				
Accounts	561,675	5,062	3,734	67,849
Special assessments	0	0	0	0
Due from other governments	17,122,965	0	4,797,830	0
Due from other funds	2,919,582	0	0	0
Due from other county units	1,736,608	219,444	5,603	0
Inventories	288,730	0	0	0
Other assets	4,250	0	0	0
Prepaids	0	0	0	15,838
Total assets	$ 37,949,832	$ 2,013,673	$ 6,132,893	$ 24,122,526
Liabilities, deferred inflows, and fund balances				
Liabilities:				
Accounts payable	$ 3,291,902	$ 25,777	$ 182,461	$ 1,320,362
Accrued liabilities	499,807	0	8,315	0
Due to other governments	264,499	0	0	0
Due to other funds	0	0	2,567,356	0
Due to other county units	134,081	0	162,946	0
Deposits	45,010	313,543	0	0
Revenue received in advance	15	50	3,218,849	0
Total liabilities	4,235,314	339,370	6,139,927	1,320,362
Deferred inflows				
Deferred inflow of resources	0	0	0	0
Total deferred inflows	0	0	0	0
Fund balances:				
Nonspendable	292,980	0	0	15,838
Restricted	0	0	201,774	22,786,326
Committed	5,057,178	251,145	0	0
Assigned	17,473,547	1,423,158	0	0
Unassigned	10,890,813	0	(208,808)	0
Total fund balances	33,714,518	1,674,303	(7,034)	22,802,164
Total liabilities, deferred inflows, and fund balances	$ 37,949,832	$ 2,013,673	$ 6,132,893	$ 24,122,526

The accompanying notes are an integral part of these special-purpose financial statements.

Nonmajor Governmental Funds	Total Governmental Funds
$ 2,785,243	$ 9,522,717
47,322,104	83,054,384
4,598,432	5,236,752
655,492	655,492
4,081,053	26,001,848
0	2,919,582
742,176	2,703,831
0	288,730
12,723	16,973
5,642	21,480
$ 60,202,865	$ 130,421,789
$ 4,231,969	$ 9,052,471
569,233	1,077,355
1,008,988	1,273,487
336,561	2,903,917
213	297,240
126,501	485,054
286,331	3,505,245
6,559,796	18,594,769
578,812	578,812
578,812	578,812
5,642	314,460
41,190,277	64,178,377
11,777,938	17,086,261
311,752	19,208,457
(221,352)	10,460,653
53,064,257	111,248,208
$ 60,202,865	$ 130,421,789

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds
Year Ended September 30, 2019

	General Fund	Fine & Forfeiture Fund	Grants Fund	Capital Improvement Fund
Revenues				
Taxes	$ 68,773,929	$ 80,732,246	$ 0	$ 0
Licenses and permits	0	0	0	0
Intergovernmental	32,006,566	21,820	3,027,255	0
Charges for services	1,430,895	844,126	104,612	0
Fines and forfeitures	0	101,876	0	0
Interest	975,440	377,805	13,409	502,746
Net increase in fair value of investments	270,742	33,769	27,103	657,797
Miscellaneous	262,751	0	441,891	149,925
Total revenues	103,720,323	82,111,642	3,614,270	1,310,468
Expenditures				
Current:				
General government	41,633,246	0	1	2,520,736
Public safety	2,656,580	0	771,530	3,563,393
Physical environment	2,433,486	0	1,831,171	3,232,840
Transportation	0	0	600,770	68,901
Economic environment	2,679,008	0	168,584	0
Human services	8,962,114	344,296	138,288	0
Culture and recreation	6,888,209	0	257,985	1,441,401
Judicial	2,353,874	1,980,407	115,987	1,839,809
Debt Service:				
Principal retirement	0	0	0	0
Interest and fiscal charges	0	0	0	27,142
Other debt service costs	0	0	0	175,243
Total expenditures	67,606,517	2,324,703	3,884,316	12,869,465
Excess (deficiency) of revenues over (under) expenditures	36,113,806	79,786,939	(270,046)	(11,558,997)
Other financing sources (uses):				
Transfers in	2,464,287	96,768	26,401	6,576,200
Transfers out	(37,308,959)	(79,124,531)	(146,757)	0
Total other financing (uses) sources	(34,844,672)	(79,027,763)	(120,356)	6,576,200
Net change in fund balances	1,269,134	759,176	(390,402)	(4,982,797)
Fund balances at beginning of year	32,445,384	915,127	383,368	27,784,961
Fund balances at end of year	$ 33,714,518	$ 1,674,303	$ (7,034)	$ 22,802,164

The accompanying notes are an integral part of these special-purpose financial statements.

Nonmajor Governmental Funds	Total Governmental Funds
$ 40,350,539	$ 189,856,714
3,289,446	3,289,446
8,312,545	43,368,186
23,422,999	25,802,632
393,210	495,086
1,215,592	3,084,992
1,099,613	2,089,024
4,793,697	5,648,264
82,877,641	273,634,344
2,119,956	46,273,939
35,211,275	42,202,778
11,384,415	18,881,912
18,759,541	19,429,212
5,686,591	8,534,183
1,845,419	11,290,117
6,845,034	15,432,629
390,864	6,680,941
6,982,000	6,982,000
588,684	615,826
0	175,243
89,813,779	176,498,780
(6,936,138)	97,135,564
23,728,652	32,892,308
(10,643,358)	(127,223,605)
13,085,294	(94,331,297)
6,149,156	2,804,267
46,915,101	108,443,941
$ 53,064,257	$ 111,248,208

Board of County Commissioners
Leon County, Florida
Statement of Net Position - Proprietary Funds
September 30, 2019

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds	Component Unit - Housing Finance Authority
Assets			
Current assets:			
Cash	$ 462	$ 250,820	$ 819,289
Cash with fiscal agent	0	176,476	0
Investments	1,891,283	5,675,069	0
Accounts receivable	976,238	245,911	0
Due from other governments	0	10,226	0
Due from other county units	234	0	24,677
Inventories	1,214	39,710	0
Total current assets	2,869,431	6,398,212	843,966
Noncurrent assets:			
Restricted cash and investments	10,298,830	0	0
Mortgage loans receivable, net of allowance	0	0	405,085
Capital assets:			
Non depreciable capital assets	2,653,955	0	0
Depreciable capital assets (Net)	5,747,339	0	0
Total noncurrent assets	18,700,124	0	405,085
Total assets	$ 21,569,555	$ 6,398,212	$ 1,249,051
Liabilities			
Current liabilities:			
Accounts payable	$ 1,986,792	$ 214,598	$ 4,587
Accrued liabilities	37,254	12,575	0
Due to other funds	0	8,958	0
Claims payable	0	4,723,149	0
Revenue received in advance	11,109	0	0
Compensated absences	67,443	27,142	0
Total current liabilities	2,102,598	4,986,422	4,587
Noncurrent liabilities:			
Liability for closure costs	14,562,733	0	0
Liability for compensated absences	115,215	46,367	0
Other post employment benefits	231,230	96,829	0
Total noncurrent liabilities	14,909,178	143,196	0
Total liabilities	17,011,776	5,129,618	4,587
Net position			
Net investment in capital assets	8,401,294	0	0
Unrestricted	(3,843,515)	1,268,594	1,244,464
Total net position	4,557,779	1,268,594	1,244,464
Total liabilities and net position	$ 21,569,555	$ 6,398,212	$ 1,249,051

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds
Year Ended September 30, 2019

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds	Component Unit - Housing Finance Authority
Operating revenues			
Charges for services	$ 9,878,246	$ 7,453,078	$ 31,879
TBA program income	0	0	13,723
Other income	0	0	15,619
Sale of surplus land properties	0	0	183,847
Total operating revenues	9,878,246	7,453,078	245,068
Operating expenses			
Personnel services	1,879,821	751,598	0
Contractual services	8,117,217	90,694	0
Supplies	320,117	1,194,772	1,951
Communications services	24,456	701,806	0
Insurance	38,897	3,861,896	3,543
Utility services	110,888	0	0
Depreciation	858,991	0	0
Other services and charges	3,450,476	1,544,133	110,809
Total operating expenses	14,800,863	8,144,899	116,303
Operating (loss) income	(4,922,617)	(691,821)	128,765
Nonoperating revenues:			
Taxes	1,833,410	0	0
Interest	281,208	125,241	16,227
Net increase in fair value of investments	353,635	137,602	0
Miscellaneous	18,173	0	0
Total nonoperating revenues	2,486,426	262,843	16,227
Income (loss) before contributions and transfers	(2,436,191)	(428,978)	144,992
Transfers in	493,746	42,665	0
Transfers out	(112,843)	0	0
Change in net position	(2,055,288)	(386,313)	144,992
Net position at beginning of year	6,613,067	1,654,907	1,099,472
Net position at end of year	$ 4,557,779	$ 1,268,594	$ 1,244,464

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Cash Flows
Proprietary Funds
Year Ended September 30, 2019

	Business-type Activities Landfill Fund	Governmental Activities - Internal Service Funds	Component Unit - Housing Finance Authority
Cash flows from operating activities:			
Receipts from customers fees and other income	$ 9,695,496	$ 0	$ 230,825
Payments to suppliers	(14,464,378)	(5,263,656)	(114,458)
Payments to employees	(1,855,050)	(747,240)	0
Internal activity - payments to other funds	(38,897)	0	0
Internal activity - cash received from other funds	0	7,365,037	0
Claims paid	0	(1,748,457)	0
Net cash provided by (used in) operating activities	(6,662,829)	(394,316)	116,367
Cash flows from noncapital financing activities:			
Tax proceeds	1,833,410	0	0
Transfers received from other funds	494,313	42,665	0
Transfers to other funds	(112,843)	0	0
Miscellaneous	18,173	0	0
Collections on housing assistance loans	0	0	23,571
Repayments in internal fund loands	0	908	0
Net cash provided by (used in) noncapital financing activities	2,233,053	43,573	23,571
Cash flows from capital and related financing activities:			
Sale and rental of property	9,467	0	0
Acquisition and/or construction of capital assets	(457,005)	0	0
Net cash provided by (used in) capital and related financing activities	(447,538)	0	0
Cash flows from investing activities:			
Net proceeds from sales and maturities of investments	9,458,293	(65,831)	0
Interest and dividends received	281,208	125,524	16,227
Increase (decrease) in fair value of investments	353,635	137,602	0
Net cash provided by (used in) investing activities	10,093,136	197,295	16,227
Net cash increase (decrease) in cash	5,215,822	(153,448)	156,165
Cash at beginning of year (including $3,208,800 included in restricted cash and investments)	3,260,474	580,744	663,124
Cash at end of year (including $8,475,834 included in restricted cash and investments)	$ 8,476,296	$ 427,296	$ 819,289

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Cash Flows
Proprietary Funds
Year Ended September 30, 2019

	Business-type Activities Landfill Fund	Governmental Activities - Internal Service Funds	Component Unit - Housing Finance Authority
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities			
Operating income (loss)	(4,922,617)	(691,821)	128,765
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation expense	858,991	0	0
Changes in assets and liabilities:			
Receivables	(186,612)	(97,000)	0
Due from other governments	0	8,958	(14,244)
Accounts payable and other liabilities	(7,859)	(74,147)	1,846
Accrued expenses	24,771	4,357	0
Other current liabilities	0	455,337	0
Revenues received in advance	3,862	0	0
Estimated liability for closure costs/maintenance	(2,433,365)	0	0
Net cash provided by (used in) operating activities:	$ (6,662,829)	$ (394,316)	$ 116,367

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - General Fund
Year Ended September 30, 2019

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Taxes	$ 68,568,224	$ 68,568,224	$ 68,773,929	$ 205,705
Licenses and permits	8,550	8,550	0	(8,550)
Intergovernmental	9,087,461	16,508,019	32,006,566	15,498,547
Charges for services	1,632,332	1,632,332	1,430,895	(201,437)
Interest	1,043,065	1,043,065	975,440	(67,625)
Net increase in fair value of investments	0	0	270,742	270,742
Miscellaneous	524,686	524,686	262,751	(261,935)
Total revenues	80,864,318	88,284,876	103,720,323	15,435,447
Expenditures				
General government	27,476,796	44,588,383	41,633,246	2,955,137
Public safety	2,526,688	2,526,688	2,656,580	(129,892)
Physical environment	2,475,175	2,475,175	2,433,486	41,689
Economic environment	2,676,062	2,676,062	2,679,008	(2,946)
Human services	9,046,550	9,121,550	8,962,114	159,436
Culture and recreation	7,350,086	7,237,086	6,888,209	348,877
Judicial	2,531,268	1,642,971	2,353,874	(710,903)
Total expenditures	54,082,625	70,267,915	67,606,517	2,661,398
Excess of revenues over expenditures	26,781,693	18,016,961	36,113,806	18,096,845
Other financing sources (uses):				
Transfers in	8,769,194	9,769,194	2,464,287	(7,304,907)
Transfers out	(43,983,458)	(45,219,458)	(37,308,959)	7,910,499
Total other financing sources (uses)	(35,214,264)	(35,450,264)	(34,844,672)	605,592
Net change in fund balance	(8,432,571)	(17,433,303)	1,269,134	18,702,437
Fund balance at beginning of year	32,445,384	32,445,384	32,445,384	0
Fund balance at end of year	$ 24,012,813	$ 15,012,081	$ 33,714,518	$ 18,702,437

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Fine & Forfeiture Fund
Year Ended September 30, 2019

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Taxes	$ 79,060,174	$ 79,060,174	$ 80,732,246	$ 1,672,072
Intergovernmental	29,144	29,144	21,820	(7,324)
Charges for services	1,006,176	1,006,176	844,126	(162,050)
Fines and forfeitures	106,520	106,520	101,876	(4,644)
Interest	310,000	310,000	377,805	67,805
Net increase in fair value of investments	0	0	33,769	33,769
Miscellaneous	0	49,200	0	(49,200)
Total revenues	80,512,014	80,561,214	82,111,642	1,550,428
Expenditures				
Human services	100,000	100,000	344,296	(244,296)
Judicial	1,895,355	2,018,355	1,980,407	37,948
Total expenditures	1,995,355	2,118,355	2,324,703	(206,348)
Excess of revenues over expenditures	78,516,659	78,442,859	79,786,939	1,344,080
Other financing sources (uses):				
Transfers in	0	113,000	96,768	(16,232)
Transfers out	(78,681,659)	(80,304,120)	(79,124,531)	1,179,589
Total other financing sources (uses)	(78,681,659)	(80,191,120)	(79,027,763)	1,163,357
Net change in fund balance	(165,000)	(1,748,261)	759,176	2,507,437
Fund balance at beginning of year	915,127	915,127	915,127	0
Fund balance at end of year	$ 750,127	$ (833,134)	$ 1,674,303	$ 2,507,437

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Grants Fund
Year Ended September 30, 2019

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Intergovernmental	$ 17,818,843	$ 18,944,548	$ 3,027,255	$(15,917,293)
Charges for services	766,377	766,377	104,612	(661,765)
Interest	12,203	14,615	13,409	(1,206)
Net increase in fair value of investments	0	0	27,103	27,103
Miscellaneous	1,232,529	1,247,529	441,891	(805,638)
Total revenues	19,829,952	20,973,069	3,614,270	(17,358,799)
Expenditures				
General government	274	274	1	273
Public safety	1,733,449	1,912,931	771,530	1,141,401
Physical environment	9,347,837	10,084,277	1,831,171	8,253,106
Transportation	6,685,317	6,819,522	600,770	6,218,752
Economic environment	594,919	618,065	168,584	449,481
Human services	81,851	143,864	138,288	5,576
Culture and recreation	1,966,625	1,974,456	257,985	1,716,471
Judicial	266,787	266,787	115,987	150,800
Total expenditures	20,677,059	21,820,176	3,884,316	17,935,860
(Deficiency) excess of revenue (under) over expenditures	(847,107)	(847,107)	(270,046)	577,061
Other financing sources (uses):				
Transfers in	0	0	26,401	26,401
Transfers out	0	0	(146,757)	(146,757)
Total other financing sources (uses)	0	0	(120,356)	(120,356)
Net change in fund balance	(847,107)	(847,107)	(390,402)	456,705
Fund balance at beginning of year	383,368	383,368	383,368	0
Fund balance at end of year	$ (463,739)	$ (463,739)	$ (7,034)	$ 456,705

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Fiduciary Assets and Liabilities - Agency Fund
September 30, 2019

	Agency Fund
Assets	
Cash	$ 377,088
Accounts receivable	1,710,071
Total assets	$ 2,087,159
Liabilities	
Accounts payable	$ 931,334
Accrued liabilities	1,149,118
Due to other funds	6,707
Total liabilities	$ 2,087,159

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies

Reporting Entity

Leon County (the County) is a political subdivision of the state of Florida and provides services to its residents in many areas, including public safety, transportation, recreation, and human services. It is governed by an elected Board of County Commissioners (seven members). In addition to the members of the Board of County Commissioners, there are five elected Constitutional Officers: Clerk of the Circuit Court and Comptroller, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets. Effective for the 2003 fiscal year, the citizens of Leon County passed a voter referendum to make Leon County a charter county. The charter is a simple charter which allows for the same powers and duties as provided in the Constitution of the State of Florida and Florida Statutes. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The accounting policies of Leon County, Florida conform to generally accepted accounting principles as applicable to governments. The more significant accounting policies of the Leon County Board of County Commissioners (the Board) are described below.

Component Unit

The component unit discussed below is included in the Board's reporting entity either because of the significance of the operational relationship or the Board is financially accountable for the component unit. The Board is financially accountable for an organization when the Board appoints a voting majority of the organization's governing body and is able to impose its will on the organization; there is a potential for the organization to provide a financial benefit or impose a financial burden on the Board; or the organization is fiscally dependent on the Board.

Specific criteria used to determine financial accountability are:

- Selection of a voting majority of the governing body.
- Imposition of Will: Ability to remove appointed members at will; ability to approve or modify rate charges affecting revenue; ability to appoint, hire or dismiss management.
- Financial Benefit or Burden Relationship: The Board is legally entitled to or can otherwise access the organization's resources; the Board is legally obligated or has otherwise assumed the obligation to finance the deficits of or provide support to the organization; or the Board is obligated in some manner for the debt of the organization.
- Fiscal Dependency: Ability to approve or modify the organization's budget or rate charges; ability to approve debt issuances and/or tax levies.

Financial statements of component units are included in the financial reporting entity either as a blended component unit or as a discretely presented component unit in accordance with governmental accounting standards. At September 30, 2019, the only component unit of the Board is the Housing Finance Authority of Leon County (the Authority) which is discretely presented in a separate column on the Board financial statements.

The Authority was created as a Florida public corporation in accordance with the Florida Housing Finance Authority Law, Part IV of Chapter 159, Florida Statutes (1979), following the adoption of an approving ordinance (#80-39) by the Board of County Commissioners of Leon County, Florida. The Authority is a Dependent Special District as defined in Section 189.4041, Florida Statutes.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Component Unit (continued)

The Authority's governing board is appointed by the Board; the budget is reviewed by the Board; all bonds issued and contracts entered into must be approved by the Board; the Board may, at its sole discretion, and at anytime, alter or change the structure, organization, programs or activities of the Authority, including the power to terminate the Authority. This component unit is reported in a separate column to emphasize that it is legally separate from the Board. Separate financial information for the Housing Finance Authority is available at 918 Railroad Avenue, Tallahassee, Florida 32310.

Excluded from the Reporting Entity:

The Leon County Health Facilities Authority, Leon County Research and Development Authority, Leon County Education Facilities Authority and, Leon County Energy Improvement District have been established under Florida Statutes, Chapter 159, Part V, Chapter 154, Part III, Chapter 243, and Chapter 189, Part II, respectively. Operations of the above authorities are not included in this report because they do not meet the criteria for inclusion in the reporting entity as set forth in GASB Statement No. 39 and No. 61.

Other public entities located within Leon County and not included in the financial statements of the Board include municipalities and the following independent taxing districts authorized and established by the Laws of Florida:

Leon County School Board District
Leon County Health Department
Fallschase Special Taxing District
Northwest Florida Water Management District

These potential component units have been excluded because they do not meet the criteria for inclusion in the reporting entity.

Consolidated Dispatch Agency

In May 2012, the City of Tallahassee, Leon County, Florida, and the Leon County Sheriff's Office entered into an inter-local agreement authorized by Section 163.01, Florida Statutes. This agreement created the Consolidated Dispatch Agency (CDA) for the purpose of dispatching law enforcement, fire and emergency medical services personnel. The term of this agreement is for a period of 10 years, commencing April 1, 2013, and will renew automatically thereafter. The CDA will govern and manage the provision of public safety consolidated dispatch services on a county-wide basis.

The governing body of the CDA consists of the City of Tallahassee City Manager, the Leon County Administrator and the Leon County Sheriff, hereinafter called the Council. The City and Sheriff shall fund the CDA budget proportionately based upon the per capita population within the corporate limits of the City of Tallahassee for the city, and the per capita population within the unincorporated area of Leon County for the Sheriff, and a service cost allocation shall be included in the CDA's annual budget. Current audited financial statements may be obtained from the Consolidated Dispatch Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Capital Region Transportation Planning Agency

In December 2004, the Capital Region Transportation Planning Agency (CRTPA) was created through an inter-local agreement between the Florida Department of Transportation; the Counties of Leon, Gadsden, Jefferson and Wakulla; the Cities of Tallahassee, Chattahoochee, Gretna, Midway, Monticello, Quincy, St. Marks and Sopchoppy; the towns of Greensboro, Havana and the Leon County School Board as authorized by Section 163.01 Florida Statues. It was established in order for the members to participate cooperatively in the development of transportation related plans and programs. The governing board consists of

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Capital Region Transportation Planning Agency (continued)
voting representatives from the Counties of Leon, Gadsden, Jefferson, and Wakulla; the Cities of Midway, Quincy, Tallahassee, Chattahoochee and Gretna; the Towns of Greensboro and Havana, the Leon County School Board, and three nonvoting representatives from the Florida Department of Transportation, the Federal Highway Administration, StarMetro, the City of Tallahassee's public transit system.

The CRTPA receives federal and state transportation funds for the performance of its transportation planning and programming activities. If operating expenses exceed the external funding obtained, the deficit is funded by the members of the CRTPA in proportion of their weighted votes. As a participating member of CRTPA, Leon County has a limited share of financial responsibility for any such deficits. Current audited financial statements may be obtained from the Capital Region Transportation Planning Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Blueprint Intergovernmental Agency

In October 2000, Leon County entered into an interlocal agreement with the City of Tallahassee as authorized by Section 163.01(7) Florida Statutes. This agreement created the Blueprint 2000 Intergovernmental Agency, now known as the Blueprint Intergovernmental Agency (Blueprint) to govern the project management for the project planning and construction of a list of projects known as the Blueprint projects. The Board of County Commissioners and the City Commission constitute Blueprint's Board of Directors and jointly govern the organization. The revenues to fund the projects under this agreement are the collections of the local government infrastructure sales surtax, which began December 1, 2004. This tax was extended pursuant to the provisions in Section 212.055, Florida Statutes, until December 31, 2039.

Periodically, Blueprint provides construction management services to the County. For these services Blueprint and the County enter into Joint Participation Agreements whereby the County agrees to pay an administrative fee to Blueprint.

Current audited financial statements may be obtained from Blueprint Intergovernmental Agency, 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301.

Basis of Presentation

The special-purpose financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the State of Florida, Office of the Auditor General.

Description of Funds

Governmental Major Funds:

The Board reports the following major funds in the governmental fund financial statements:

General Fund – The General Fund is the general operating fund of the Board. This fund is used to account for all financial transactions not required to be accounted for in another fund.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Description of Funds (continued)

Governmental Major Funds: (continued)

Fine & Forfeiture Fund – This fund is a special revenue fund, established to account for revenues collected pursuant to the provisions of Section 142.01, *Florida Statutes*. It also accounts for expenditures related to the costs of criminal prosecutions and for the proceeds of certain court fines and costs as well as accounting for ad valorem tax revenues collected and used to support the Sheriff's Department.

Grants Fund – This fund is a special revenue fund, used to account for the revenues and expenses of federal, state, and local grants awarded to the County. This fund also includes the corresponding county matching funds for the various grants.

Capital Improvement Fund – This fund is a capital projects fund, used to account for the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by proprietary funds.

Proprietary Major Fund:

Landfill Fund – The Landfill Fund accounts for the revenues, expenses, assets and liabilities associated with the County landfill and transfer station.

Other Fund Types:

Internal Service Funds – These funds account for goods or services provided by various departments to other departments of the Board on a cost-reimbursement basis.

Agency Fund – This fund accounts for assets held by the Board as an agent for individuals, private organizations, and/or other governmental units. These are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made.

The accompanying special-purpose financial statements have been prepared using the current financial resources measurement focus and the modified accrual basis of accounting for all Governmental Funds. Accordingly, revenues are recognized when measurable and available to pay liabilities of the current period and expenditures are generally recorded when the liability is incurred and/or will be paid from expendable available financial resources.

The Board considers receivables collected within 60 days after year-end to be available and susceptible to accrual as revenues of the current year. The following revenues are considered to be susceptible to accrual: taxes, charges for services, interest, state revenue sharing, federal forestry revenue, insurance agents' revenue, various other gas taxes, gas tax pour-over trust, federal and state grants, planning and zoning revenue, municipal service franchise fees, and special assessments.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Basis of Accounting (continued)

Expenditures are generally recorded when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recorded when due.

The financial statements of the Proprietary Funds and Fiduciary Fund (Agency Fund) are prepared on the economic resources measurement focus and the accrual basis of accounting. The Proprietary Fund revenues are recognized when earned and their expenses are recognized when incurred. Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies, taxes, and investment earnings, result from nonexchange transactions or ancillary activities.

Budgets and Budgetary Accounting

Florida Statutes, Section 129.01 (2) (b), requires that "The budgeted receipts must include 95 percent of all receipts reasonably anticipated from all sources, including taxes to be levied, provided the percent anticipated from ad valorem levies is as specified in s. 200.065(2)(a), and is 100 percent of the amount of the balances estimated to be brought forward at the beginning of the fiscal year." The Board has complied with the provisions of the above Florida Statutes.

Annual budgets for the governmental fund types and the Housing Finance Authority of Leon County are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Budgets are not adopted for the fiduciary funds. The legal level of budgetary control is at the fund level; however, budgets are monitored at varying levels of detail.

All annual appropriations lapse at fiscal year end, although the Board expects to honor purchase orders and contracts in process, subject to authority provided in the subsequent year's budget.

The budget information, as amended, presented in the financial statements was prepared on the modified accrual basis of accounting. All Board authorized amendments to the applicable budget originally approved have been incorporated into the data reflected in the special-purpose financial statements. The Board made several supplemental budgetary appropriations throughout the year.

The Board uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. On or before May 1 of each year, the designated budget officer submits to the Board a tentative budget for the ensuing fiscal year. The tentative budget includes proposed expenditures and funding sources.

2. The Board requires such changes to be made as it shall deem necessary, provided the budget remains in balance and subject to the notice and hearing requirements of Section 200.065, *Florida Statutes* and the budget preparation and adoption procedures, as defined in Section 129.03, *Florida Statutes*. The legal level of budgetary control is at the fund level.

3. Public hearings are held pursuant to Section 200.065, *Florida Statutes* in order for the Board to adopt the tentative and final budgets.

4. Prior to October 1, the budget is legally enacted through passage of a resolution.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Budgets and Budgetary Accounting (continued)

5. All changes to the final budget must be approved by the Board in accordance with Section 129.06, *Florida Statutes*.

6. Formal budgetary integration is used as a management control device during the year for all governmental funds of the Board.

7. Budgets for the governmental fund types are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

Applicable budgets of Constitutional Officers are controlled by appropriations in accordance with budgetary requirements set forth in the Florida Statutes.

Cash and Investments

Cash includes amounts in demand deposits. The Board's investments consist of U.S. Government obligations, federal agencies and instrumentalities, money market funds, municipal bonds, corporate bonds, and commercial paper of prime quality and are reported at fair value.

In accordance with the provisions of GASB Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools, investments of the Board are reported at amortized cost, which approximates fair value.

During the 2018-2019 fiscal year, the Board invested in three different investment pools: the Special Purpose Investment Account (SPIA) within the Florida Treasury Investment Pool (the Pool) administered by the Florida Department of Financial Services, as authorized by Section 17.61(1), Florida Statutes; The Florida Local Government Investment Trust (FLGIT), a local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC); and the Local Government Surplus Funds Trust Fund (Florida PRIME), administered by the Florida State Board of Administration (SBA) as authorized by Section 218.415 (17), Florida Statutes. Florida PRIME is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for the SEC Rule 2a-7 fund.

The Board liquidates and reallocates investments throughout the year by factoring in the current availability of the funds, cash flow plan for future availability and interest rates.

Receivables

Receivables are shown net of an allowance for uncollectibles. As the receivables age, the allowance increases. The emergency medical services allowance used for September 30, 2019 is equal to 60% of current year billings.

Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for services rendered or goods provided resulting in receivables and payables that are classified as "due from other funds" or "due to other funds" on the balance sheet.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Inventories

Inventories in the General Fund and Internal Service Funds consist of expendable office supplies. The office supplies are valued at the average unit cost and are accounted for under the consumption method whereby the cost is recorded as an expenditure at the time of issuance to the user department.

Restricted Assets

Investments that are held in escrow in accordance with the Florida Administrative Code requirement for landfill closure and post-closure costs are shown as restricted in the Proprietary Fund.

Capital Assets

Capital assets purchased in the governmental fund types are recorded as expenditures (capital outlay) at the time of purchase. Such assets are reported as capital assets in the Statement of Net Position as part of the Leon County, Florida Comprehensive Annual Financial Report (Leon County CAFR). The Board does not record depreciation of these assets on its governmental fund financial statements, although depreciation is recorded for such assets in the Leon County CAFR. Donated assets are recorded at fair market value at the date of donation. Accounting policies for capitalization and depreciation of infrastructure assets including roads, bridges, curbs, gutters, and sidewalks are described in the Leon County CAFR. A summary of capital assets purchased by the Board's governmental funds is provided in Note 5.

Fixed Assets

Fixed assets acquired in the Proprietary Funds are capitalized at cost. Gifts or contributions are recorded at fair market value at the time received. Depreciation on property and equipment in the Proprietary Funds is computed using the straight-line method over the estimated useful lives. The Board follows the policy of capitalizing interest as a component of the cost of proprietary fund type fixed assets constructed for its own use.

The general fixed assets used in the operations of the Board, Property Appraiser, Tax Collector, Clerk of the Circuit Court, and Supervisor of Elections, and the real property used by the Sheriff are accounted for by the Board, as the Board holds legal title and is accountable for them under Florida law.

Liability for Compensated Absences

The Board accrues a liability for employees' rights to receive compensation for future absences when certain conditions are met. The Board does not, nor is it legally required to accumulate expendable available financial resources to liquidate this obligation. Accordingly, the liability for the compensated absences is not reported in the governmental funds. However, the current and long-term portion of the liability for compensated absences is reported in the Statement of Net Position of Leon County CAFR.

Other Postemployment Benefits

The Board, through Leon County, offers retiree medical and life insurance benefits for qualifying Board employees that have retired from a Florida Retirement System (FRS) pension plan. Current and long-term portion of the liability for Other Post Employmenet Benefits (OPEB) applicable to the proprietary funds are reported in the Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds. The current and long-term portion of the liability for OPEB applicable to governmental funds is reported in the Statement of Net Position of the Leon County CAFR.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Executive Service Plan

Executive service and senior management employees of the Board are entitled to severance pay if terminated from employment. If there is a contract or employment agreement, severance pay may not exceed an amount greater than twenty weeks of compensation. If there is no contract, severance pay is limited to six weeks.

Net Position and Fund Balances

Net Position is the difference between fund assets and liabilities on the proprietary and fiduciary fund statements. Fund Balance is the difference between assets and liabilities on the governmental fund statement.

For financial reporting purposes, County policy defines the five fund balance classifications for governmental funds and the order that the resources are used.

Nonspendable Fund Balance - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance - Balances are comprised of funds that have legally enforceable constraints placed on their use or those funds that have externally-imposed restrictions by resource providers or creditors, grantors, contributors, voters, or interlocal agreement, or enabling legislation.

Committed Fund Balance - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions, or legislation of Leon County and that remain binding unless removed by a majority vote of the Board of County Commissioners.

Assigned Fund Balance - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

Unassigned Fund Balance - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed, or assigned. Other fund types can only report a negative unassigned residual amount.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned, and unassigned.

Common Expenses

Certain expenses that are common to the Board and all Constitutional Officers are reported as expenditures of the Board and, therefore, are not budgeted by or allocated to the other Constitutional Officers. These are:

- Occupancy costs
- Property insurance
- Utilities (except telephone), and
- Janitorial service

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 1. Accounting Policies (continued)

Operating Transfers

The Board funds a portion or, in certain instances, all of the operating budgets of the County's Constitutional Officers. The payments by the Board to fund the operations of the Constitutional Officers are recorded as operating transfers out on the financial statements of the Board and as operating transfers in on the financial statements of the Constitutional Officers. Repayments to the Board are recorded as operating transfers out on the financial statements of the Constitutional Officers and as operating transfers in on the financial statements of the Board.

Use of Estimates

The preparation of the special-purpose financial statements is in conformity with accounting practices prescribed by the State of Florida, Office of the Auditor General, and requires management to make use of estimates that affect the reported amounts in the special-purpose financial statements. Actual results could differ from estimates.

Note 2. Property Taxes

Under Florida Law, the assessment of all properties and the collection of all county, municipal, special taxing districts, and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of Florida regulating tax assessments are also designed to assure a consistent property valuation method statewide. State statutes permit counties to levy property taxes at a rate of up to 10 mills. The tax levy of Leon County is established by the Board prior to October 1 of each year. The millage rate collected by the Board during the current fiscal year was 8.3144 mills. County citizens were also assessed for emergency medical services through a Municipal Services Taxing Unit at a millage rate of 0.5000 mills. For County citizens charged a special assessment, the required annual payment is included on their tax bill.

All property is reassessed according to its fair market value as of January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of Florida Statutes.

All taxes are due and payable on November 1 of each year, or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. The taxes paid in March are without discount. No accrual for the property tax levy becoming due in September 30, 2019 is included in the accompanying financial statements, since such taxes are collected to finance expenditures of the subsequent period.

On or prior to June 1, following the tax year, tax certificates are sold for all delinquent taxes on real property in accordance with the laws of Florida. After sale, tax certificates bear interest of 18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years.

Delinquent taxes on personal property bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the seven-year statute of limitations. Since tax certificates were sold for substantially all current year delinquent property taxes, there were no material property taxes receivable at September 30, 2019.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 3. Cash and Investments

Credit Risk

The Board's Investment Policy (the Policy) provides a structure for the portfolio that is designed to minimize credit risk. The majority of the securities held will be those of the highest available credit quality ratings. Staff will notify the Investment Oversight Committee (IOC) at any time holdings drop below the minimum credit ratings specified in the policy. The IOC will consider the market environment and make recommendations to hold and continue to monitor the investments or liquidate the investments. To further limit the Board's risk against possible credit losses, a maximum of 3% per issuer of the total portfolio managed by the Board's external manager may be held in corporate notes and bonds and 5% per issuer in commercial paper. The Policy also provides the following limits on the Board's external portfolio: 45% may be invested in Federal Instrumentalities, with a limit of 15% of the portfolio in any one issuer; 35% may be invested in Mortgage-Backed Securities, including CMOs with a limit of 15% in any one issuer further limited to 3% per CUSIP; 10% may be invested in Asset-Backed Securities with a 3% per issuer limit; and 8% in Commercial Mortgage-Backed Securities with a 3% per issuer limit.

Section 218.415(16), Florida Statutes, stipulates the state-approved investment policy for all governmental entities and includes the following investments:

1. The Florida PRIME (formerly the Local Government Surplus Funds Trust Fund) or any authorized intergovernmental investment pool.

2. Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

3. Interest-bearing time deposits or savings accounts in qualified public depositories.

4. Direct obligations of the U.S. Treasury.

5. Federal agencies and instrumentalities.

6. Securities of, or other interests in, any management type investment company or trust registered under the Investment Company Act of 1940, where the investment portfolio is limited to United States Government Obligations.

7. Other investments authorized by law or by ordinance for a county or a municipality.

In addition, Section 17.61(1), Florida Statutes permits organizations created by the Florida Constitution to participate in the existing State Treasury Investment Pool "Special Purpose Investment Account (SPIA)."

The Board's Investment Policy limits credit risk by restricting authorized investments to the following: Local Government Surplus Funds Trust Fund (Florida PRIME), State of Florida Special Purpose Investment Account (SPIA), direct obligations of the United States or its agencies and instrumentalities, direct obligations of states and municipalities, repurchase agreements, corporate debt securities, commercial paper, bankers' acceptances, money market mutual funds, the Florida Local Government Investment Trust (FLGIT), and the Florida Municipal Investment Trust (FMIvT).

The Chief Financial Officer for the State of Florida (formerly the State Treasurer) has been investing state revenues, excess revenues of state universities and community colleges, and certain other public agencies in a commingled investment portfolio for several years. This program is authorized under Section 17.61(1), *Florida Statutes* and is called the Treasury Special Purpose Investment Account (SPIA). Historically, SPIA participants have received higher earnings reflecting the higher risk

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 3. Cash and Investments (continued)

Credit Risk (continued)
associated with the longer maturities and lower credit quality. The financial details and disclosures for the Treasury Investment Pool are made in Note 2 to the State of Florida Comprehensive Annual Financial Report (CAFR). The rating as of September 30, 2019 was AA-f by Standard and Poor's. A copy of SPIA's most recent financial statements can be found at http://www.myfloridacfo.com/Division/Treasury/Reports/AnnualReports. Investments in this pool are limited to a maximum of 100% of the portfolio. At September 30, 2019, the County had $15,227,117 with SPIA.

The Florida Local Government Investment Trust (FLGIT) is a local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC) for providing opportunities for the investment of excess public funds. FLGIT offers two investment funds to its participants, the Short Term Bond Fund and the Day to Day Fund. The Short Term Bond Fund is a longer term higher yielding fund, which is accounted for as a fluctuating Net Asset Value (NAV) pool. At September 30, 2019 the Board did not have any balances in the Short Term Bond Fund. The Day to Day Fund is a highly liquid fund with underlying investments having a weighted average maturity of less than 90 days. The Day to Day Fund does meet the criteria and has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. The Day to Day Fund maintained a credit rating of AAAm by Fitch as of September 30, 2019. At September 30, 2019, the Board had $6,032,839 with the FLGIT Day to Day Fund. A copy of FLGIT's most recent financial statements can be found at http://www.floridatrustonline.com/about. Investments with FLGIT are limited to a maximum of 20% of the portfolio.

The Board also invests in Florida PRIME administered by the Florida State Board of Administration (SBA). Florida PRIME is an external investment pool that is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. Florida PRIME is governed by Chapter 19-7 of the Florida Administrative Code, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of Florida PRIME. Additionally, the State of Florida, Auditor General performs the operational audit of the activities and investments of the SBA. On September 30, 2019, Florida PRIME was invested in fixed rate and floating rate bank instruments, repurchase agreements, fixed rate and floating rate corporate commerical paper, floating rate corporate notes, money market mutual funds, and fixed rate and floating rate asset backed commerical paper. Investments in this pool are limited to a maximum of 20% of the portfolio. Investments in Florida PRIME are not evidenced by securities that exist in physical or book entry form. The current rating for the Florida PRIME is AAAm by Standard and Poor's. The weighted average days to maturity of the Florida PRIME at September 30, 2019 is 37 days. The fair value of the County's position in the pool approximates the value of the pool shares. At September 30, 2019, the County had $12,888,539 invested in Florida PRIME. Florida PRIME's most recent financial statements can be found at https//www.sbafla.com/prime/Audits/tabid/582/Default.aspx.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure or the failure of the counterparty, the government's deposits may not be returned to it, or may not be able to recover the value of its investments that are in the possession of an outside party.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 3. Cash and Investments (continued)

Custodial Credit Risk (continued)

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The County's deposits are therefore considered fully insured or collateralized. Bank balances at September 30, 2019, were $23,602,730, of which $8,475,834 was restricted deposits with qualified public depositories. Due to the nature of the County's cash and investments, there is no exposure to custodial credit risk and concentration of credit risk.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. The County manages interest rate risk by setting the range of duration for the County's portfolio 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. The effective duration of investments is listed in the following table.

The externally managed portfolio totaled $58,555,908 at September 30, 2019, and was invested for a weighted average term of approximately 734 days, as compared to a weighted average term of 584 days in fiscal year 2018. The County requires a minimum balance of short term investments. 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 is kept in relatively short term investments. This includes investments in government pools with daily liquidity such as Florida PRIME, FLGIT Day to Day Fund, or money markets. The Board was in compliance with this requirement.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 3. Cash and Investments (continued)

As of September 30, 2019, the value of the Board's deposits and investments, with their credit ratings, was as follows:

	Fair Value	Credit Rating	Duration
Deposits in Qualified Public Depositories	$ 10,151,088	NA	NA
Restricted Deposits in Qualified Public Depositories	8,475,834	NA	NA
External Investment in Government Pools:			
State of Florida Special Purpose Investment Account (SPIA)	15,227,117	AA-f	2.82
Florida Local Government Investment Trust Day to Day Fund (FLGIT)	6,032,839	AAAm	0.08*
Florida PRIME Investment Pool	12,888,539	AAAm	0.10*
Externally Managed Portfolio:			
Money Market	180,007	AAAm	NA
U.S. Treasuries	18,529,681	AA+	2.00
Government Sponsored Agencies:			
Federal Home Loan Bank	1,930,931	AA+	0.72
Federal National Mortgage Association	1,289,571	AA+	1.36
Other Government Sponsored Agencies	6,009,866	AA+	1.92
Mortgage Backed Securites	9,875,699	AA+	2.10
Collateralized Mortgage Obligations	749,680	AA+	2.80
Corporate Bonds	13,946,904	A-	1.87
Corporate Bonds	534,962	BBB+	0.94
Asset-Backed Securities	5,508,607	AAA	1.54
Total Cash and Investments	$ 111,331,325		

The amounts above exclude cash on hand and amounts held by third parties in trust for the Board, but includes accrued interest of $260,672.

**The method for the FLGIT Day to Day Fund and Florida Prime duration is calculated using the weighted average maturity method.*

Foreign Currency Risk

The County contributes to the Florida Retirement System (FRS), the investments of which are administered by the State Board of Administration. The FRS's investment policy and exposure to foreign currency risk is disclosed in Note 2 of the State of Florida Comprehensive Annual Financial Report. A copy of this report is available at https://www.myfloridacfo.com/Division/AA/Reports/.

Note 4. Fair Value Measurements

In February 2015, GASB issued GASB Statement No. 72. Under GASB 72 application of fair value is limited to assets and liabilities that are currently measured at fair value and certain investments that are not currently measured at fair value.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 4. Fair Value Measurements (continued)

FLGIT Day to Day Fund and Florida PRIME currently meet all of the necessary criteria to elect to measure all of the investments in FLGIT Day to Day Fund and Florida PRIME at amortized cost. Therefore, the County participant account balance is considered the fair value of the investment. FLGIT Day to Day Fund and Florida PRIME investments are exempt from the GASB 72 fair value hierarchy disclosures.

FLGIT Short Term Bond Fund reports based on the fair market value of the underlying securities. Therefore, any participant account balance is measured at net asset value per share and is not subject to fair value hierarchy level classification under GASB 72. The County did not have a balance with the FLGIT Short Term Bond Fund at September 30, 2019.

The fair value factor for SPIA at September 30, 2019 was 1.0176. SPIA funds are combined with State of Florida funds and are invested in a combination of short-term liquid instruments and intermediate term fixed income securities. SPIA is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

Fair value measurement - The County categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset or liability. Level 1 inputs are quoted prices in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The following table summarizes the assets and liabilities of the County for which fair values are determined on a recurring basis as of September 30, 2019:

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Fair Value
Asset Backed Security (Mortgage Backed) - Non US Agency Sponsored	$ 0	$ 5,508,607	$ 0	$ 5,508,607
Corporate Bonds	0	14,481,866	0	14,481,866
Government Sponsored Agencies	0	9,230,368	0	9,230,368
US Government Obiligations	18,529,681	0	0	18,529,681
Mortgage Backed Security - US Agency Sponsored	0	9,875,699	0	9,875,699
Collateralized Mortgage Obligations	0	749,680	0	749,680
Investments at fair value	$ 18,529,681	$ 39,846,220	$ 0	$ 58,375,901

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 5. Fixed Assets

A summary of changes in fixed assets and depreciation for the year ended September 30, 2019, follows:

	Beginning Balance	Additions	(Reductions)	Ending Balance
Governmental Funds:				
Land	$ 20,891,310	$ 151,943	$ 0	$ 21,043,253
Improvements other than buildings	32,827,626	841,131	0	33,668,757
Buildings and improvements	217,898,814	0	0	217,898,814
Equipment	64,908,331	4,556,619	(2,708,565)	66,756,385
Leasehold Improvement	1,552,793	27,834	0	1,580,627
Construction in progress	12,940,164	9,377,084	(4,468,938)	17,848,310
Totals at historical cost	$ 351,019,038	$ 14,954,611	$ (7,177,503)	$ 358,796,146

Depreciation on capital assets used in governmental activities is recorded in the Leon County CAFR.

	Beginning Balance	Additions	(Reductions)	Ending Balance
Business type activities:				
Land	$ 1,809,844	$ 0	$ 0	$ 1,809,844
Buildings, improvements, and construction in progress	19,768,383	59,022	0	19,827,405
Equipment	4,893,634	396,246	(116,174)	5,173,706
Totals at historical cost	26,471,861	455,268	(116,174)	26,810,955
Less accumulated depreciation for:				
Buildings and improvements	(14,256,978)	(588,336)	0	(14,845,314)
Equipment	(3,400,398)	(270,655)	106,706	(3,564,347)
Total accumulated depreciation	(17,657,376)	(858,991)	106,706	(18,409,661)
	$ 8,814,485	$ (403,723)	$ (9,468)	$ 8,401,294

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 6. Long-Term Liabilities

A. A summary of changes in the long-term debt of the Board follows:

	Balance October 1, 2018	Additions	(Reductions)	Balance September 30, 2019	Due Within One Year
Long-Term Liabilities					
Special revenue debt:					
Capital Improvement Revenue Bonds, Series 2012A	$ 8,267,000	$ 0	$ (1,305,000)	$ 6,962,000	$ 6,962,000
Taxable Capital Improvement Revenue Bonds, Series 2012B	5,514,000	0	(5,514,000)	0	0
Capital Improvement Revenue Refunding Bonds, Series 2017	15,692,000	0	(163,000)	15,529,000	165,000
Total special revenue debt	29,473,000	0	(6,982,000)	22,491,000	7,127,000
Liability for closure costs	16,996,098	0	(2,433,365)	14,562,733	0
Liability for compensated absences	5,209,462	3,673,313	(3,344,338)	5,538,437	2,044,970
Arbitrage rebate liability	25,000	0	0	25,000	0
Capital lease liability	770,544	0	(175,243)	595,301	194,509
	$ 52,474,104	$ 3,673,313	$ (12,934,946)	$ 43,212,471	$ 9,366,479

Total interest costs incurred for general long-term debt by the Board, including bond issuance costs, for the year ended September 30, 2019, was $615,826.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 6. Long-Term Liabilities (continued)

B. A summary of each special revenue debt obligation outstanding at September 30, 2019 is as follows:

		Outstanding at September 30, 2019
$8,267,000, Capital Improvement Revenue Bonds, Series 2012A, (i) to refund the County's Capital Improvement Revenue Bonds, Series 2003A of which $7,965,000 was outstanding and maturing in the years 2018 through 2020, and (ii) to pay a portion of the costs of the acquisition of the Bank of America Building, and (iii) the construction of improvements to the Bank of America Building, and (iv) to finance improvements to the County's courthouse and parking garage. The economic gain resulting from the refunding was $1,279,488. The bonds dated December 20, 2012, bear interest of 1.65% per annum. The interest on the bonds is payable on April 1 and October 1, beginning April 1, 2013. The bond principal matures serially on October 1 of each year for two years beginning October 1, 2019.	$	6,962,000
$15,991,000 Capital Improvement Revenue Refunding Bonds, Series 2017, (i) refund the Capital Improvement Revenue Bonds, Series 2014 of which $15,951,000 was currently outstanding and maturing in the years 2021 through 2025, and (ii) pay issuance costs on the Series 2017 bonds. The economic gain resulting from the refunding was $489,076. The bonds dated June 22, 2017 and bear interest of 2.11% per annum. The interest on the bonds is payable on April 1 and October 1, beginning October 1, 2017. The bond principal matures serially on October 1 of each year through the final maturity of October 1, 2025.		15,529,000
The Capital Improvement Revenue Bonds, Series 2012A and the Capital Improvement Revenue Refunding Bonds Series 2017 are parity bonds payable from and secured by a lien upon certain non-ad valorem revenue. The pledged revenues include the Local Government Half-Cent Sales Tax, Guaranteed Entitlement, Second Guaranteed Entitlement, and additional State Revenue Sharing Funds (less the Guaranteed Entitlement and the Second Guaranteed Entitlement). Total pledged revenue was $16,368,966.		
Total Special Revenue Bond Obligations	$	22,491,000

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 6. Long-Term Liabilities (continued)

C. A Schedule of Debt Service Requirements, including principal and interest, is as follows:

	Year ending September 30,				
	2020	2021	2022	2023	2024
Capital Improvement Revenue Bonds, Series 2012A	$ 7,076,872	$ 0	$ 0	$ 0	$ 0
Capital Improvement Revenue Refunding Bonds, Series 2017	492,662	3,268,180	3,270,062	3,271,593	3,269,753
Total Debt Service	$ 7,569,534	$ 3,268,180	$ 3,270,062	$ 3,271,593	$ 3,269,753

	2025	Total Payments	Less Interest	Principal
Capital Improvement Revenue Bonds, Series 2012A	$ 0	$ 7,076,872	$ 114,872	$ 6,962,000
Capital Improvement Revenue Refunding Bonds, Series 2017	3,270,584	16,842,834	1,313,834	15,529,000
Total Debt Service	$ 3,270,584	$ 23,919,706	$ 1,428,706	$ 22,491,000

Note 7. Employees' Retirement Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices prescribed by the State of Florida Auditor General. Accordingly, the net pension liability is included in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

All full-time employees of the Board are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans and programs, including a defined benefit pension plan (Pension Plan), which is primarily a cost-sharing, multiple-employer defined benefit public-employee pension plan. Information as to benefits, contribution rates, and vesting requirements by membership category is provided in the Leon County CAFR. Contributions and benefits are established in Section 121.71, *Florida Statutes*.

Participating employer contributions are based upon actuarially determined blended rates established by the State Legislature that are expressed as percentages of annual covered payroll and are adequate to accumulate sufficient assets to pay benefits when due. Prior to July 1, 2011, the FRS was employee noncontributory. Employees who are not participating in the Deferred Retirement Option Plan are required to contribute 3% of their salary to the FRS.

The Board also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 7. Employees' Retirement Plan (continued)

The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2019, the contribution rate was 1.66% of payroll pursuant to Section 112.363, *Florida Statutes*.

The total employer retirement contributions for the fiscal years ended September 30, 2019, 2018, and 2017 were $5,173,938, $4,823,042, and $4,442,375, respectively, which is equal to the required contribution for each year.

The Pension Plan and the HIS Program are administered by the State of Florida Department of Management Services, Division of Retirement. The Division of Retirement issues a publicly available FRS Annual Report that includes financial statements and required supplementary information for the Pension Plan and HIS Program. That report may be obtained by writing to the Division of Retirement, P.O. Box 9000, Tallahassee, Florida 32399-9000, or on the website located at www.dms.myflorida.workforce_operations/retirement/publications.

Note 8. Other Postemployment Benefits

Plan Description

The Board participates in an agent multiple-employer plan administered by the County for all the consitutional officers under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). The health insurance benefits portion of the Program is considered by the County's insurance provider to be community-rated and, therefore, no Other Postemployment Benefit (OPEB) obligation is calculated for healthcare. As described in Note 1, the Program may be amended by the Board. A stand alone financial report is not issued for the Program. As described in Note 1, the financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices by the State of Florida Auditor General. Accordingly, the annual OPEB obligation of the Board is recognized in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

Note 9. Risk Management

The County is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; error and omissions; injuries to employees; and natural disasters. The following is a summary of the County's coverage and exposure relating to the various risks of loss retained as of September 30, 2019.

General Liability

Effective December 15, 2012 the Board purchased commercial insurance for general liabilities from OneBeacon. Effective December 15, 2016, the Board purchased commercial insurance for general liabilities from Travelers. This is a zero-deductible policy.

The actuarially determined liability determined below reflects open claims associated with these carriers.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 9. Risk Management (continued)

General Liability (continued)

Changes in the Board's claim liability amount were as follows:

	Balance September 30, 2018	Current Year Claims and Changes in Estimates	Claims Payments	Balance September 30, 2019
September 30, 2019	$ 48,311	$ 29,806	$ (52,132)	$ 25,805
September 30, 2018	$ 46,137	$ 34,208	$ (32,034)	$ 48,311

The claims liability of $25,805 includes an actuarial valuation for incurred but not reported claims of $15,000.

Workers' Compensation

The Board maintains a self-insurance Internal Service Fund (the Fund) to account for insurance activities relating to workers' compensation, which is administered by a third-party administrator, Preferred Governmental Claims Solutions. Under this program, the Board absorbs losses up to a maximum of $500,000 for each claim. At September 30, 2019, the Board had $176,769 deposited with the third-party administrator for use against future claims. The Board purchases commercial insurance for claims in excess of coverage provided by the Fund. Settled claims have not exceeded the retention level for this commercial coverage in the current year and any of the past five years.

All funds of the Board participate in this program and make payments to the Insurance Service Fund based on payroll exposure in the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. Net position of the Self Insurance Fund is reserved for anticipated future catastrophic losses pursuant to County policy and GASB Statement No. 10.

The actuarially-determined claims liability for workers' compensation of $4,692,555, which includes incurred but not reported claims of $2,951,863, reported in the Fund at September 30, 2019 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred as of the date of the financial statements and the amount of the loss can be reasonably estimated.

Changes in the Fund's claims liability amount were as follows:

	Balance September 30, 2018	Current Year Claims and Changes in Estimates	Claims Payments	Balance September 30, 2019
September 30, 2019	$ 4,207,550	$ 2,151,783	$ (1,666,778)	$ 4,692,555
September 30, 2018	$ 4,392,594	$ 1,538,909	$ (1,723,953)	$ 4,207,550

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 9. Risk Management (continued)

Automobile Liability

The Board purchases commercial coverage for automobile liability insurance through the same provider of its general liability insurance. All vehicles are covered for physical damage with a $1,000 deductible and for liability with a $5,000 deductible.

All funds of the Board participate in this program and pay premiums to the Insurance Service Fund based on the vehicles used by their personnel. Changes in the Fund's claims liability were as follows:

	Balance September 30, 2018	Current Year Claims and Changes in Estimates	Claims Payments	Balance September 30, 2019
September 30, 2019	$ 12,131	$ 22,205	$ (29,547)	$ 4,789
September 30, 2018	$ 13,042	$ 24,676	$ (25,587)	$ 12,131

The claims liability of $4,789 includes an actuarial valuation for incurred but not reported claims of $4,789.

Note 10. Leases

In June 2003, the Board purchased the Bank of America building. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates.

Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2019, are as follows:

Year ending September 30,	Amount
2020	$ 1,598,850
2021	1,281,384
2022	603,852
2023	400,372
2024	267,076
Thereafter	194,800
	$ 4,346,334

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 10. Leases (continued)

In October 2009, the Board purchased the Lake Jackson Oaks Huntington Property. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates. Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2019, are as follows:

Year ending September 30,	Amount
2020	$ 250,504
2021	289,628
2022	241,442
2023	246,994
2024	169,461
Thereafter	192,965
	$ 1,390,994

The County has a capital lease agreement with Dell Financial Services (DFS) for equipment, software, and services or fees. Terms of the lease include annual payments of $202,384. The lease expires December 30, 2022. As of September 30, 2019 future lease payments totaling $607,153 consists of principal of $595,301 and imputed interest of $11,852. The future capital lease payable and the net present value of the minimum lease payments as of September 30, 2019, were as follows:

Future Cash Payments		Future Maturities of Lease Liability	
2020	$ 202,385	2020	$ 194,509
2021	202,384	2021	198,408
2022	202,384	2022	202,384
	607,153		595,301
Less: amount representing interest	(11,852)		
	$ 595,301		

Note 11. Other Required Individual Fund Disclosures

Interfund balances in the Governmental Funds primarily represent repayments due from other funds responsible for particular expenditures to the funds that initially paid for them. Interfund balances are due and payable within one year.

Interfund receivable and payable balances at September 30, 2019, are as follows:

Fund	Interfund Receivables	Interfund Payable
General Fund	$ 2,919,582	$ 0
Nonmajor Governmental Funds	0	336,561
Internal Service Funds	0	8,958
Agency Fund	0	6,707
Grants Funds	0	2,567,356
	$ 2,919,582	$ 2,919,582

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 11. Other Required Individual Fund Disclosures (continued)

Each fund has a discrete purpose. However, often, there is a need for one fund to support a portion of another fund's activities. To accomplish this, monies are moved between funds through a process called interfund transfers. Interfund Transfers, excluding transfers to other constitutional officers, for the year ended September 30, 2019, consisted of the following:

Transfers to the General Fund from:	
Nonmajor Governmental Funds	$ 930,001
Enterprise Fund	82,435
Total Transfers to the General Fund	1,012,436
Transfers to the Grants Fund from:	
General Fund	2,193
Nonmajor Governmental Funds	24,208
Total Transfers to the Grants Fund	26,401
Transfers to the Capital Improvement Fund from:	
General Fund	3,829,624
Fine & Forfeiture Fund	49,200
Nonmajor Governmental Funds	2,697,376
Total Transfers to the Capital Improvement Fund	6,576,200
Transfers to the Nonmajor Governmental Funds:	
General Fund	17,052,380
Nonmajor Governmental Funds	6,676,272
Total Transfers to the Nonmajor Governmental Funds	23,728,652
Total Transfers to Governmental Funds	31,343,689
Transfers to the Enterprise Fund from:	
General Fund	493,746
Total Transfers to Enterprise Funds	493,746
Transfers to the Internal Service Funds from:	
Nonmajor Governmental Funds	42,665
Total Transfers to Internal Service Funds	42,665
Total Interfund Transfers	$ 31,880,100

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

Note 12. Closure and Post-closure Care Cost

State and federal laws and regulations require the Board to place a final cover on each of its landfill cells when it stops accepting waste and to perform certain maintenance and monitoring functions on each cell for thirty years after closure. Although closure and post-closure care costs will be paid only near or after the date that the landfill stops accepting waste, the Board reports a portion of these costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The $14,562,733 reported as landfill closure and post-closure care liability at September 30, 2019, represents the cumulative amount reported to date based on the use of 100% of the estimated capacity of the landfill cells placed in use. These amounts are based on what it would cost to perform closure and post-closure care in 2019 on those cells placed in use. Actual costs may be higher due to inflation, changes in technology, or changes in regulations. The landfill is no longer accepting waste.

The Board is required by state and federal laws to make annual contributions to an escrow account to finance a minimum of all closure costs. The Board is in compliance with those minimum requirements, and at September 30, 2019, held investments in the amount of $10,298,830 for these purposes that are reported as restricted assets on the balance sheet. The Board expects that future inflation costs will be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional post-closure care requirements are determined; these costs may need to be covered by charges to future landfill users or from future tax revenue.

Note 13. Commitments and Contingencies

A. Contract commitments:

Grants

The Board is currently receiving, and has received in the past, grants which are subject to special compliance audits by the grantor agency that may result in disallowed expense amounts. Such amounts, if any, constitute a contingent liability of the Board. Accordingly, such liabilities are not reflected within the financial statements.

Long-Term Construction Projects

The Board is committed to various material long-term construction projects at September 30, 2019. These commitments have been included in the 2019-2020 fiscal year budget and the five-year Capital Improvement Program and certain amounts have been reserved in the capital projects fund. Current contracts outstanding as of September 30, 2019 approximate $1.1 million.

B. Potential liabilities resulting from litigation:

The Board is a defendant in various lawsuits arising from the normal course of operations. The outcome of these lawsuits is not presently determinable.

C. Encumbrances:

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. The Board had no reserved encumbrances as of September 30, 2019.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2019

14. Subsequent Event

At its November 12, 2019 meeting, the Board approved the purchase of a Bell 505 Basic Aircraft Helicopter and related equipment to replace a Sheriff's helicopter. A $229,080 down payment was made in November, 2019 and the remaining $1.3 million was financed by the issuance of a Capital Improvement Revenue Note, Series 2020, bearing interest at a fixed rate of 1.89%, maturing December 1, 2025. This note does not constitute a general obligation or indebtedness of the Issuer as a "bond" within the meaning of any provision of the Constitution or the laws of the State, but shall be declared to be a special, limited obligation of the Issuer payable solely from pledged revenues. Leon County has entered into a cost sharing agreement with the City of Tallahassee whereby the City will contribute 50% of the helicopter loan payments.

The County has evaluated subsequent events through March 20, 2020, the date the financial statements were available to be issued.

Other Schedules

Board of County Commissioners
Leon County, Florida

Schedule of Receipts and Expenditures of
Funds Related to the Deepwater Horizon Oil Spill

Year Ended September 30, 2019

Source	Amount Received during the 2018-19 Fiscal Year	Amount Expended during the 2018-19 Fiscal Year
British Petroleum:		
Agreement No. 134036	$ -	$ 133,573

Note: This schedule does not include funds related to the Deepwater Horizon Oil Spill that are considered Federal awards or State financial assistance. Leon County, Florida did not receive or expend any Federal awards or State financial assistance related to the Deepwater Horizon Oil Spill.

See report of independent auditors.

Other Reports

Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

September 30, 2019

Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance With *Government Auditing Standards*

The Honorable Board of County Commissioners
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental major funds, the proprietary funds, the agency fund, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Board's special-purpose financial statements, and have issued our report thereon dated March 20, 2020. Our report includes a reference to other auditors who audited the financial statements of the Housing Finance Authority of Leon County, a discretely presented component unit of Leon County, as described in our report on the Board's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported separately by these auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Management Letter as item 2019-001 that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Board's special-purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Board's Response to Findings

The Board's response to the findings identified in our audit is described in the accompanying *Management Letter.* The Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Board of County Commissioners of Leon County, Florida dated March 20, 2020, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General,* Chapter 10.550.

Thomas Howell Ferguson P.A.

Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Report of Independent Accountants on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies

September 30, 2019

Thomas Howell Ferguson P.A. CERTIFIED PUBLIC ACCOUNTANTS Law, Redd, Crona & Munroe, P.A.

Report of Independent Accountants on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with local government investment policies provided in Section 218.415, *Florida Statutes*, during the year ended September 30, 2019. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Report of Independent Accountants on Compliance with Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund

September 30, 2019

Thomas Howell Ferguson P.A.
CERTIFIED PUBLIC ACCOUNTANTS
Law, Redd, Crona & Munroe, P.A.

Report of Independent Accountants on Compliance with Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with emergency communications number E911 system fund requirements provided in Sections 365.172 and 365.173, *Florida Statutes*, during the year ended September 30, 2019. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe P.A.
Tallahassee, Florida

Report of Independent Accountants on Compliance with Section 288.8017 *Florida Statutes*, Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill

September 30, 2019

Thomas Howell Ferguson P.A. CERTIFIED PUBLIC ACCOUNTANTS Law, Redd, Crona & Munroe, P.A.

Report of Independent Accountants on Compliance with Section 288.8017, *Florida Statutes*, Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with the receipts and expenditures of funds related to the Deepwater Horizon oil spill provided in Section 288.8017, *Florida Statutes*, during the year ended September 30, 2019. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law, Redd, Crona & Munroe P.A.
Tallahassee, Florida

Management Letter

September 30, 2019

Management Letter

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the special-purpose financial statements of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated March 20, 2020.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Report of Independent Auditors on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Reports of Independent Accountants on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated March 20, 2020, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions regarding the recommendations made in the preceding financial report are described below.

2018-001 and 2017-001 Closing Process

Corrective action for this recommendation is in progress. This corrective action includes hiring qualified personnel in key financial reporting positions and reviewing and updating the applicable policies and procedures. This corrective action is ongoing as of March 20, 2020, and as a result, this is the third consecutive year this specific recommendation is reported. See current year recommendation 2019-001.

2018-002 Capitalization of Fixed Assets in Accordance with GASB 34

Corrective action for this recommendation is in progress. This corrective action includes hiring qualified personnel in key financial reporting position and reviewing and updating the applicable policies and procedures. This corrective action is ongoing as of March 20, 2020, and as a result, this is the second consecutive year this specific recommendation is reported. See current year recommendation 2019-002.

2018-003 and 2017-002 Solid Waste Cash Receipts.

Management has analyzed the issues and improved the process regarding the timing of submitting supporting details. This corrective action was resolved.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government and each component unit of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. The following recommendations were made.

2019-001 Closing Process

Criteria: The Committee for Sponsoring Organizations (COSO) defines internal controls as, "a process effected by an entity's board, management, and other personnel, designed to provide reasonable assurance of the achievement of objectives relating to operations, reporting, and compliance."

In addition, accurate accounting, tracking, and reporting of Federal and State funds is imperative to ensure compliance with Federal and State laws, regulations, and provisions of grant agreements.

Condition: The preliminary financial reports for fiscal year 2019 included significant errors and omitted information. The errors were discovered during the audit process and were properly investigated and corrected by management.

Cause: The cause relates to significant turnover in management within the finance department and deficiencies in the design of internal controls for financial reporting.

The controls regarding the achievement of objectives for financial reporting are not properly designed and/or implemented. The components of internal control believed to be inadequate are the *Control Activities,* including incomplete policies and procedures and *Risk Assessment* of significant management turnover.

Effect: The impact of not having properly designed policies and procedures for the closing of the general ledger activity and review of information for accuracy and completeness have led to errors in the amounts reported prior to audit adjustment.

Additionally, these financial statement misstatements can lead to incomplete and inaccurate information to those charged with governance, other constitutional officers and other County departments.

Recommendation: Management has started the process of hiring experienced and qualified staff after the unexpected turnover. Management should review its policies and procedures for significant transaction cycles, document the process for closing the books for its monthly and annual financial reporting, and set a timeline for the monthly and annual reconciliation of account balances and schedules.

Management should continue to evaluate the structure and staff responsibilities of the finance department to ensure an appropriate number of properly qualified employees are assigned financial reporting responsibilities.

Management's response:

The Clerk Finance Department has filled several vital positions within various areas of the Finance Department and will continue to recruit additional General Accounting staff in the upcoming fiscal year. Management has begun the process of performing sequenced reviews of the end of year closing process and implementing the beginning phases of the design, implementation, and monitoring of and the creation of new written policy and procedures to include specific year end timelines and transaction deadlines as well as an adequate written year end review/monitoring process.

2019-002 Capitalization of Fixed Assets in Accordance with GASB

Criteria: The Board of County Commissions (BOCC) sets the policies and procedures regarding the capitalization of fixed assets for financial reporting. These financial reporting policies and procedures are necessary for financial reporting in accordance with the Government Accounting Standards Board (GASB). Expenditures for assets meeting the capitalization requirements outlined in the capitalization policy should be included in the BOCC Sage Fixed Asset Listing.

Condition: We noted multiple expenditures for the purchase of capital assets or improvements meeting the definition of capital assets under GASB and the capitalization policy of the Board, that were not being properly reported or included in the fixed asset management system.

Cause: The cause relates to significant turnover in management within the finance department and deficiencies in the design of internal controls for financial reporting. The procedures in place during the audit period did not provide adequate direction to achieve the objectives for reporting fixed assets.

Effect: Management's risk of material misstatement over fixed assets reported on the government wide financial statements and the BOCC special-purpose financial statements is increased. Errors were discovered during the audit process and were investigated and corrected by management.

Recommendation: Management should provide additional training for employees responsible for updating the Sage capital asset reports and determining if capital outlay items meet the requirements to be added to the fixed asset schedule for GASB reporting.

Additionally, management should update its policies and procedures to include additional communication, review and approval of capital outlay items meeting the threshold for GASB reporting. Those responsible for financial reporting should retain documentation supporting its review, approval, and final determination for capital outlay items.

Management's response:

Since the previous audit, Management has evaluated the Fixed Asset Capitalization process and has taken a strong initiative towards strengthening internal controls in this area by developing a new Capital Asset Policy which was presented and approved by the Board of County Commissioners, establishing monthly meetings with Board OMB and various Departmental staff regarding the proper accounting treatment of capital and fixed assets, implementing Fixed asset staff training and initiating the beginning phase of reconciliation between the General Ledger and the Sage Fixed Asset System. Management will continue to enhance this process in the upcoming year to bring all capital asset transactions into compliance.

2019-003 Manual Journal Entries

Criteria: The Committee for Sponsoring Organizations (COSO) defines internal controls as, "a process effected by an entity's board, management, and other personnel, designed to provide reasonable assurance of the achievement of objectives relating to operations, reporting, and compliance."

Condition: Several instances were noted of manual journal entries that were posted, reviewed, and approved with inadequate support, for incorrect amounts, and/or posted to incorrect funds and/or accounts.

Cause: The controls regarding the achievement of objectives for financial reporting are not properly designed and/or implemented. The components of internal control believed to be inadequate are *Monitoring* and *Control Activities,* including incomplete policies and procedures.

Effect: Incomplete financial policies and procedures lead to errors in the amounts reported in the trial balance throughout the year. These errors result in additional burden on the finance department to discover, investigate, and correct errors throughout the year. These errors increase the risk of financial misstatement.

Recommendation: Management should review its internal policies and procedures and ensure the policies are properly designed and the controls are performed as designed. Management should provide additional training for staff responsible for posting and approving manual journal entries.

Management's response:

Management has begun the process of performing sequenced reviews of the end of year closing process to include the journal entry approval process. Now that key accounting vacancies have been filled, a proper written journal entry processing policy will be drafted and implemented in the upcoming year to ensure that all manual journal entries are scrutinized for adequate support, justification, and adherence to any applicable current legislation and are reviewed and approved at the appropriate levels.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of County Commissioners of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 20, 2020

Law Redd Crona & Munroe P.A.

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

THE HONORABLE
GWEN MARSHALL
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER
FINANCE DEPARTMENT
GENERAL ACCOUNTING DIVISION

June 16, 2020

Ms. Sherrill F. Norman, CPA
Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

Re: Annual Financial Report

Dear Madam:

On March 20, 2020, the County received its audited financial statements for the year ended September 30, 2019. Along with the report, the County received the external auditor's management letter. Pursuant to Florida Statutes, Section 11.45, the County's management letter is enclosed.

Leon County continues to focus on efforts to improve the efficiency and effectiveness of operations and to further refine the financial management of the County.

Sincerely,

Bryan Desloge
Chairman

Leon County
Board of County Commissioners

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Memorandum of Understanding with Leon County Schools for Reimbursement of Emergency Sheltering Costs

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 Mathieu Cavell, Assistant to the County Administrator Nicki Paden, Management Analyst

Statement of Issue:

As requested by the Florida Division of Emergency Management, this item seeks the Board's approval to enter into a Memorandum of Understanding with the Leon County Schools stating the Leon County Schools will be the lead agency seeking reimbursement of emergency sheltering costs.

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Approve the proposed Memorandum of Understanding with Leon County Schools (Attachment #1).

Report and Discussion

Background:

On March 4, 2020, the Director of the Florida Division of Emergency Management (FDEM) issued a letter to all prospective applicants for FEMA's Public Assistance program in the State (Attachment #2) indicating a policy change that, for future declared disasters, allows each jurisdiction to decide whether it is the county or the county public school system that is the entity responsible for seeking reimbursement from FEMA for sheltering costs. Consistent with prior practice, the proposed MOA (Attachment #1) makes Leon County Schools the responsible entity to seek reimbursement.

At the May 8, 2018 meeting, the Board approved a tri-party agreement among Leon County, Leon County Schools, and the American Red Cross to further improve sheltering operations, as recommended in the Hurricane Irma After-Action Report. Consistent with the emergency sheltering provisions contained in the County's Comprehensive Emergency Management Plan, the Agreement outlines that Leon County will direct the opening of risk shelters staffed by Leon County Schools with training and resources from the American Red Cross. These areas of responsibility build upon Leon County's long-time partnership in sheltering and disaster recovery with both the Leon County Schools as well as the American Red Cross.

Analysis:

As indicated above, the current tri-party Agreement among Leon County Government, Leon County Schools, and the American Red Cross for sheltering operations provides that Leon County will direct the opening of risk shelters during an emergency, which will be staffed by Leon County Schools and operated under the national standards and best practices of the American Red Cross. The American Red Cross provides shelter managers and oversight for any open risk shelter in Leon County.

In accordance with the FDEM guidance issued in 2018, Leon County Government currently acts as the lead agency for seeking FEMA reimbursement for costs related to emergency sheltering in public schools. Prior to 2018, Leon County Schools was the entity responsible for seeking reimbursement. However, according to the letter issued by the FDEM Director on March 4, 2020, "The county will need to execute an agreement (type of agreement determined by local legal counsel i.e. ILA, MOA, MOU, etc.) between the county and the county school board memorializing this relationship and must provide the Division a copy of the agreement." Accordingly, this item seeks the Board's approval to enter into a Memorandum of Understanding (Attachment #1) with Leon County Schools for the reimbursement of emergency sheltering costs. The proposed amendment would clarify that Leon County Schools shall be the lead agency responsible for seeking FEMA reimbursement for expenses related to emergency sheltering in public schools. Leon County Schools staff have acknowledged that they have no objections to serving as the lead agency in this regard pending approval by the School Board.

Options:

1. Approve the proposed Memorandum of Understanding with Leon County Schools and authorize the County Administrator to execute (Attachment #1).
2. Do not approve the proposed Memorandum of Understanding with Leon County Schools.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Memorandum of Understanding for emergency sheltering
2. Letter from FDEM Director Jared Moskowitz, dated March 4, 2020

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING, made as of this ___ day of June, 2020, by and between LEON COUNTY ("County"), a political subdivision of the State of Florida, and the LEON COUNTY SCHOOL BOARD ("School Board").

WHEREAS, the County has developed an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program, which includes a sheltering component; and,

WHEREAS, pursuant to §252.38, Florida Statutes, during a declared state or local emergency and upon the request of the director of the County emergency management agency, the district school board in the affected area shall participate in emergency management by providing facilities and necessary personnel to staff such facilities; and,

WHEREAS, the County, the School Board, and the Capital Area Chapter of the American Red Cross entered into a tri-party agreement for emergency sheltering operations on September 6, 2018, which provides in part that School Board facilities and personnel shall be utilized to activate and operate risk shelters in preparation for and in response to disaster; and,

WHEREAS, on March 4, 2020, the Director of the Florida Division of Emergency Management issued a letter to all prospective applicants for the Federal Emergency Management Agency's Public Assistance program in the state indicating a policy change that, for future declared disasters, each jurisdiction may decide whether it is the county or the county public school system that is the entity responsible for seeking reimbursement for sheltering costs.

NOW THEREFORE, incorporating the foregoing recital of facts and in consideration of the mutual promises contained herein, the County and the School Board mutually agree to the following:

1. Requests for Reimbursement for Shelter Operations. The School Board, as an eligible applicant, shall submit any Requests for Public Assistance and apply for reimbursement of any eligible costs for risk shelter operations under the Federal Emergency Management Agency's Public Assistance Program.

2. Term. This Memorandum of Understanding shall commence on the date set forth above. This MOU may be terminated, without cause, by either party upon thirty (30) days written notice, which notice shall be delivered in accordance with Paragraph 3.

3. Notices. Any notice, demand, request or other communication (a "Notice") required or permitted to be given hereunder shall be in writing and shall be delivered by hand, be sent by registered or certified mail, postage prepaid, return receipt requested, or be sent by nationally recognized commercial courier (such as UPS or FedEx), prepaid, for next Business Day delivery, to the addresses set forth below, or to such other addresses as are specified by written notice given in accordance herewith. Any such Notice delivered by hand shall be deemed given upon the date delivered to the address of the party notified; those given by mailing as hereinabove provided shall be deemed given on the date of deposit in the United States Mail; and those given by commercial courier as hereinabove provided shall be deemed given on the date of deposit with the commercial courier. Any Notice of any party may be given by such party's counsel.

   Any Notice addressed to the parties hereto shall be sent in the manner provided above to the following addresses:

If to the County: (Principal Contact)	Vincent S. Long Leon County Administrator 301 S. Monroe Street Tallahassee, FL 32301
With copies to:	Kevin Peters Director, Leon County Emergency Management 911 Easterwood Drive Tallahassee, FL 32311
If to the School Board: (Principal Contact)	Rocky Hanna Superintendent of Schools 2757 West Pensacola Street Tallahassee, Florida 32304
With copies to:	John Hunkiar Chief of Safety, Security and Emergency Management 3420 West Tharpe Street Tallahassee, FL 32303

   Either party may change an address for notices by giving the other a notice of address change in the manner for notices hereinabove stated.

4. Force Majeure. The parties hereto acknowledge that there shall be no cause of action or objection upon the occurrence of Force Majeure. An event of Force Majeure occurs when

an event beyond the control of the party claiming Force Majeure prevents such party from fulfilling its obligations. An event of Force Majeure includes, without limitation, acts of God (including floods, hurricanes and other adverse weather), war, riot, civil disorder, acts of terrorism, disease, epidemic, strikes and labor disputes, actions or inactions of government or other authorities, law enforcement actions, curfews, closure of transportation systems or other unusual traffic difficulties, or inability to provide a safe working environment for employees.

LEON COUNTY, FLORIDA	**LEON COUNTY SCHOOL BOARD**
Vincent S. Long, County Administrator	DeeDee Rasmussen, School Board Chair
ATTESTED BY:	ATTESTED BY:
Gwendolyn Marshall, Clerk of Court & Comptroller, Leon County, Florida	Rocky Hanna, Superintendent of Schools
APPROVED AS TO FORM:	APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney	Opal McKinney-Williams, Esq., School Board Attorney

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Jared Moskowitz
Director

March 4, 2020

Dear Public Assistance Applicants,

Since my appointment, I have received numerous correspondence from local officials requesting a reconsideration of the decision regarding public school board shelter reimbursements. I have subsequently met with local and State officials and have gained a full understanding of the implications that the current policy imposed, as well as the implications that reversing this policy may pose.

Historically, via the previous longstanding policy, many county school boards submitted reimbursement requests directly to the Federal Emergency Management Agency (FEMA) from the Public Assistance (PA) Program to support sheltering operations during federally declared disasters. However, questions remained on whom was legally responsible for seeking reimbursement for sheltering costs.

Following landfall of Hurricane Irma, every county in the State received a federal major disaster declaration. In certain jurisdictions, both the county and the school board refused to seek federal reimbursement for sheltering costs. As a result, the Division enforced a policy outlining applicable Federal and State law and focusing on whether the county or the county school board had the legal responsibility to seek reimbursement. Ultimately, it was concluded that the county, not the school board, is responsible for evacuating and sheltering citizens during an emergency or disaster. Therefore, the county must seek reimbursement from FEMA for sheltering costs. Since the issuance of that policy, counties bear the associated costs for sheltering operations during Hurricanes Irma, Michael, and Dorian.

Even though this bright line rule encourages consistency amongst applicants and alleviates an administrative burden on both FEMA and FDEM, I also acknowledge that this is a decision that should be made at the local level.

On the premise that disasters are executed at the local level, I am changing the current policy and each jurisdiction may decide whether it is the county or the county public school system that is the entity responsible for seeking reimbursement from FEMA for sheltering costs. If the county nor the county school board does not want to seek reimbursement directly from FEMA for sheltering costs, the Division will decide who will be responsible.

The county will need to execute an agreement (type of agreement determined by local legal counsel i.e. ILA, MOA, MOU, etc.) between the county and the county school board memorializing this relationship and must provide the Division a copy of the agreement. If the county is seeking reimbursement for sheltering costs, the agreement should include invoicing and documentation requirements that the county will need to seek reimbursement from the school board. If the county public school system is seeking reimbursement, the agreement should include the delegation of the legal responsibility to shelter citizens during a disaster or emergency to the county school board.

All agreements memorializing the relationship for reimbursement should be sent to the Mutual Aid Coordinator (mutualaid@em.myflorida.com), by no later than June 30, 2020.

Respectfully,

Jared E. Moskowitz, Esq.
Director and State Coordinating Officer
Florida Division of Emergency Management

Leon County
Board of County Commissioners

Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Supervisor of Elections Proposed Realignment of Voting Precinct Boundaries

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator

Statement of Issue:

As recommended by the Supervisor of Elections and pursuant to Florida Statutes, this item seeks Board approval to realign the boundaries of Voting Precinct No. 5101 (Westminster Gardens) to ensure compliance with Center for Disease Control (CDC) guidelines to prevent the spread of COVID-19 in retirement communities and independent living facilities.

Fiscal Impact:

This item has a fiscal impact. Funding is included in the Supervisor of Elections FY 2020 budget to address this precinct realignment.

Staff Recommendation:

Option #1: Adopt, via resolution, the Supervisor of Election's proposed realignment of the boundaries of Voting Precinct No. 5101 (Westminster Gardens), and reassignment of voters that are not residents of Westminster Gardens to Voting Precinct No. 5105 with a new polling location at the Sue Herndon McCollum Community Center (Attachment #1).

Report and Discussion

Background:

As recommended by the Supervisor of Elections and pursuant to Florida Statutes, this item seeks Board approval to realign the boundaries of Voting Precinct No. 5101 (Westminster Gardens) to ensure compliance with Center for Disease Control (CDC) guidelines to prevent the spread of COVID-19 in retirement communities and independent living facilities.

Per Section 101.001(1), Florida Statutes, the Supervisor of Elections shall alter or create voting precincts and designate a polling place at a suitable location within the precinct. Upon recommendation and approval of the Supervisor of Elections, a majority of the Board of County Commissioners must approve voting precinct changes prior to implementation.

Analysis:

The Supervisor of Elections has requested Board approval of voting precinct changes in accordance with Florida Law, Sec. 101.001(1) F.S. A detailed summary of the proposed boundary changes in Precinct No. 5101 and 5105 is included as Attachment #2.

Voting Precinct No. 5101 and 5105 are both located in District 5 of Leon County. Currently, the polling location for Precinct No. 5101 is Westminster Gardens, a retirement community, whose residents are all aged 62+ and thus at an increased risk for contracting the COVID-19 virus. CDC guidelines for preventing an outbreak at retirement communities and independent living facilities (Attachment #3) include limiting visitors and volunteers to only essential persons as well as advising residents to avoid public places. Additionally, Governor DeSantis's Executive Order No. 20-19, "Phase 2: Safe. Smart. Step-by-Step. Plan for Florida's Recovery," strongly encourages senior citizens to avoid crowds and take measures to limit the risk of exposure to COVID-19.

To adhere to these guidelines and ensure the safety of Westminster Gardens residents during the upcoming 2020 elections, the Supervisor of Elections has requested Board approval to realign the boundaries of Voting Precinct No. 5101 and 5105. The proposed boundary realignment reassigns voters in Precinct No. 5101 that are not residents of Westminster Gardens to Voting Precinct No. 5105 and a new polling location at the Sue Herndon McCollum Community Center. Westminster Gardens will continue to be a polling location for their residents and, as recommended by the CDC, all poll workers will be screened for symptoms or risk factors of COVID-19 upon entrance.

If approved by the Board, the Office of the Supervisor of Elections would immediately begin updating informational materials and direct mailing new voting cards to the registered voters of the affected precincts. Members of the public and registered voters are noticed of voting precinct changes in several ways, including newspaper ads, direct mail, and signage on Election Day.

Options:

1. Adopt, via resolution, the Supervisor of Election's proposed realignment of the boundaries of Voting Precinct No. 5101 (Westminster Gardens), and reassignment of voters that are not residents of Westminster Gardens to Voting Precinct No. 5105 with a new polling location at the Sue Herndon McCollum Community Center (Attachment #1).
2. Do not adopt, via resolution, the Supervisor of Election's proposed realignment of the boundaries of Voting Precinct No. 5101 (Westminster Gardens), and reassignment of voters that are not residents of Westminster Gardens to Voting Precinct No. 5105 with a new polling location at the Sue Herndon McCollum Community Center.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Resolution of Supervisor of Election's proposed realignment of voting precinct boundaries
2. Notice of Change to Leon County Voting Precinct No. 5101 and 5105
3. CDC Guidelines for Retirement Communities and Independent Living Facilities

LEON COUNTY RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING THE ALTERATION OF THE LEON COUNTY ELECTION PRECINCTS; CREATING AN ADDITIONAL PRECINCT AND AUTHORIZATION RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of County Commissioners of Leon County at its board meeting on June 16, 2020 accepted the new precinct boundaries for Leon County voters, as presented by the Office of the Supervisor of Elections, Mark Earley; and

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

Section 1. Alteration of Leon County Election Precincts.

Pursuant to Florida Statute 101.001, the board of County Commissioners in consultation and agreement with the Supervisor of Elections does hereby create an additional precinct, and the realignment of certain precinct boundaries all as set forth in Composite Exhibit "A" as attached hereto and incorporated herein.

The Board of County Commissioners in consultation and agreement with the Supervisor of Elections does hereby fix the boundaries of Leon County Election Precincts and authorize the descriptions of the boundaries to be recorded in accordance with the statute aforesaid.

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 16th day of June 2020.

LEON COUNTY, FLORIDA

By:_____
Bryan Desloge, Chairman
Board of County Commissioners

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

By:_____

APPROVED AS TO LEGAL SUFFICIENCY:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

NOTICE

CHANGE TO LEON COUNTY VOTING PRECINCT

In accordance with applicable Florida Law (F.S. 101.001(1)), the Honorable Mark S. Earley, Supervisor of Elections Leon County, proposes to the Leon County Board of County Commissioners for majority consent the voting precinct changes applicable to Leon County, as follows:

REALIGNMENT OF VOTING PRECINCT BOUNDARIES

a) Authorized the realignment of the boundaries of Voting Precinct No. 5101 (Wesminster Gardens) , said realignment reassigning voters that are not residents of Westminster Gardens to Voting Precinct No. 5105 and assigning those voters to a new polling location (Sue Herndon McCollum Community Center).



1. Current precinct boundary of Voting Precinct No. 5101



2. Proposed precinct boundary changes include keeping Voting Precinct No. 5101 contained to the Westminster Gardens facility (in peach) and reassigning voters to Voting Precinct No. 5105(in light blue) which vote at the Sue Herdon McCollum Community Center.

[The goal of the Supervisor is to adhere to CDC guidelines and the Governor's order regarding the safety of residents of assisted living facilities given the COVID-19 pandemic.]

New Voting Information cards will be mailed to the affected registered voters of the precinct listed above.

EXHIBIT "A"
Page 1 of 1

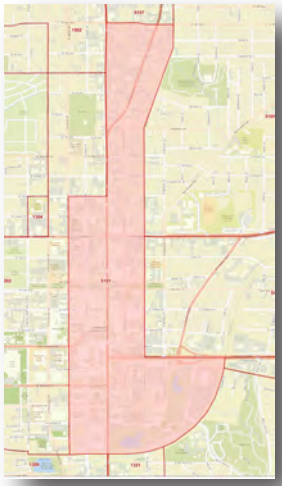
NOTICE

CHANGE TO LEON COUNTY VOTING PRECINCT

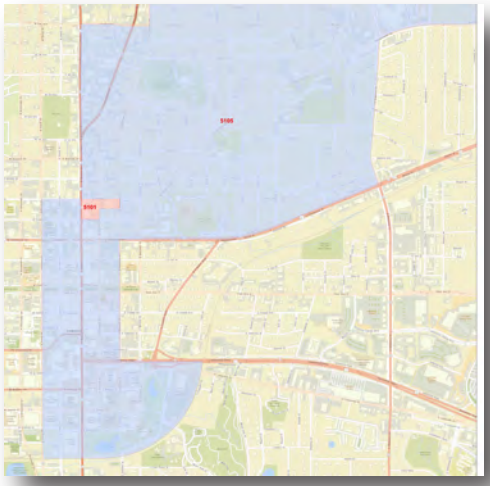
In accordance with applicable Florida Law (F.S. 101.001(1)), the Honorable Mark S. Earley, Supervisor of Elections Leon County, proposes to the Leon County Board of County Commissioners for majority consent the voting precinct changes applicable to Leon County, as follows:

REALIGNMENT OF VOTING PRECINCT BOUNDARIES

a) Authorized the realignment of the boundaries of Voting Precinct No. 5101 (Westminster Gardens) , said realignment reassigning voters that are not residents of Westminster Gardens to Voting Precinct No. 5105 and assigning those voters to a new polling location (Sue Herndon McCollum Community Center).



1. Current precinct boundary of Voting Precinct No. 5101



2. Proposed precinct boundary changes include keeping Voting Precinct No. 5101 contained to the Westminster Gardens facility (in peach) and reassigning voters to Voting Precinct No. 5105(in light blue) which vote at the Sue Herdon McCollum Community Center.

[The goal of the Supervisor is to adhere to CDC guidelines and the Governor's order regarding the safety of residents of assisted living facilities given the COVID-19 pandemic.]

New Voting Information cards will be mailed to the affected registered voters of the precinct listed above.

Retirement Communities and Independent Living Facilities FAQs for Administrators

Accessible version: https://www.cdc.gov/coronavirus/2019-ncov/community/retirement/faq.html

Planning and Preparedness

Q: What actions can residents and staff take to prevent the spread of COVID-19?

A: Encourage residents and staff to take everyday preventive actions to prevent the spread of respiratory illnesses. Actions include staying home when sick; appropriately covering coughs and sneezes; cleaning and then disinfecting frequently touched surfaces; and washing hands often with soap and water.

Q: How can my retirement community or independent living facility prepare for COVID-19?

A: Administrators should take the following actions to prevent a COVID-19 outbreak in their community or facility:

- Promote social distancing
  - » Cancel public or group activities and events
  - » Inform workers and volunteers to avoid close contact with residents
  - » When possible, limit visitors and volunteers to essential persons
  - » Advise residents to stay home and avoid public places
  - » Alter schedules to reduce mixing (e.g., stagger meal, activity, arrival/departure times)
  - » Support residents in preparing
  - » Establish the 'buddy' system to ensure residents stay connected.
  - » Encourage residents to have extra medications and supplies.
  - » Identify residents with unique needs and work with them to tailor these strategies.
  - » Find ways to support residents in managing stress and anxiety.
  - » Inform residents using print materials and high-visibility posters

- Encourage everyone to take everyday preventive actions to prevent the spread of respiratory illnesses.
  - » Cover coughs and sneezes
  - » Clean and disinfect frequently touched surfaces
  - » Wash hands often with soap and water for at least 20 seconds
  - » Ensure hand hygiene supplies (e.g., hand sanitizer containing at least 60% alcohol) are readily available in all buildings.

- Monitor for cases and take action when someone is sick.
  - » Screen workers and when possible volunteers
  - » Ask residents to self-monitor for symptoms
  - » Review the usual absenteeism patterns at your facility among staff, so you can identify if the rate of absenteeism increases.
  - » Implement flexible sick-leave policies and actively encourage sick employees to stay home
  - » Coordinate with local health facilities if you suspect a resident or staff member may have COVID-19

Q: What resources does CDC have available to share with facilities?

A: Share resources with the community to help them understand COVID-19 and steps they can take to protect themselves:

- CDC COVID-19 business guidance
  https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html
- CDC COVID-19 healthcare guidance
  https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/index.html
- CDC COVID-19 household guidance
  https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html
- CDC Make a Kit
  https://www.cdc.gov/childrenindisasters/checklists/kids-and-families.html
- CDC's health communication resources
  https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html
- CDC offers several free handwashing resources that include health promotion materials https://www.cdc.gov/handwashing/materials.html and information on proper handwashing technique. https://www.cdc.gov/handwashing/when-how-handwashing.html

Q: Does CDC have recommendations for cleaning and disinfecting surfaces?

A: Routinely clean and disinfect frequently touched surfaces (e.g., doorknobs, light switches, countertops) with cleaners that you typically use. Use all cleaning products according to the directions on the label.

- Practice strict infection control procedures if there is a case in your facility.
  https://www.cdc.gov/coronavirus/2019-ncov/infection-control/index.html
- Follow CDC's Cleaning and Disinfection Recommendations for Communities.
  https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

If there is a case in the facility

Q: What should administrators do if a resident or staff shows symptoms of COVID-19?

A: Ask residents to actively monitor (at least daily) for COVID-19 symptoms, including fever and respiratory symptoms (shortness of breath, new or change in cough). Administrators should work with local health authorities to establish procedures for those who become sick. Sick residents should avoid contact with individuals who are healthy. If you think someone may have COVID-19, ask them to self-isolate and you should contact local health officials.

Q: What should administrators do if there is a case of COVID-19 in our facility?

A: Work with local health authorities to communicate the possible exposure to residents, staff, and visitors. Clean and disinfect all shared facilities and high-touch surfaces. Limit visitors to essential staff and visitors. Staff and, when possible, visitors should be screened for signs and symptoms of COVID-19 before entering the facility. Residents will need to actively monitor their health for COVID-19 symptoms. Cancel group activities. Residences that become ill should be advised to call the medical facility in advance of their visit.

Leon County
Board of County Commissioners

Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Request to Schedule a Workshop on Affordable Housing Initiatives in Leon County

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Shington Lamy, Director, Office of Human Services & Community Partnerships
Lead Staff/ Project Team:	Matthew Wyman, Housing Services Manager

Statement of Issue:

As requested by the Board on May 12th , this item seeks Board approval to schedule a workshop for October 27, 2020 to provide a comprehensive overview of initiatives that support affordable housing in Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule a workshop on affordable housing initiatives in Leon County for October 27, 2020.

Report and Discussion

Background:

On May 12, 2020, the Board requested that staff schedule an affordable housing workshop that includes discussion on inclusionary housing and housing accessibility for low-income residents. This item seeks Board approval to schedule a workshop for October 27, 2020 to provide a comprehensive overview of initiatives that support affordable housing in Leon County.

Analysis:

The Affordable Housing workshop will provide a comprehensive overview of affordable housing initiatives and programs administered by the Leon County Division of Housing Services, which include Down Payment Assistance, Emergency Home Repair, Home Rehabilitation & Replacement, Rental Development and Homeownership Development. Additionally, the workshop will highlight the County efforts to increase the stock of affordable housing for low-income residents through initiatives such as the establishment of the Community Land Trust and redevelopment of the Orange Avenue Apartments as well as through partnerships with local organizations such as Tallahassee Housing Authority, Big Bend Habitat for Humanity, Tallahassee Lenders Consortium, and the Housing Leadership Council of Tallahassee-Leon County. The County's collaboration with the Housing Finance Authority of Leon County will also be featured as part of the workshop.

Based on the Board's direction during the May 12 meeting, the workshop will also address the accessibility of housing for low-income residents throughout Leon County as well as the efforts and impact of inclusionary housing initiatives. Inclusionary housing ordinances typically require the development of affordable housing units for low- to moderate-income households in conjunction with the development of housing in higher income neighborhoods. The County does not have an inclusionary housing ordinance for development in the unincorporated areas. The workshop will provide an update on the current inclusionary housing Ordinance in place in the City and options for the Board's consideration on similar regulatory efforts. The Board's calendar reflects that October 27, 2020 is available to schedule to the workshop.

Options:

1. Schedule a workshop on affordable housing initiatives in Leon County for October 27, 2020.
2. Do not schedule a workshop on affordable housing initiatives in Leon County October 27, 2020.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Activities to Reduce Contamination into Lake Henrietta

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 of Public Works
Lead Staff/ Project Team:	Charles Wu, P.E., Director of Engineering Services Theresa Heiker, P.E., Stormwater Management Coordinator

Statement of Issue:

As requested at the March 10th meeting, this item provides the Board a status report on intergovernmental coordination and activities to reduce contamination entering Lake Henrietta.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on intergovernmental coordination and activities to reduce contamination entering Lake Henrietta.

Report and Discussion

Background:

As requested at the March 10th meeting, this agenda item provides the Board a status report on intergovernmental coordination and activities to reduce contamination entering Lake Henrietta. Lake Henrietta is a constructed stormwater management facility, one of the many public efforts taken to restore and protect Lake Munson. Lake Henrietta slows the rate of stormwater flowing to Lake Munson and provides a place to collect nutrient-rich sediment and floating trash before it can enter Lake Munson. Lake Munson receives stormwater from almost 39,000 acres including a substantial portion of the City limits. Much of the Lake Munson Basin was developed prior to stormwater management requirements, placing a greater burden on stormwater retrofit projects such as the Lake Henrietta facility for the restoration and protection of the lake.

Lake Munson historically received wastewater discharges as well, contributing to algal blooms and fish kills dating back to 1955. The lake was designated the seventh most degraded lake in Florida in 1982. In 1984, the City's wastewater treatment facilities were upgraded, and discharges were diverted to the Tram Road sprayfields.

Lake Munson has been the subject of several studies ranging from a 1991 stormwater management study by the Northwest Florida Water Management District (NWFWMD) to a 1994 lake management plan by Leon County to the 2013 development of Total Maximum Daily Loads by the Florida Department of Environmental Protection (FDEP). This status report will focus on intergovernmental activities taken to reduce the contamination entering Lake Henrietta.

Analysis:

Leon County Activities

Lake Munson stormwater management and lake water quality studies over the past several decades have illustrated the need for stormwater retrofit to supplement the wastewater improvements of the 1980s. The 1994 Lake Munson Action Plan was created by an Action Team involving five private citizens and representatives of seven state and local agencies. One of the primary issues identified for the lake was channelized inflow to the lake from Munson Slough carrying polluted sediments and nutrients.

The solutions recommended for implementation included the construction of wet detention facilities identified in the 1991 Stormwater Management Plan developed by the NWFWMD. Wet detention facilities are stormwater treatment ponds that have a permanent pool of water and are often planted around the edges to resemble natural lakes. Several of the recommended facilities fall within the City's jurisdiction and will be described in that section. Lake Henrietta was selected to provide treatment and attenuation from the 39,000 acres that contribute stormwater to Lake Munson. Stormwater from the developed areas carries sediment and other pollutants such as nutrients and trash downstream into the 25-acre regional facility. Lake Henrietta provides a place to attenuate the flow, or slow the water down, and collect the sediment and other pollutants instead of allowing it to move to Lake Munson.

Federal funds for flood mitigation following the 1994 storm events were used to purchase the Lake Henrietta site because of the history of flooding near the site. Additional state funds were received from the FDEP and the Florida Fish and Wildlife Conservation Commission, supplementing County funds, to design and construct the treatment and attenuation facility at Lake Henrietta at 3305 Springhill Road (Attachment #1). The stormwater management facility was completed in 2000 to slow down the stormwater flows and capture the nutrient-rich sediment and trash before the runoff enters Lake Munson.

The Anita Davis Preserve at Lake Henrietta Park was constructed in 2008 with a trailhead and walking trail around the stormwater management facility to create a joint-use public space. A pedestrian and bicycle trail connecting Lake Henrietta and Ridge Road was constructed in 2009.

The water from Munson Slough and the East Drainage Ditch is directed into the Lake Henrietta stormwater facility at two separate inflow points to be treated before it reaches Lake Munson (Attachment #2). Munson Slough upstream of Lake Henrietta receives flow from the Central Drainage Ditch, the West Drainage Ditch, and Bradford Brook. The nutrient-rich sediment collects at the northern end of the pond where the runoff first enters and slows down.

The facility entry points have trash racks that collect floatable debris such as yard trimmings and street trash to remove the trash from the park and prevent it from entering Lake Munson. The trash racks are supplemented by a floating skimmer across the lake that captures debris that gets past the racks during heavy storm events. The Public Works Operations Division removes trash and debris from the Lake Henrietta racks, lakeshore and floating skimmer system on a regular schedule. Additional maintenance occurs in advance of community events such as the Tallahassee Marathon when increased public attendance is expected. County maintenance costs at this site average $20,000 per year.

Recent Leon County legislative priorities have included the Lake Henrietta Renovation, requesting state funds to assist in the removal of 53,000 cubic yards of sediment and trash accumulated in the facility. Removal of the material from the pond would be followed by drying and the transport of the dry sediment and trash to an appropriate disposal location. The cost of this work is estimated at $1.2 million. The request was not funded by the 2020 Legislature but is recommended to be submitted again due to the significant impact the sediment and trash have on the facility's function.

City of Tallahassee Activities

The City of Tallahassee manages the bulk of the stormwater system upstream of the Lake Henrietta facility, such as the West Drainage Ditch, the Central Drainage Ditch, the St. Augustine Branch and the East Drainage Ditch (Attachment #3). The City completed construction of wet detention treatment facilities at Frenchtown, Lake Elberta and Jim Lee Road as identified in the 1991 NWFWMD Management Plan. Recent construction projects in the Central and East Drainage Ditches have focused on bank stabilization to reduce erosion and associated sediment movement through the system.

Trash racks are present in the Central Ditch at Lake Elberta and in the East Drainage Ditch at the Jake Gaither Golf Course. A mechanical trash screen was added to the north end of Lake Elberta to improve trash capture entering the City's stormwater facility.

Blueprint Intergovernmental Agency Activities

The Blueprint Intergovernmental Agency constructed improvements to the St. Augustine Branch as part of the Capital Cascades Trail Project. Cascades Trail begins on Franklin Boulevard where the original open ditch was transformed into an underground conveyance reducing erosion. The ponds in Segment 2, or Cascades Park, provide treatment through the stormwater management facilities and especially through wetland plantings. The Anita Favors Facility in Segment 3 provides trash and debris capture on that portion of the stormwater diverted into the facility. Coal Chute Pond provides retrofit and redevelopment treatment for portions of the Gaines Street and Railroad Avenue areas. The Segment 3-D Regional Stormwater Facility is designed to include both trash capture and enhanced water quality treatment to retrofit the stormwater system entering the Central Drainage Ditch from the St. Augustine Branch.

The master plan for Segment 4 of the Capital Cascades Trail Project includes additional stormwater treatment components, further reducing the amount of trash and sediment reaching Lake Henrietta. The scope of work for the engineering services solicitation is in development.

Summary

The Lake Henrietta facility protects Lake Munson by capturing sediment and trash upstream as designed. The removal of the material accumulated in Lake Henrietta is critical to restore the function of the regional stormwater treatment facility. The continued efforts by the City and by Blueprint to capture trash and sediment ahead of Lake Henrietta will enhance its effectiveness in protecting Lake Munson, as well as protect the park itself from being adversely affected by these materials.

Options:

1. Accept the status report on intergovernmental coordination and activities to reduce contamination entering Lake Henrietta.
2. Do not accept the status report on intergovernmental coordination and activities to reduce contamination entering Lake Henrietta.
3. Board direction.

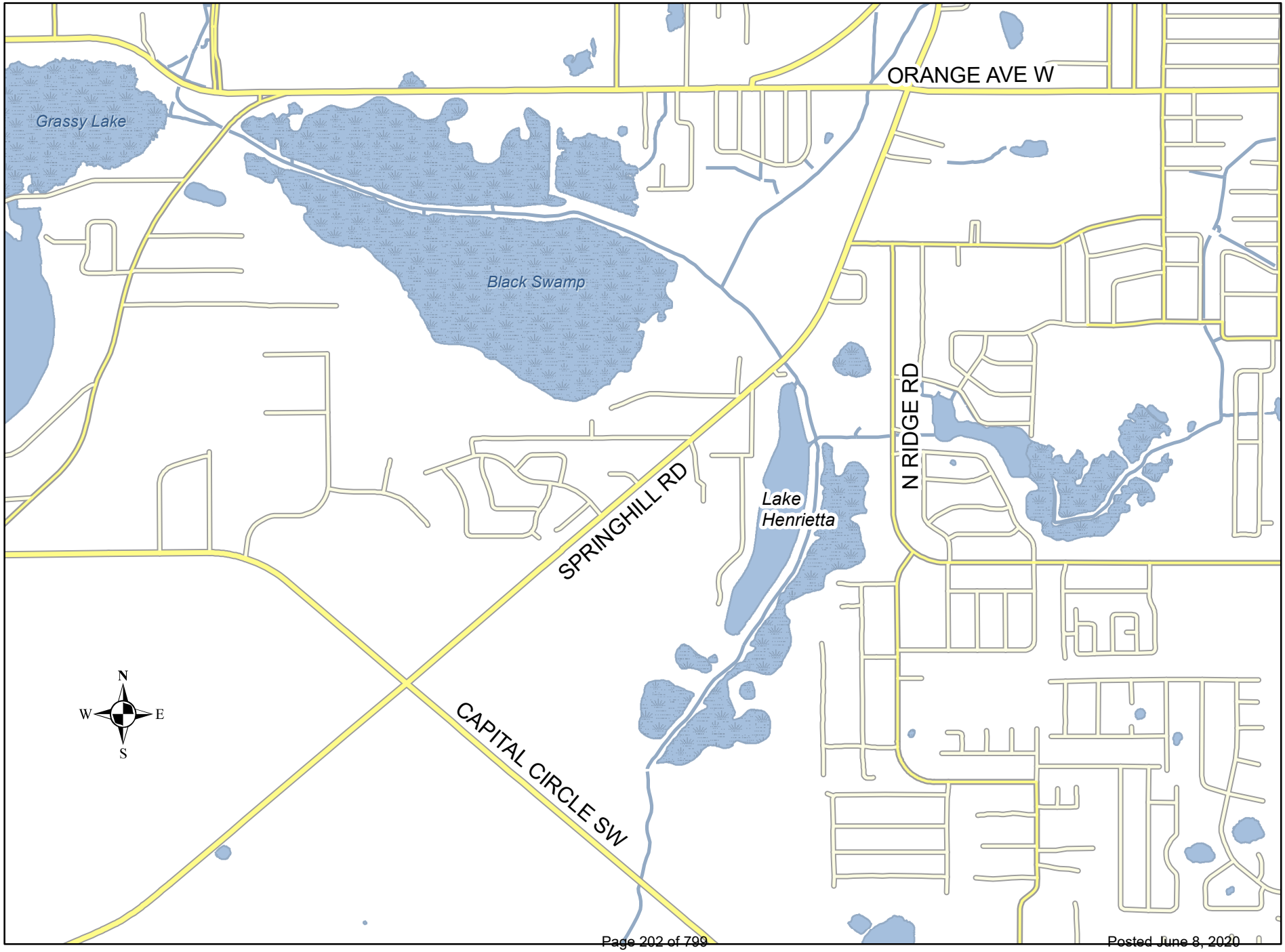
Recommendation:

Option #1

Attachments:

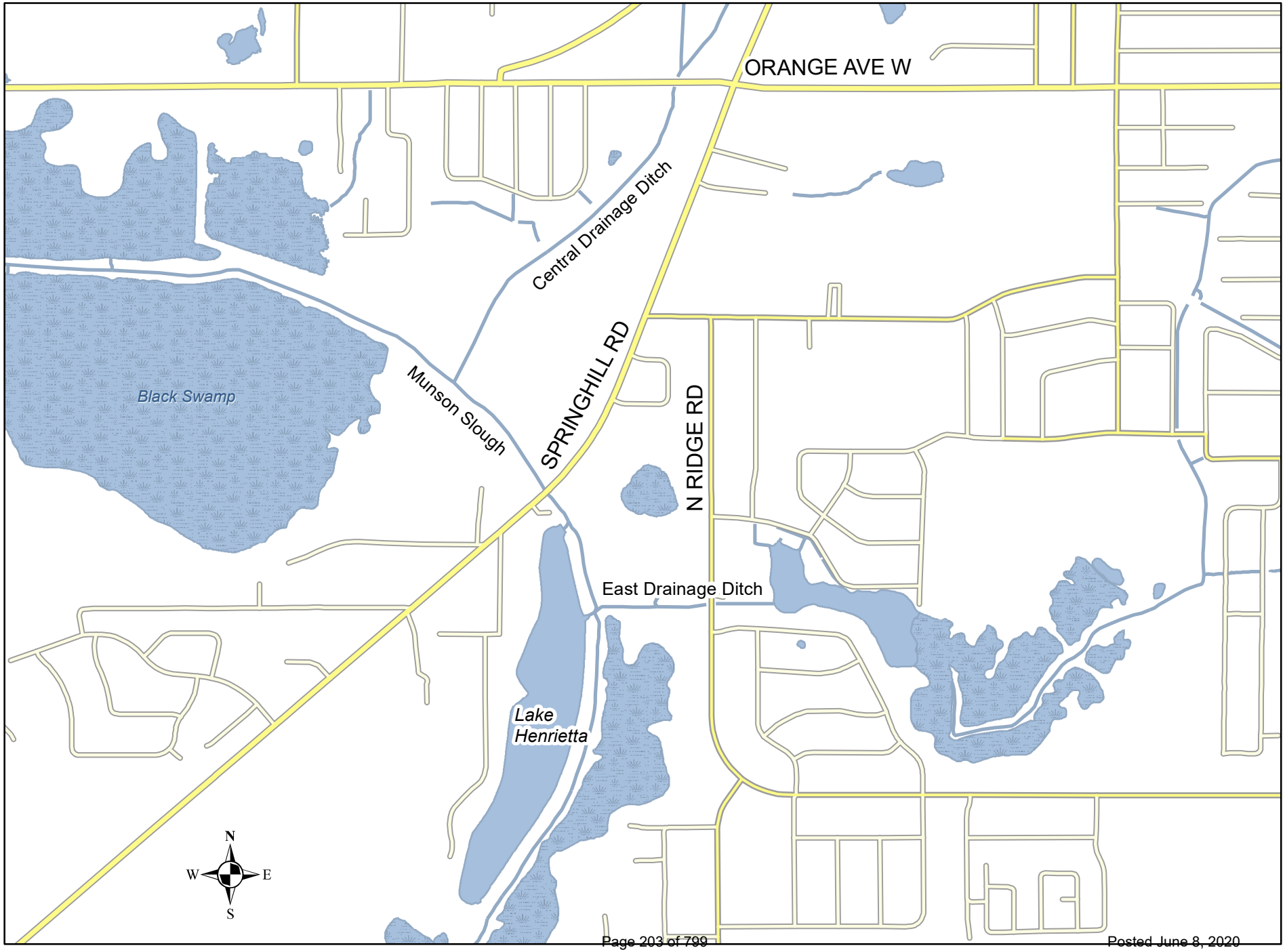
1. Lake Henrietta location map
2. Lake Henrietta inflow points
3. Capital and Maintenance Project location map

Lake Henrietta Location Map



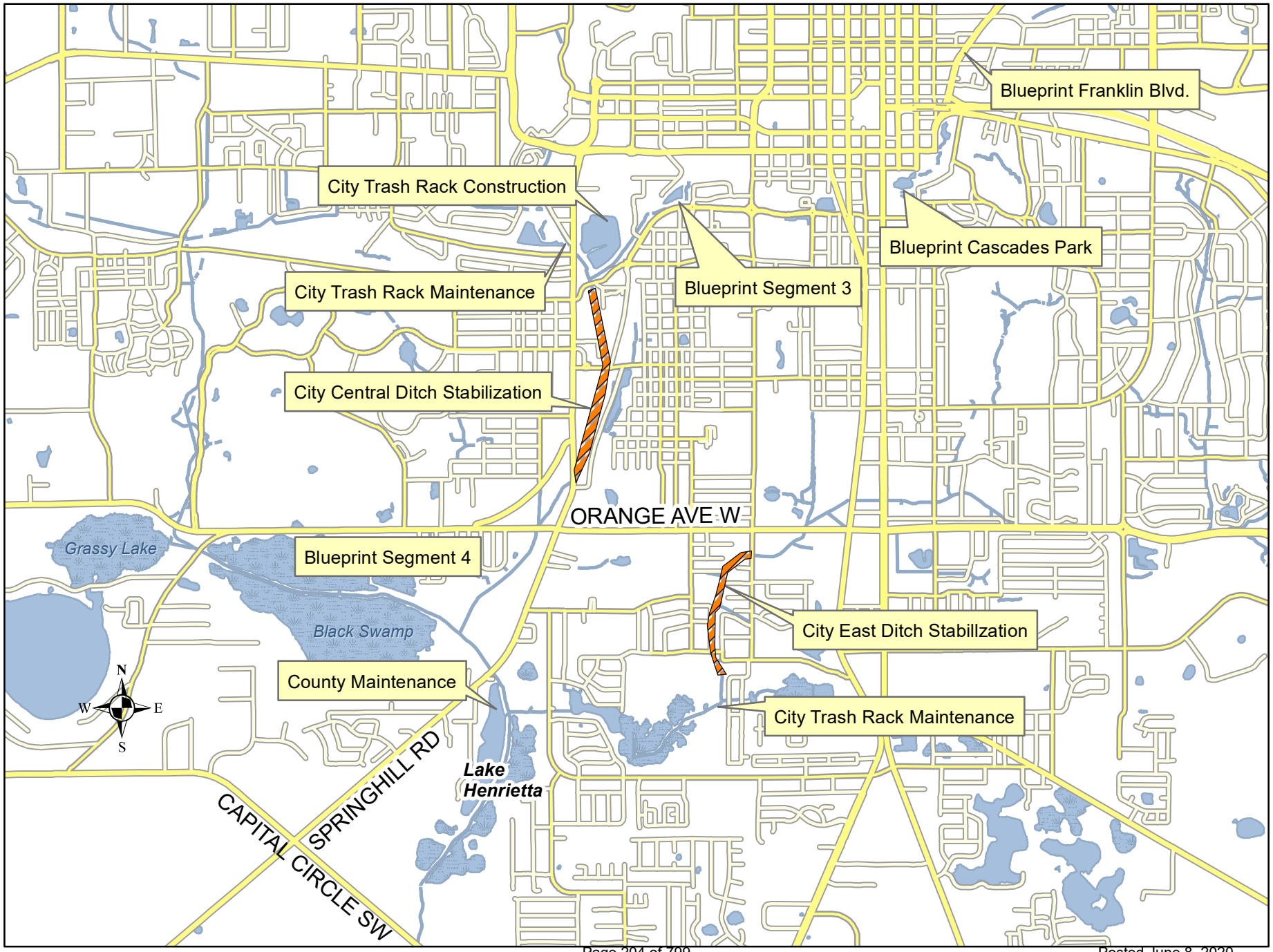
Posted June 8, 2020

Inflows to Lake Henrietta



Posted June 8, 2020

Capital and Maintenance Project Location Map



Leon County
Board of County Commissioners

Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

June 16, 2020



To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Rename the Leon County Health Department's Dental Clinic in Honor of the Former Dental Director Dr. Edward F. Zapert

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Office of Resource Management
Lead Staff/ Project Team:	Andrew Johnson, Assistant to the County Administrator Nicki Paden, Management Analyst

Statement of Issue:

This agenda item seeks the Board's approval to rename the Leon County Health Department's Dental Clinic in honor of former Dental Director Dr. Edward F. Zapert.

Fiscal Impact:

This item has a fiscal impact. The maximum estimated cost of the signage is $6,000 and funding is available in the general fund contingency account.

Staff Recommendation:

Option #1: Approve the renaming of the Leon County Health Department's Dental Clinic to *The Dr. Edward F. Zapert Dental Clinic – The Molar Express* in honor of former Dental Director Dr. Edward F. Zapert

Option #2: Approve the associated a Budget Amendment Request for $6,000 from General Fund Contingency (Attachment #1).

Report and Discussion

Background:

On May 27, 2020, Leon County received a request from the Leon County Health Department for the renaming of the Leon County Health Department's Dental Clinic to honor the life and achievements of former Dental Director Dr. Edward F. Zapert, who passed away on July 25, 2019 (Attachment #2). The Dental Clinic located on Railroad Avenue, commonly referred to as the Molar Express Dental Clinic, is owned by Leon County and operated by the Leon County Health Department. Dr. Edward F. Zapert served as the Dental Director of the Leon County Health Department for 30 years and served as the Dental Executive Director for the Florida Department of Health since 2012.

Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility" (Attachment #3) specifies that County-owned facilities may be named honoring well-known persons, provided that such persons are not serving in public office or a Leon County employee at the time of naming. Additionally, per the policy, the proposal for naming must be accompanied by background data and a resume or fact sheet citing reasons for the renaming nomination.

Analysis:

Pursuant to Policy No. 97-3, this agenda item serves as the proposal for the Board's consideration of renaming the Leon County Health Department's Dental Clinic to *The Dr. Edward F. Zapert Dental Clinic – The Molar Express* in honor of former Dental Director Dr. Edward F. Zapert.

Following graduation from the University of Connecticut School of Dental Medicine in 1982, Dr. Edward F. Zapert began his career in public health with the Leon County Health Department where he served as the Dental Director for 30 years. Dr. Zapert served as a member of various dental and public health associations where he was an advocate for protecting the standard of care in dentistry, reinstating the dental student loan repayment program, and increasing access to community water fluoridation throughout the state. In 2005, Dr. Zapert was appointed by Florida Governor Jeb Bush to serve as the dentistry representative of the Board of the State of Florida Correctional Medical Authority. Dr. Zapert also served multiple terms as the President and was the longest standing member of the Tallahassee Community College Dental Programs Advisory Board.

Dr. Zapert was recognized as one of the most influential advocates for the underserved children in Leon County. When Dr. Zapert became Dental Director in 1982, the Dental Clinic was located in a 1,024 square foot space in the Municipal Way Health Department. At that time, Dr. Zapert's staff included only one dental assistant and one dental hygienist. During his initial years as Dental Director, Dr. Zapert realized there was a large share of children in the community who did not have access to dental care and led efforts to relocate the Dental Clinic to a larger facility with additional dental operatories to allow for more children to receive care. Beginning in July 2000, Dr. Zapert led the coordination between the Department of Health and Leon County Government

to relocate the dental clinic to the County's Amtrak Property on Railroad Avenue. Completed in 2005, the new 5,200 square foot dental clinic was affectionally named "The Molar Express" and increased the clinic's annual client capacity from 2,000 to 6,000. Today, the clinic is recognized as one of the largest public health dental facilities in the State ,housing five dentists, eight dental hygienists and six dental assistants.

Dr. Zapert supported various local initiatives to further his mission of providing free dental services to local underserved children in the community. In 2012, Dr. Zapert partnered with United Way of the Big Bend as co-founders of the Smile United Program to provide preventive pediatric dental services and dental education to children at Title I schools within the region at no cost to the parents. Today, the expanding program allows dental services to be provided by dental hygienist in coordination with an off-site dentist to over 1,300 students across 17 schools in Leon County annually. Dr. Zapert also supported the coordination of the Leon County Dental Association's Give Kids a Smile Event which is hosted annually at the Molar Express Dental Clinic to provide comprehensive dental care to underserved children at no cost.

Should the Board decide to honor former Dental Director Dr. Edward F. Zapert's years of public service, funds are available in the general fund contingency account for the related signage associated with the renaming of the Leon County Health Department's Dental Clinic. The maximum estimated cost for the signage is $6,000. The new signage would be installed in late summer or fall.

Options:

1. Approve the renaming of the Leon County Health Department's Dental Clinic to *The Dr. Edward F. Zapert Dental Clinic – The Molar Express* in honor of former Dental Director Dr. Edward F. Zapert.
2. Approve the associated Budget Amendment Request for $6,000 from General Fund Contingency (Attachment #1).
3. Do not approve the renaming of the Leon County Health Department's Dental Clinic to *The Dr. Edward F. Zapert Dental Clinic – The Molar Express* in honor of former Dental Director Dr. Edward F. Zapert.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Associated Resolution and budget amendment request.
2. Renaming request from the Leon County Health Department
3. Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility"

FISCAL YEAR 2019/2020
BUDGET AMENDMENT REQUEST

No: BAB 20023 **Agenda Item No:**

Date: 6/3/2020 **Agenda Item Date:** 6/16/2020

County Administrator **Deputy County Administrator**

Vincent S. Long **Alan Rosenzweig**

Request Detail:

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
				Subtotal:		-	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
001	990	59900	599	General Fund Contingency	22,000	(6,000)	16,000
001	150	54600	519	Repairs and Maintenance	810,322	6,000	816,322
				Subtotal:		-	

Purpose of Request:

This budget amendment appropriates $6,000 from the General Fund Contingency to the Facilities Management maintenance and repair account cover the cost associated with renaming the the Leon County Health Department's Dental Clinic in Honor of the Former Dental Director Dr. Edward F. Zapert . Funding is available in the General Fund Contigency Account.

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 2019/20)

			GENERAL FUND 001-990-59900-599	Beginning Balance: **$200,000.00**
No.	APPROVAL DATE	AGENDA DATE	AMENDMENT TITLE	BALANCE
	3-Feb-20	**11-Feb-20**	**Interim Agreement with Marpan Recycling and Consultant Services for Long-term Recycling Analysis**	**$168,000**
	10-Mar-20	**10-Mar-20**	**County Sponsored Special Events**	**$10,000**
	16-Jun-20	***16-Jun-20***	***Renaming of the Leon County Health Department Dental Clinic***	***$6,000***
			Bold, Italic items are pending Board Approval	
			USAGE TO DATE (TOTAL AMENDMENTS)	**$184,000.00**
			ENDING BALANCE	**16,000.00**
			END BALANCE AS % OF BEGIN BALANCE	**8%**
			USAGE BALANCE AS % OF BEGIN BALANCE	**92%**

From: Blackburn, Claudia P <Claudia.Blackburn@flhealth.gov>
Sent: Wednesday, May 27, 2020 8:01 AM
To: Alan Rosenzweig <RosenzweigA@leoncountyfl.gov>; Vince Long <LongV@leoncountyfl.gov>
Cc: Strickland, Leslie <Leslie.Kinsey@flhealth.gov>; Kirsch, Holly S <Holly.Kirsch@flhealth.gov>
Subject: Request for Naming Molar Express for Dr. Zapert

Vince and Alan,

Please accept the attached request to rename the Molar Express in honor of Dr. Edward Zapert who passed away unexpectedly on July 25, 2019. He made a tremendous impact in the dental community on both a county level and a state level, serving as the Dental Director of the Leon County Health Department and the Dental Executive Director for the Florida Department of Health. His passing is a huge loss to the state of Florida.

The lead author for this collaborative nomination was Leslie Strickland, Dental Supervisor, who consulted with the partners included.

This was completed just as we moved into pandemic mode and we did not want to lose sight of this very important request.

Thanks for your consideration. Please let me know next steps.

Claudia

Claudia Blackburn, MPH, RN
Health Officer
Florida Department of Health -Leon

2965 Municipal Way
Tallahassee, FL 32304
(850)404-6252 office (new number)
(316)680-2604 cell
Claudia.blackburn@flhealth.gov

LIKE US on Facebook *FLDepartmentofHealth*
FOLLOW US on Twitter *@HealthyFla*
DOH Online Newsroom*http://newsroom.doh.state.fl.us*

Please note: FL has a very broad public records law. Most written communication to or from state officials regarding state business are public records available to the public and the media upon request. Your email communication may therefore be subject to public disclosure.

Leon County Department of Health's Request for the Renaming of the Dental Clinic in Honor of Former Dental Director Dr. Edward F. Zapert

The Leon County Department of Health has requested the Board's consideration for the renaming of the Molar Express in honor of Dr. Edward Zapert who passed away unexpectedly on July 25, 2019. He made a tremendous impact in the dental community on both a county level and a state level, serving as the Dental Director of the Leon County Health Department and the Dental Executive Director for the Florida Department of Health. This request is supported by The Florida Department of Health Public Health Dental Programs, The Leon County Department of Health, Florida Dental Association (FDA), Capital Medical Society We Care Foundation, Tallahassee Community College Dental Hygiene and Dental Assisting Programs (TCC), United Way of the Big Bend, Florida Dental Hygiene Association (FDHA) and American Fluoridation Society (AFS).

Dr. Edward F. Zapert was a general dentist for over 30 years who had a passion for public health and was one of the most influential advocates for the underserved children in Leon County. After graduating dental school from the University of Connecticut in 1982, he joined the U.S. Public Health Service, was assigned to the Leon County Health Department as a Senior Dentist and would later become the Dental Director for Leon County. He started with only one dental assistant and one dental hygienist at the Leon County Health Department.



When he realized there was such a huge need to serve the children in the community who would otherwise not have access to dental care, he began building a larger clinic with more operatories to see more children. In 2005, he completed construction of one of the largest Public Health Dental facilities in Florida, here in Tallahassee, which is affectionally known as The Molar Express. He also created the Molar Express train logo which is well known around the Leon County area. It currently houses five dentists, eight dental hygienists and six dental assistants.

Dr. Zapert was very active within the community and was well known for his passion for assuring every child had access to dental care in the state of Florida. He supported the expansion of the dental hygiene model for school-based sealant programs and envisioned a dental hygienist in every school in Florida. Locally, he partnered with United Way of the Big Bend in 2012 and helped found Smile United which sends dental hygienists into Title I schools to provide preventive dental care to many children at no cost to the parents. This expanding program currently includes 17 schools in Leon County and includes the use of tele-dentistry, initiated by Dr. Zapert, allowing an off-site dentist to consult on oral exams

He was a member of the American Fluoridation Society (AFS), American Dental Association, Florida Dental Association (FDA) and Northwest District Dental Association since 1999. During his membership with the FDA, Dr. Zapert worked tirelessly to increase access to community water fluoridation throughout the state, advocated for reinstating the dental student loan repayment program and was instrumental in protecting the standard of care in dentistry for all Floridians. During his time with the American Fluoridation Society (AFS), he worked closely with them to keep community water fluoridated in all Florida counties. Dr. Zapert also worked closely with the FDA Foundation. He was a speaker and presenter at the FDA Foundation's Oral Health Summit in Jacksonville, and he volunteered at the *Florida Mission of*

Mercy free dental clinic events. Dr. Zapert also helped to coordinate the Leon County Dental Association's Give Kids a Smile events at the Molar Express – a program providing free oral health services to local underserved children. He also worked closely with the Florida Dental Hygiene Association (FDHA) where he was a keynote speaker every year at the Florida Dental Hygiene Symposium. In his keynote address, Dr. Zapert shared his background and passion for providing oral health services to the underserved. He also stated his support to expand the dental hygiene model school-based sealant programs; and proudly announced that he would like to see a dental hygienist in every school in our state. FDHA worked collaboratively with Dr. Zapert and the Florida Department of Health Public Health Dental Program to support this mutual goal. This collaboration continues today.

Dr. Zapert was also courtesy faculty at the University of Florida College of Dentistry where he welcomed fourth year dental students to come to the Molar Express to participate in patient care and to learn more about public health dentistry. He was also courtesy faculty at Tallahassee Memorial Hospital Family Medicine Residency Program, and Tallahassee Community College Dental Hygiene and Dental Assisting Programs (TCC). Dr. Zapert was an avid supporter of the TCC Dental Programs. He was the longest standing member of the advisory board in which he served as President many times. In order to assist with the student's needs he helped implement the externship program for both dental hygiene and dental assisting students. Dr. Zapert helped educate and shape future dental hygiene and dental assisting students through an on-going affiliation where he welcomed them to observe and participate in patient care. He was also an advocate for the Capital Medical Society We Care Dental Network. His personal passion and efforts to improve access to dental care locally and statewide for adults was impressive. He was able to recruit local dentists in the community to volunteer their time to treat adults with dental needs pro bono. He was also a member of Leon County Dental Association, Florida Public Health Association, and the Association of State and Territorial Dental Directors.

In 2005, Florida Governor Jeb Bush appointed Dr. Zapert to serve on the Board of the State of Florida Correctional Medical Authority representing dentistry. In 2011, he co-authored an article in the *Journal of Dental Research* titled "Local Inflammatory Markers and Systemic Endotoxin in Aggressive Periodontics." In 2012, Dr. Zapert was responsible for having the first County Health Department in the Florida Department of Health to adopt all Electronic Oral Health Records. He also created the Relative Production Unit (RPU) report for all public health dental providers. This tool is used to track the production of dental providers and as a result maintain sustainable dental programs.

In 2012, Dr. Zapert took the State Executive Dental Director position for the Florida Department of Health's Public Health Dental Programs. As the State Dental Executive Director, he oversaw and provided guidance for dental programs at County Health Departments throughout the State of Florida. During this time, he continued to serve as the Dental Director for the Leon County Health Department. He spent 70% of his time at the state level and 30% of his time at the county level. This arrangement was created so that he could use his 30 plus years of experience in public health to advance other programs in the State of Florida while still providing dental care to children in Leon County, his first passion.

Dr. Edward F. Zapert was an asset to our dental community. His vision for the State of Florida was for every child to have access to dental care and he succeeded. He was a great dentist, leader, colleague, mentor and friend.

Board of County Commissioners
Leon County, Florida

Policy No. 97- 3

Title:	Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility
Date Adopted:	May 28, 2019
Effective Date:	May 28, 2019
Reference:	N/A
Policy Superseded:	Policy No. 97-3, "Naming of County Owned Facilities, Structures, Buildings, Geographical Ares or Other Property" adopted April 8, 1997; Policy No. 97-3 "Naming of County Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility" revised May 28, 2013

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 97-3, revised on May 28, 2013 is hereby further amended and a revised policy is hereby adopted in its place, to wit:

I. Procedure for Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property

The proposed names for County-owned facilities, buildings, structures, geographical areas or other property, with the exception of Park Furnishings and Trees at a County-owned park and recreation facility paid for through private donations as described herein, must be approved by the Board of County Commissioners for official designation at a regular commission meeting. Such proposed name shall be in writing and shall be accompanied by background data, a resume or fact sheet citing reasons for the nomination with respect to the criteria stated in this policy.

Areas, sections or rooms within County-owned facilities, structures, buildings, geographical areas or other property may be named differently from each other and that of the overall tract (i.e. a sports field may be named differently from the park it is located in). Proliferation of the same name for multiple locations should be avoided.

Facilities leased by Leon County may only be named if allowed for by the terms of the lease agreement. The procedure for doing so shall be the same as for naming County-owned property.

The renaming of facilities, buildings, structures, streets, geographical areas or other property that have been in existence for 30 years or more should not be considered unless there are unusual or compelling reasons, and/or a recognized public health, safety, and welfare need for the change.

II. Naming Criteria/Guidelines

To ensure that the names of County-owned facilities, buildings, structures, geographical areas or other property reflect the history, traditions, and values of Leon County, the Commission has established the following criteria.

A. Naming proposals for a person or persons may be considered provided that they are not serving in public office or a Leon County employee at the time of naming. In determining the appropriateness of naming proposals in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Local Significance: Community service directly benefiting Leon County for a period of greater than 25 years or five (5) terms in office for a former elected official. The Commission may determine a shorter period of community service is acceptable based upon the significance of the contribution to Leon County.

   Public achievements should primarily be in a particular field of endeavor that has a direct and significant relationship to the facility to be named.

2. State/National Significance: Significant, historic contributions to the State of Florida or United States.

3. Fallen Service Members and First Responders: Leon County service members and first responders killed in the line of duty.

4. Material or Financial Contributions: A person or persons who have made a significant material or financial contribution to the County to assist in acquiring or developing the land, the facility, or to some specific, identifiable part of the facility.

B. In determining the appropriateness of naming proposals that are not in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Defining geographical features of an area;

2. Natural characteristics, including the plant and animal life that is characteristic of the Leon County region or environment; and

3. Cultural or historical events of significance to the County or surrounding neighborhood.

III. Alternative Memorial Markers

When the Commission finds that it would be inappropriate to name a County area, structure, or facility in its entirety in honor of an individual, it may place a plaque or other memorial marker at an appropriate location within the area or property whereby the names of individuals may be placed in recognition of their contributions to the County.

IV. Criteria for Naming and Renaming Streets

The procedures and criteria for naming and renaming streets are as outlined in the Uniform Street Naming and Property Numbering System Ordinance, Article XI of the Land Development Code (Article XI). In Accordance with Article XI, any changes in the names of streets must be approved by the Board of County Commissioners. When evaluating street naming proposals honoring a person or persons, the Commission should take into consideration the criteria outlined in this policy in addition to the criteria provided in Article XI.

To mitigate inconvenience to property owners and confusion that may negatively impact emergency response (E-9-1-1) location, Commissioners or citizens seeking to rename a street in honor of a person or persons are encouraged to consider an Honorary Street Designation as an alternative. The procedure for obtaining an Honorary Street Designation shall be the same as that outlined in this policy.

V. Park Furnishings and Park Amenities

Individual persons and not-for-profit organizations that meet the qualification criteria identified herein ("Donors") can honor or memorialize individual persons or not-for-profit organizations that meet the criteria identified herein ("Honoree") through the sponsorship of approved park benches and other amenities ("Park Furnishings") and Trees (collectively, "Park Furnishings and Trees") for County's installation at an approved County-owned park and recreational facility, as follows:

A. The Parks and Recreation Division will provide and maintain a list and description of approved Park Furnishings and Trees available for sponsorship and approved recognition elements that will accompany the sponsored Park Furnishings and Trees ("Plaques"). General aesthetic and safety standards, anticipated maintenance requirements, architectural and natural elements applicable to a specific park or recreational facility, as well as other standards that the County deems appropriate, will be considered in the development of the list of approved Park Furnishings and Trees. Plaques will only include prescribed, allowed language from which the Donor will select at the time the Donor completes the Sponsorship Form, and the Donor's and Honoree's names.

B. The County has the right to alter the make and model of Park Furnishings and Plaques that are on the list of approved Park Furnishings and Trees, and to limit the installation of specific Park Furnishings and Trees to certain County-owned parks and recreational facilities.

C. Sponsorships are limited to only those items on the list of approved Park Furnishings and Trees. Plaques are recognition elements that accompany sponsored Park Furnishings and Trees, and Plaques may not be separately sponsored.

D. The Parks and Recreation Division will provide a Sponsorship Form that will include the cost for sponsoring the Park Furnishings and Trees that are available for sponsorship ("Sponsorship Cost") and the County-owned park and recreational facilities from which the Donor may select for installation of the sponsored Park Furnishings and Trees.

E. Sponsorship Cost will be established with the intent that the Donor pay the full cost of the Park Furnishings and Trees that the Donor is sponsoring, plus the cost the accompanying Plaque, and may include a discretionary administrative fee for coordination and installation.

F. The list of approved Park Furnishings and Treesand Sponsorship Form will be made available to the public online at the County's website and at the County's Parks and Recreation Division.

G. To qualify as a Donor, the Donor must be:

1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
2. A not-for-profit organization with a lawful address within Leon County, Florida; or
3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state, and/or national level.

H. To qualify as an Honoree, the Honoree must be:

1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
2. A not-for-profit organization with a lawful address within Leon County, Florida; or
3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state and/or national level; or
4. A person who served with honor in the armed forces of the United States of America.

I. All sponsorships must be made by a qualified Donor in recognition of a qualified Honoree as described herein. A Sponsorship Form prepared by or on the behalf of someone who does not meet the criteria to be a Donor will be denied, and a Sponsorship Form completed to request recognition of someone who does not meet the criteria to be an Honoree would be denied.

J. Unless otherwise agreed to by the County, the Honoree must agree in writing to the sponsorship, or if the Honoree is deceased, a family member of the Honoree must agree in

writing to the sponsorship. As used in this section, "family" is limited to the Honoree's son, daughter, parent, grandparent, sister, and brother.

K. The Donor must complete and submit the Sponsorship Form, along with a check made payable to Leon County in the amount of the full Sponsorship Cost, to the County as directed on the Sponsorship Form. In completing the Sponsorship Form, the Donor will: select the Park Furnishings and Trees they are sponsoring; provide requisite information for the completion of the Plaque from the prescribed, allowed language selection; select the County-owned park or recreational facility where the sponsored Park Furnishings and Trees and accompanying Plaque will be installed by the County; identify the Donor's address and contact information; identify the Honoree's address and contact information if the Honoree is alive, or the Honoree's family member's address and contact information if the Honoree is deceased; stipulate the criteria by which the Donor and Honoree qualify; and provide written agreement from the Honoree, or if the Honoree is deceased, from a member of the Honoree's family, as described hereinabove.

L. The County will purchase, install, and be the sole owner of all sponsored Park Furnishings and Trees and Plaques.

M. The County may delay planting of Trees until the County deems that the weather is appropriate to best assure the Tree's survival.

N. The Plaque will be affixed to, or installed in close proximity to, the sponsored Park Furnishings or Trees. Placement of Plaques will vary depending upon the Park Furnishings or Trees selected and location. The County will send a photo of the installed Park Furnishings and Trees and Plaque to the Donor, at the physical address or e-mail address the Donor provided on the Sponsorship Form.

O. The County is not responsible for replacing Trees that have become diseased, or for replacing Park Furnishings, Trees, or Plaques that have been damaged, stolen, or removed for reasons deemed by the County to be in the public interest.

P. Park Furnishings, Trees, and Plaques may be removed, at the discretion of the County, at the end of their safe, useful life.

Q. The County may relocate Park Furnishings, Trees, and Plaques.

The Parks and Recreation Division will notify the Donor of the County's receipt of the Sponsorship Form and whether their sponsorship request has been approved or denied.

Revised May 28, 2019

Leon County
Board of County Commissioners

Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

June 16, 2020



To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Options to Adjust the Board of County Commissioners Meeting and Public Hearing Schedule

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:

As requested at the Board's May 12, 2020 meeting, this agenda item provides options for adjusting the Board of County Commissioners Meeting and Public Hearing Schedule for Board consideration.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #3: Board direction.

Report and Discussion

Background:

On May 12, 2020, the Board directed staff to prepare an agenda item exploring options for adjusting the schedule of Board of County Commissioners meetings and public hearings. During the meeting, Commissioners expressed a desire to consider holding regular business meetings earlier in the day with public hearings beginning in the evening.

As provided in Policy No. 18-2, "Meeting Dates for Board of County Commissioners" (Attachment #1), the Board annually adopts a meeting calendar at the beginning of each fiscal year. Consistent with the policy, regular Commission meetings are generally scheduled on the second and fourth Tuesday of each month, excluding holidays or other conflicts as determined by the Board. Commission meetings are scheduled to begin at 3:00 p.m., beginning with awards and presentations followed by the Consent and General Business portions of the agenda. Pursuant to Board Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" (Attachment #2), public hearings are noticed beginning at 6:00 p.m., to be followed by any remaining items on the regular meeting agenda. Workshops are typically scheduled on the same day as regular Commission meetings and may take place between 9:00 a.m. and 3:00 p.m.

It should be noted, that under the current Governor's Executive Order not requiring a physical quorum of the Board, the Board is meeting in a virtual environment and has approved conducting public hearings at 3:00 p.m. in order to mitigate the need to reconvene the virtual meeting. The Governor's Executive Order allowing for the virtual meetings expires at the end of June and it is unknown at this time if it will be extended further.

The Analysis section below presents a discussion of other Florida counties' Board meeting schedules as well as the schedule for Tallahassee City Commission and Leon County School Board meetings. Following this, the item provides proposed alternative schedules for Leon County Commission meetings for the Board's consideration.

Analysis:

As the formats for County Commission meeting and public hearing schedules are not statutorily prescribed, meeting dates, times, and locations are determined and subject to change at the discretion of the Board. Given this discretion, staff found meeting schedules vary widely among other counties across the state. In preparing this agenda item, staff reviewed all 67 Florida counties' meeting schedules for comparative purposes (Attachment #3). Following is a summary of this review:

- Number of regular meetings per month:
    - 54 counties host two meetings per month
    - 5 counties host one meeting per month
    - 4 counties host three meetings per month
    - 4 counties hold four meetings per month

- Regular meeting start times:
  - 32 counties host meetings in the morning (between 8:30 AM – 10 AM)
  - 4 counties host meetings in the afternoon (between 1:00 – 4:00 PM)
  - 12 counties host meetings in the early evening (between 5:00-7:00 PM)
  - 19 counties have alternating start times
- Public hearings:
  - 45 counties hold public hearings as part of their regular meeting agenda
  - 22 counties hold public hearings at a standard designated time
  - 5 counties host regular commission meetings in the morning and hold public hearings separately in the afternoon/early evening
  - 5 counties hold public hearings after 6:00 p.m.

To further summarize the survey findings, the following table provides a comparison of the Board's current meeting schedule with other like-sized counties across the state (Alachua, Escambia, Lake, Osceola, St. Johns, and St. Lucie Counties).

Table #1: Like-Size County Comparison of Regular Meeting and Public Hearing Schedules

County	Regular Meetings	Public Hearings
Leon	2nd & 4th Tuesday at 3:00 PM	Public hearings at 6:00 PM
Alachua	2nd & 4th Tuesday at 9:00 AM	Public hearings at 5:00 PM
Escambia	1st & 3rd Thursday at 5:30 PM; 2nd Thursday at 9:00 AM	Public hearings at beginning of regular meetings
Lake	2nd & 4th Tuesday at 9:00 AM	Public hearings at beginning of regular meetings
Marion	1st & 3rd Tuesday @ 9:00 AM	Public Hearings @ 10:00 AM
Osceola	1st & 2nd Monday at 1:30 PM; 3rd Monday at 5:30 PM	Public hearings at beginning of regular meetings
St. Johns	1st & 3rd Tuesday at 9:00 AM	Public hearings at beginning of regular meetings
St. Lucie	1st Tuesday at 6:00 PM; 3rd Tuesday at 9:00 AM	Public Hearings at beginning of regular meetings on 1st Tuesday of the month at 6:00 PM

As reflected in Table #1, three of the like-sized counties (Escambia, Osceola, St. Lucie) have alternating start times for regular commission meetings hosted throughout the month and the other four like-sized counties (Alachua, Lake, Marion, St. Johns) conduct regular commission meetings at 9:00 a.m. Five out of seven of the like-size counties conduct public hearings at the beginning of regular meetings while Alachua and Marion County have standard time designation (5:00 p.m. and 10:00 a.m., respectively) for public hearings. St. Lucie County schedules public hearings to be held on only one of the regular meeting days of the month.

In addition, staff reviewed the meeting schedules for the City of Tallahassee Commission and Leon County School Board. The City Commission hosts regular meetings on the second and fourth Wednesdays of each month. City Commission meetings begin at 4:00 p.m., with a dinner break at 5:00 p.m., followed by public hearings at 6:00 p.m. City Commission workshops are held on various Wednesday beginning at 1:00 p.m. The Leon County School Board hosts regular meetings on the second and fourth Tuesdays of each month at 6:00 p.m. The School Board holds public hearings during regular meetings and workshops on the second and fourth Monday of the month at 3:00 p.m.

Proposed Alternative Meeting and Public Hearing Schedule

Should the Board wish to modify the current regular meeting and public hearing schedule, following are proposed alternative schedules for the Board's consideration.

Alternative #1: Morning Regular Meetings Twice per Month; Evening Public Hearings Same Day

First, as specifically noted during the May 12, 2020 meeting, the Board may wish to consider modifying the current schedule to allow regular business to be conducted earlier in the day followed by public hearings scheduled in the evening. This option would be similar to Alachua County's current meeting schedule by holding regular meetings at 9:00 a.m. and holding public hearings separately at 6:00 p.m. As indicated above, there are 32 Florida counties that hold regular Commission meetings beginning in the morning. Under this option, workshops would continue to be scheduled on the 2nd and 4th Tuesday to be held following regular meetings at 1:00 p.m. The chart below illustrates this proposed alternative meeting schedule for the Board's consideration:

Regular Meetings	2nd and 4th Tuesday at 9:00 a.m.
Workshops	2nd and/or 4th Tuesday at 1:00 p.m.
Public Hearings	2nd and 4th Tuesday at 6:00 p.m.

Alternative #2: Morning Regular Meetings; Alternating Days for Workshops & Public Hearings

Alternatively, the Board may wish to continue to conduct regular meetings on the 2nd and 4th Tuesday with alternating dates for holding workshops and public hearings. This option would be similar to St. Lucie County's current meeting schedule by scheduling public hearings to be held once per month on the same day as one of the Board's regular meeting days. Under this option, regular meetings would also be held on the 2nd and 4th Tuesday at 9:00 a.m. with workshops

scheduled to be held at 1:00 p.m. on the 2nd Tuesday and public hearings scheduled to be held at 6:00 p.m. on the 4th Tuesday. The chart below illustrates this proposed alternative:

Regular Meetings	2nd and 4th Tuesday at 9:00 a.m.
Workshops	2nd Tuesday at 1:00 p.m.
Public Hearings	4th Tuesday at 6:00 p.m.

Alternative #3: Morning Regular Meetings Once per Month; Evening Public Hearings Same Day

As indicated above, there are five Florida counties that currently hold only one regular Commission meeting per month. All five of these counties hold public hearings on the same day as the Commission meeting. Should the Board wish to consider a similar meeting schedule, regular Commission meetings could be held on the 2nd Tuesday of the month at 9:00 a.m. with public hearings at 6:00 p.m. on the same day. Under this option, workshops would be scheduled to take place on the 4th Tuesday at 1:00 p.m.

To determine the feasibility of a potential reduction in the number of regularly scheduled Board meetings held each month, staff reviewed the agenda outlines of Board meetings held over the past two years (2018-2019). This review included an analysis of the annual number of regular Commission meetings conducted, the number of public hearings conducted annually by meeting, and the length of meetings. A detailed comparison is included as Attachment #4 to this agenda item. In general, the number of Consent and General Business agenda items rose slightly while the number and average duration of regular Commission meetings and the number of public hearings declined. On average, the Board conducted one meeting per month in both years. In 2018, there were three months during the year in which two meetings were held. In 2019, there were two months with two meetings. The following table summarizes the comparison of Board meetings from 2018 to 2019:

	2018	**2019**
Number of Regular Meetings Initially Scheduled	16	15
Number of Meetings Cancelled	2	2
Number of Regular Meetings Held	14	13
Number of Consent Items (average per meeting)	176 (12.6)	198 (15.2)
Number of General Business Items (average per meeting)	77 (5.5)	83 (6.4)
Number of Public Hearings (average per meeting)	39 (2.8)	29 (2.2)
Average Meeting Duration	4 hours, 20 minutes	4 hours

There are several factors that have contributed to the reduction in the number of Commission meetings and their average duration. First, with the creation of the joint Office of Economic Vitality (OEV), the Blueprint Intergovernmental Agency (IA) now considers the majority of agenda items regarding economic development activity. In addition, the IA addresses significant infrastructure projects and associated issues including providing policy direction on infrastructure planning, awarding contracts, accepting status reports, and other items related to these issues. Consequently, while the number of agenda items on County Commission meeting agendas have decreased, the number of items at IA meetings continues to increase. In addition, the State of Florida has also revised the process for amending local government comprehensive plans, which has in effect reduced when and how frequently the Board must meet to consider agenda items and conduct public hearings. Specifically, the State no longer limits when a County can submit amendments and now distinguishes between large- and small-scale amendments, the latter of which requires only one public hearing.

Should the Board wish to consider holding one regular Commission meeting per month with public hearings conducted on the same day, the chart below illustrates this proposed alternative:

Regular Meetings	2nd Tuesday at 9:00 a.m.
Workshops	4th Tuesday at 1:00 p.m.
Public Hearings	2nd Tuesday at 6:00 p.m.

Alternative #4: Morning Regular Meetings Once Per Month; Evening Public Hearings on Separate Day

Finally, the Board may wish to consider designating one meeting per month for regular business and one separate meeting per month specifically for public hearings on alternating days. Under this option, the Board may wish to conduct workshops on the same day as either the regular Commission meeting or the day public hearings are conducted. The chart below illustrates this proposed alternative meeting schedule:

Regular Meetings	2nd Tuesday at 9:00 a.m.
Workshops	2nd and/or 4th Tuesday at 1:00 p.m.
Public Hearings	4th Tuesday at 6:00 p.m.

In conclusion, the scheduling of County Commission meeting and public hearings is not statutorily prescribed, and counties throughout the state have adopted a wide variety of meeting schedules. As such, the Board has the full discretion to hold meetings, public hearings, and workshops at any time of its choosing. Based on the comparative analysis included in Attachment #3, this item identifies several potential alternative meeting schedules for the Board's consideration. Any of the alternatives presented in this item can be implemented within existing resources and without requiring any significant staffing changes.

While Commission meetings remain an important way that citizens can interact with Leon County, it is certainly no longer the predominant way that people access information about, become aware of, and engage with their local government. Through the variety of digital technologies that are available today, the manner and frequency by which people can interact with local government has greatly changed. Meetings and agenda materials are all available live through the County's website, social media platforms, and on local television; news and information are regularly distributed to the public via several different electronic platforms; and citizens can directly access and request many of the County's services online.

All four of the alternative scheduled presented in this item contemplate holding regular Commission meetings beginning in the morning, following the direction provided by the Board at the May 12 meeting. Beyond this, Alternatives #1 and #2 reflect continuing to hold regular Commission meetings on both the 2nd and 4th Tuesdays of each month; however, under Alternative #2, public hearings would be held only once per month. Alternatives #3 and #4 both contemplate reducing the number of regular Commission meetings to once per month. Under Alternative #3, public hearings would be conducted on the same day as the regular Commission meeting, and under Alternative #4, public hearings would be conducted on a separate day.

Should the Board wish to revise the meeting schedule to reflect any of the alternatives detailed in this item and in the options below, staff will publish a revised Public Notice of the Board's 2020 Tentative Meeting Schedule.

(remainder of page intentionally blank)

Options:

1. Continue the current schedule of holding Commission meetings on the 2nd and 4th Tuesdays of the month at 3:00 p.m. with public hearings at 6:00 p.m., with workshops on either the 2nd or 4th Tuesday between 9:00 a.m. and 3:00 p.m.
2. Adopt revisions to the Board's 2020 Meeting and Public Hearing Schedule to reflect one of the following options:
    a. *Alternative #1: Morning Regular Meetings Twice per Month; Evening Public Hearings Same Day*
    Regular Meetings: 2nd and 4th Tuesday at 9:00 a.m.
    Workshops: 2nd and/or 4th Tuesday at 1:00 p.m.
    Public Hearings: 2nd and 4th Tuesday at 6:00 p.m.

    b. *Alternative #2: Morning Regular Meetings; Alternating Days for Public Hearings*
    Regular Meetings: 2nd and 4th Tuesday at 9:00 a.m.
    Workshops: 2nd Tuesday at 1:00 p.m.
    Public Hearings: 4th Tuesday at 6:00 p.m.

    c. *Alternative #3: Morning Regular Meetings Once per Month; Evening Public Hearings Same Day*
    Regular Meetings: 2nd Tuesday at 9:00 a.m.
    Workshops: 4th Tuesday at 1:00 p.m.
    Public Hearings: 2nd Tuesday at 6:00 p.m.

    d. *Alternative #4: Morning Regular Meetings Once Per Month; Evening Public Hearings on Separate Day*
    Regular Meetings: 2nd Tuesday at 9:00 a.m.
    Workshops: 2nd and/or 4th Tuesday at 1:00 p.m.
    Public Hearings: 4th Tuesday at 6:00 p.m.
3. Board direction.

Recommendation:

Option #3

Attachments:

1. Policy No. 18-2, "Meeting Dates for Board of County Commissioners"
2. Board Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners
3. Comparison of Florida County Commission Meeting Schedules
4. Board Meeting Schedule Comparison by Year (2018 & 2019)

1.05

Board of County Commissioners
Leon County, Florida

Policy No. 18-2

Title:	Meeting Dates for Board of County Commissioners
Date Adopted	October 23, 2018
Effective Date	October 23, 2018
Reference	N/A
Policy Superseded:	**Policy No. 69-2**, "Meeting Dates for Board of County Commissioners," adopted 3/11/69; **Policy No. 93-12**, "Meeting Dates for Board of County Commissioners," adopted 1/12/93; **Policy No. 03-09**, "Meeting Dates for Board of County Commissioners," adopted May 27,2003, revised January 25, 2005; revised November 18, 2008; revised March 26, 2009

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 03-9, "Meeting Dates for Board of County Commissioners" revised March 26, 2009 is hereby repealed and superseded, and a new policy hereby adopted, to wit:

The Board shall annually adopt a meeting calendar that will generally schedule regular commission meetings on the 2nd and 4th Tuesday of the month, excluding holidays or other conflicts as determined by the Board. If there is not sufficient or timely business to come before the Board for any previously scheduled meeting, the County Administrator may recommend for the Chairman to cancel or reschedule a meeting.

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

Board of County Commissioners
Leon County, Florida

Policy No. 01-05

Title:	Rules of Procedure for Meetings of the Leon County Board of County Commissioners
Date Adopted:	March 13, 2012
Effective Date:	March 13, 2012
Reference:	Robert's Rules of Order Revised
Policy Superseded:	Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised December 8, 2009; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised January 9, 2007; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised March 28, 2006; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised December 14, 2004; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised September 17, 2002; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised January 13, 2004; Policy No. 92-11, "Citizen Inquiry Processing," adopted September 8, 1992

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a revised Policy No. 01-05 is hereby adopted. It is the policy of the Leon County Board of County Commissioners that these Rules of Procedure shall govern all official meetings of the Board of County Commissioners. The members of the Board, County Administrator, County Attorney, staff, and the public shall adhere to these rules, to wit:

I. Governing Rules.

Except as may be provided by these rules or by law, questions of order, the methods of organization and the conduct of business of the Board shall be governed by *Robert's Rules of Order Revised* in all cases in which they are applicable.

II. Open to the Public.

A. Meetings Open to Public. All meetings of the Leon County Board of County Commissioners shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.

B. Exempt Meetings. The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), F.S., meetings regarding risk management claims, Section 768.28(15), F.S., and litigation meetings pursuant to Section 286.011(8) F.S. The Board shall follow all statutory requirements for exempt meetings.

C. Seating Capacity. Due to the need to comply with seating capacity requirements of the Fire Code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited.

D. Accessibility. All meetings of the Commission will be conducted in a publicly accessible building.

E. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in County Commission meeting rooms. Other signs, placards, banners, shall not disrupt meetings or interfere with others' visual rights.

III. Quorum.

A. Quorum. A majority of the entire Board shall constitute a quorum. No ordinance, resolution, policy, or motion shall be adopted by the Board without the affirmative vote of the majority of the members present or, if required by the Florida Statutes, an extraordinary majority vote of the members present.

B. Remaining in Chambers. During a Board meeting, Commissioners should remain in the Chambers at all times unless an emergency or illness should occur. Commissioners present in the meeting should not absent themselves for a particular item.

C. Participation by Absent Commissioner: Upon the determination by a majority of the Board of County Commissioners present in the Commission Chambers and voting, that extraordinary circumstances exist to justify the absence of any County Commissioner from said meeting, and assuming a quorum of the Board of County Commissioners is otherwise present, the Board may allow the participation of the physically absent County Commissioner. The physically absent Commissioner may not vote on any motion authorizing such participation. The physically absent Count Commissioner must take all steps necessary to provide an interactive communication between the County Commission meeting location and the location of the physically absent County Commissioner, and at a minimum must provide interactive voice communication, but should also endeavor to provide interactive video communication whenever possible. In instances in which the physically absent County Commissioner participates in the meeting, this Commissioner shall also be allowed to cast his/her vote, but only to the extent that the physically active County Commissioner's vote does not break a tie vote of those Commissioner present in Commissioner Chambers and voting. The decision of the Board of County Commissioners shall take place before the subject meeting, preferably at a prior meeting, and shall be based upon the facts and circumstances of each such request.

D. Conflict of Interest. Any member of the Commission who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, Florida Statutes, and decides to refrain from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.

E. Loss of Quorum. In the event that a Commissioner is required to depart a Board meeting prior to adjournment, and the departure causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.

F. No Quorum. Should no quorum attend within 30 minutes after the hour appointed for the meeting of the Commission, or upon a meeting having commenced with a quorum, which quorum shall have been lost, the Chair or the Vice Chair, or in their absence, another Commissioner, in order of seniority, shall adjourn the meeting. The names of the members present and their action at such meeting shall be recorded in the minutes by the Clerk.

IV. Presiding Officer.

A. Chairman. The Presiding Officer is the Chairman of the Leon County Board of County Commissioners. The Chairman presides at all meetings of the Board. The Chairman's responsibilities shall include, but not be solely limited to:

1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.

2. Announce the business to come before the Board, in accordance with the prescribed order of business.

3. Recognize all Commissioners, the County Administrator, and the County Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Chairman and restated by him or her, and he or she declares all votes. The Chairman shall repeat every motion and state every question coming before the Commission, and announce the decision of the Commission on all matters coming before it.

4. Preserve decorum and order, and in case of disturbance or disorderly conduct in the Commission Chambers, may cause the same to be cleared or cause any disruptive individual to be removed.

5. Call to order any member of the Board who violates any of these procedures and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.

6. Expedite business in every way compatible with the rights of the members.

7. Remain objective. For the Chairman to make a motion, the gavel must be relinquished. Based upon these Rules & Procedures, the gavel shall be relinquished in the following order:

   (a) to the Vice Chair;
   (b) to other Commissioners based upon seniority.

   The "Rule Against Chair's Participation in Debate" states that the presiding officer who relinquishes the chair should not return to it until the pending main question has been disposed of, since he or she has shown himself or herself to be partisan as far as that particular matter is concerned.

8. Declare the meeting adjourned when the Board so votes, or at any time in the event of an emergency affecting the safety of those present.

B. Vice Chairman. In the absence of the Chairman or in the event of the Chairman's inability to serve by reason of illness or accident, the Vice Chairman shall perform the duties and functions of the Chairman until the Chairman's return to the County or recovery and resumption of duty.

V. Order of Business.

A. Official Agenda. There shall be an official agenda for every meeting of the Commission, which shall determine the order of business conducted at the meeting. All proceedings and the order of business at all meetings of the Commission shall be conducted in accordance with the official agenda.

B. Agenda Form; Availability; Support Information. The agenda shall be prepared by the County Administrator in appropriate form approved by the Commission. The County Administrator shall make available to the Commissioners a copy of the agenda before the meeting. All support information for agenda items shall be available no later than the morning of the business day before the regular meeting. If the support information is not available, the agenda item shall be removed from the agenda and considered at a later meeting.

C. Agenda Format for Regular Meeting. The agenda format for a regular Commission meeting shall be in substantially the form as set forth below:

1. Call to Order, Invocation and Pledge of Allegiance
2. Awards and Presentations
3. Consent
4. Citizens to be Heard on Non-Agendaed Items (3-minute limit; non-discussion by Commission)
5. General Business
6. Scheduled Public Hearings, 6:00 p.m.
7. County Attorney
8. County Administrator
9. Citizens to be Heard on Non-Agendaed Items
10. Discussion Items by Commissioners
11. Adjourn

D. Invocation procedures. The following procedures are not intended, and shall not be implemented or construed in any way, to affiliate the Board with, nor express the Board's preference for, any particular faith or religious denomination, and shall be utilized for the scheduling and offering of invocations at Board meetings.

1. The County Administrator, or designee, shall compile a list of religious congregations and assemblies in Leon County. The list shall be compiled from information reasonably available from a variety of sources, such as the telephone book, Internet, and the local chamber of commerce. The list should be updated on an annual basis.

2. Each Commissioner, on a rotational basis, shall offer the invocation or extend an invitation either to a leader of a religious congregation or assembly on the list or otherwise choose a person to offer the invocation, making every reasonable effort to ensure that individuals from a variety of faiths and beliefs are scheduled.

3. Should the individual scheduled to offer the invocation not be present at the meeting, the invocation may be offered pursuant to the Chairman's invitation.

4. The invocation should be limited to not more than 3 minutes.

5. Invocations shall be nonsectarian and shall avoid advancing one faith or belief.

6. Participation in the invocation by persons in attendance at Board meetings is voluntary.

E. Consent Agenda. On the portion of the agenda designated as "Consent," all items contained therein may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past Board direction or policy. However, any Commissioner, the County Administrator, or the County Attorney may withdraw an item from the consent agenda, provided that such request is made in writing 24 hours (excluding holidays) before the subject meeting, and it shall then be voted on individually.

F. Citizens to be Heard on Non-Agendaed Items (first). On the portion of the agenda designated as the first "Citizens to be Heard on Non-Agendaed Items" (3-minute limit; non-discussion by Commission), there shall be no debate and no action by the Commission.

G. General Business. General business items are items of a general nature that require Board direction or pertain to Board policy.

H. Scheduled Public Hearings, 6:00 p.m. Prior to placing a matter on the agenda that requires a public hearing, the consent of the Commission is required pursuant to Section V, Subsection K (Placing Items on Agenda) of this policy. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular Board meetings, public hearings shall be heard at 6:00 p.m., or as soon thereafter as is possible. This time designation is intended to indicate that an item will not be addressed prior to the listed time. Individual speakers are encouraged to adhere to a three (3) minute time limit when speaking on issues scheduled for public hearing. The Chairman has the discretion to either extend or reduce time limits, based on the number of speakers.

I. Citizens to be Heard on Non-Agendaed Items (second). On the portion of the agenda designated near the end of the meeting as the "Citizens to be Heard on Non-Agendaed Items" (3-minute limit), there may be debate by the Commission, but the Commission shall take no policy action except to agenda the topic for a later date or by a unanimous vote of the Board.

J. Discussion Items by Commissioners. On the portion of the agenda designated at "Discussion Items by Commissioners," no assignments shall be given to the County Administrator or County Attorney without the express approval of the majority of the Board. The Board shall take no policy action without an agenda item unless such is accomplished through a unanimous vote of the Board. The remarks of each commissioner during his or her "discussions items" time shall be limited to no more than three (3) minutes, unless the Chairman extends the time.

K. Departure from Order of Business. Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the members of the Commission present at the meeting.

L. Placing Items on Agenda. With the consent of the Commission as a whole, matters may be placed on the agenda by any member of the Commission, the Administrator, or the County Attorney. When a Commissioner wishes to place a matter on the agenda, the Commissioner shall raise the matter at a regular Commission meeting, and seek the Commission's consent for inclusion of the matter on the next available regular agenda. A Commissioner may not unilaterally add a matter to an agenda without the Commission's prior approval.

Prior to placing a matter on the agenda that requires a public hearing, the consent of the Commission is required. A request to schedule the public hearing shall be placed on the Consent Agenda for consideration by the Commission. Upon the Commission's approval of the request to schedule a public hearing, the public hearing shall then be scheduled for inclusion on the next available regular agenda. In addition, the Commission may direct the scheduling of a matter that requires a public hearing by a majority vote. This rule of procedure does not apply to zoning and site and development plan approvals, which are placed on the agenda by staff pursuant to County Code and general law.

M. Additions, Deletions, or Corrections to Agenda. Deletions or corrections to the agenda may be considered by the Commission and adopted by the passage of a single motion. Non-agenda matters shall be confined to items that are informational only.

"Add On" agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the Commission only in exigent circumstances, for issues that are time critical or cost sensitive to the County. For such matters, the Chairman, County Administrator and County Attorney should be consulted in advance of the meeting to approve of the "Add On" agenda item. If the "Add On" agenda is approved, the Agenda Coordinator should modify and reprint the agenda table of contents for redistribution to all persons who receive the initial agendas. Furthermore, the County's web site should be updated to reflect the new agenda. For matters of extreme emergency, a special meeting of the Commission may be called by the Chairman upon adequate notice being provided under Section 286.011, Florida Statutes.

N. Announcing Agenda Items. The Chairman shall announce each item on the agenda. The County Administrator or County Attorney shall then present the item to the Board.

VI. Parliamentarian.

The County Attorney shall act as parliamentarian and shall advise and assist the Chairman in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Robert's Rules of Order Revised* on all rulings.

VII. Rules of Debate.

A. Decorum.

1. Every Commissioner desiring to speak should address the Chairman, and upon said recognition by the Chairman, should confine discussion to the question under debate, avoiding all personalities and indecorous language.

2. Commissioners shall refrain from: attacking a member's motives; speaking adversely on a prior motion not pending; speaking while the Chairman or other Board members are speaking; speaking against their own motions; and disturbing the Board.

3. A member once recognized should not be interrupted when speaking unless said member is being called to order. The member should then cease speaking until the question of order is determined, without debate, by the Chairman. If in order, said member shall be at liberty to proceed.

4. A member shall be deemed to have yielded the floor when he or she has finished speaking. A member may claim the floor only when recognized by the Chairman.

B. Motions.

1. A motion and a second to the motion is to precede any action on an agenda matter unless there are speakers to be heard on the agenda matter.

2. All motions shall be made and seconded before debate.

3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to: adjourn, to lay on the table, to postpone, to substitute, or to amend until the question is decided. These motions shall have preference in the order in which they are mentioned.

4. Any Commissioner may move to close debate and call the question on the motion being considered which shall be nondebatable. A successful vote on the motion to close debate will end discussion of the item. The Commissioner moving the adoption of an ordinance, resolution or motion shall have the privilege of closing the debate.

5. If the Chairman wishes to put forth a motion, he or she shall relinquish the Chair to the Vice Chairman until the main motion, on which he or she spoke, has been disposed. The Chairman may second any main motion made by another Commissioner.

6. The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to call the question.

C. Motions to Amend. An amendment to a motion must be germane, that is, it must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A Commissioner may amend the main motion in either of the following two ways:

1. By Consent of the Members. The Chairman, or another Commissioner through the Chairman, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.

2. Formal Amendment. An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If it fails, the motion shall be the motion as it was before the amendment was presented.

VIII. Voting.

A. Voice Vote. Unless otherwise directed by the Chairman, all votes shall be taken by voice.

B. Tabulating the Vote. The Chairman shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any Commissioner prior to voting, and each Commissioner shall vote "aye" or "nay."

C. Voting. Every member who was in the Commission Chambers when the question was put must give his or her vote, unless the member has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes. If any Commissioner declines to vote "aye" or "nay" by voice, his or her silence shall be counted as an "aye" vote.

D. Absent for Vote; Changing Vote. Any Commissioner momentarily absent for a vote on a particular item may record his or her vote, and any Commissioner may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the Commissioners who voted thereon.

E. Voting Conflict. No Commissioner shall vote on a matter when the Commissioner has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, Florida Statutes. A Commissioner abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. Within fifteen (15) days following that Commission meeting, the Commissioner shall file with the Clerk a Form 8B "Memorandum of Voting Conflict" which describes the nature of the interest in the matter. Form 8B shall be received by the Clerk and incorporated into the meeting minutes as an exhibit.

F. Majority Vote; Extraordinary Majority Vote; Tie Vote. The passage of any motion, policy, ordinance or resolution shall require the affirmative vote of at least the majority of the members of the Commission who are present and eligible to vote. If an extraordinary majority vote is required by the Florida Statutes, this shall require the affirmative vote of an extraordinary majority of the members of the Commission who are present and eligible to vote. In the case of a tie in votes on any proposal, the proposal fails.

IX. Citizen Input: Addressing the Board of County Commissioners.

A. Citizen Input. The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encourage citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner.

B. Non-Agendaed Inquiries.

1. At regularly scheduled County Commission meetings, the Board provides two comment periods for citizens to speak on non-agendaed items. These public comment periods are denoted on the agenda as "Citizens to be Heard on Non-Agendaed Items." The remarks of each speaker at the initial comment period shall be limited to no more than three (3) minutes, unless the Chairman extends the time.

Any citizen who did not speak during the first citizen comment period shall have the opportunity to speak during the second comment period. The remarks of each speaker at the second comment period shall be limited to no more than three (3) minutes. The Chairman has the discretion to either extend or reduce time limits, based on the number of speakers.

2. Any citizens who have non-agendaed inquiries at regularly scheduled County Commission meetings will be directed to prepare a Citizen Inquiry Form to gain all the necessary information.

3. The matter will then be addressed by staff in the ensuing days, and the County Administrator or County Attorney shall report back to the Board of County Commissioners by written memorandum.

4. If the inquiry is unable to be addressed or resolved by staff, an appropriate agenda item will be prepared by the County Administrator or County Attorney if a change in policy, procedures, or ordinances is required and recommended by staff in order to address the general subject matter of the inquiry.

5. This procedure shall not be used if "appeal" mechanisms already exist to address the inquiry.

C. Citizen Input on a Matter Pending Before the Commission. Each person who addresses the Commission on an agenda item pending before the Commission shall complete a citizen's input card and submit the card to the receptionist or to the Chairman. The remarks of each speaker shall be limited to no more than three (3) minutes. The Chairman has the discretion to either extend or reduce the time limits, based on the number of speakers.

D. Public Input at Workshops. Citizen input at Commission Workshops is not permitted unless an individual is called upon by the Chairman. In such case, each person who addresses the Commission shall complete a citizen's input card and submit the card to the receptionist or to the Chairman. The remarks of each speaker shall be limited to no more than three (3) minutes. The Chairman has the discretion to either extend or reduce the time limits, based on the number of speakers. The Commission itself may also vote to allow public input on a particular matter.

E. Addressing the Commission.

1. When the person's name is called, the person shall step up to the speaker's lectern and shall give the following information in an audible tone of voice for the minutes:
   (a) name;
   (b) place of residence or business address;
   (c) if requested by the Chairman, the person may be required to state whether the person speaks for a group of persons or a third party, if the person represents an organization, whether the view expressed by the person represents an established policy or position approved by the organization, and whether the person is being compensated by the organization.

2. All remarks shall be addressed to the Commission as a body and not to any member thereof.

3. No person, other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Chairman. No question may be asked except through the Chairman.

4. Speakers should make their comments concise and to the point, and present any data or evidence they wish the Commission to consider. No person may speak more than once on the same subject unless specifically granted permission by the Chairman.

F. Decorum.

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the Commission, or disturb any person having the floor. No person shall refuse to obey the orders of the Chairman or the Commission. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Commission shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chairman and given the opportunity to conclude remarks on the subject in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chairman, unless permission to continue or again address the Commission is granted by the majority of the Commission members present.

2. If the Chairman or the Commission declares an individual out of order, he or she will be requested to relinquish the podium. If the person does not do so, he or she is subject to removal from the Commission Chambers or other meeting room and may be arrested by the Sheriff subject to Section 810.08(1), Florida Statutes.

3. Any person who becomes disruptive or interferes with the orderly business of the Commission may be removed from the Commission Chambers or other meeting room for the remainder of the meeting.

X. Adjournment.

No meeting should be permitted to continue beyond 11:00 P.M. without the approval of a majority of the Commission. A new time limit must be established before taking a Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by Commission vote prior to 11:00 P.M., the items not acted on are to be continued to 9:00 a.m. on the following day, unless state law requires hearing at a different time, or unless the Commission, by a majority vote of members present, determines otherwise.

Board Meeting and Public Hearing Schedules County Comparison

County	Regular Meeting	Public Hearing
Alachua	2nd & 4th Tuesday @ 9:00 AM	2nd & 4th Tuesday @ 5:00 PM
Baker	1st & 3rd Tuesday @ 5:00 PM	Public Hearings @ 6:00 PM
Bay	1st & 3rd Tuesday @ 9:00 AM	During regular meeting; Following regular agenda
Bradford	1st Monday @ 9:30 AM; 3rd Thursday @ 6:30 PM	Beginning of regular meetings
Brevard	2nd Tuesday @ 5:00 PM; 4th Tuesday @ 9:00 AM	During regular meetings; Following consent agenda
Broward	Tuesdays @ 10:00 AM	During regular meetings; Following consent agenda
Calhoun	2nd & 4th Tuesday @ 5:00 PM	During regular meetings as general business
Charlotte	2nd & 4th Tuesday @ 9:00 AM	During regular Meetings @ 10:00 AM; Budget PH @ 5:01 PM
Citrus	2nd & 4th Tuesday @ 1:00 PM	During regular meetings (misc.); "5:01 PM Public Hearings"
Clay	2nd & 4th Tuesday @ 2:00 PM	During regular meetings; "Time Certain" (4:00-5:00 PM)
Collier	2nd & 4th Tuesday @ 9:00 AM	During regular meetings; Following presentations/awards
Columbia	1st & 3rd Thursday @ 5:30 PM	Beginning of regular meetings
DeSoto	2nd Tuesday @ 9:00 AM; 4th Tuesday @ 3:00 PM	Public Hearings @ 6:30 PM
Dixie	1st Thursday @ 10:00 AM & 3rd Thursday @ 6:00 PM	During regular meetings; Following consent agenda
Duval	2nd & 4th Tuesday @ 5:00 PM	During regular meetings; Following consent agenda
Escambia	1st & 3rd Thursday @ 5:30 PM; 2nd Thursday @ 9:00 AM	Beginning of regular meetings
Flagler	1st Monday @ 9:00 AM; 3rd Monday @ 5:00 PM	Heard after 9:30 AM; 5:30 PM
Franklin	1st & 3rd Tuesday @ 9:00 AM	Public Hearings @ 10:30 AM
Gadsden	1st & 3rd Tuesday @ 6:00 PM	During regular meetings; Following consent agenda
Gilchrist	1st & 3rd Monday @ 4:00 PM	During regular meetings; "Time Certain"
Glades	2nd Tuesday @ 9:00 AM; 4th Monday @ 6:00 PM	During regular meetings; Following presentations/awards
Gulf	4th Tuesday @ 9:00 AM	During regular meetings; Following general business
Hamilton	1st Tuesday @ 9:00 AM; 3rd Tuesday @ 6:00 PM	During regular meetings; Following consent agenda
Hardee	1st Thursday & 2nd Thursday @ 8:30 AM	During regular meetings; Following consent agenda; Budget PH after 6:00 PM
Hendry	2nd & 4th Tuesday @ 5:00 PM	During regular meetings; Following presentations/awards
Hernando	2nd & 4th Tuesday @ 9:00 AM	During regular meetings; Following consent agenda
Highlands	1st & 3rd Tuesday @ 9:00 AM	During regular meetings; Following consent agenda
Hillsborough	1st & 3rd Wednesday @ 9:00 AM	During regular meetings; "Time Certain" following consent agenda
Holmes	2nd Tuesday @ 9:00 AM; Last Tuesday @ 6:00 PM	During regular meetings as general business
Indian River	Tuesdays @ 9:00 AM - Excluding last Tues./month	During regular meetings; Following consent agenda
Jackson	2nd Tuesday @ 9:00 AM; 4th Tuesday @ 6:00 PM	During regular meetings; Following general business
Jefferson	1st & 3rd Thursday @ 6:00 PM	Beginning of regular meetings
Lafayette	2nd Monday @ 9:00 AM; 4th Monday @ 5:30 PM	Beginning of regular meetings
Lake	2nd & 4th Tuesday @ 9:00 AM	During regular meetings; Following consent agenda
Lee	1st & 3rd Tuesday @ 9:30 AM	During regular meetings; Following consent agenda
Leon	2nd & 4th Tuesday @ 3:00 PM	Public Hearings @ 6:00 PM
Levy	1st Tuesday following 1st Monday/month & 3rd Tuesday @ 9:00 AM	During regular meetings; Following consent agenda
Liberty	1st Thursday following 1st Monday/month @ 6:00 PM	Public Hearings @ 5:30 PM
Madison	2nd Wednesday @ 9:00 AM; 4th Wednesday @ 6:00 PM	During regular meetings as general business
Manatee	Tuesday @ 9:00 AM (including Work Sessions)	During regular meetings; Following consent agenda
Marion	1st & 3rd Tuesday @ 9:00 AM	Public Hearings @ 10:00 AM
Martin	Tuesdays @ 9:00 AM	During regular meetings; Following consent agenda
Miami-Dade	1st & 3rd Tuesday @ 9:30 AM - 5:00 PM	Public Hearings @ 9:30 AM
Monroe	3rd Wednesday @ 9:00 AM	Public Hearings @ 3:00 PM
Nassau	2nd & 4th Monday @ 6:00 PM; 3rd Wednesday @ 9:00 AM	Public Hearings on 2nd & 4th Monday@ 7:00 PM
Okaloosa	1st & 3rd Tuesday @ 8:30 AM	Public Hearings @ 9:00 AM
Okeechobee	2nd & 4th Thursday @ 9:00 AM	Public Hearings @ 9:00 AM
Orange	Tuesdays @ 9:00 AM	Public Hearings @ 2:00 PM

Osceola	1st & 2nd Monday @ 1:30 PM; 3rd Monday @ 5:30 PM	During regular meetings; Following consent agenda
Palm Beach	1st & 3rd Tuesday @ 9:30 AM	Public Hearings @ 9:30 AM
Pasco	2x/Month; Tuesday @ 10:00 AM	Public Hearings @ 1:30 PM
Pinellas	2nd Tuesday @ 9:30 AM; 4th Tuesday @ 2:00 PM	Public Hearings on 4th Tuesday @ 6:00 PM
Polk	1st & 3rd Tuesday @ 9:00 AM	Public Hearings @ 1:30 PM
Putnam	2nd @ 9:00 AM; 4th Tuesday @ 5:30 PM	During regular meetings as general business
Santa Rosa	2nd & 4th Thursday @ 9:00 AM	Public Hearings @ 9:30 AM
Sarasota	2nd & 4th Tuesday & Wednesday @ 9:00 AM	During regular meetings; Following consent agenda
Seminole	2nd & 4th Tuesday @ 9:30 AM - 5:00 PM	Public Hearings @ 1:30 PM
St. Johns	1st & 3rd Tuesday @ 9:00 AM	Beginning of regular meetings
St. Lucie	1st Tuesday @ 6:00 PM; 3rd Tuesday @ 9:00 AM	Public Hearings on 1st Tuesday @ 6:00 PM
Sumter	2nd & 4th Tuesday @ 5:00 PM	Beginning of regular meetings
Suwannee	1st & 3rd Tuesday @ 6:00 PM	Beginning of regular meetings
Taylor	1st Monday @ 6:00 PM; 3rd Tuesday @ 9:00 AM	Beginning of regular meetings
Union	3rd Monday/month @ 7:00 PM	Prior to start of regular meeting (5:00-5:45)
Volusia	Alternating Tuesdays @ 10:00 AM	During regular meetings; "Time Certain" following consent agenda
Wakulla	1st & 3rd Monday @ 5:00 PM	During regular meetings; Following general business
Walton	2nd Tuesday @ 4:00 PM; 4th Tuesday @ 9:00 AM	Public Hearings @ 9:00 AM
Washington	3rd Thursday @ 9:00 AM	Beginning of regular meetings

Meeting Information Source: 2020 FAC County Directory and County Websites

Board Meeting Schedule Comparison - 2018 & 2019

	Scheduled	Cancellations (Actual)	Consent Items	General Business Items	Public Hearings	Meeting Length (Hours - Rounded)	Meeting Adjournment
2018	January 23		8	7	1	5	at 8:07 p.m.
	February 13		12	3	0	1.5	at 4:32 p.m.
	February 27		10	7	2	3.75	at 6:52 p.m.
	March 27		11	6	2	4	at 7:00 p.m.
	April 10		4	3	9	8	at 11:05 p.m.
	April 24	Cancelled					
	May 8		6	4	3	3	at 6:05 p.m.
	May 22		21	5	0	3.75	at 6:39 p.m.
	June 19		15	5	7	6.75	at 9:39 p.m.
	July 10		22	7	4	5.75	at 8:48 p.m.
	September 4		14	4	4	3.5	at 6:30 p.m.
	September 24		10	5	3	4.5	at 7:35 p.m.
	October 9	Cancelled					
	October 23		17	8	3	4.5	at 7:30 p.m.
	November 20		11	3	0	2.75	at 5:43 p.m.
	December 11		15	10	1	4	at 7:09 p.m.
Totals	**16 Scheduled Meetings**	**14 Actual Meetings** (Average 1.2 Meetings per	**176 Items** (Average 12.6 items per meeting)	**77 Items** (Average 5.5 items per meeting)	**39 Public Hearings** (Average 2.8 public hearings per meeting)	**4 Hours, 20 Minutes** (Average Length)	

	Scheduled	Cancellations (Actual)	Consent Items	General Business Items	Public Hearings	Meeting Length (Hours - Rounded)	Meeting Adjournment
2019	January 22		15	3	1	3.75	at 6:44 PM
	February 12		11	5	2	3	at 6:06 PM
	February 26	Cancelled					
	March 12		17	6	2	3.75	at 6:47 PM
	April 9	Cancelled					
	April 23		15	5	1	3.25	at 6:13 PM
	May 14		8	4	2	3.25	at 6:10 PM
	May 28		8	6	0	3.25	at 6:10 PM
	June 18		12	6	6	4.25	at 7:18 PM
	July 9		17	12	3	4.75	at 7:51 PM
	September 17		15	9	3	4.5	at 7:25 PM
	September 24		15	5	1	4.25	at 7:20 PM
	October 15		19	6	2	4	at 6:58 PM
	November 12		25	6	0	4	at 7:07 PM
	December 10		21	10	6	6.25	at 9:11 PM
Totals	**15 Scheduled Meetings**	**13 Actual Meetings** (1.1 Meetings/Month on Average)	**198 Items** (Average 15.2 items per meeting)	**83 Items** (Average 6.4 items per meeting)	**29 Public Hearings** (Average 2.2 public hearings per meeting)	**4 Hours** (Average Length)	

Leon County
Board of County Commissioners

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Chasity H. OSteen, County Attorney

Title: Proposed Revisions to Board Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners"

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Chasity H. O'Steen, County Attorney

Statement of Issue:

As requested at the May 21, 2020 meeting, this agenda item seeks the Board's adoption of proposed revisions to Board Policy No. 01-05, entitled "Rules of Procedure for Meetings of the Leon County Board of County Commissioners."

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1 Adopt proposed revised Board Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" (Attachment #1).

Report and Discussion

Background:

At the April 28, 2020 Board meeting, the Commissioners voted to not consider large-scale comprehensive plan amendments while the Board is holding virtual meetings. At the May 12, 2020 meeting, during the "Discussion Items by Commissioners" portion of the agenda, a motion was made to reconsider the previous vote. After a second and debate, the motion at the May 12, 2020 meeting passed by a majority (4-3) vote. The propriety of the motion made at the May 12, 2020 meeting was questioned and, ultimately, a determination was made that the motion was not proper. The Board had to take up the matter again at its May 21, 2020, meeting.

At the same meeting, the Board directed the County Attorney and County Administrator to bring back proposed revisions to Board Policy No. 01-05, entitled "Rules of Procedure for Meetings of the Leon County Board of County Commissioners." Policy No. 01-05 contains the Rules of Procedure that govern all Board meetings. Except as provided in the Policy or by law, questions of order, the methods of organization, and the conduct of Board business is governed by *Robert's Rules of Order Revised* (*Robert's Rules*) in all cases in which they are applicable. The Policy has been in existence since at least 2004 and was last revised on March 13, 2012. The proposed revisions to Policy No. 01-05 are provided in legislative format, with text to be added indicated by underlining and text to be redacted indicated by stricken through format (Attachment #2).

Analysis:

Parliamentary procedure is used by deliberative bodies to achieve various goals and objectives, including to streamline meetings, make them more efficient and productive, and ensure the opportunity for full and free discussion. Ultimately, parliamentary procedure is a framework within which a deliberative body can make decisions with a consensus of at least a majority of its members, on issues ranging in complexity and controversy, while maintaining decorum and respecting the rights of its members.

Pursuant to section 125.01(1)(a), Florida Statutes, county commissions are authorized to adopt rules of procedure. An overview of rules adopted by various county commissions is attached as Attachment #3. Some counties have adopted rules as part of their code or as an administrative rule, while others, like Leon County, have adopted their rules in a policy. Of the counties surveyed, three different sources are cited as parliamentary authority; in most cases, including Leon County, the cited source is considered supplemental authority and applicable when the county's rules do not otherwise address a procedure, rule, or order of business. Counties differ regarding whether adherence to the source is required or, alternatively, whether the source is used for guidance.

The changes to the Policy proposed in Attachment #1 are recommended to provide a simplified parliamentary procedure, including to improve consistency of terminology, to correct the use of the passive voice and update legalese to a more readable format, to correct typographical errors and misspellings, to remove or update provisions that are not consistent with how the Board conducts its meetings in practice, to correct cross-references and statutory citations, and to clarify existing provisions of the Policy. Select changes are discussed in further detail below.

Section I. of the Policy currently provides that *Robert's Rules* governs questions of order, the methods of organization, and the conduct of Board business except as provided in the policy or by law. As proposed, Section 1 is re-written to provide that the Board's parliamentary procedure will be guided by *Robert's Rules*, but the failure to adhere to *Robert's Rules* would not void or invalidate any action of the Board. This change would ensure that the Board's decisions are not contingent or dependent upon an outside authority, which can be highly technical and structured.

Section VIII.F. of the Policy addresses the number of votes necessary for passage of any motion, policy, ordinance, or resolution. As proposed, this language clarifies that an affirmative vote of a majority of Commissioners present and eligible to vote is required to pass any motion, policy, ordinance, unless the Policy or law requires more than a majority vote. The language, as amended, would also expressly state the number of votes necessary for the passage of an item requiring an extraordinary vote of the Commissioners pursuant to statute.

Conclusion:

Board Policy No. 01-05, entitled "Rules of Procedure for Meetings of the Leon County Board of County Commissioners", has not been updated for eight years. The changes to the Policy proposed in Attachment #1 are recommended to provide a simplified parliamentary procedure, including to improve consistency of terminology, to correct the use of the passive voice and update legalese to a more readable format, to correct typographical errors and misspellings, to remove or update provisions that are not consistent with how the Board conducts its meetings in practice, to correct cross-references and statutory citations, and to clarify existing provisions of the Policy. Finally, as revised, the Policy will provide that Robert's Rules of Order is to be used as guidance and strict adherence is not required, and clarify the affirmative votes necessary for the passage of any action by the Board.

Options:

1. Adopt proposed revised Board Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" (Attachment #1).
2. Do not adopt proposed revised Board Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners."
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed revised Board Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners"
2. Proposed revised Board Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" with strikethrough and underline
3. Overview – Parliamentary Procedures in Various Florida Counties

Board of County Commissioners
Leon County, Florida

Policy No. 01-05

Title:	Rules of Procedure for Meetings of the Leon County Board of County Commissioners
Date Adopted:	June 16, 2020
Effective Date:	June 16, 2020
Reference:	Robert's Rules of Order Revised
Policy Superseded:	Policy No. 92-11, "Citizen Inquiry Processing," adopted September 8, 1992; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised September 17, 2002; revised January 13, 2004; revised December 14, 2004; revised March 28, 2006; revised January 9, 2007; revised December 8, 2009; revised March 13, 2012

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 01-05 "Rules of Procedure for Meetings of Leon County Board of County Commissioners" amended on March 13, 2012, is hereby further amended, and a revised policy is hereby adopted in its place, to wit:

It is the policy of the Leon County Board of County Commissioners that these Rules of Procedure shall govern all official meetings of the Board of County Commissioners. The members of the Board, County Administrator, County Attorney, staff, and the public shall adhere to these rules.

I. Rules of Parliamentary Procedure.

The Leon County Board of County Commissioners, otherwise known as the Board, shall determine its own procedures, rules, and order of business, so long as they do not conflict with any provision of law that applies to the Board. In promulgating the procedures, rules, and order of business, the Board shall follow simplified parliamentary procedures and be guided by *Robert's Rules of Order Revised*. No action taken by the Board shall be deemed void or invalid because of a failure to adhere to *Robert's Rules of Order Revised*.

II. Open to the Public.

A. Meetings Open to Public. All meetings of the Board shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.

B. Exempt Meetings. The exception to the opening meeting requirement shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), F.S., meetings regarding risk management claims, Section 768.28(16)(c), F.S., and litigation meetings pursuant to Section 286.011(8) Florida Statutes. The Board shall comply with all statutory requirements for exempt meetings.

C. Seating Capacity. Due to the need to comply with seating capacity requirements of the Fire Code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited. When the seating capacity in Commission Chambers or other meeting room has been met, the County shall endeavor to accommodate overflow seating elsewhere in the meeting vicinity.

D. Accessibility. All Board meetings will be conducted in a publicly accessible building.

E. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in Commission Chambers or other meeting rooms. Other signs, placards and banners shall not disrupt meetings or interfere with others' visual rights.

III. Quorum.

A. Quorum. A majority, meaning more than half, of the entire Board shall constitute a quorum.

B. Remaining in Chambers. During a Board meeting, Commissioners should remain in the Commission Chambers or other meeting room at all times unless an emergency or illness should occur. Commissioners present in the meeting should not absent themselves for a particular item.

C. Participation by Absent Commissioner. Upon the determination by a majority of the Commissioners present in the Commission Chambers or other meeting room and voting, that extraordinary circumstances exist to justify the absence of any Commissioner from said meeting, and assuming a quorum of the Board is otherwise present, the Board may allow the participation of the physically absent Commissioner. The decision of the Board shall take place before the subject meeting and shall be based upon the facts and circumstances of each request. The physically absent Commissioner may not vote on any motion authorizing such participation. The physically absent Commissioner must take all steps necessary to provide an interactive communication between the meeting location and the location of the physically absent Commissioner, and at a minimum must provide interactive voice communication, but should also endeavor to provide interactive video communication whenever possible. In instances in which the physically absent Commissioner participates in the meeting, this Commissioner shall also be allowed to cast his/her vote, but only to the extent that the physically active County Commissioner's vote does not break a tie vote of those Commissioner present in Commissioner Chambers or other meeting room and voting.

D. Conflict of Interest. Any Commissioner who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, Florida Statutes, and refrains from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.

E. Loss of Quorum. In the event that quorum is lost after a meeting has commenced because a Commissioner leaves the Commission Chambers or other meeting room temporarily, or a Commissioner is required to depart a Board meeting prior to adjournment that causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.

F. No Quorum. If the Board is unable to constitute a quorum within 30 minutes after the hour appointed for the meeting the Chair or the Vice Chair, or in their absence, another Commissioner, in order of seniority, shall adjourn the meeting. The Clerk shall record in the minutes the names of the members present and their action at such meeting.

IV. Presiding Officer.

A. Chair. The Presiding Officer is the Chair of the Board. The Chair presides at all meetings. The Chair's responsibilities shall include, but not be solely limited to:

1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.

2. Announce the business to come before the Board, in accordance with the prescribed order of business.

3. Recognize all Commissioners, the County Administrator, and the County Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by him or her, and he or she declares all votes. The Chair shall repeat every motion and state every question coming before the Board and announce the decision of the Board on all matters coming before it.

4. Preserve decorum and order, and in case of disturbance or disorderly conduct in the Commission Chambers or other meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.

5. Call to order any Commissioner who violates any of these rules and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.

6. Expedite business in every way compatible with the rights of the Commissioners.

7. The Presiding Officer is required to remain objective. For the Chair to make a motion, the gavel must be relinquished. The gavel shall be relinquished in the following order:

(a) to the Vice Chair;

(b) to other Commissioners based upon seniority.

The Presiding Officer who relinquishes the chair should not return to it until the pending main question has been disposed of, since he or she has shown himself or herself to be partisan about the particular item. The Presiding Officer may otherwise second a motion and engage in debate and shall not be deprived of any of the rights and privileges of a Commissioner by reason of being the Presiding Officer.

8. Declare the Board meeting adjourned when all agenda items have been introduced and disposed of by the Board, or at any time in the event of an emergency affecting the safety of those present.

B. Vice Chair. In the absence of the Chair or in the event of the Chair's inability to serve by reason of illness or accident, the Vice Chair shall perform the duties and functions of the Chair until the Chair is available and able to resume the responsibilities of the Presiding Officer.

V. Order of Business.

A. Official Agenda. There shall be an official agenda for every Board meeting, which shall determine the order of business conducted at the meeting. All proceedings and the order of business at all meetings shall be conducted in accordance with the official agenda.

B. Agenda Form; Availability; Support Information. The agenda shall be prepared by the County Administrator in appropriate form approved by the Board. The County Administrator shall make available to the Commissioners a copy of the agenda before the meeting. All support information for agenda items shall be available no later than the morning of the business day before the regular meeting. If the support information is not available by the morning of the business day before the meeting, the agenda item shall be removed from the agenda and considered at a later meeting.

C. Agenda Format for Regular Meeting. The agenda format for a regular Commission meeting shall be in substantially the form as set forth below:

1. Call to Order, Invocation and Pledge of Allegiance
2. Awards and Presentations
3. Consent
4. Consent Agenda Items Pulled for Discussion
5. Citizens to be Heard on Non-Agendaed Items (first)
6. General Business
7. Scheduled Public Hearings, 6:00 p.m.
8. Citizens to be Heard on Non-Agendaed Items (second)
9. County Attorney
10. County Administrator
11. Discussion Items by Commissioners
12. Adjourn

D. Invocation Procedures. The following procedures are not intended and shall not be implemented or construed in any way, to affiliate the Board with, nor express

the Board's preference for, any particular faith or religious denomination, and shall be utilized for the scheduling and offering of invocations at Board meetings.

1. The County Administrator, or designee, shall compile a list of religious congregations and assemblies in Leon County. The list shall be compiled from information reasonably available from a variety of sources, such as the Internet, and the local chamber of commerce. The list should be updated on an annual basis.

2. Each Commissioner, on a rotational basis, shall offer the invocation or extend an invitation to a leader of a religious congregation or assembly on the list or otherwise choose a person to offer the invocation, making every reasonable effort to ensure that individuals from a variety of faiths and beliefs are scheduled.

3. Should the individual scheduled to offer the invocation not be present at the meeting, the invocation may be offered pursuant to the Chair's invitation.

4. The invocation should be limited to not more than 3 minutes.

5. Invocations shall be nonsectarian and shall avoid advancing one faith or belief.

6. Participation in the invocation by persons in attendance at meetings is voluntary.

E. Consent Agenda. All items in the portion of the agenda designated as "Consent" may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past Board direction or policy. However, any Commissioner, the County Administrator, or the County Attorney may withdraw an item from the consent agenda, provided that such request is made in writing 24 hours (excluding holidays) before the subject meeting, and it shall then be voted on individually.

F. Citizens to be Heard on Non-Agendaed Items (first). On the portion of the agenda designated as the first "Citizens to be Heard on Non-Agendaed Items" (3-minute limit; non-discussion by the Board), there shall be no debate and no action by the Board.

G. General Business. General business items are items of a general nature that require Board direction or pertain to Board policy.

H. Scheduled Public Hearings, 6:00 p.m. Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required pursuant to Section V, Subsection L. (Placing Items on Agenda) of this policy. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular Board meetings, public hearings shall be heard at 6:00 p.m., or as soon thereafter as is possible. This time designation is intended to indicate that an item will not be addressed prior to the listed time. Individual speakers are encouraged to adhere to a three (3) minute time limit when speaking on issues scheduled for public hearing. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.

I. Citizens to be Heard on Non-Agendaed Items (second). On the portion of the agenda designated near the end of the meeting as the "Citizens to be Heard on Non-Agendaed Items" (3-minute limit), there may be debate by the Board, but the Board shall take no policy action except to agenda the topic for a later date or by a unanimous vote of the Commissioners present and eligible to vote.

J. Discussion Items by Commissioners. On the portion of the agenda designated as "Discussion Items by Commissioners," no assignments shall be given to the County Administrator or County Attorney except by the affirmative vote of a majority of the Commissioners present and eligible to vote. The Board shall take no policy action without an agenda item unless such is accomplished through a unanimous vote of the Board. The remarks of each Commissioner during his or her "discussions items" time shall be limited to no more than three (3) minutes, unless the Chair extends the time.

K. Departure from Order of Business. Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the Commissioners present and eligible to vote.

L. Placing Items on Agenda. With the consent of the majority Commissioners present and eligible to vote, matters may be placed on the agenda by any Commissioner. When a Commissioner wishes to place a matter on the agenda, the Commissioner shall raise the matter at a regular Board meeting and seek the Board's consent for inclusion of the matter on the next available regular agenda. A Commissioner may not unilaterally add a matter to an agenda without the Board's prior approval.

The Administrator and County Attorney may place an item on the agenda at any time for Board consideration.

Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required. A request to schedule the public hearing shall be placed on the Consent Agenda for consideration by the Board. Upon the Board's approval of the request to schedule a public hearing, the public hearing shall then be scheduled for inclusion on the next available regular agenda. In addition, the Commission may direct the scheduling of a matter that requires a public hearing by a majority vote. This rule of procedure does not apply to zoning and site and development plan approvals, which are placed on the agenda by staff pursuant to County Code and general law.

M. Additions, Deletions, or Corrections to Agenda. Deletions or corrections to the agenda may be considered by the Board and adopted by the passage of a single motion. Non-agenda matters shall be confined to items that are informational only.

"Add On" agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the Board only in exigent circumstances, for issues that are time critical or cost sensitive to the County. For such matters, the Chair, County Administrator and County Attorney will be consulted in advance of the meeting to approve the "Add On" agenda item. If the "Add On" agenda item is approved, the Agenda Coordinator will modify and reprint the agenda table of contents for redistribution to all persons who receive the initial agendas. Furthermore, the County's web site will be updated to reflect the new agenda. For matters of extreme emergency, a special Board meeting may be called by the Chair upon adequate notice being provided under Section 286.011, Florida Statutes.

N. Announcing Agenda Items. The Chair shall announce each item on the agenda. The County Administrator or County Attorney shall then present the item to the Board.

VI. Parliamentarian.

The County Attorney shall act as parliamentarian and shall advise and assist the Chair in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Robert's Rules of Order Revised* for guidance on all rulings.

VII. Rules of Debate.

A. Decorum.

1. Every Commissioner desiring to speak will address the Chair, and once recognized by the Chair, confine discussion to the question under debate, avoiding all personalities and indecorous language.

2. Commissioners shall refrain from: attacking a Commissioner's motives; speaking adversely on a prior motion not pending; speaking while the Chair or other Commissioners are speaking; speaking against their own motions; and disturbing the Board.

3. A Commissioner once recognized cannot be interrupted when speaking unless the Commissioner is being called to order. The Commissioner is required to then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said Commissioner shall be at liberty to proceed.

4. A Commissioner will be deemed to have yielded the floor when he or she has finished speaking. A Commissioner may claim the floor only when recognized by the Chair.

B. Motions.

1. A motion and a second to the motion is to precede any action on an agenda item unless there are speakers to be heard on the agenda item.

2. All motions shall be made and seconded before debate.

3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to: adjourn, to lay on the table, to postpone, to substitute, or to amend until the question is decided. These motions shall have preference in the order in which they are listed.

4. Any Commissioner may move to close debate and call the question on the motion being considered which shall be nondebatable. A successful vote on the motion to close debate will end discussion of the item.

5. If the Chair wishes to put forth a motion, he or she shall relinquish the gavel to the Vice Chair until the main motion, on which he or she spoke, has been disposed. The Chair may second any main motion made by another Commissioner.

6. The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to call the question.

C. Motions to Amend. An amendment to a motion must be germane, that is, the amendment must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A Commissioner may amend the main motion in either of the following two ways:

1. By Consent of the Commissioners. The Chair, or another Commissioner through the Chair, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.

2. Formal Amendment. An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If an amendment fails, the motion shall be the motion as it was before the amendment was presented.

VIII. Voting.

A. Voice Vote. Unless otherwise directed by the Chair, all votes shall be taken by voice.

B. Tabulating the Vote. The Chair shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any Commissioner prior to voting, and each Commissioner shall vote “yes” or “no.”

C. Voting. Every Commissioner who is in the Commission Chambers or other meeting room when the question is put must give his or her vote, unless the Commissioner has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes. If any Commissioner declines to vote "yes" or "no" by voice, his or her silence shall be counted as an "yes" vote.

D. Absent for Vote; Changing Vote. Any Commissioner momentarily absent for a vote on a particular item may record his or her vote, and any Commissioner may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the Commissioners who voted on the item.

E. Voting Conflict. No Commissioner shall vote on an item when the Commissioner has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, Florida Statutes. A Commissioner abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. Within fifteen (15) days following that Board meeting, the Commissioner shall file with the Clerk a Form 8B "Memorandum of Voting Conflict" which describes the nature of the interest in the item. Each Form 8B shall be received by the Clerk and incorporated into the meeting minutes as an exhibit.

F. Majority Vote; Extraordinary Vote; Tie Vote. The passage of any motion, policy, ordinance or resolution shall require the affirmative vote of a majority of the Commissioners present and eligible to vote unless an affirmative vote of more than a majority vote of the Commissioners present and eligible to vote is required by this policy or law. If a vote greater than a majority is required by the Florida Statutes or this policy, the parliamentarian will identify the basis for the voting requirement and the number of affirmative votes required. In the case of a tie in votes on any item, the item fails.

IX. Citizen Input: Addressing the Board of County Commissioners.

A. Citizen Input. The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encourage citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner.

B. Non-Agendaed Inquiries.

1. At regularly scheduled meetings, the Board provides two comment periods for citizens to speak on non-agendaed items. These public comment periods are denoted on the agenda as "Citizens to be Heard on Non-Agendaed Items." The remarks of each citizen at the initial comment period shall be limited to no more than three (3) minutes, unless the Chair extends the time.

Any citizen who did not speak during the first citizen comment period shall have the opportunity to speak during the second comment period. The remarks of each citizen at the second comment period shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.

C. Citizen Input on a Matter Pending Before the Board. Each citizen who addresses the Board on an agenda item pending before the Board shall complete an input card and submit the card to the Chair. The remarks of each citizen shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers.

D. Citizen Input at Workshops. Citizen input at Board workshops is not permitted unless an individual is called upon by the Chair. In such case, each person who addresses the Board shall complete an input card and submit the card to the Chair. The remarks of each speaker shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers. The Board itself may also vote to allow public input on an item during the Board workshop.

E. Addressing the Board.

1. When the citizen's name is called, the citizen shall step up to the speaker's lectern and shall give the following information in an audible tone of voice for the minutes:
   (a) name;
   (b) place of residence or business address;
   (c) if requested by the Chair, the citizen may be required to state whether the citizen speaks for a group or a third party, if the citizen represents an organization, whether the view expressed by the citizen represents an established policy or position approved by the organization, and whether the citizen is being compensated by the organization.

2. All remarks shall be addressed to the Board as a body and not to any Commissioner specifically.

3. No citizen, other than a Commissioner, and the citizen having the floor, may be permitted to enter into any discussion, either directly or through a Commissioner, without permission of the Chair. No question may be asked except through the Chair.

4. Speakers should make their comments concise and to the point and present any data or evidence they wish the Board to consider. No citizen may speak more than once on the same subject unless specifically granted permission by the Chair.

F. Decorum.

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the Board, or disturb any person

having the floor. No person shall refuse to obey the orders of the Chair or the Board. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Board shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chair and given the opportunity to conclude remarks on the subject in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chair, unless permission to continue or again address the Board is granted by a majority of the Commissioners present and eligible to vote.

2. If the Chair or the Board declares an individual out of order, he or she will be requested to relinquish the podium. If the person does not do so, he or she is subject to removal from the Commission Chambers or other meeting room and may be arrested by the Sheriff subject to Section 810.08(1), Florida Statutes.

3. Any person who becomes disruptive or interferes with the orderly business of the Board may be removed from the Commission Chambers or other meeting room for the remainder of the meeting.

X. Adjournment.

No meeting should be permitted to continue beyond 11:00 p.m. without the approval of a majority of the Board. A new time limit must be established before taking a vote to extend the meeting. In the event that a meeting has not been closed or continued by a majority vote of the Board prior to 11:00 p.m., the items not acted on are to be continued to 9:00 a.m. on the following day, unless state law requires taking up the items at a different time, or unless the Board, by a majority vote of Commissioners present and eligible to vote, determines otherwise.

Revised 6/16/2020

Board of County Commissioners
Leon County, Florida

Policy No. 01-05

Title:	Rules of Procedure for Meetings of the Leon County Board of County Commissioners
Date Adopted:	June 16, 2020 ~~March 13, 2012~~
Effective Date:	June 16, 2020 ~~March 13, 2012~~
Reference:	Robert's Rules of Order Revised
Policy Superseded:	Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised March 13, 2012; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised December 8, 2009; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised January 9, 2007; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised March 28, 2006; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised December 14, 2004; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised September 17, 2002; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," revised January 13, 2004; Policy No. 92-11, "Citizen Inquiry Processing," adopted September 8, 1992

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a revised Policy No. 01-05 is hereby adopted. It is the policy of the Leon County Board of County Commissioners that these Rules of Procedure shall govern all ~~official~~ meetings of the Board of County Commissioners. The members of the Board, County Administrator, County Attorney, staff, and the public shall adhere to these rules, to wit:

I. Rules of Parliamentary Procedure.~~Governing Rules.~~

The Leon County Board of County Commissioners, otherwise known as the Board, shall determine its own procedures, rules, and order of business, so long as they do not conflict with any provision of law that applies to the Board. In promulgating the procedures, rules, and order of business, the Board shall follow simplified parliamentary procedures and be guided by *Robert's Rules of Order Revised*. No action taken by the Board shall be deemed void or invalid because of a failure to adhere to *Robert's Rules of Order Revised*.~~Except as may be provided by these rules or by law, questions of order, the methods of organization and the conduct of business of the Board shall be governed by *Robert's Rules of Order Revised* in all cases in which they are applicable.~~

II. Open to the Public.

A. Meetings Open to Public. All meetings of the ~~Leon County~~ Board ~~of County Commissioners~~ shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.

B. Exempt Meetings. The exception to the opening meeting requirement shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), F.S., meetings regarding risk management claims, Section 768.28(16)(c)~~(15)~~, F.S., and litigation meetings pursuant to Section 286.011(8), Florida Statutes.~~F.S.~~ The Board shall comply with~~follow~~ all statutory requirements for exempt meetings.

C. Seating Capacity. Due to the need to comply with seating capacity requirements of the Fire Code, there may be occasions when entrance by the public to the Commission Chambers or other meeting room~~s~~ shall be limited. When the seating capacity in Commission Chambers or other meeting room has been met, the County shall endeavor to accommodate overflow seating elsewhere in the meeting vicinity.

D. Accessibility. All Board meetings ~~of the Commission~~ will be conducted in a publicly accessible building.

E. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles, or similar structures shall be allowed in ~~County~~ Commission Chambers or other meeting rooms. Other signs, placards, and banners~~,~~ shall not disrupt meetings or interfere with others' visual rights.

III. Quorum.

A. Quorum. A majority, meaning more than half, of the entire Board shall constitute a quorum. ~~No ordinance, resolution, policy, or motion shall be adopted by the Board without the affirmative vote of the majority of the members present or, if required by the Florida Statutes, an extraordinary majority vote of the members present.~~

B. Remaining in Chambers. During a Board meeting, Commissioners should remain in the Commission Chambers or other meeting room at all times unless an emergency or illness ~~should~~ occurs. Commissioners present in the meeting should not absent themselves for a particular item.

C. Participation by Absent Commissioner.~~:~~ Upon the determination by a majority of the ~~Board of County~~ Commissioners present in the Commission Chambers or other meeting room and voting, that extraordinary circumstances exist to justify the absence of any ~~County~~ Commissioner from said meeting, and assuming a quorum of the Board ~~of County Commissioners~~ is otherwise present, the Board may allow the participation of the physically absent ~~County~~ Commissioner. The decision of

the Board ~~of County Commissioners~~ shall take place before the subject meeting~~,~~ ~~preferably at a prior meeting,~~ and shall be based upon the facts and circumstances of each request. The physically absent Commissioner may not vote on any motion authorizing such participation. The physically absent ~~Count~~ Commissioner must take all steps necessary to provide an interactive communication between the ~~County Commission~~ meeting location and the location of the physically absent ~~County~~ Commissioner~~,~~ and, at a minimum, must provide interactive voice communication, but should also endeavor to provide interactive video communication whenever possible. In instances in which the physically absent ~~County~~ Commissioner participates in the meeting, this Commissioner shall also be allowed to cast his/her vote, but only to the extent that the physically absent~~active County~~ Commissioner's vote does not break a tie vote of those Commissioners present in Commissioner Chambers or other meeting room and voting. ~~The decision of the Board of County Commissioners shall take place before the subject meeting, preferably at a prior meeting, and shall be based upon the facts and circumstances of each such request.~~

D. Conflict of Interest. Any ~~member of the~~ Commissioner who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, Florida Statutes, and ~~decides to~~ refrains from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.

E. Loss of Quorum. In the event that quorum is lost after a meeting has commenced because a Commissioner leaves the Commission Chambers or other meeting room temporarily, or a Commissioner is required to depart a Board meeting prior to adjournment that~~, and the departure~~ causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.

F. No Quorum. If the Board is unable to constitute a quorum~~Should no quorum attend~~ within 30 minutes after the hour appointed for the meeting ~~of the Commission, or if quorum is lost after a meeting has commenced, upon a meeting having commenced with a quorum, which quorum shall have been lost~~, the Chair, ~~or~~ the Vice Chair~~,~~ or, in their absence, another Commissioner, in order of seniority, shall adjourn the meeting. The Clerk shall record in the minutes the names of the members present and their action at such meeting ~~shall be recorded in the minutes by the Clerk~~.

IV. Presiding Officer.

A. Chair~~man~~. The Presiding Officer is the Chair~~man~~ of the ~~Leon County~~ Board ~~of County Commissioners.~~ The Chair~~man~~ presides at all meetings ~~of the Board~~. The Chair~~man~~'s responsibilities shall include, but not be solely limited to:

1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.

2. Announce the business to come before the Board, in accordance with the prescribed order of business.

3. Recognize all Commissioners, the County Administrator, and the County Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Chair~~man~~ and restated by him or her, and he or she declares all votes. The Chair~~man~~ shall repeat every motion and state every question coming before the Board~~Commission,~~ and announce the decision of the Board~~Commission~~ on all matters coming before it.

4. Preserve decorum and order~~,~~ and, in case of disturbance or disorderly conduct in the Commission Chambers or other meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.

5. Call to order any Commissioner~~member of the Board~~ who violates any of these rules~~procedures~~ and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.

6. Expedite business in every way compatible with the rights of the Commissioners~~members~~.

7. The Presiding Officer is required to remain objective.~~Remain objective.~~ For the Chair~~man~~ to make a motion, the gavel must be relinquished. ~~Based upon these Rules & Procedures,~~ The gavel shall be relinquished in the following order:

   (a) to the Vice Chair;
   (b) to other Commissioners based upon seniority.

   ~~The "Rule Against Chair's Participation in Debate" states that the~~ The P~~p~~residing O~~o~~fficer who relinquishes the chair should not return to it until the pending main question has been disposed of, since he or she has shown himself or herself to be partisan about the particular item.~~as far as that particular matter is concerned.~~ The Presiding Officer may otherwise second a motion and engage in debate, and shall not be deprived of any of the rights and privileges of a Commissioner by reason of being the Presiding Officer.

8. Declare the Board meeting adjourned when all agenda items have been introduced and disposed of by the Board ~~so votes~~, or at any time in the event of an emergency affecting the safety of those present.

B. Vice Chair~~man~~. In the absence of the Chair~~man~~ or in the event of the Chair~~man~~'s inability to serve by reason of illness or accident, the Vice Chair~~man~~ shall perform the duties and functions of the Chair~~man~~ until the Chair~~man's return to the County or recovery and resumption of duty~~ is available and able to resume the responsibilities of the Presiding Officer.

V. Order of Business.

A. Official Agenda. There shall be an official agenda for every Board meeting ~~of the Commission~~, which shall determine the order of business conducted at the meeting. All proceedings and the order of business at all meetings ~~of the Commission~~ shall be conducted in accordance with the official agenda.

B. Agenda Form; Availability; Support Information. The agenda shall be prepared by the County Administrator in appropriate form approved by the Board~~Commission~~. The County Administrator shall make available to the Commissioners a copy of the agenda before the meeting. All support information for agenda items shall be available no later than the morning of the business day before the ~~regular~~ meeting. If the support information is not available by the morning of the business day before the meeting, the agenda item shall be removed from the agenda and considered at a later meeting.

C. Agenda Format for Regular Meeting. The agenda format for a regular Commission meeting shall be in substantially the form as set forth below:

1. Call to Order, Invocation and Pledge of Allegiance
2. Awards and Presentations
3. Consent
4. Consent Agenda Items Pulled for Discussion (first)
5.~~4.~~ Citizens to be Heard on Non-Agendaed Items (3-minute limit; non-discussion by the Board~~Commission~~)
6.~~5.~~ General Business
7.~~6.~~ Scheduled Public Hearings, 6:00 p.m.
8.~~7.~~ County Attorney
9.~~8.~~ County Administrator
10.~~9.~~ Citizens to be Heard on Non-Agendaed Items (second)
11.~~10.~~ Discussion Items by Commissioners
12.~~11.~~ Adjourn

D. Invocation P~~p~~rocedures. The following procedures are not intended, and shall not be implemented or construed in any way, to affiliate the Board with, ~~n~~or express the Board's preference for, any particular faith or religious denomination, and shall be utilized for the scheduling and offering of invocations at Board meetings.

1. The County Administrator, or designee, shall compile a list of religious congregations and assemblies in Leon County. The list shall be compiled from information reasonably available from a variety of sources, such as the ~~telephone book,~~ Internet~~,~~ and the local chamber of commerce. The list should be updated on an annual basis.

2. Each Commissioner, on a rotational basis, shall offer the invocation or extend an invitation ~~either~~ to a leader of a religious congregation or assembly on the list or otherwise choose a person to offer the invocation,

making every reasonable effort to ensure that individuals from a variety of faiths and beliefs are scheduled.

3. Should the individual scheduled to offer the invocation not be present at the meeting, the invocation may be offered pursuant to the Chair~~man~~'s invitation.

4. The invocation should be limited to not more than 3 minutes.

5. Invocations shall be nonsectarian and shall avoid advancing one faith or belief.

6. Participation in the invocation by persons in attendance at ~~Board~~ meetings is voluntary.

E. Consent Agenda. All items in~~On~~ the portion of the agenda designated as "Consent~~,~~" ~~all items contained therein~~ may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial, and do not deviate from past Board direction or policy. However, any Commissioner, the County Administrator, or the County Attorney may withdraw an item from the consent agenda, provided that such request is made in writing 24 hours (excluding holidays) before the subject meeting, and it shall then be voted on individually.

F. Citizens to be Heard on Non-Agendaed Items (first). On the portion of the agenda designated as the first "Citizens to be Heard on Non-Agendaed Items" (3-minute limit; non-discussion by the Board~~Commission~~), there shall be no debate and no action by the Board~~Commission~~.

G. General Business. General business items are items of a general nature that require Board direction or pertain to Board policy.

H. Scheduled Public Hearings, 6:00 p.m. Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board~~Commission~~ is required pursuant to Section V, Subsection L~~K~~ (Placing Items on Agenda) of this policy. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular Board meetings, public hearings shall be heard at 6:00 p.m., or as soon thereafter as is possible. This time designation is intended to indicate that an item will not be addressed prior to the listed time. Individual speakers are encouraged to adhere to a three (3) minute time limit when speaking on issues scheduled for public hearing. The Chair~~man~~ has the discretion to either extend or reduce time limits, based on the number of speakers.

I.- Citizens to be Heard on Non-Agendaed Items (second). On the portion of the agenda designated near the end of the meeting as the "Citizens to be Heard on Non-Agendaed Items" (3-minute limit), there may be debate by the Board~~Commission~~, but the Board~~Commission~~ shall take no policy action except to agenda the topic for

a later date or by a unanimous vote of the Commissioners present and eligible to voteBoard.

J. Discussion Items by Commissioners. On the portion of the agenda designated asat "Discussion Items by Commissioners;", no assignments shall be given to the County Administrator or County Attorney except by the affirmative vote of a majority of the Commissioners present and eligible to votethe express approval of the majority of the Board. The Board shall- take no policy action without an agenda item unless the policy action is taken by such is accomplished through a unanimous vote of the Commissioners present and eligible to voteBoard. The remarks of each Ceommissioner during his or her "discussions items" time shall be limited to no more than three (3) minutes, unless the Chairman extends the time.

K. Departure from Order of Business. Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the Commissionersmembers of the Commission present and eligible to voteat the meeting.

L. Placing Items on Agenda. With the majority consent of the Commissioners present and eligible to vote as a whole, matters may be placed on the agenda by any member of the Commissioner, the Administrator, or the County Attorney. When a Commissioner wishes to place a matter on the agenda, the Commissioner shall raise the matter at a regular Commission meeting, and seek the Board'sCommission's consent for inclusion of the matter on the next available regular agenda. A Commissioner may not unilaterally add a matter to an agenda without the Board'sCommission's prior approval.

The Administrator and County Attorney may place an item on the agenda at any time for Board consideration.

Prior to placing a matter on the agenda that requires a public hearing, the consent of the Commission is required. A request to schedule the public hearing shall be placed on the Consent Agenda for consideration by the Commission. Upon the Commission's approval of the request to schedule a public hearing, the public hearing shall then be scheduled for inclusion on the next available regular agenda. In addition, the Commission may direct the scheduling of a matter that requires a public hearing by a majority vote. This rule of procedure does not apply to zoning and site and development plan approvals, which are placed on the agenda by staff pursuant to County Code and general law.

M. Additions, Deletions, or Corrections to Agenda. Deletions or corrections to the agenda may be considered by the BoardCommission and adopted by the passage of a single motion. Non-agendaed matters shall be confined to items that are informational only.

"Add On" agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the BoardCommission only in exigent

circumstances, for issues that are time critical or cost sensitive to the County. For such matters, the Chair~~man~~, County Administrator, and County Attorney will~~should~~ be consulted in advance of the meeting to approve ~~of~~ the "Add On" agenda item. If the "Add On" agenda item is approved, the Agenda Coordinator will~~should~~ modify and reprint the agenda table of contents for redistribution to all persons who received the initial agendas. Furthermore, the County's web site will~~should~~ be updated to reflect the new agenda. For matters of extreme emergency, a special Board meeting ~~of the Commission~~ may be called by the Chair~~man~~ upon adequate notice being provided under Section 286.011, Florida Statutes.

N. Announcing Agenda Items. The Chair~~man~~ shall announce each item on the agenda. The County Administrator or County Attorney shall then present the item to the Board.

VI. Parliamentarian.

The County Attorney shall act as parliamentarian and shall advise and assist the Chair~~man~~ in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Robert's Rules of Order Revised* for guidance on all rulings.

VII. Rules of Debate.

A. Decorum.

1. Every Commissioner desiring to speak will~~should~~ address the Chair~~man,~~ and, once recognized~~upon said recognition~~ by the Chair~~man~~, ~~should~~ confine discussion to the question under debate, avoiding all personalities and indecorous language.

2. Commissioners shall refrain from: attacking a Commissioner's~~member's~~ motives; speaking adversely on a prior motion not pending; speaking while the Chair~~man~~ or other Commissioners~~Board members~~ are speaking; speaking against their own motions; and disturbing the Board.

3. A Commissioner~~member~~ once recognized cannot~~should not~~ be interrupted when speaking unless the Commissioner~~said member~~ is being called to order. The Commissioner is required to~~member should~~ then cease speaking until the question of order is determined, without debate, by the Chair~~man~~. If in order, said Commissioner~~member~~ shall be at liberty to proceed.

4. A Commissioner will~~member shall~~ be deemed to have yielded the floor when he or she has finished speaking. A Commissioner~~member~~ may claim the floor only when recognized by the Chair~~man~~.

B. Motions.

1. A motion and a second to the motion is to precede any action on an agenda item~~matter~~ unless there are speakers to be heard on the agenda item~~matter~~.

2. All motions shall be made and seconded before debate.

3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to: adjourn, to lay on the table, to postpone, to substitute, or to amend until the question is decided. These motions shall have preference in the order in which they are listed~~mentioned~~.

4. Any Commissioner may move to close debate and call the question on the motion being considered, which shall be nondebatable. A successful vote on the motion to close debate will end discussion of the item. ~~The Commissioner moving the adoption of an ordinance, resolution or motion shall have the privilege of closing the debate.~~

5. If the Chair~~man~~ wishes to put forth a motion, he or she shall relinquish the gavel~~Chair~~ to the Vice Chair~~man~~ until the main motion, on which he or she spoke, has been disposed. The Chair~~man~~ may second any main motion made by another Commissioner.

6. The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to call the question.

C. Motions to Amend. An amendment to a motion must be germane;~~,~~ that is, the amendment~~it~~ must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A Commissioner may amend the main motion in either of the following two ways:

1. By Consent of the Commissioners~~Members~~. The Chair~~man~~, or another Commissioner through the Chair~~man~~, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.

2. Formal Amendment. An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If an amendment~~it~~ fails, the motion shall be the motion as it was before the amendment was presented.

VIII. Voting.

A. Voice Vote. Unless otherwise directed by the Chair~~man~~, all votes shall be taken by voice.

B. Tabulating the Vote. The Chair~~man~~ shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any Commissioner prior to voting, and each Commissioner shall vote "yes~~aye~~" or "no~~nay~~."

C. Voting. Every Commissioner~~member~~ who is~~was~~ in the Commission Chambers or other meeting room when the question is~~was~~ put must give his or her vote, unless the Commissioner~~member~~ has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes. If any Commissioner declines to vote "yes~~aye~~" or "no~~nay~~" by voice, his or her silence shall be counted as a~~n~~ "yes~~aye~~" vote.

D. Absent for Vote; Changing Vote. Any Commissioner momentarily absent for a vote on a particular item may record his or her vote, and any Commissioner may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the Commissioners who voted on the item~~thereon~~.

E. Voting Conflict. No Commissioner shall vote on an item~~matter~~ when the Commissioner has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, Florida Statutes. A Commissioner abstaining from voting due to a conflict shall announce the conflict prior to discussion on the item~~matter~~. Within fifteen (15) days following that Board~~Commission~~ meeting, the Commissioner shall file with the Clerk a Form 8B "Memorandum of Voting Conflict" which describes the nature of the interest in the item~~matter~~. Each Form 8B shall be received by the Clerk and incorporated into the meeting minutes as an exhibit.

F. Majority Vote; Extraordinary ~~Majority~~ Vote; Tie Vote. The passage of any motion, policy, ordinance, or resolution shall require the affirmative vote of a majority ~~at least the majority of the members~~ of the Commissioners ~~who are~~ present and eligible to vote unless an affirmative vote of more than a majority vote of the Commissioners present and eligible to vote is required by this policy or law. If ~~an extraordinary majority~~ a vote greater than a majority is required by the Florida Statutes or this policy, the parliamentarian will identify the basis for the voting requirement and the number of affirmative votes required.~~,this shall require the affirmative vote of an extraordinary majority of the members of the Commission who are present and eligible to vote.~~ In the case of a tie in votes on any item~~proposal~~, the item~~proposal~~ fails.

IX. Citizen Input: Addressing the Board of County Commissioners.

A. Citizen Input. The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encourages citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner.

B. Non-Agendaed Inquiries.

~~1.~~ At regularly scheduled ~~County Commission~~ meetings, the Board provides two comment periods for citizens to speak on non-agendaed items. These public comment periods are denoted on the agenda as "Citizens to be Heard on Non-Agendaed Items." The remarks of each citizen~~speaker~~ at the initial comment period shall be limited to no more than three (3) minutes, unless the Chair~~man~~ extends the time. Any citizen who did not speak during the first citizen comment period shall have the opportunity to speak during the second comment period. The remarks of each citizen~~speaker~~ at the second comment period shall be limited to no more than three (3) minutes. The Chair~~man~~ has the discretion to either extend or reduce time limits, based on the number of speakers.

~~2. Any citizens who have non-agendaed inquiries at regularly scheduled County Commission meetings will be directed to prepare a Citizen Inquiry Form to gain all the necessary information.~~

~~3. The inquirymatter will then be addressed by staff in the ensuing days, and the County Administrator or County Attorney shall report back to the Board of County Commissioners by written memorandum.~~

~~4. If the inquiry is unable to be addressed or resolved by staff, an appropriate agenda item will be prepared by the County Administrator or County Attorney if a change in policy, procedures, or ordinances is required and recommended by staff in order to address the general subject matter of the inquiry.~~

~~5. This procedure shall not be used if "appeal" mechanisms already exist to address the inquiry.~~

C. Citizen Input on a Matter Pending Before the Commission. Each citizen~~person~~ who addresses the Board~~Commission~~ on an agenda item pending before the Board~~Commission~~ shall complete an~~a citizen's~~ input card and submit the card ~~to the receptionist or~~ to the Chair~~man~~. The remarks of each citizen~~speaker~~ shall be limited to no more than three (3) minutes. The Chair~~man~~ has the discretion to either extend or reduce the time limits, based on the number of speakers.

D. Citizen~~Public~~ Input at Workshops. Citizen input at Board workshops~~Commission Workshops~~ is not permitted unless an individual is called upon by the Chair~~man~~. In such case, each person who addresses the Board~~Commission~~ shall complete an ~~citizen's~~ input card and submit the card ~~to the receptionist or~~ to the Chair~~man~~. The remarks of each speaker shall be limited to no more than three (3) minutes. The Chair~~man~~ has the discretion to either extend or reduce the time limits, based on the number of speakers. The Board~~Commission~~ itself may also vote to allow public input on an item during the Board workshop~~particular matter~~.

E. Addressing the Board~~Commission~~.

1. When the citizen's~~person's~~ name is called, the citizen~~person~~ shall step up to the speaker's lectern and shall give the following information in an audible tone of voice for the minutes:

   (a) name;
   (b) place of residence or business address;
   (c) if requested by the Chair~~man~~, the citizen~~person~~ may be required to state whether the citizen~~person~~ speaks for a group ~~of persons~~ or a third party, if the citizen~~person~~ represents an organization, whether the view expressed by the citizen~~person~~ represents an established policy or position approved by the organization, and whether the citizen~~person~~ is being compensated by the organization.

2. All remarks shall be addressed to the Board~~Commission~~ as a body and not to any Commissioner specifically~~member thereof~~.

3. No citizen~~person~~, other than a ~~member of the~~ Commissioner, and the citizen~~person~~ having the floor, may be permitted to enter into any discussion, either directly or through a ~~member of the~~ Commissioner, without permission of the Chair~~man~~. No question may be asked except through the Chair~~man~~.

4. Speakers should make their comments concise and to the point, and present any data or evidence they wish the Board~~Commission~~ to consider. No citizen~~person~~ may speak more than once on the same subject unless specifically granted permission by the Chair~~man~~.

F. Decorum.

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the Board~~Commission~~, or disturb any person having the floor. No person shall refuse to obey the orders of the Chair~~man~~ or the Board~~Commission~~. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Board~~Commission~~ shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chair~~man~~ and given the opportunity to conclude remarks ~~on the subject~~ in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chair~~man~~, unless permission to continue or again address the Board~~Commission~~ is granted by a~~the~~ majority vote of the Commissioners ~~members~~ present and eligible to vote.

2. If the Chair~~man~~ or the Board~~Commission~~ declares an individual out of order, he or she will be requested to relinquish the podium. If the person does not do so, he or she is subject to removal from the Commission

Chambers or other meeting room and may be arrested by the Sheriff subject to Section 810.08(1), Florida Statutes.

3. Any person who becomes disruptive or interferes with the orderly business of the Board~~Commission~~ may be removed from the Commission Chambers or other meeting room for the remainder of the meeting.

X. Adjournment.

No meeting should be permitted to continue beyond 11:00 P.M. without the approval of a majority of the Board~~Commission~~. A new time limit must be established before taking a ~~Commission~~ vote to extend the meeting. In the event that a meeting has not been closed or continued by a majority vote of the Board~~Commission vote~~ prior to 11:00 P.M., the items not acted on are to be continued to 9:00 a.m. on the following day, unless state law requires taking up the items~~hearing~~ at a different time~~,~~ or ~~unless~~ the Board~~Commission~~, by a majority vote of Commissioners~~members~~ present and eligible to vote, determines otherwise.

Overview
Parliamentary Procedures in Various Florida Counties

County	Established Authority	Overview
Alachua	Policy No. 16-57 of the Alachua County Policy Manual	Except as may be provided by these Rules or by law, questions of order, the methods of organization and the conduct of business of the Board shall be governed by *The Standard Code of Parliamentary Procedure* (formerly known as *Sturgis Standard Code of Parliamentary Procedure*) in all cases for which they are applicable.
Broward	Section 18.1, Broward County Administrative Code	In the absence of a rule of procedure adopted by the County Commission, *The Scott, Foresman Robert's Rules of Order*, as amended from time to time, will be used to determine procedure of all County Commission meetings. No rule of procedure adopted by the Commission shall be suspended except by a majority plus one (1) of the total membership of the County Commission.
Charlotte	Section 1.10, Governing Rules of Procedure of the Charlotte County Board of Commissioners	The County Attorney shall act as parliamentarian and shall advise and assist the Chair in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the Parliamentarian shall refer to *Roberts Rules of Order* on all rulings.
Collier	Section 2-36(j), Collier Co. Code of Ordinances	Rules of debate. The following rules of debate shall be observed by the Board. Except as herein provided, questions of order and the conduct of business shall be governed by *Robert's Rules of Order*.
Columbia	Resolution 2017 R-23	The County Attorney shall serve as Parliamentarian to the Board and shall rule on questions of parliamentary procedure when requested by any member of the Board. The Parliamentarian shall assist the Chair or Vice-Chair in conducting orderly meetings for the efficient completion of the Board's business.
Escambia	Section I, Escambia County BCC Policy Manual	Adopts *Roberts Rules of Order, Revised*, as their parliamentary authority, except where Robert's Rules requires a two-thirds vote, the same is hereby amended to require a majority vote. Adoption of revisions or additions of policies shall be enacted by a majority vote of the Board present.
Flagler	Section 2 (8), Flagler Co. BOCC Rules of Procedure	The Commission shall follow simplified parliamentary procedures based on these rules and on *Robert's Rules of Order Newly Revised* so long as they do not conflict with ordinances, statutes, or these rules.

County	Established Authority	Overview
Hillsborough	Hillsborough Board of County Commissioners Board Policy, Section No. 01.01.00.00	"*The Roberts Rules of Order, -- Newly Revised*", using the most current edition, is adopted as parliamentary authority for the conduct of all meetings of the Board except when they are inconsistent with these rules of order or any other provisions of law which apply to this Board.
Lee	Lee County Rules of Procedure, Section 1.01	Questions of order, the methods or organization and the conduct of business of the Commission shall be governed by *Robert's Rules of Order* in all cases to which they are applicable.
Leon	Leon County Policy No. 01-05	Except as may be provided by these rules or by law, questions of order, the methods of organization and the conduct of business of the Board shall be governed by *Robert's Rules of Order Revised* in all cases in which they are applicable.
Manatee	Resolution R-16-068, Sec. 7.2 of Exhibit A	In all cases not covered by these Board Procedures, *Robert's Rules of Order, eleventh edition*, shall be used as a general guide and may be followed by the Chair, unless the Board overrules the Chair.
Martin	Section II (C), Rules of Procedure of the Martin County Board of Co. Commissioners	The County Attorney or his or her designee serves as parliamentarian, and advises the Chair as to correct rules of procedure or questions of specific rule application.
Miami-Dade	Section 2.1, Rules of Procedure, 1.01	Except as may be provided in the Charter, the code or by these rules, questions of order, the methods of organization and the conduct of business of the Commission shall be governed by the *Mason's Manual of Legislative Procedure (1953 Edition)*.
Okaloosa	Section IV, Rules of Procedure for Meetings of the Okaloosa County Board of County Commissioners	SECTION IV: RULES OF ORDER To the extent they are not in conflict with these Rules, Roberts Rules of Order Revised shall serve as a guide to official meetings of the Board. Accordingly, no action taken by the Board shall be deemed void or invalid because of the failure to adhere to Roberts Rules of Order Revised.
Orange	Art. I, Sec. 10.01, Orange County Rules of Procedure	Any procedural issues not addressed by these Rules, the Charter, the County Code, or Florida law shall be governed by *Robert's Rule of Order*.
Nassau	Sec. 24 (d), Ordinance 2017-111	The Commission shall follow simplified parliamentary procedures based on these rules and on *Robert's Rules of Order Newly Revised* so long as they do not conflict with ordinances, statutes, or these rules.

County	Established Authority	Overview
Pasco	Section 201.2 of the Pasco County Land Development Code	When a County board, commission, or committee has not adopted rules of procedure, the current edition of *Robert's Rules of Order, revised*, not in conflict with this Code, shall govern the conduct of those meetings.
Sarasota	Section 9, Sarasota County Board of County Commissioners Rules of Procedure	Parliamentary rules as outlined in *Robert's Rules of Order*, as revised, are applicable unless expressly changed herein or waived by the Board.
Volusia	Section 2-63, Volusia County Code of Ordinances	Parliamentary rules for the county council are basically as outlined in *Robert's Rules of Order.*
Wakulla	Section VI, Wakulla County Rules of Procedure for Meetings	The County Attorney shall act as parliamentarian and shall advise and assist the Chairman in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Robert's Rules of Order Revised* on all rulings.

Leon County
Board of County Commissioners

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Policy for the Recruitment of County Administrator and County Attorney

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 Abby Sanders, Management Intern

Statement of Issue:

As proposed by the Board at the July 9, 2019 meeting, this agenda item seeks the Board's consideration of a new policy titled "Recruitment of County Administrator and County Attorney" which would require a formal external search be conducted by the Board upon initiating the selection process to fill the County Administrator and County Attorney positions.

Fiscal Impact:

This item has a fiscal impact. The proposed policy would require the County to conduct a recruitment open to internal and external candidates for all future direct hires by the Board. 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. Anticipated costs for future recruitments would be brought back to the Board during the recruitment process.

Staff Recommendation:

Option #3: Board direction.

Report and Discussion

Background:

In late 2019, the Board of County Commissioners conducted an extensive recruitment for the position of Leon County Attorney. At the July 9, 2019 meeting, the Board directed staff to prepare a proposed policy revision for the Board's consideration, following the selection and appointment of the new County Attorney, to require a formal external search for future vacancies in the County Administrator or County Attorney position (Attachment #1).

Pursuant to Sections 2.3 and 2.4 of the Leon County Home Rule Charter (Attachments #2 and #3) and Section 2-132 of the Leon County Code of Laws (Attachment #4), the Leon County Board of County Commissioners selects a County Administrator and a County Attorney. With respect to the appointment and required qualifications of the County Administrator and Attorney, the Charter and Ordinance state that both positions shall be appointed by an affirmative vote of a majority plus one of the entire membership of the Board of County Commissioners, and that both shall be chosen on the basis of their professional qualifications, experience, and ability to serve. However, the neither the Charter, the Ordinance, nor Florida Statutes specifies the manner by which recruitments are conducted to fill those positions. Accordingly, this agenda item presents and seeks the Board's consideration of a draft policy that would require a public search when conducting recruitments for future vacancies in the County Administrator or County Attorney positions. The Analysis section below provides a brief recap of the Board's recent history in filling vacancies in the County Administrator and County Attorney positions and a general overview of the hiring process. Finally, this item presents and seeks the Board's direction with regard to the proposed draft policy.

Analysis:

The recruitment and selection of a County Administrator or County Attorney is a critically important process that requires thoughtful planning and organization in order to attract the most qualified candidates. Although the job description and recruitment profile of the County Administrator position and County Attorney position vary significantly, much of the recruitment and hiring process including the process of interviewing, selecting, and hiring a candidate is typically similar.

In the last 30 years the Board has made only three hires for the County Administrator and County Attorney positions:

- In 1990, the Board appointed Herbert W.A. Thiele to serve as Leon County Attorney. Mr. Thiele served in the position for 30 years and retired in March 2020.
- In 2011, the Board appointed Vincent S. Long to serve as Leon County Administrator after serving 16 years in progressively responsible leadership positions in the County, as well as the 6 years preceding this appointment as Deputy County Administrator.
- In 2019, the Board appointed Chasity H. O'Steen to serve as County Attorney effective April 1, 2020, following the retirement of Mr. Thiele.

Most recently, in 2019 the Board conducted a nationwide search for County Attorney. The recruitment was conducted in-house, and staff advertised the position vacancy in a variety of state and national legal publications in order to maximize its reach. The recruitment profile was also posted on the County's website, and through the County's social media platforms.

As discussed above, the Leon County Home Rule Charter establishes that there shall be an appointed County Administrator and County Attorney, both of whom are selected by the Board of County Commissioners. However, there is currently no Board policy that specifies the process for recruiting and selecting a successful candidate for those positions. When a vacancy occurs in either position, there are generally two approaches that the Board may wish to take in filling the position. First, the Board may appoint an internal candidate who has the qualifications, skills, knowledge, and experience needed to successfully perform in the position. Alternatively, the Board may wish to conduct a recruitment involving a formal search for the position that is open to both internal and external candidates. There are merits to both options: an internal candidate may possess all of the requisite experience and skills as well as unique local and organizational knowledge; conversely, a public search may yield multiple qualified candidates for the Board's consideration.

In practice, local elected bodies commonly conduct a formal search or appoint a "succession" candidate from within the organization to fill these roles depending upon the needs of the organization and the internal candidates that may be available. According to a recent research report by the Society for Human Resource Management (SHRM), many employers prefer to conduct an internal recruitment first and turn to external recruitment only if internal efforts are unsuccessful. In many cases, there are multiple internal candidates who may be qualified to fill these positions, and an organization may design a selection process that evaluates only these internal candidates. The SHRM report notes that internal recruitment is good for employee morale; if employees constantly see positions being filled externally, they may lose motivation or resign for a better opportunity elsewhere. Recently, Alachua, Hillsborough, Manatee, and Volusia Counties appointed in-house staff to fill vacancies in the County Manager/Administrator role without conducting a formal external search. Brevard and Sarasota Counties also recently appointed existing staff to fill vacancies in the County Attorney position without a formal search.

In preparing this agenda item, staff conducted extensive research on other local governments' practices for hiring a chief administrative officer or chief in-house legal counsel. Staff was unable to identify any other local government which maintains a policy to require a public search when filling a vacancy in either position. In effect, such a policy would constrain the flexibility of a local elected body to fill a vacancy in these positions in whatever manner best fits the needs of the organization at the time. It is not always clear whether an existing employee or an external candidate may be the best fit, and a prescriptive policy requiring a formal external search would remove a local elected body's discretion to determine whether an internal candidate meets the criteria to succeed in the position. Without such a policy, a local elected body may appoint an internal candidate but also may conduct a formal search should it wish to do so.

As proposed by the Board, the draft policy presented in this item would require future recruitments for the position of County Administrator or County Attorney to be open to external candidates as well as to any internal candidates that the Board may wish to consider. Should the Board adopt

the draft policy, the Board may wish to conduct future searches either in-house, through the services of an outside party such as an executive search firm, or through the Florida Association of County Managers or the Florida Association of County Attorneys, both of which offer services to assist local elected bodies in the recruitment and selection of candidates for these roles. Alternatively, should the Board not approve the draft policy, the Board would still have the flexibility and discretion to either appoint an internal candidate who possesses the education, experience, skills, and other qualifications needed to be successful in the role or to conduct a formal external search. As reflected in the options below, this item seeks the Board's direction with respect to adoption of the draft policy presented in this item.

Options:

1. Adopt the proposed new Policy, "Recruitment of County Administrator and County Attorney." (Attachment #1)
2. Do not approve the proposed new Policy, "Recruitment of County Administrator and County Attorney."
3. Board direction.

Recommendation:

Option #3

Attachments:

1. Proposed Policy for the Recruitment of County Administrator and County Attorney
2. Leon County Home Rule Charter, Section 2.3 – "Executive Branch."
3. Leon County Home Rule Charter, Section 2.4 – "County attorney."
4. Leon County Code of Laws, Chapter 2, Article IV, Division 2. "County Attorney"

Board of County Commissioners
Leon County, Florida

Policy No. 20-X

Title:	Recruitment of County Administrator and County Attorney
Date Adopted:	June 16, 2020
Effective Date:	June 16, 2020
Reference:	Leon County Home Rule Charter, Sections 2.3 and 2.4
Policy Superseded:	None

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

Upon any future vacancy in the position of County Administrator or County Attorney, the Board of County Commissioners shall conduct a public search that is open to both internal and external candidates. At the direction of the Board of County Commissioners, any such recruitment may be conducted either in-house or through the services of an outside party.

Sec. 2.3. - Executive branch.

(1) The County Administrator.

(A) The County Administrator shall be appointed by an affirmative vote of a majority plus one (1) of the entire membership of the Board of County Commissioners. The County Administrator shall serve at the pleasure of the Board of County Commissioners until such time as the County Administrator shall be removed by a vote for removal of a majority plus one (1) of the entire membership of the Board of County Commissioners voting during the first regularly scheduled meeting occurring after a meeting of the Board at which a motion expressing the intent of the Board to remove the County Administrator was adopted by majority vote of those present and voting. The County Administrator shall be the chief executive officer of the County and all executive responsibilities and powers shall be assigned to, and vested in, the County Administrator. The County Administrator shall exercise all executive authority provided by this Home Rule Charter and all other powers and duties authorized by general or special law.

(B) The County Administrator shall be chosen on the basis of his/her professional qualifications, administrative and executive experience, and ability to serve as the chief administrator of the County. The County Administrator shall reside within the County during his/her tenure as County Administrator.

(C) The compensation of the County Administrator shall be fixed by the Board of County Commissioners at a level commensurate with the responsibilities of the position, with performance appraisals conducted by the Board of County Commissioners at least annually.

(D) A vacancy in the office shall be filled in the same manner as the original appointment. The County Administrator may appoint an Acting County Administrator in the case of his/her temporary vacancy.

(2) Senior Management. The County's senior management employees, with the exception of the County Attorney's Staff, shall serve at the pleasure of the County Administrator, who may suspend or discharge senior management personnel with or without cause.

(3) Non-interference by Board of County Commissioners. Except for the purpose of inquiry and information, members of the Board of County Commissioners are expressly prohibited from interfering with the performance of the duties of any employee of the county government who is under the direct or indirect supervision of the County Administrator or County Attorney by giving said employees instructions or directives. Such action shall constitute malfeasance within the meaning of Article IV, Section 7(a) of the Florida Constitution.

However, nothing contained herein shall prevent a County Commissioner from discussing any county policy or program with a citizen or referring a citizen complaint or request for information to the County Administrator or County Attorney.

(Ord. No. 2010-23, § 1, 8-17-2010; Ord. No. 2010-24, § 1, 8-17-2010; Ord. No. 2010-25, § 1, 8-17-2010)

Sec. 2.4. - County attorney.

(1) There shall be a County Attorney selected by the Board of County Commissioners who shall serve at the pleasure of, and report directly to, the Board of County Commissioners, and shall reside within the County during his/her tenure as County Attorney.

(A) The County Attorney shall provide legal services to the Board of County Commissioners, the County Administrator, and County departments, boards and agencies organized under the Board of County Commissioners.

(B) 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 with performance appraisals conducted by the Board of County Commissioners at least annually.

DIVISION 2. - COUNTY ATTORNEY

Sec. 2-131. - Powers; duties.

The County Attorney shall provide legal services to the board, the County Administrator and county departments, boards and agencies organized under the board, as required by law, established by the Leon County Charter, and as established by the board from time to time. The County Attorney shall serve at the pleasure of, and report directly to, the board.

(Ord. No. 18-07 , § 1, 4-10-2018)

Sec. 2-132. - Appointment; removal.

The County Attorney shall be appointed by an affirmative vote of a majority plus one of the entire membership of the Board of County Commissioners. The County Attorney shall be removed by a vote for removal of a majority plus one of the entire membership of the board voting during the first regularly scheduled meeting occurring after a meeting of the board at which a motion expressing the intent of the board to remove the County Attorney was adopted by majority vote of those present and voting.

(Ord. No. 18-07 , § 1, 4-10-2018)

Sec. 2-133. - Qualifications.

The County Attorney shall be chosen on the basis of his professional qualifications, legal and executive experience, and ability to serve as the County Attorney. The County Attorney shall reside within the county during his tenure as County Attorney.

(Ord. No. 18-07 , § 1, 4-10-2018)

Sec. 2-134. - Compensation.

The compensation of the County Attorney shall be fixed by the board at a level commensurate with the responsibilities of the position, with performance appraisals conducted by the board at least annually.

(Ord. No. 18-07 , § 1, 4-10-2018)

Sec. 2-135. - Vacancy.

A vacancy in the office shall be filled in the same manner as the original appointment. The County Attorney may appoint an acting County Attorney in the case of his temporary vacancy.

(Ord. No. 18-07 , § 1, 4-10-2018)

Secs. 2-136—2-155. - Reserved.

Leon County
Board of County Commissioners

Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Bid Award for Construction of the Bradfordville Volunteer Fire Department Building

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services Brent Pell, P.E., Director of Public Works Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Charles Wu, P.E., Director of Engineering Services Tom Brantley, P.E., Chief of Building Engineering Shelly Kelley, Purchasing Director

Statement of Issue:

This item seeks Board approval to award the bid for construction of the Bradfordville Volunteer Fire Department building to Tip-Top Construction, Inc., in the amount of $278,168.

Fiscal Impact:

This item has a fiscal impact. This item has been budgeted and adequate funding is available in the Volunteer Fire Department capital improvement budget.

Staff Recommendation:

Option #1: Approve the bid award to Tip-Top Construction, Inc., in the amount of $278,168 for construction of the Bradfordville Volunteer Fire Department building and authorize the County Administrator to execute the Agreement (Attachment #1).

Report and Discussion

Background:

This item seeks Board approval to award the bid for construction of the Bradfordville Volunteer Fire Department (VFD) building to Tip-Top Construction, Inc., in the amount of $278,168. The scope of work for this project will include all required site development and construction of a new fire station building to serve the Bradfordville area. At the October 15, 2019 meeting, the Board approved a 30-year Ground Lease with Tall Timbers Research, Inc. (Tall Timbers) for 1.54 acres of vacant property off County Road 12 and Hanna Hammock Road, at no cost to the County to locate the Bradfordville VFD.

Within the unincorporated area of Leon County, there are six volunteer fire departments. Of the six, the Bradfordville VFD provides volunteer fire services to the Bradfordville area pursuant to the Volunteer Fire Services Agreement (County Contract No. 0108-2). The Bradfordville VFD currently operates one fire engine out of the City of Tallahassee Fire Station No. 15 on Bannerman Road, with the remainder of its trucks and equipment located at volunteers' homes. Upon completion of the new fire station, the Bradfordville VFD will locate equipment at both the new station and Fire Station No. 15.

From 2001 – 2003, the County constructed four of its own VFD fire stations in the unincorporated area to improve fire protection response times and to reduce homeowner insurance ratings in the unincorporated areas of the County. These fire stations are minimal in nature and consist of large garages that have a restroom and an area to store a fire truck and equipment. They do not have sleeping quarters, kitchens and meeting rooms like a traditional fire station. At the time the County designed, permitted and constructed the other fire stations, the Bradfordville VFD was unable to locate a suitable site for the construction of a fire station.

The Bradfordville VFD identified the Tall Timbers property for the new fire station because of the existing housing density of the Meridian Hills subdivision and housing developments along County Road 12 west of Meridian Road. Many residential insurance companies consider the distance of a home from a fire station as one of the factors in determining insurance premiums. If the home is farther than five road miles from a responding fire station, the insurance premiums are typically higher. Locating the VFD station at Tall Timbers brings approximately 440 homes to within five road miles from the fire station. This will result in improved fire protection for those homes and provides for the possibility of lower insurance rates for the homeowners. The Bradfordville VFD participated in the site selection and has provided staff with input on the design of the facility.

Analysis:

The Invitation to Bid for construction of the Bradfordville Volunteer Fire Department building was advertised locally on April 23, 2020. A total of 353 vendors were notified through the automated procurement system. A total of 52 bid packages were requested. The County received two bids on May 21, 2020, with the lowest responsive bidder being Tip-Top Construction, Inc., in the amount of $278,168 (Attachment #2). The other bid was from WestScott Construction, Inc., in

the amount of $348,600, a difference of $70,432. However, WestScott was deemed to be non-responsive due to not meeting the minimum MWBE requirements.

The Minority, Women and Small Business Enterprise (MWSBE) Division reviewed MWSBE Participation Plans submitted by the bidders. The aspirational goals for the bid were 14% MBE and 9% WBE. Tip Top Construction, Inc. exceeded the MBE aspirational goal; however, they did not meet the WBE aspirational goal. The MWSBE Division determined that Tip-Top Construction, Inc., provided a satisfactory Good Faith Effort Form and supporting documentation which includes concrete and flooring subcontractors (Attachment #3). If awarded the bid, the Office of Economic Vitality will work with Tip-Top Construction, Inc., to increase MWBE utilization for these subcontracting opportunities.

Options:

1. Approve the bid award to Tip-Top Construction, Inc., in the amount of $278,168 for construction of the Bradfordville Volunteer Fire Department building and authorize the County Administrator to execute the Agreement (Attachment #1).
2. Do not approve the bid award to Tip-Top Construction, Inc., in the amount of $278,168 for construction of the Bradfordville Volunteer Fire Department building.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Agreement
2. Bid Tabulation Sheet
3. MWSBE Analysis Sheet

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 TIP TOP CONSTRUCTION, 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 provide site preparation and construction of a new pre-engineered metal building system (PEMBS), site amenities and utilities to serve the Bradfordville Volunteer Fire Department, in accordance with: 1) Solicitation # BC-05-21-20-46 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.

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.

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 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 one-hundred eighty (180) consecutive calendar days of the Notice to Proceed to final completion. 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, the sum of $250.00.

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.

DRAFT

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 for a total sum of $278,167.56 on completion of the work and acceptance as satisfactory.

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:	Tom Brantley
Street Address:	2280 Miccosukee Road
City, State, Zip Code:	Tallahassee, Florida 32308
Telephone:	850-606-1500
E-mail:	BrantleyT@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:	Tom Brantley
Street Address:	2280 Miccosukee Road
City, State, Zip Code:	Tallahassee, Florida 32308
Telephone:	850-606-1500
E-mail:	BrantleyT@leoncountyfl.gov

E. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number;

DRAFT

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).

DRAFT

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, it 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 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.

DRAFT

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)

DRAFT

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(I)(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. 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@oevforbusiness.org, LaTanya Raffington at lraffington@oevforbusiness.org, or Shanea Wilks at swilks@oevforbusiness.org.

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).

DRAFT

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.

DRAFT

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. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

27. 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-05-21-20-46
Exhibit B – Vendor's Response to Solicitation #BC-05-21-20-46

DRAFT

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

Date: _____

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

BY: _____

DATE: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Chasity H. O'Steen
County Attorney

DATE: _____

TIP TOP CONSTRUCTION, INC.

By: _____

Printed
Name _____

Title: _____

Date: _____

DRAFT

Leon County
Board of County Commissioners
301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Purchasing Division
1800-3 Blair Stone Road
Tallahassee, Florida 32308
(850) 606-1600

Commissioners

BRYAN DESLOGE
District 4
Chairman

RICK MINOR
District 3
Vice Chairman

BILL PROCTOR
District 1

JIMBO JACKSON
District 2

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

CHASITY H. O'STEEN
County Attorney

May 11, 2020

RE: Bid Title: Bradfordville Volunteer Fire Department Building
Bid No: BC-05-21-20-46
Opening Date: May 21, 2020 at 11:30 AM

ADDENDUM # 1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

A. Revisions to the Invitation to Bid (ITB):

Attachment B – Construction Plans shall have modifications to the following Plan Sheets:

1. Sheet C3.2: CONCRETE APRON SECTION
   a. Add the following note
   "FOR THE 30'x14'x7" THICK TRUCK PARKING APRON, ADD 2 LATERAL SAW CUT CONSTRUCTION JOINTS SPACED AT 13'-4" ON CENTER AS INDICATED ON THE S.C.J. DETAIL ON SHEET S1.0. SAW CUT SHALL BE 2" DEEP FOR 7" THICK APRON."

2. Sheet U1.0: Water Supply Well - Performance/Spec. Requirements
   a. Add the following to item 3. Permit Requirements
   " 3.b. The well permit shall be obtained from FDOH and shall be for a "Limited Use, Registered Program" well."

3. Sheet S1.0
   a. Delete the wording "(ADD. BID ALTERNATE No. 1)" from note on 7" concrete apron on west side of building. Note should read "7" CONCRETE APRON, SEE CIVIL PLANS".

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,

Geri Forslund
Procurement Administrator

DRAFT

INVITATION TO BID

FOR

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING

BID NUMBER BC-05-21-20-46

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

DRAFT

RELEASE DATE: April 23, 2020

Bradfordville Volunteer Fire Department Building

I. Important Instructions
II. Introduction
III. Bidding Process
IV. Contractor Qualifications
V. Award and Contracting Process
VI. Minority, Women, Small Business (MWSBE) Enterprise
VII. Required Certifications
VIII. Insurance Requirements
IX. Terms and Conditions
X. Vendor Submissions

Attachments:
A - Attachment A - Technical Specifications 03.05.20
B - Attachment B - Construction Plans 03.05.20
C - Attachment C - Environmental Management Permit
D - Attachment D - Septic Permit
E - MWBE Participation Plan Form
F - MWBE Good Faith Effort Form
G - MWBE Good Faith Effort Spreadsheet Template
H - Bid Response Cover Sheet with Signature
I - Additional Forms to Fill Out and Submit

DRAFT

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

I. IMPORTANT INSTRUCTIONS

A. 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. The County's preferred method of submission is to respond electronically via ProcureNow, however, bids may be submitted in person, by mail or other carrier.

If bidder prefers to provide a paper-based response, please submit an original copy and follow the instructions below:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

Bid No. BC-05-21-20-46
Leon County Government
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.

B. QUESTIONS

Questions may be submitted directly through the County's e-Procurement Portal located at https://secure.procurenow.com/portal/leoncounty/. Alternatively, if using email, questions pertaining to bid procedures or regarding the specifications should be addressed to both Shelly Kelley and Geri Forslund, telephone (850) 606-1600; E-mail: kelleys@leoncountyfl.gov and forslundg@leoncountyfl.gov.

C. 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).

D. 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 https://secure.procurenow.com/portal/leoncounty. 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.

DRAFT

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

E. 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.

DRAFT

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

II. INTRODUCTION

A. Summary

Leon County is seeking the services of a qualified vendor site preparation and construction of a new pre-engineered metal building system (PEMBS), site amenities and utilities to serve the Bradfordville Volunteer Fire Department, in accordance with the following:

- Attachment A –Technical Specifications
- Attachment B – Construction Plans
- Attachment C – Environmental Management Permit
- Attachment D – Septic Permit

The work includes but is not limited to:

ADA compliant parking, a water well, septic tank and electrical utilities, finished interior space, building mechanical, electrical and plumbing systems, planted landscape buffer, graded/stabilized/paved interior building drives, new paved driveway apron and pipe culvert located at the turnout along County Highway 12.

Base Bid shall be based on all materials, labor and equipment to construct all work indicated on the plans, details, notes, and specifications (Complete) except items indicated to be not in contract (N.I.C. On Plans).

It is the intention of the County to award this bid on the lowest total bid price based on the options selected by the County.

B. Contact Information

Geri Forslund
Procurement Administrator
1800-3 North Blair Stone Road
Tallahassee, FL 32308
Email: forslundg@leoncountyfl.gov
Phone: (850) 606-1600

Department:
Procurement

Department Head:
Shelly Kelley
Director of Purchasing

C. Timeline

Below 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: https://secure.procurenow.com/portal/leoncounty/

DRAFT

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

Release Project Date
April 23, 2020

Pre-Bid Meeting (Mandatory)
April 29, 2020, 11:00am
Location: Phone # 888-270-9936 | Code # 4952649

Question Submission Deadline
May 4, 2020, 5:00pm

Proposal Submission Deadline
May 21, 2020, 11:30am

DRAFT

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

III. BIDDING PROCESS

A. Questions and Clarifications

Questions may be submitted directly through the County's e-Procurement Portal located at https://secure.procurenow.com/portal/leoncounty/.

Alternatively, questions pertaining to bid procedures or regarding the specifications may be submitted via email to Shelly Kelley and Geri Forslund, phone (850) 606-1600 or E-mail KelleyS@leoncountyfl.gov and forslundg@leoncountyfl.gov. **If using email, bidders are requested to send such requests to both representatives of the Purchasing Division. Electronic inquiries are preferred over phone.**

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.

B. 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, lawyer, relative, 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, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

DRAFT

C. 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. In order to register, you must create an account on the County's eProcurement Portal (https://secure.procurenow.com/portal/leoncounty/), browse to the bid, and then click the "Follow" button.

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 (https://secure.procurenow.com/portal/leoncounty/) may cause your submittal to be rejected as non-responsive.

D. 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 lowest total bid price based on the options selected by the County and/or other criteria herein contained meeting all specifications.

E. 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.

F. Receipt and Opening of Bids

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived and no bids received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the bids will be made public and will be posted on the Purchasing Division website at: https://secure.procurenow.com/portal/leoncounty/.

Sealed bids 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.

G. Award of Bids

The bid will be awarded to the lowest responsive, responsible bidder. 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: https://secure.procurenow.com/portal/leoncounty/ 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

DRAFT

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.

H. 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.

I. 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: https://secure.procurenow.com/portal/leoncounty/ by clicking the "Followers" tab on the the advertisement of the respective solicitation. A listing of the registered bidders with their email address is designed to assist bidders in preparation of their responses.

DRAFT

IV. CONTRACTOR QUALIFICATIONS

The primary contractor shall be licensed by the State of Florida as a Licensed General Contractor or Licensed Building Contractor pursuant to FS 489.105(3)(a) and (b). The Licensed General Contractor or Licensed Building Contractor shall possess an active and current licensing placard issued by the Florida Department of Business and Professional Regulation (DBPR). Copies of primary contractor's licensing placard(s) shall be submitted to Leon County concurrent with bid. The primary and any subcontractors utilized on this project shall be Florida licensed in their trade.

Failure to provide proof of State of Florida General Contractor's license may result in the bid being determined as non-responsive.

Contractors shall be licensed in the State of Florida as required by Chapter 489, Florida Statutes. Specific license type for this project shall be as indicated in F.S. sections 489.105(3)(a)-(q) as applicable to the scope of work of the project.

Proposed sub-contractors and/or if self-performing, the employee that is performing the work, must hold a license for any specialty work, based on the work required to complete this project.

DRAFT

V. AWARD AND CONTRACTING PROCESS

A. Agreement

After the bid award, the County, at its discretion, will prepare a purchase order or an agreement that specifies the terms and conditions resulting from the award of this bid. Every procurement for contractual services shall be evidenced by a written agreement. The awarded Bidder will have ten 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.

B. Payments to the General Contractor

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Pay Act, sections 218.70 - 218.79, Florida Statutes.

C. 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 seller.

D. 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

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and

4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED on this the _____day of_____, 20__.

(Name of Principal)

By: (As Attorney-In-Fact)

(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

DRAFT

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

VI. MINORITY, WOMEN, SMALL BUSINESS (MWSBE) ENTERPRISE

A. MWSBE Overview

The Minority Women Small Business Enterprise (MWSBE) Policy of the City of Tallahassee, Leon County Government, and Blueprint Intergovernmental Agency applies to this solicitation. This solicitation has a project specific goal for the participation of Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by the Office of Economic Vitality (OEV) MWSBE Division.

- Certified MBE Participation Project Specific Goal: 14%
- Certified WBE Participation Project Specific Goal: 9%

All respondents, including MBE firms, and WBE firms will meet the project specific goal(s) or demonstrate in their response that a good faith effort was made to meet the project specific goal(s). When an MBE or WBE firm is the prime contractor or consultant, the goal is fulfilled for their certification designation and the other portion of the goal, if present, must be fulfilled. For example, if a certified MBE firm responds to a solicitation as a prime contractor, the goal for MBE participation is fulfilled. The MBE prime contractor remains responsible for meeting the goal for WBE participation.

Certified MBE and WBE firms may participate by providing goods or services in support of the project as subcontractors or subconsultants identified on the Respondent and Team Summary Form.

B. MWSBE Responsive Responses

The MWSBE Division will deem responses responsive to the MWBE Section of the solicitation if they include a completed MWBE Participation Plan that is eligible for points and/or Good Faith Effort documentation.

Please complete an MWBE Participation Plan Form, include the MBE and WBE firms on your Respondent and Team Summary Form, and, if you are unable to meet the project specific goal, complete a Good Faith Effort Form. **To be eligible for evaluation, all MWBE Section Forms must be located in your response .**

If you are unable to meet the project specific goal for MBE and WBE participation, you must submit a Good Faith Effort Form documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

C. MWSBE Contact Information

Each Respondent is strongly encouraged to secure MBE and WBE firm participation. Respondents needing assistance or guidance with these requirements should contact LaTanya Raffington of the MWSBE Division at Lraffington@oevforbusiness.org OR Shanea Wilks of the MWSBE Division at Swilks@oevforbusiness.org. A directory of certified MBE and WBE firms is available on the OEV website: https://oevforbusiness.mwsbe.com.

DRAFT

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

VII. REQUIRED CERTIFICATIONS

A. 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.

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.

B. LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

1. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
    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.
2. 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.
3. 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."

DRAFT

C. 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 bid response to this solicitation, please complete and submit the attached form AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

D. 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.

E. 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.

F. 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.

1. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
2. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.

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.

G. 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 origin, 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.

DRAFT

VIII. INSURANCE REQUIREMENTS

A. Overview

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. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

The awarded 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.

B. General, Automobile, and Workers' Insurance

Contractor shall maintain limits no less than:

General Liability: $1,000,000 combined single limit for bodily injury and property damage per occurrence with a $2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury, and coverage for explosion, collapse, and underground (X, C, U).

Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).

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.

C. 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.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

2. The Contractor's insurance coverage shall be primary insurance in respect to the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

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 written notice has been given to the County.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

F. 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.*

G. 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.

DRAFT

IX. TERMS AND CONDITIONS

A. 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.

B. 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.

C. 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 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 bid 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.

D. 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 one-hundred eighty (180) consecutive calendar days of the Notice to Proceed to final completion.

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, the sum of $250.00.

DRAFT

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.

E. 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.

F. 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(I)(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.

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

G. 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.

DRAFT

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.

H. 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.

I. WARRANTIES

Bidder will warrant title to all goods sold as provided for in Section 672, Florida Statutes.

J. WORK

The awarded 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.

Leon County reserves the right to negotiate with the successful bidder/proposer for any related products or services not specifically stated in this solicitation.

K. PERMITS

The Contractor shall pay for and obtain all necessary permits as required by law.

L. 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.

M. 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.

DRAFT

It is understood that the Contractors responsibility to indemnify and defend the County, it 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.

N. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

O. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

P. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

Q. PENALTIES

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Failure to perform according to contract provisions.
2. Conviction in a court of law of any criminal offense in connection with the conduct of business
3. 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.
4. 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.
5. Other reasons deemed appropriate by the Board of County Commissioners.

R. 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.

DRAFT

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

X. VENDOR SUBMISSIONS

Our preferred method of submission is to respond electronically via ProcureNow, however, if you prefer to provide a paper-based response, please submit an original copy and follow the instructions below:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

Bid No. BC-05-21-20-46
Leon County Government
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.

A. ACCEPTANCE OF COUNTY 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.

Does the bidder agree?

☐ Yes
☐ No
*Response required

B. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

☐ Please confirm
*Response required

C. Bid Pricing Form*

Please refer to Attachments for the Bid Pricing Form. Download, complete, and upload your response here.

*Response required

D. Bid Response Cover Sheet with Signature*

*Response required

E. Additional Forms to Fill Out and Submit*

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.

Bid Title: BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT BUILDING
Bid Number BC-05-21-20-46
Opening Date: May 21, 2020, 11:30 am

Please see Attachments for all the necessary forms for the bidder to complete for this solicitation.

- Respondent and Team Summary Form
- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Insurance Certification Form
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

*Response required

F. MWBE Information / Good Faith Effort*

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit the MWBE Participation Plan Form and any required documentation with their responses.

*Response required

G. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

The mailing must have the Project ID (BC-05-21-20-46), the Project Title (Bradfordville Volunteer Fire Department Building), and the Company Name printed clearly on the front of the envelope.

This must be postmarked no later than the date of the bid opening or your bid may be considered non-responsive.

*Response required

DRAFT

TECHNICAL SPECIFICATIONS

FOR

Bradfordville Volunteer Fire Department
Hanna Hammock Road and County Road 12
Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
ENGINEERING SERVICES DIVISION

August 2, 2019

Civil Engineering:	**McCarthy and Associates, a Division of Pennoni**
Architectural:	**Workshop 131, Inc.**
Structural Engineering:	**McCarthy and Associates, a Division of Pennoni**
Mechanical Engineering:	**McGinniss & Fleming Engineering, Inc.**
Plumbing Engineering:	**McGinniss & Fleming Engineering, Inc.**
Electrical Engineering:	**McGinniss & Fleming Engineering, Inc.**

William B Rosenbaum

Digitally signed by William B Rosenbaum
Date: 2019.09.30 15:33:54 -04'00'

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Peter J McGinniss, PE
Sep 30 2019 2:30 PM

Divisions 3, 13, 22, & 31

STATE OF FLORIDA CHRISTOPHER ALAN ROBINSON AR95036 REGISTERED ARCHITECT

Digitally signed by Chris A Robinson
Date: 2019.09.30 14:40:59 -04'00'

Division 15

Kevin Fleming
Sep 30 2019 9:19 AM

Divisions 6 through 10

Division 16

DRAFT

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT

HANNA HAMMOCK ROAD AND COUNTY ROAD 12

LEON COUNTY, FLORIDA

SPECIFICATIONS

TABLE OF CONTENTS

August 2, 2018

SECTION

DIVISION 3 – CONCRETE

031000 Concrete Framework
032000 Concrete Reinforcement
033000 Cast-in-Place Concrete

DIVISION 6 - WOOD AND PLASTICS AND COMPOSITES

06 10 00 Rough Carpentry

DIVISION 7 - THERMAL AND MOISTURE PROTECTION

07 21 16 Blanket Insulation
07 92 00 Joint Sealants

DIVISION 8 - DOORS AND WINDOWS

08 11 13 Hollow Metal Doors and Frames
08 14 16 Flush Wood Doors
08 36 13 Sectional Doors
08 71 00 Door Hardware
08 71 02 Hardware Sets

DIVISION 9 – FINISHES

09 29 00 Gypsum Board
09 51 13 Acoustical Panel Ceilings
09 65 13 Resilient Base and Accessories
09 91 13 Exterior Painting
09 91 23 Interior Panting

DIVISION 10 – SPECIALTIES

10 28 13 Toilet Accessories
10 44 16 Portable Fire Extinguishers

DRAFT

DIVISION 13 – SPECIAL CONSTRUCTION

133419	Pre-Engineered Metal Building

DIVISION 15 – MECHANICAL

15010	Mechanical General Provisions
15400	Plumbing
15765	Package Terminal Heat Pumps
15891	Metal and Flexible Ductwork

DIVISION 16 – ELECTRICAL

16010	Electrical – General Provisions
16100	Basic Materials and Methods
16500	Lighting

DIVISION 22 – PLUMBING

221113	Water Piping

DIVISION 31 – EARTHWORK

311000	Site Clearing and Preliminary Sitework
312000	Earthwork
312500	Erosion and Sedimentation Control

DIVISION 32 – EXTERIOR IMPROVEMENTS

321216	Asphalt Paving

END OF TECHNICAL SPECIFICATIONS

ATTACHMENT
GEOTECTNICAL ENGINEERING REPORT

DRAFT

SECTION 031000

CONCRETE FORMWORK

PART 1 - GENERAL

1.01 DESIGN FORMWORK
- A. Assume all responsibility for the design and engineering of the formwork, as well as its construction and removal.
- B. Design formwork for the loads, lateral pressure, and allowable stresses outlined in Chapter 2, Guide to Formwork for Concrete", ACI 347, latest edition.

PART 2 - PRODUCTS

2.01 MATERIALS
- A. Facing Materials shall be such as to provide the specified surface finish.
- B. Form Coating shall be a field applied chemical concrete release agent capable of preventing bond between poured concrete and the form and shall contain no oil, or shall be factory applied non-absorptive liner. Coat form before reinforcement is placed.
- C. Form Ties shall be broken back at 1-inch from surface of concrete. Tie Cones, 1-inch diameter by 1-inch long, shall be used on all exposed concrete.
- D. Pre-molded Expansion Joint material (E.J.) shall conform to ASTM D1751, "Preformed Expansion Joint Fillers for Concrete Paving and Structural Concrete (non-extruding and resilient bituminous types)".

2.02 FABRICATION
- A. Construct formwork so that concrete surfaces will conform to the tolerance limits specified in Table 4.3.1, "Tolerances for Formed Surfaces", ACI 301, latest edition.
- B. Provide positive means of adjustment (wedges or jacks) of shores and struts to compensate for anticipated deflections and settlement in the Formwork during concrete placing operations.

PART 3 - EXECUTION

3.01 ERECTION OF FORMS
- A. Build forms tight to prevent loss of mortar from the concrete.
- B. Provide clean-out openings at base of pier and wall forms to facilitate cleaning and observation immediately before concrete is placed.
- C. Unless shown otherwise on drawings, corners of concrete members exposed to view after all other finish materials are in place shall be beveled using chamfer strips (maximum ½-inch across the beveled face) placed in the forms. Submit sample for approval before proceeding.
- D. Overlap and hold forms against hardened concrete of a previous placement to prevent offsets or loss of mortar at the construction joint and to maintain a true surface.

3.02 INSTALLATION OF EMBEDDED ITEMS
- A. Install inserts and materials to be cast into concrete.
- B. Set 1-inch deep 24-gage galvanized iron wall slots in all concrete surfaces adjacent to brick or block masonry. Slots shall be set vertical in concrete surfaces and spaced 16-inches on center horizontally. Provide masonry anchors spaced 16-inches on center vertically in each wall slot.
- C. Separate parallel runs of conduit by not less than 1-inch. Do not displace reinforcing bars from positions. No conduit shall be greater than ⅓ slab thickness. Bury conduit in slabs.
- D. Install Adjustable Wedge Inserts at 32-inches on center in concrete for shelf angles.

DRAFT

3.03 REMOVAL OF FORMS

A. Horizontal member forms used to support the weight of concrete of structural members shall remain in place until the concrete has gained not less than 2/3 of the specified 28-day strength, or a minimum of 7 days.

B. Vertical member forms and forms not supporting the weight of concrete shall not be removed in less than 24 hours.

END.

DRAFT

SECTION 032000

CONCRETE REINFORCEMENT

PART 1 - GENERAL

1.01 SUBMITTALS

A. Submit six copies of shop drawings for the fabrication and placing of reinforcing steel for approval, after being checked and approved by the contractor and before proceeding. Any changes by contractor or Fabricator of contract document details, materials, member sizes, or reinforcement shall be "flagged" on shop drawings accompanied by a written request for authorization and reason for requested change.

B. Placing plans shall show all dimensions, details, notes, locations, sizes, lengths and each bar mark together with accessories and material belonging to the reinforcing for the concrete.

C. Schedules shall show all information and be of the same form as those on the contract drawings.

D. Concrete wall reinforcing shall be shown in elevation.

E. Detail all reinforcing steel in accordance with the “ACI Detailing Manual”, ACI Publication SP-66, latest edition, unless otherwise indicated on the drawings.

PART 2 - PRODUCTS

2.01 MATERIALS

A. Reinforcement shall be fabricated from ASTM A615 "Deformed Billet-Steel Bars for Concrete Reinforcement", Grade 60.

B. Reinforcement to be welded shall be fabricated from ASTM A706 "Low Alloy Steel Deformed Bars for Concrete, Grade 60.

C. Welded smooth wire fabric (WWF) shall conform to "Specifications for Welded Steel Wire Fabric for Concrete Reinforcement", ASTM A185, and shall be fabricated from plain wire conforming to "Specifications for Cold-Drawn Steel Wire for Concrete Reinforcement", ASTM A82.

D. Wire bar supports shall conform to the National Bureau of Standards PS7, "Wire Bar Supports for Reinforced Concrete Construction".

2.02 FABRICATION

A. All hooks shall be bent using the pin diameters and dimensions as "ACI Standard Hooks" in the "Manual of Standard Practice for Reinforced Concrete Construction", CRSI latest edition, unless otherwise shown on the plans.

B. Reinforcing bars shall not be bent or straightened in a manner that will injure the materials.

C. Reinforcing bars shall conform to the dimensions shown on the plans and within the fabricating tolerances as shown in the "Manual of Standard Practices for Reinforced Concrete Construction", CRSI latest edition.

PART 3 - EXECUTION

3.01 PLACEMENT/BAR REINFORCEMENT

A. Bar reinforcement shall be placed in specified positions in the forms and held in place, before and during the placing of concrete by means of bar supports, to carry the reinforcing bars they support within the following tolerances from the positions shown on the drawings or specified herein:

DRAFT

1. For clear concrete protection and for depth "d" in Flexural members, walls, and compression members where "d" is:
   a. 8 inches or less - plus or minus 1/4"
   b. More than 8 inches but less than 24 inches - plus or minus ½ ", but the cover shall not be reduced by more than one-half of the specified cover.

2. For longitudinal location of bends and ends of bars:
   a. +2 inches except at discontinuous ends of members where tolerance shall be +1/2 inch.
3. For spacing:
   a. +2 inches except that total number of bars shall not be reduced.

B. Except as shown otherwise on structural drawings, concrete cover for Reinforcing Bars shall be as follows:
   1. Cast against and permanently exposed to earth. - 3 inches
   2. Exposed to earth or weather – 2 inches
   3. Interior formed surfaces:
      a. Piers and Columns - 1½ inches
      b. Beams - 1½ inches
      c. Walls - ¾ inch
      d. Slabs & Joists - ¾ inch

C. "Continuous" bars, unless otherwise indicated on drawings, shall be lapped 36 diameters at splices (48 diameters when bars are used in reinforced masonry). Provide corner bars to match primary reinforcing at all corner conditions, including continuous wall footings and grade beams.

D. Splices not shown in contract documents shall be subject to approval.

E. Support all reinforcing bars.

F. Space bar supports a maximum of 4-feet on center with the first support not greater than 2-feet from the ends of the bars. Tie to prevent displacement during the concreting operations. Provide #4 support bars at 48-inches spacing where not supported by perpendicular reinforcement.

G. Reinforcement shall not be "field" bent after being embedded in hardened concrete except where specifically shown on the drawings.

H. Set and hold all vertical dowels in footings by template.

3.02 WELDING REINFORCEMENT

A. The welding of reinforcing bars will be permitted only on approval on the shop drawings by the Architect.

B. The welding of reinforcing bars at intersections for support purposes, in lieu of tie wire, is prohibited.

C. The welding of reinforcing bars shall be performed in accordance with "Recommended Practices for Welding Reinforcing Steel, Metal Inserts and Connections for Reinforced Concrete Construction", AWS D 12.1-latest edition, as published by the American Welding Society.

D. Welders shall be qualified by tests as prescribed in the "Standard Qualification Procedures, "AWS B 3.0, latest edition, as published by the American Welding Society.

END.

DRAFT

SECTION 033000

CAST-IN-PLACE CONCRETE

PART 1 - GENERAL

1.01 RESPONSIBILITY AND QUALIFICATIONS

A. Assume all responsibility for the work, design and engineering of the formwork and the safe support of property adjacent to the work.

B. Work shall be done by one qualified to install the concrete work in accordance with the drawings and specifications. Minimum requirement for qualification shall be five years' experience with satisfactory completion of at least five similar projects.

C. Contractor shall obtain and pay for the services of a Qualified Testing Laboratory to sample and test concrete as specified in this SECTION and on the drawings.

1.02 SUBMITTALS

A. Submit shop drawings for the fabrication and placing of reinforcing steel after being checked and approved by the Contractor and before proceeding. Submit no "Approved as Corrected" drawings for approval.

B. Design and submit mix design series along with test data from laboratory or field experience corresponding to the same mix design.

1. Concrete shall have 28 day compressive strength as indicated on the Structural drawings.

C. Test reports shall show the requirements of ASTM Specifications.

D. Shop drawings shall be submitted in complete sets of a major area of work, with sheets consecutively numbered.

PART 2 - PRODUCTS

2.01 MATERIALS

A. Formwork: See Section 031000.

B. Reinforcement: See Section 032000.

C. Welded Fabric: See Section 032000.

D. Bar Supports: Section 032000.

E. Portland Cement: A domestic brand approved by the Architect for color and conforming to the requirements of ASTM C150, low alkali, Type I or Type III.

F. Fine Aggregate: Conform to ASTM C33 except that the fineness modules shall be not less than 2.1 nor more than 3.1 and the gradation shall be as specified herein below:

Sieve No.	3/8	#4	#8	#16	#30	#50	#100
Total % Passing (By Weight)	100	95-100	80-100	50-85	25-60	10-30	2-10

G. Coarse Aggregate: Crushed stone or gravel and shall conform to ASTM C33. Size of coarse aggregate shall be as specified herein below:

1. Size #67: (3/4 inch to #4) - for Sections 4" thick and greater.
2. Size #7: (½ inch to #4) - for Sections less than 4" thick

H. Water used in mixing concrete shall be clean and fit to drink.

I. Admixtures:

1. Air Entraining Admixtures: Conform to the requirements of ASTM C260 and shall contain no chloride. Air Entraining shall not be used for interior slabs receiving troweled finishes. Submit certification for approval.
2. Retarding Admixtures: Contain no chloride, shall be free of organic acids or salts of organic acids, shall be compatible with the air entraining admixture to be used and shall conform to the requirements of ASTM C494, Type B. Submit certification for approval.
3. Water-Reducing Admixtures: Contain no chloride, shall be free of organic

DRAFT

acids, or salts of organic acids, shall be compatible with the air entraining admixture to be used and shall conform to the requirements of ASTM C494, Type A, water-reducing normal-setting admixture and, ASTM C494, Type D, water-reducing and retarding admixture. Submit certification for approval.

4. Water-Reducing, High Range (WRHR) Admixtures: Shall contain no chloride, shall be free of organic acids or salts of organic acids, shall be compatible with the air entraining admixture to be used, and shall conform to the requirements of ASTM C494, Type F or G. Submit certification for approval.
5. High, early strength accelerating, water-reducing admixture: contains no chloride, shall be free of organic acids, shall be compatible with air-entraining admixtures to be used and shall conform to the requirements of ASTM C494, Type C or F. Submit certification for approval.
6. Provide technical field service during initial pours at no cost to the Owner by one experienced in the adjustment of concrete mixes for the particular admixtures being used.

J. Water proof Curing Paper: Conform to ASTM C171.

K. Curing Compound: Contain no wax or varnish. Conform to ASTM C309, Type I, and Filor by West Chemical Products, Inc., Kure-N-Seal by Sonneborn-Contech, Inc., Clear Bond by Guardian Chemical Corp., Mr. Klear Seal by Castle Chemical Company, or Sealtight CS-309.

L. Expansion Joint Material in the Building: Nonextruding and resilient non-bituminous type conforming to ASTM D1752, Type II.

M. Dovetail Anchor Slots for Brick and Block Against Concrete: 1" x 1" 24 gage galvanized steel with drip type corrugated 16 gage galvanized steel anchors, Hohmann and Barnard, Inc., No. 305 with No. 303 anchor, Richmond Screw Anchor Co., Inc., No. 051F with 020 anchor, or Hackman Building Products No. 100 with No. 108 anchors.

2.02 PROPORTIONING

A. Proportion ingredients for each class of concrete by weight when the slump is the maximum permitted to produce an average compressive strength at 28 days which exceeds the specified compressive strength in accordance with Chapter 5, Section 5.3 of the Building Code Requirements for Reinforced Concrete (ACI-318-95).

B. Air content of freshly mixed, air entrained concrete as determined by the method of ASTM C 173 shall be 5%. A field tolerance of 1%+ is acceptable. All exterior concrete, exposed to the weather, shall be air entrained. Interior concrete shall not be air entrained.

C. Water-reducing admixture shall be used in all concrete to reduce the total water requirement per cubic yard of concrete without loss of workability, and produce an increased strength proportional to the water/cement ratio. During ambient temperatures of 75 F or below use normal setting, water-reducing admixture meeting ASTM C484, Type A. During ambient temperatures of 75 F and above use set-retarding, water-reducing admixture meeting ASTM C494, Type B and Type D. During ambient temperatures of 60 F and below use a high, early strength accelerating water-reducing admixture meeting ASTM C494, Type C and Type E.

D. The mixes shall be designed to secure concrete having the following consistency range in slump:

Type of Construction	Slump Range (Inches)
Reinforced Foundations	2-3
Elevated, Structural Slabs	2-4
Sidewalks, Driveways & Slabs-on-Grade	2-4

DRAFT

2.03 BATCHING AND MIXING

A. Measure cement by weight on a scale separate from those used for other materials. Cement may be measured in bags of standard weight of 94 pounds; however, no fraction of a bag shall be used in any batch.

B. Measure aggregates by weight. Batch weights shall be based on saturated surface dry materials corrected for the actual moisture condition of the aggregate.

C. Measure water by volume or by weight by devices not subject to variation due to variable pressure in the water supply line. Measuring tanks shall be provided with means for checking their calibration.

D. Devices for measuring quantities of cement, aggregates, water and admixtures shall be accurate within 1% under operating condition.

E. Furnish delivery ticket for each batch of concrete before unloading at the site. Weights of fine and coarse aggregate, amount of cement, and total water as batches shall be printed on ticket by an automatic printing device or shall be recorded and initialed by an employee of the Contractor stationed at the batch plant. Delivery ticket shall, in addition, include the following:

1. Name of batch plant.
2. Serial number of ticket.
3. Date and truck number.
4. Name of contractor.
5. Job name and location.
6. Class of concrete and slump.
7. Cubic yards of concrete.
8. Time loaded.
9. Amount water added at job.
10. Initials of job superintendent.

F. Ready-mixed concrete shall be produced and delivered in accordance with the requirements of ASTM C94.

PART 3 - EXECUTION

3.01 RESHORING

A. Concrete elements shall not be permitted to deflect or accept load during form stripping.

B. After forms are removed, slabs, beams and girders over ten feet in span and cantilevers over four feet shall be reshored for the remainder of the 28-day period. Concrete elements shall not be permitted to deflect or accept load during reshoring operations.

C. Reshoring operations shall be performed so that existing concrete members are not subject to overloads, eccentric loading, or reverse bending.

D. Reshoring elements shall have the same capabilities as original shoring and shall be wedged to provide solid bearing and support. Bracing shall be provided.

3.02 PLACING CONCRETE

A. Give the Architect 48 hours advance notice before placing concrete in any portion of the structure to permit inspection of the forms and reinforcement. Embedded items of whatever nature shall be in place prior to inspection. An authorization of the Architect shall be secured before concrete is placed.

B. Remove water and debris from forms before depositing concrete.

C. Clean reinforcement and forms coated with foreign material or with concrete from previous placing operations before depositing concrete.

D. Place concrete not later than 1-1/2 hours after mixing. Mix temperature shall not exceed 90 F at time of placing.

E. Construction joints shall be keyed and bulkheaded vertically and located at the center of span.

F. Internal type mechanical vibrators and hand spading shall be used to consolidate the concrete.

DRAFT

G. Concrete shall not be placed within twenty-five feet of workmen placing or securing reinforcement.
H. Place no concrete when the atmospheric temperature is below 35 F. After the concrete has been placed, if the temperature drops below 35 F, conform to paragraph 3.06, Curing and Protection.

3.03 FINISHING FORMED SURFACES
A. Rough form finish shall be confined to all concrete surfaces not exposed to public view. After removal of forms, tie holes and defects shall be patched. Fins exceeding 1/4" in height shall be chipped off or rubbed off. Otherwise, surfaces shall be left with the texture imported by the forms.
B. Smooth form finish shall be used for all concrete surfaces exposed to public view. Form facing material shall produce a smooth, hard, uniform texture on the concrete. Form material with raised grain, torn surfaces, worn edges, patches, or dents which will impair the textures of the concrete surface shall not be used. Tie holes and defects shall be patched. All fins shall be removed.

3.04 REPAIR OF DEFECTS
A. Inspection by the Architect shall determine whether work is acceptable; and, if repairable, the method of repair to be used. Defects in materials and workmanship shall be subject to the above inspection at all times during the progress of the work regardless of previous inspections.
B. Condemned work shall consist of any concrete work which cannot be repaired. Condemned work shall be removed and replaced, at the Contractor's expense, with work that will conform to the contract documents.
C. Repair surface defects which are ½ inch or less in depth including tie holes by patching the same working day the forms are removed. Cut back defect at 90 degrees to the surface to sound concrete and at least 1" without feather edges. After soaking with water, pack a stiff mortar in the defect. In exposed concrete the mortar mix shall be determined by trial method using a mixture of white and grey portland cement to produce the described color. After mortar has attained its initial set, the patch shall be scraped or rubbed flush with the concrete and match the color and texture of the adjoining surface.

3.05 SLABS
A. Edge forms and intermediate screed strips shall be set to produce the designated elevations and contours of the finished surface. As a minimum, maintain the concrete thicknesses shown on the drawings.
B. Insure that termite treatment shall have been completed before installing vapor barrier. Install vapor barrier with 6" laps sealed with the manufacturer's recommended sealing compound.
C. Place and consolidate concrete to produce a surface within tolerances. Test for grade (or level) and correct by removing excess or adding and compacting additional concrete. These operations must be performed before bleeding water has an opportunity to collect on the surface.
D. Where metal forms are used at joints, the edge of the form shall be flush with the surface of the concrete. Where saw-cut joints are specified herein, cutting shall be started as soon as the concrete has hardened to prevent aggregates being dislodged by the saw, and shall be completed before shrinkage stresses become sufficient to produce cracking.
E. Scratched finish shall be applied to surfaces intended to receive bonded applied cementitious applications. Depress slabs as specified for applied finish. All pitches to drains shall be made in the concrete slab and not the setting bed. Level to a Class C tolerance and roughen surface with stiff brushes or rakes before final set. Before the concrete has fully hardened remove laitance and loose aggregate from the surface.

DRAFT

F. Troweled finish shall be applied to floors intended as walking surfaces or to receive contact floor coverings. Surface shall first be float-finished as specified above. It shall next be power troweled, and finally hand troweled. Final troweling shall be complete when a ringing sound is produced as the trowel is moved over the surface. The finished surface shall be free of trowel marks, uniform in texture and appearance, and shall be planed to a Class A tolerance, except tolerance for concrete on metal deck shall be Class B. Any defects of sufficient magnitude to show through floor covering shall be removed by grinding or patching.

G. Tolerance for finish surfaces shall be determined by a straight edge placed anywhere on the surface in any direction and shall be true planes within the following limitations:
   1. Class A - 1/8 inch in 10 feet;
   2. Class B - 1/4 inch in 10 feet;
   3. Class C - 1/4 inch in 2 feet.

3.06 CURING AND PROTECTION

A. Immediately after placement, concrete shall be protected from premature drying, temperatures above or below the range recommended in ACI 305R, latest edition and 306R, latest edition and mechanical injury.

B. Cure all surfaces for a period of 7 days and until average compressive strength has reached 70% of specified strength. Curing shall be by ponding, moist curing with sand or absorptive mats kept continuously wet, continuous application of steam (not exceeding 105 F) or mist spray, waterproof curing paper or liquid membrane forming curing compound. Selection of curing method shall be compatible with the finish to be applied to the concrete surface.

C. Use curing compound directly from the container without dilution and apply not later than one hour after final finishing in one coat at a coverage not to exceed 200 S.F. per gallon for surfaces with a "floated" or "broom" finish, or 300 S.F. per gallon for surfaces with a "troweled" finish. Submit engineering testing laboratory certification for approval. Do not use curing compound on surfaces to receive mortar beds for tile work.

D. Cold weather protection shall be in accordance with recommended practices of ACI 306R, latest edition. Whenever the mean daily outdoor temperature is less than 40 F, the temperature of the concrete shall be maintained between 50 F and 70 F for the curing period.

E. Hot weather protection shall be in accordance with ACI 305R, latest edition. When the anticipated ambient air temperature exceeds 80 F during placing or finishing operations, a retarding admixture shall be used in the mix to retard the setting time of the concrete.

3.07 CONTRACTOR DUTIES IN TESTING

A. Contractor shall submit to the Engineer the concrete mix designs proposed for use with a written request for review. Submittal shall include the results of all testing performed to qualify the materials and to establish the mix designs. Place no concrete in the work until mix design has been reviewed.

B. Contractor shall sample, mould, initially cure, and transport to the laboratory the acceptance test specimens for testing. During the first 24 hours after moulding he shall provide means for maintaining the temperature immediately adjacent to the specimens within the range of 60 F to 80 F and prevent loss of moisture from the specimens. After the initial curing period the acceptance test specimens shall be transported in a damp condition to the laboratory in a manner to prevent damage to the specimens. Include information for reporting of test data.
   1. Slump and air content shall be determined at the beginning of each day's pour and for each batch of concrete sampled for compressive strength tests. Make corrections to the mix if slump, unit weight, or air content are not within the specified tolerances. Slump and air content shall be determined by ASTM C143 and ASTM C173 respectively.

DRAFT

2. Make sets of four acceptance cylinders for strength testing for each 50 yards of concrete or fraction thereof for each class and strength for each day's concreting which shall be moulded from concrete samples taken at random over the duration of the pour.
3. Samples of concrete for strength testing shall be representative of the concrete in-place in the structure and shall not be taken from the first one-third of the concrete of the ready-mix truck. **No water shall be added to the concrete after samples of concrete for strength testing have been secured.**
4. Acceptance test cylinders shall be molded and cured in accordance with ASTM C31 from concrete samples in accordance with ASTM C172.
5. Provide designated testing laboratory with all field data specified to be included on concrete test reports in paragraph 3.08.
6. Field sampling and testing shall be performed by ACI Certified Technicians.

3.08 LABORATORY DUTIES IN TESTING

A. Designated testing laboratory shall perform all operations of testing materials, concrete and verifying mix designs.
B. Concrete test reports shall include the following:
   1. Class and strength concrete.
   2. Slump.
   3. Air content.
   4. Temperature of concrete mix at time of placement.
   5. Date and time of moulding.
   6. Date and age of test specimens.
   7. Location of concrete in the structure.
   8. Delivery ticket serial numbers.
C. Furnish five (5) copies of all test reports to the Architect.
D. Designated testing laboratory shall be selected and paid by the Owner.

3.09 STRENGTH TESTING AND EVALUATION

A. For each set of acceptance test cylinders, one cylinder shall be broken at the age of 7 days for information and two cylinders shall be broken at the age of 28 days for acceptance. The remaining cylinder shall be held by the laboratory for 120 days for use as a verification cylinder if required. Test in accordance with ASTM C39, latest edition.
B. Concrete shall be considered "Questionable Concrete" where any of the following test evaluations occur:
   1. Individual test strength is more than 500 psi below specified strength; or
   2. Average of any three consecutive strength tests are less than specified strength; or
   3. Individual test strength is less than specified strength and the concrete represented by the test is for concrete for a "critical" area of the structure. Critical areas of the structure are those areas which, in the opinion of the Architect, are critical to the structural stability of the structure as a whole.

3.10 QUESTIONABLE CONCRETE

A. Core tests shall be made at no cost to the government, and as directed by the Architect. If core tests fail to demonstrate the test strength required by the contract documents, or if they are impractical to obtain, and structural analysis does not confirm the safety of the structure, the Architect may, at his discretion, condemn the work or require load tests or additional construction. Should structural analysis confirm the safety of the structure, the Architect may, at his discretion, accept the questionable concrete in accordance with the Article of the General Conditions for the Acceptance of Defective Non-Conforming Work.
B. The Contractor shall pay all costs incurred in providing the additional testing or analysis to resolve the acceptability of questionable concrete.
C. The term "Building Official" in ACI Building Code 318 shall be deemed to mean, and

DRAFT

does mean, the Architect.

3.11 CORE TESTS

A. Three representative cores shall be taken from each member or area of concrete for each test considered "questionable". Location of cores shall be as directed by the Architect to least impair the strength of the structure. Damaged cores shall be replaced.

B. Cores shall be obtained and tested in accordance with ASTM C42, latest edition except that if concrete in the structure will be dry under service conditions, the cores shall be air dried (temperature 60 F to 80 F, and relative humidity less than 60%) for 7 days before test and shall be tested dry. If the concrete in the structure will be more than superficially wet under service conditions, the cores shall be immersed in water for at least 48 hours and tested wet.

C. Concrete in the questionable area will be considered structurally acceptable if the average of the cores is equal to or greater than 90% of the specified strength and no single core is more than 500 psi below specified strength.

3.12 LOAD TESTS AND ADDITIONAL CONSTRUCTION

A. Load tests shall be applied and their results evaluated in accordance with Chapter 20 of ACI Building Code 318, latest edition.

B. Work judged inadequate by results of a load test shall be reinforced with additional construction if so directed by the Architect or shall be replaced.

C. Additional construction and replaced work shall be at the Contractor's expense.

3.13 CONDUIT WORK

A. Electrical conduits shall be buried in concrete slabs. Low conduit shall be wired to the upper side of bottom reinforcing and top conduit shall be wired to the lower side of top steel.

B. Take care in spacing concrete around gangs or parallel conduit. Where such conduits occur, they shall be separated by at least one inch.

END.

DRAFT

SECTION 06 10 00

ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes the following:

1. Framing with dimension lumber.
2. Wood blocking, cants and nailers.
3. Wood furring and grounds.
4. Wood sleepers.
5. Plywood backing panels.

1.2 SUBMITTALS

A. Product Data: For each type of process and factory-fabricated product.

1. Include data for wood-preservative and fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements.

B. Material Certificates: For dimension lumber specified to comply with minimum allowable unit stresses. Indicate species and grade selected for each use and design values approved by the American Lumber Standards Committee Board of Review.

C. Research/Evaluation Reports: For the following, showing compliance with building code in effect for Project:

1. Wood-preservative-treated wood.
2. Fire-retardant-treated wood.
3. Engineered wood products.
4. Power-driven fasteners.
5. Powder-actuated fasteners.
6. Expansion anchors.
7. Metal framing anchors.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.

1. Factory mark each piece of lumber with grade stamp of grading agency.
2. For exposed lumber indicated to receive a stained or natural finish, mark grade stamp on end or back of each piece.
3. Provide dressed lumber, S4S, unless otherwise indicated.

DRAFT

4. Provide lumber with 19 percent maximum moisture content at time of dressing for 2-inch nominal (38-mm actual) thickness or less, unless otherwise indicated.

B. Engineered Wood Products: Provide engineered wood products acceptable to authorities having jurisdiction and for which current model code research or evaluation reports exist that show compliance with building code in effect for Project.

1. Allowable Design Stresses: Provide engineered wood products with allowable design stresses, as published by manufacturer, that meet or exceed those indicated. Manufacturer's published values shall be determined from empirical data or by rational engineering analysis and demonstrated by comprehensive testing performed by a qualified independent testing agency.

2.2 WOOD-PRESERVATIVE-TREATED LUMBER

A. Preservative Treatment by Pressure Process: Where lumber or plywood is indicated as preservative treated or is specified to be treated, comply with applicable requirements of AWPA C2 (lumber) and AWPA C9 (plywood), except that lumber is not in contact with the ground and is continuously protected from liquid water may be treated according to AWPA C31 with inorganic boron (SBX). Mark each treated item the Quality Mark Requirements of an inspection agency approved by ALSC's Board of Review.

1. Preservative Chemicals: Acceptable to authorities having jurisdiction.

a. Ammoniacal, or amine, copper quat (ACQ)
b. Copper Azole.

2. Preservative Chemicals: Acceptable for painting and staining:

a. KDAT (Kiln dried after treatment).

3. Fasteners: Provide stainless steel. Do **not** allow aluminum or steel to have contact with pressure preservative wood.

4. Wrapped Blocking: All pressure treated wood shall be wrapped with 30 to 40 mil self-adhering polyethylene membrane. All galvanized metals, aluminum & stainless steel shall be fastened by stainless steel fasteners.

5. Products shall be approved by ACQ Manufacturer.

B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent.

C. Application: Treat indicated items and the following:

1. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing, vapor barriers, and waterproofing.
2. Wood sills, sleepers, blocking, furring, stripping, and similar concealed members in contact with masonry or concrete.
3. Wood framing and furring attached directly to the interior of below-grade exterior masonry or concrete walls.
4. Wood framing members that are less than 18 inches (460 mm) above the ground in crawlspaces or unexcavated areas.
5. Wood floor plates that are installed over concrete slabs-on-grade.

DRAFT

2.3 DIMENSION LUMBER FRAMING

A. General: Of grades indicated according to the American Lumber Standards Committee National Grading Rule provisions of the grading agency indicated.

B. Maximum Moisture Content: 19 percent for 2-inch nominal (38-mm actual) thickness or less, no limit for more than 2-inch nominal (38-mm actual) thickness.

C. Non-Load-Bearing Interior Partitions: Construction or No. 2 or better grade of any of the following species:

1. Mixed southern pine; SPIB.
2. Eastern softwoods: NELMA.
3. Northern species; NLGA.
4. Western woods; WCLIB or WWPA

D. Framing Other Than Non-Load-Bearing Interior Partitions: Construction or No. 2 or better grade and any of the following species:

1. Hem-fir (north); NLGA and Hem-Fir; WCLIB or WWPA.
2. Southern pine; SPIB.
3. Douglas fir-larch; WCLIB or WWPA, Douglas fir-south; WWPA and Douglas fir-larch (north); NLGA.
4. Spruce-pine-fir; NLGA and Spruce-pine-fir (south); NeLMA, WCLIB, or WWPA.

2.4 MISCELLANEOUS LUMBER

A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:

1. Blocking.
2. Nailers.
3. Rooftop equipment bases and support curbs.
4. Cants.
5. Furring.
6. Grounds.

B. For items of dimension lumber size, provide Construction or No. 2 or better grade lumber with 19 percent maximum moisture content of any species.

C. For concealed boards, provide lumber with 19 percent maximum moisture content and any of the following species and grades:

1. Mixed southern pine, No. 2 grade; SPIB.
2. Eastern softwoods, No. 2 Common grade; NELMA.
3. Northern species, No. 2 Common grade; NLGA.
4. Western woods, Construction or No. 2 Common grade; WCLIB or WWPA.

2.5 PLYWOOD:

A. Comply with PS 1.

DRAFT

B. Bear the mark of a recognized association or independent inspection agency that maintains continuing control over quality of plywood which identifies compliance by veneer grade, group number, span rating where applicable, and glue type.

C. Sheathing:
1. APA rated Exposure 1 or Exterior; panel grade CD or better.

D. Subflooring:
1. At raised mezzanine floor:
a. APA Rated sheathing, Exposure 1. panel grade CD.
b. Minimum (3/4 inch) thick with span rating 32/16 or greater for supports at 16 inches on center.

2.6 PLYWOOD BACKING PANELS

A. Telephone and Electrical Equipment Backing Panels: DOC PS 1, Exposure 1, C-D Plugged, fire-retardant treated, in thickness indicated or, if not indicated, not less than 3/4-inch-nominal thickness.

2.7 FASTENERS

A. General: Provide fasteners of size and type indicated that comply with requirements specified.

1. Where rough carpentry is exposed to weather, in ground contact, pressure-preservative treated, or in area of high relative humidity, provide stainless steel fasteners.

B. Power-Driven Fasteners: NES NER-272.

C. Bolts: Stainless steel bolts, hex nuts and, where indicated, flat washers.

2.8 METAL FRAMING ANCHORS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

1. Alpine Engineered Products, Inc.
2. Simpson Strong-Tie Co., Inc.
3. SFS Intec, Inc., Fastening Systems.
4. USP Structural Connectors.

B. Allowable Design Loads: Provide products with allowable design loads, as published by manufacturer, that meet or exceed those manufacturer's published values shall be determined from empirical data or by rational engineering analysis and demonstrated by comprehensive testing performed by a qualified independent testing agency.

C. Galvanized Steel Sheet: Hot-dip, zinc-coated steel sheet complying with ASTM A 653/A 653M, G60 (Z180) coating designation for interior use only, unless indicated otherwise. All fasteners and framing anchors, in the exterior wall assembly and exposed to weather shall be stainless steel.

DRAFT

2.9 MISCELLANEOUS MATERIALS

A. Sill-Sealer Gaskets: Glass-fiber-resilient insulation, fabricated in strip form, for use as a sill sealer; 1-inch (25-mm) nominal thickness, compressible to 1/32 inch (0.8 mm); selected from manufacturer's standard widths to suit width of sill members indicated.

B. Flexible Flashing: Self-adhesive, rubberized-asphalt compound, bonded to a high-density, polyethylene film to produce an overall thickness of not less than 0.025 inch (0.6 mm).

PART 3 - EXECUTION

3.1 INSTALLATION

A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit. Locate furring, nailers, blocking, grounds, and similar supports to comply with requirements for attaching other construction.

B. Framing Standard: Comply with AF&PA's "Details for Conventional Wood Frame Construction," unless otherwise indicated.

C. Framing with Engineered Wood Products: Install engineered wood products to comply with manufacturer's written instructions.

D. Metal Framing Anchors: Install metal framing to comply with manufacturer's written instructions.

E. Do not splice structural members between supports, unless otherwise indicated.

F. Comply with AWPA M4 for applying field treatment to cut surfaces of preservative-treated lumber.

G. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:

1. NES NER-272 for power-driven fasteners.
2. Published requirements of metal framing anchor manufacturer.
3. Table 2304.9.1, "Fastening Schedule," in ICC's International Building Code.

H. Use finishing nails for exposed work, unless otherwise indicated. Countersink nail heads and fill holes with wood filler.

I. Fastening Methods:

1. Plywood Backing Panels: Nail or screw to supports.

3.2 PROTECTION

A. Protect wood that has been treated with inorganic boron (SBX) from weather. If, despite protection, inorganic boron-treated wood becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.

DRAFT

END OF SECTION 06 10 00

DRAFT

GENERAL SECTION 07 21 16

BATT INSULATION

PART 1 -

1.1 SUMMARY

A. Section Includes: Provide fiberglass batt thermal insulation for interior partition wall assemblies.

1.2 References

A. Materials shall meet the property requirements of one or more of the following specifications as applicable to the specific product or end use:

1. American Society for Testing of Materials (ASTM):
   a. ASTM C423 Test Method for Sound Absorption Coefficient by the Reverberation Room Method.
   b. ASTM C518 Test Method for Steady State Thermal Transmission Properties by Means of the Heat Flow Meter.
   c. ASTM C665 Specification for Mineral-Fiber Blanket Thermal Insulation for Light Frame Construction and Manufactured Housing.
   d. ASTM C1320 Standard Practice for Installation of Mineral Fiber Batt and Blanket Thermal Insulation for Light Frame Construction.
   e. ASTM E136 Test Method for Behavior of Materials in a Vertical Tube Furnace at 750°C.
   f. ASTM E84 Test Method for Surface Burning Characteristics of Building Materials.
   g. ASTM E119 Test Methods for Fire Tests of Building Construction and Materials.

1.3 SUBMITTALS

A. Product Data: Submit data on product characteristics, performance criteria, and limitations, including installation instructions.

B. Sustainable Design: Submit manufacturer's sustainable design certifications as specified.

1.4 QUALITY ASSURANCE

A. Sustainable Design: Provide products which have received the following certifications:
   1. UL Certified Environmental Product Declaration in accordance with ISO 14025. Applies to EcoTouch® Faced and Unfaced insulation.
   2. UL Environment EcoLogo CCD-106, applies to EcoTouch® Faced and Unfaced insulation.
   3. GREENGUARD Indoor Air Quality Certified® and GREENGUARD Children & Schools Certified℠, applies to EcoTouch® Unfaced Batts and EcoTouch® Faced Batts and Rolls.
   4. GREENGUARD Formaldehyde Free, applies to EcoTouch® Unfaced and EcoTouch® Faced Batts and Rolls.
   5. Scientific Certification Systems SCS-MC-01025, SCS Certified minimum 65% recycled glass content (with at least 41% post-consumer recycled and the balance of pre-consumer recycled glass content), applies to EcoTouch® Unfaced Batts and Rolls.

DRAFT

6. USDA Certified Biobased Products: EcoTouch® unfaced – 98 percent; EcoTouch® Kraft-faced – 57 percent; EcoTouch® FSK-faced – 78 percent.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Deliver materials in manufacturer's original packaging.

B. Store and protect products in accordance with manufacturer's instructions. Store in a dry indoors location. Protect insulation materials from moisture and soiling.

C. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

D. Do not install insulation that has been damaged or wet. Remove it from jobsite.

1. An exception may be allowed in cases where the contractor is able to demonstrate that wet insulation when fully dried out (either before installation or afterward following exposure to system operating temperatures) will provide installed performance that is equivalent in respects to new, completely dry insulation. In such cases, consult the insulation manufacturer for technical assistance.

PART 2 - PRODUCTS – BASIS OF DESIGN

2.1 MANUFACTURER

A. Thermal Insulation: EcoTouch® PINK® FIBERGLAS™ Insulation with PureFiber® Technology by Owens-Corning, Toledo, OH 43659; www.owenscorning.com.

2.2 MATERIALS

A. EcoTouch® Unfaced Batt Insulation: ASTM C 665, Type I, preformed formaldehyde free glass fiber batt type, unfaced. Includes Unfaced SonoBatts and Sound Attenuation Batts.
1. Noncombustible per ASTM E 136.
2. Flamespread less than 25, smoke developed less than 50 per ASTM E84.
3. ICC Building Code Construction Classification: All types.
4. Water vapor sorption, Maximum by weight: not more than 5 percent.

B. Accessories: Provide accessories per insulating system manufacturer's recommendations, including the following:
1. Tape: Polyethylene self-adhering type for Kraft faced insulation and bright aluminum self-adhering type for foil faced insulation.
2. Insulation Fasteners: Impale clip of galvanized steel; type recommended by insulation manufacturer for particular use intended.
3. Mechanical Insulation Fasteners: FM approved, corrosion resistant, size required to suit application.
4. Wire Mesh: Galvanized steel, hexagonal wire mesh.
5. Spindle Fasteners: Corrosion-resistant wire spindles.
6. Ventilation Baffles: Formed plastic, metal, or cardboard sized to fit full width of rafter spaces.

DRAFT

2.3 PERFORMANCE CRITERIA

A. Wood Frame Construction - Walls, R-Value: Per ASTM C518.
   1. R-11, 3-1/2 inch (89mm) thickness, 15 inch (381mm) or 23 inch (584mm) width, 48 inch (1219mm) or 93 inch (2362mm) length.

B. Wood Frame Construction - Roof/Floor/Ceiling, R-Value: Per ASTM C518.
   1. R-38, 12-1/4 inch (305mm) thickness, 16 inch (406mm) or 24 inch (584mm) width, 48 inch (1219mm) length.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine the areas and conditions under which work of this section will be installed. Verify that adjacent materials are dry and ready to receive insulation. Verify mechanical and electrical services within walls have been tested and inspected.

B. Provide written report listing conditions detrimental to performance of work in this section. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 INSTALLATION

A. Comply with manufacturer's installation instructions and ASTM C1320.

B. Friction-fit blanket insulation in place, until the interior finish is applied. Install batts to fill entire stud cavity, with no gaps, voids, or areas of compression. If stud cavity is less than 8 feet in height, cut lengths to friction fit against floor and ceiling tracks. Walls with penetrations require that insulation be carefully cut to fit around outlets, junction boxes, and other irregularities.
   1. Do not install insulation on top of or within 3 inches of recessed light fixtures unless the fixtures are approved for such use.

C. In crawl spaces and where the underside of floors are exposed to unconditioned space, insulation shall fill the cavity or be installed in contact with the underside of the decking. If vapor retarder is required by local code, a Kraft vapor retarder must be in contact with a 15 minute thermal barrier.

D. Within exterior wall framing, install insulation between pipes and backside of sheathing. Cut or split insulation material as required to fit around wiring and plumbing.

E. Where showers and bathtubs are located on exterior walls, install insulation and vapor retarder air barrier between units and exterior.

F. If eave ventilation baffles are required, install ventilation baffles at eaves to hold insulation down from roof sheathing and provide positive ventilation from eave to attic space.

G. Fluff insulation to full thickness for specified R-value before installation. Do not compress insulation in the cavity during installation, creating gaps or voids that could diminish thermal value.

H. Trim insulation neatly to fit spaces. Fill miscellaneous gaps and voids with insulation.

DRAFT

I. Fit insulation tight in spaces and tight to exterior side of mechanical and electrical services within the plane of insulation.

J. For unfaced batt insulation, install with friction fit or retain in place with manufacturer's recommended fasteners or mesh.

K. For batt insulation with factory-applied facing, install with vapor retarder membrane facing warm in the winter side of building spaces or as specified by local building code. Lap ends and side flanges of membrane over or between framing members. Tape to seal tears, cuts or misalignments in membrane.

L. Secure insulation in place using one of the following methods: Friction fit; staple or nail facing flanges in place as needed, tape in place, retain in place with spindle fasteners, retain in place with wire mesh secured to framing members.

3.3 PROTECTION

A. Protect installed insulation from damage due to weather and physical abuse until protected by permanent construction.

END OF SECTION 07 21 16

DRAFT

SECTION 07 92 00

JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes joint sealants for the following applications, including those specified by reference to this Section:
   1. Provide sealant/caulk at all dissimilar materials on the exterior and interior surfaces. When joints or the connection of dissimilar materials are large enough provide backer rod and sealant.
   2. Exterior joints in vertical surfaces and horizontal nontraffic surfaces.
      a. Construction joints in cast-in-place concrete.
      b. Joints in siding and trim.
      c. Joints between different materials listed above.
      d. Perimeter joints between materials listed above and frames of doors, windows and louvers.
   3. Exterior joints in horizontal traffic surfaces.
      a. Isolation and contraction joints in cast-in-place concrete slabs.
   4. Interior joints in vertical surfaces and horizontal nontraffic surfaces.
      a. Control and expansion joints on exposed interior surfaces of exterior walls.
      b. Perimeter joints of exterior openings where indicated.
      c. Perimeter joints between interior wall surfaces and frames of interior doors, and windows.
   5. Interior joints in horizontal traffic surfaces.
      a. Isolation joints in cast-in-place concrete slabs.
      b. Control and expansion joints in tile flooring.
B. See Division 08 Section "Glazing" for glazing sealants.

1.2 PERFORMANCE REQUIREMENTS

A. Provide elastomeric joint sealants that establish and maintain watertight and airtight continuous joint seals without staining or deteriorating joint substrates.
B. Provide joint sealants for interior applications that establish and maintain airtight and water-resistant continuous joint seals without staining or deteriorating joint substrates.

1.3 SUBMITTALS

A. Product Data: For each joint-sealant product indicated.
B. Samples: For each type and color of joint sealant required, provide manufacturers sample sheet for selection.
   1. Provide a minimum of 6 different colors as selected by Architect from manufacturers full color range if requested after initial submittal of manufacturer's sample sheet.
   2. All sealant colors shall match adjacent material.
C. Preconstruction field test reports.
D. Compatibility and adhesion test reports.
E. Product certificates or test reports.

DRAFT

1.4 QUALITY ASSURANCE

A. Preconstruction Compatibility and Adhesion Testing: Submit samples of materials that will contact or affect joint sealants to joint-sealant manufacturers for testing according to ASTM C 1087 manufacturer's standard test method to determine whether priming and other specific joint preparation techniques are required to obtain rapid, optimum adhesion of joint sealants to joint substrates.
B. Preconstruction Field-Adhesion Testing: Before installing elastomeric sealants, field test their adhesion to Project joint substrates according to the method in ASTM C 1193 that is appropriate for the types of Project joints.

1.5 WARRANTY

A. Special Installer's Warranty: Installer's standard form in which Installer agrees to repair or replace elastomeric joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
   1. Warranty Period: Two years from date of Substantial Completion.
B. Special Manufacturer's Warranty: Manufacturer's standard form in which elastomeric sealant manufacturer agrees to furnish elastomeric joint sealants to repair or replace those that do not comply with performance and other requirements specified in this Section within specified warranty period.
   1. Warranty Period: 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer, based on testing and field experience.
B. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range.

2.2 ELASTOMERIC JOINT SEALANTS

A. Elastomeric Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied chemically curing sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.
B. Stain-Test-Response Characteristics: Where elastomeric sealants are specified to be nonstaining to porous substrates, provide products that have undergone testing according to ASTM C 1248 and have not stained porous joint substrates indicated for Project.
C. Suitability for Immersion in Liquids. Where elastomeric sealants are indicated for Use I for joints that will be continuously immersed in liquids, provide products that have undergone testing according to ASTM C 1247 and qualify for the length of exposure indicated by reference to ASTM C 920 for Class 1 or 2. Liquid used for testing sealants is deionized water, unless otherwise indicated.
D. Suitability for Contact with Food: Where elastomeric sealants are indicated for joints that will come in repeated contact with food, provide products that comply with 21 CFR 177.2600.
E. Multi-component Sealant is permitted but must be compatible and equivalent to specified sealants.

F. Low-Modulus Neutral-Curing Polyurethane Sealant (JS-1): Where joint sealants of this type are indicated, provide products complying with the following:
   1. Available Products:

DRAFT

a. Pecora Corporation; Dynatrol I-XL.
b. Tremco; Dymonic.
c. Tremco; Vulkem 921.

2. Type and Grade: S (single component) and NS (nonsag).
3. Class: 25.
4. Uses Related to Exposure: NT (nontraffic).
5. Uses Related to Joint Substrates: M, G, A, and, as applicable to joint substrates indicated, O.
   a. Coated glass, aluminum coated with a high-performance coating, color anodic aluminum, galvanized steel, brick, limestone, marble, granite, plastic, tile, wood.

G. Medium-Modulus Neutral-Curing Silicone Sealant (JS-2): Where joint sealants of this type are indicated, provide products complying with the following:
1. Available Products:
   a. GE Silicones; Silglaze II SCS2800.
   b. Tremco; Tremsil 600.
   c. Dow Corning Corporation; 795.
   d. Pecora Corporation; Pecora 895.
2. Type and Grade: S (single component) and NS (nonsag).
3. Class: 25.
4. Use Related to Exposure: NT (nontraffic).
5. Uses Related to Joint Substrates: M, G, A, and, as applicable to joint substrates indicated, O.
   a. Coated glass, aluminum coated with a high-performance coating, color anodic aluminum, galvanized steel, brick, limestone, marble, granite, plastic, tile, wood.
6. Stain-Test-Response Characteristics: Nonstaining to porous substrates per ASTM C 1248.

H. Single-Component Mildew-Resistant Acid-Curing Silicone Sealant (JS-3): Where joint sealant of this type are indicated, provide products formulated with fungicide that are intended for sealing interior ceramic tile joints and other nonporous substrates that are subject to in-service exposures of high humidity and temperature extremes, and that comply with the following:
1. Available Products:
   a. Dow Corning Corporation; 786 Mildew Resistant.
   b. GE Silicones; Sanitary SCS1700.
   c. Tremco; Tremsil 200 White.
2. Type and Grade: S (single component) and NS (nonsag).
3. Class: 25.
4. Use Related to Exposure: NT (nontraffic).
5. Uses Related to Joint Substrates: G, A, and, as applicable to joint substrates indicated, O.
   a. Coated glass, aluminum coated with a high-performance coating, color anodic aluminum galvanized steel, marble, granite, plastic and tile.

I. Single-Component Pourable Urethane Sealant (JS-4): Where joint sealants of this type are indicated, provide products complying with the following:
1. Available Products:
   a. Pecora Corporation; Urexpan NR-201.
   b. Polymeric Systems Inc.; Flexiprene 952.
   c. Tremco; Tremflex S/L.
   d. Tremco; Vulkem 45.
   e. Sonneborn Building Products, Div., ChemRex Inc.; SL 1.
2. Type and Grade: S (single component) and P (pourable).
3. Class: 25.
4. Use Related to Exposure: T (traffic) and NT (nontraffic).

DRAFT

5. Uses Related to Joint Substrates: M, A, and, as applicable to joint substrates indicated, O.
    a. Color anodic aluminum, aluminum coated with high-performance coating, galvanized steel, brick, granite, marble, ceramic tile and wood.

2.3 SOLVENT-RELEASE JOINT SEALANTS

A. Acrylic-Based Solvent-Release Joint Sealant: Comply with ASTM C 1311 or FS TT-S-00230.
    1. Available Products:
        a. Tremco; Mono 555.
B. Butyl-Rubber-Based Solvent-Release Joint Sealant: Comply with ASTM C 1085.
    1. Available Products:
        a. Bostik Findley; Bostik 300.
        b. Fuller, H. B. Company; SC-0296.
        c. Fuller, H. B. Company; SC-0288.
        d. Pecora Corporation; BC-158.
        e. Polymeric Systems Inc.; PSI-301.
        f. Sonneborn, Division of ChemRex Inc.; Sonneborn Multi-Purpose Sealant.
        g. Tremco; Tremco Butyl Sealant.

2.4 LATEX JOINT SEALANTS

A. General: For Interior Use Only.
B. Latex Sealant (JS-5): Comply with ASTM C 834, Type OP, Grade NF.
C. Available Products:
    1. Bostik Findley; Chem-Calk 600.
    2. Pecora Corporation; AC-20+.
    3. Sonneborn, Division of ChemRex Inc.; Sonolac.
    4. Tremco; Tremflex 834.

2.5 ACOUSTICAL JOINT SEALANTS

A. General: For Interior Use Only.
B. Acoustical Sealant for Exposed and Concealed Joints (JS-6): Manufacturer's standard nonsag, paintable, nonstaining latex sealant complying with ASTM C 834 that effectively reduces airborne sound transmission through perimeter joints and openings in building construction as demonstrated by testing representative assemblies according to ASTM E 90.

    1. Available Products:
        a. Pecora Corporation; AC-20 FTR Acoustical and Insulation Sealant.
        b. United States Gypsum Co.; SHEETROCK Acoustical Sealant.

2.6 JOINT-SEALANT BACKING

A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
B. Cylindrical Sealant Backings (Backer Rod): ASTM C 1330, Type C (closed-cell material with a surface skin) polyurethane foam rod, oversized 20 – 50 percent larger than joint width as approved in writing by joint-sealant manufacturer for joint application indicated, and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance:

DRAFT

C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

2.7 MISCELLANEOUS MATERIALS

A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 PREPARATION

A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants.
   1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant.
      a. Clean porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air.
   2. Remove laitance and form-release agents from concrete.
      a. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.
B. Joint Priming: Prime joint substrates, where recommended in writing by joint-sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.2 INSTALLATION

A. General: All Dissimilar Materials are to be caulked.
B. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
C. Acoustical Sealant Application Standard: Comply with recommendations in ASTM C 919 for use of joint sealants in acoustical applications as applicable to materials, applications, and conditions indicated.
D. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.

DRAFT

1. Do not leave gaps between ends of sealant backings.
2. Do not stretch, twist, puncture, or tear sealant backings.
3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.

E. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.

F. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
1. Place sealants so they directly contact and fully wet joint substrates.
2. Completely fill recesses in each joint configuration.
3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.

G. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
1. Remove excess sealant from surfaces adjacent to joints.
2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
3. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated.

H. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.3 JOINT-SEALANT SCHEDULE

A. Joint-Sealant Application: All exterior wall penetrations shall be finished with sealant for a water and weathertight installation.
1. Joint Sealant: JS-1, Low Modulus-neutral-curing sealant.
2. Joint Sealant Color: As selected by Architect from Manufacturers full color range.

B. Joint-Sealant Application: Exterior siding and trim.
1. Joint Sealant: JS-1, Low-Modulus neutral curing sealant.
2. Joint Sealant Color: As selected by Architect from Manufacturers full color range.

C. Joint-Sealant Application: Exterior vertical and horizontal nontraffic construction joints in cast-in-place concrete.
1. Joint Sealant: JS-1, Low-Modulus-neutral-curing sealant.
2. Joint-Sealant color: As selected by Architect from Manufacturers full color range.

D. Joint-Sealant Application: Exterior horizontal nontraffic and traffic isolation and contraction joints in cast-in-place concrete slabs.
1. Joint Sealant: JS-4, Single-component pourable urethane sealant.
2. Joint-Sealant Color: As selected by Architect from Manufacturers full color range.

E. Joint-Sealant Application: Exterior vertical joints between different materials listed above.
1. Joint Sealant: JS-1, Low-Modulus neutral-curing sealant.
2. Joint-Sealant Color: As selected by Architect from Manufacturers full color range.

F. Joint-Sealant Application: Exterior perimeter joints between substrate material and frames of doors, windows, and louvers.
1. Joint Sealant: JS-1, Low-Modulus neutral-curing sealant.
2. Joint-Sealant Color: As selected by Architect from Manufacturers full color range.

G. Joint-Sealant Application: Exterior control and expansion joints in ceilings and other overhead surfaces.
1. Joint Sealant: JS-1, Low-Modulus neutral-curing sealant.

DRAFT

2. Joint Sealant Color: As selected by Architect from manufactures full color range.

H. Joint-Sealant Application: Vertical control and expansion joints on exposed interior surfaces of exterior walls.
   1. Joint Sealant: JS-5 Latex sealant.
   2. Joint-Sealant Color: As selected by Architect from Manufacturers full color range.

I. Joint-Sealant Application: Interior perimeter joints of exterior openings.
   1. Joint Sealant: JS-5, Latex sealant.
   2. Joint-Sealant Color: As selected by Architect from Manufacturers full color range.

J. Joint-Sealant Application: Interior joints between plumbing fixtures and adjoining walls, floors, and counters.
   1. Joint Sealant: Single-component mildew-resistant acid-curing silicone sealant.
   2. Joint-Sealant Color: As selected by Architect from Manufacturers full color range.

K. Joint-Sealant Application: Perimeter joints between interior wall surfaces and frames of interior doors, windows, and elevator entrances.
   1. Joint Sealant: JS-5 Latex sealant.
   2. Joint-Sealant Color: As selected by Architects from Manufacturers full color range.

END OF SECTION 07 92 00

DRAFT

"LEFT BLANK"

DRAFT

SECTION 08 11 13

HOLLOW METAL DOORS AND FRAMES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Standard hollow metal doors and frames.

1.2 SUBMITTALS

A. Product Data: For each type of product indicated.
B. Shop Drawings: Include elevations, door edge details, frame profiles, metal thicknesses, preparations for hardware, and other details.
C. Schedule: Prepared by or under the supervision of supplier, using same reference numbers for details and openings as those on Drawings.

1.3 QUALITY ASSURANCE

A. Steel Door and Frame Standard: Comply with ANSI A 250.8, unless more stringent requirements are indicated.
B. Fire-Rated Door Assemblies: Assemblies complying with NFPA 80 that are listed and labeled by a qualified testing agency, for fire-protection ratings indicated, based on testing at as close to neutral pressure as possible according to NFPA 252 or UL 10B.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Deliver doors and frames palletized, wrapped, or crated to provide protection during transit and Project-site storage. Do not use nonvented plastic.
B. Deliver welded frames with two removable spreader bars across bottom of frames, tack welded to jambs and mullions.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. Amweld Building Products, LLC.
   2. Ceco Door Products; an Assa Abloy Group company.
   3. Steelcraft; an Ingersoll-Rand company.

2.2 MATERIALS

A. Cold-Rolled Steel Sheet: ASTM A 1008/A 1008M, CS, Type B; suitable for exposed applications.
B. Hot-Rolled Steel Sheet: ASTM A 1011/A 1011M, CS, Type B, Commercial Steel (CS).
C. Galvanized Steel Sheets: Shall be manufactured from hot-dipped galvanized steel, G60 zinc coating conforming to ASTM A 525. Galvanized doors shall have galvanized hardware reinforcement.

DRAFT

D. Frame Anchors: ASTM A 591/A 591M, Commercial Steel (CS), 40Z (12G) coating designation; mill phosphatized.
   1. For anchors built into exterior walls, steel sheet complying with ASTM A 1008/A 1008M or ASTM A 1011/A 1011M, hot-dip galvanized according to ASTM A 153/A 153M, Class B.
E. Inserts, Bolts, and Fasteners: Hot-dip galvanized according to ASTM A 153/A 153M.
F. Grout: ASTM C 476, except with a maximum slump of 4 inches (102 mm), as measured according to ASTM C 143/C 143M.
G. Core: Provide manufacturer's standard core for thermally improved doors with maximum U-value of 0.24 btu/hr/sq.ft./degree F (ASTM C236) for all exterior doors.
H. Glazing: Division 08 Section "Glazing."
I. Bituminous Coating: Cold-applied asphalt mastic, SSPC-Paint 12, compounded for 15-mil (0.4-mm) dry film thickness per coat. Provide inert-type non-corrosive compound free of asbestos fibers, sulfur components, and other
J. Finish: All doors, frames and frame components shall be cleaned, phosphatized and finished as standard with one coat of baked-on rust inhibiting prime painted in accordance with the ANSI A224.1 "Test Procedure and Acceptance Criteria for Prime Painted Steel Surfaces for Steel Doors and Frames." Doors and Frames shall be in compliance with 200-hour salt spray and 500-hour humidity test in accordance with ASTM test method B117 "Standard Practice for Operating Salt Spray (Fog) Apparatus" and D1735 "Standard Practice for Testing Water Resistance."

2.3 STANDARD HOLLOW METAL DOORS

A. Interior Doors: Complying with ANSI/SDI A250.8 for level and model and ANSI A250.4 for physical endurance level indicated.
   1. (Heavy-Duty Doors) Level 2 and Physical Performance Level B, Model 1(Full Flush) 0.042-inch-thick (18 gage).

B. Exterior Doors: Complying with ANSI A250.8 for level and model and ANSI A250.4 for physical-endurance level indicated.
   1. 1. (Extra Heavy-Duty Doors) Level 3 and Physical Performance Level A, Model 1 (Full Flush) 0.053-inch-thick (16 gage).

2.4 STANDARD HOLLOW METAL FRAMES

A. General: ANSI A250.8; concealed fastenings, unless otherwise indicated.
B. Frame Steel Sheet Thickness:
   1. 0.042-inch-thick (18 gage) for wood doors.
   2. 0.053-inch-thick (16 gage) for level 2 steel doors.
   3. 0.067-inch-thick (14 gage) for level 3 steel doors.
C. Door Silencers: Three silencers on single-door frames and two silencers on double-door frames.
D. Plaster Guards: 0.016-inch- (0.4-mm-) thick, steel sheet plaster guards or mortar boxes to close off interior of openings at mortised cutouts.
E. Supports and Anchors: Not less than 0.042-inch-(1.0-mm-) thick zinc-coated steel sheet.
   1. Masonry Wall Anchors: 0.177-inch- (4.5-mm-) diameter, steel wire complying with ASTM A 510 (ASTM A510M) may be used in place of steel sheet.
F. Inserts, Bolts, and Fasteners: Manufacturer's standard units. Zinc-coat items that are to be built into exterior walls according to ASTM A 153/A 153M, Class C or D as applicable.

DRAFT

2.5 FRAME ANCHORS

A. Jamb Anchors:
1. Masonry Type: N/A
2. Stud-Wall Type: Designed to engage stud, welded to back of frames; not less than 0.042 inch (1.0 mm) thick.
3. Postinstalled Expansion Type for In-Place Concrete or Masonry: N/A

2.6 STOPS AND MOLDINGS

A. Fixed Frame Moldings: Formed integral with hollow metal frames, a minimum of 5/8 inch (16 mm) high unless otherwise indicated. Door lites shall be screw type only.

2.7 ACCESSORIES

A. Mullions and Transom Bars: N/A
B. Grout Guards: N/A

2.8 FABRICATION

A. Tolerances: Fabricate hollow metal work to tolerances indicated in SDI 117.
B. Hollow Metal Doors:
1. Exterior Doors: Provide weep-hole openings in bottom of exterior doors. Seal joints in top edges of doors against water penetration. Provide close top, bottom and side edges of doors flush as an integral part of the door construction.
2. Glazed Lites: Factory cut openings in doors.
3. Astragals: N/A
C. Hollow Metal Frames: Where frames are fabricated in sections, provide alignment plates or angles at each joint, fabricated of same thickness metal as frames.
1. Welded Frames: Weld flush face joints continuously; grind, fill, dress, and make smooth, flush, and invisible.
2. Sidelight and Transom Bar Frames: N/A
3. Provide countersunk, flat- or oval-head exposed screws and bolts for exposed fasteners unless otherwise indicated.
4. Grout Guards: N/A
5. Jamb Anchors: Provide number and spacing of anchors as follows:
a. Masonry Type: N/A
1) Three anchors per jamb from 60 to 90 inches (1524 to 2286 mm) high.
b. Stud-Wall Type: Locate anchors not more than 18 inches from top and bottom of frame. Space anchors not more than 32 inches o.c. and as follows:
1) Four anchors per jamb from 60 to 90 inches high.
c. Compression Type: N/A
d. Postinstalled Expansion Type: N/A
6. Door Silencers: Except on weather-stripped doors, drill stops to receive door silencers.
a. Single-Door Frames: Three door silencers.
b. Double-Door Frames: N/A.
D. Hardware Preparation: Factory prepare hollow metal work to receive templated mortised hardware according to the Door Hardware Schedule and templates furnished as specified in Division 08 Section "Door Hardware."
1. Locate hardware as indicated, or if not indicated, according to ANSI/SDI A250.8.

DRAFT

2. Reinforce doors and frames to receive nontemplated, mortised and surface-mounted door hardware.
3. Comply with applicable requirements in ANSI/SDI A250.6 and ANSI/DHI A115 Series specifications for preparation of hollow metal work for hardware.
4. Coordinate locations of conduit and wiring boxes for electrical connections with Division 26 electrical Sections.

E. Stops and Moldings: Provide stops and moldings around glazed lites where indicated. Form corners of stops and moldings with butted or mitered hairline joints.
1. Provide fixed frame moldings on outside of exterior and on secure side of interior doors and frames.

2.9 STEEL FINISHES

A. Prime Finish: Apply manufacturer's standard primer immediately after cleaning and pretreating.
1. Shop Primer: Provide shop applied primer compatible with finish coat specified in Division 09 Painting Sections.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Hollow Metal Frames: Comply with ANSI/SDI A250.11.
1. Set frames accurately in position, plumbed, aligned, and braced securely until permanent anchors are set. After wall construction is complete, remove temporary braces, leaving surfaces smooth and undamaged.
a. At fire-protection-rated openings, install frames according to NFPA 80.
b. Where frames are fabricated in sections because of shipping or handling limitations, field splice at approved locations by welding face joint continuously; grind, fill, dress, and make splice smooth, flush, and invisible on exposed faces.
c. Install frames with removable glazing stops located on secure side of opening.
d. Install door silencers in frames before grouting.
e. Remove temporary braces necessary for installation only after frames have been properly set and secured.
f. Check plumbness, squareness, and twist of frames as walls are constructed. Shim as necessary to comply with installation tolerances.
g. Field apply bituminous coating to backs of frames that are filled with grout containing antifreezing agents.
2. Masonry Walls: N/A.
3. In-Place Concrete or Masonry Construction: N/A
4. In-Place Gypsum Board Partitions: Secure frames in place with postinstalled expansion anchors through floor anchors at each jamb. Countersink anchors, and fill and make smooth, flush, and invisible on exposed faces.

B. Prior to installation, adjust and securely brace welded hollow metal frames for squareness, alignment, twist, and plumbness to the following tolerances:
1. Squareness: Plus or minus 1/16 inch (1.6 mm), measured at door rabbet on a line 90 degrees from jamb perpendicular to frame head.
2. Alignment: Plus or minus 1/16 inch (1.6 mm), measured at jambs on a horizontal line parallel to plane of wall.
3. Twist: Plus or minus 1/16 inch (1.6 mm), measured at opposite face corners of jambs on parallel lines, and perpendicular to plane of wall.

DRAFT

4. Plumbness: Plus or minus 1/16 inch (1.6 mm), measured at jambs on a perpendicular line from head to floor.

C. Hollow Metal Doors: Fit hollow metal doors accurately in frames, within clearances specified below. Shim as necessary.
   1. Non-Fire-Rated Standard Steel Doors:
      a. Jambs and Head: Maximum 1/16 inch (1.6 mm), 2 credit card thickness.
      b. Between Edges of Pairs of Doors: 1/8 inch (3 mm) maximum.
      c. Between Bottom of Door and Top of Threshold: Maximum 3/8 inch (9.5 mm).
      d. Between Bottom of Door and Top of Finish Floor (No Threshold): Maximum 1/2 inch.
   2. Fire-Rated Doors: Install doors with clearances according to NFPA 80.
   3. Smoke-Control Doors: Install doors according to NFPA 105.

D. Glazing: Comply with installation requirements in Division 08 Section "Glazing" and with hollow metal manufacturer's written instructions.
   1. Secure stops with countersunk flat- or oval-head machine screws spaced uniformly not more than 9 inches (230 mm) o.c. and not more than 2 inches (50 mm) o.c. from each corner.

3.2 ADJUSTING AND CLEANING

A. Final Adjustments: Check and readjust operating hardware items immediately before final inspection. Leave work in complete and proper operating condition. Remove and replace defective work, including hollow metal work that is warped, bowed, or otherwise unacceptable.

B. Prime-Coat Touchup: Immediately after erection, sand smooth rusted or damaged areas of prime coat and apply touchup of compatible air-drying, rust-inhibitive primer.

C. Galvanized Surfaces: Clean abraded areas and repair with galvanizing repair paint according to manufacturer's written instructions.

END OF SECTION 08 11 13

DRAFT

"LEFT BLANK"

DRAFT

SECTION 08 14 16

FLUSH WOOD DOORS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Solid-core Doors with wood-veneer primed for field finishing.
   2. Solid-core Doors with wood-veneer faces and factory finishing.

B. Related Sections:
   1. Division 08 Section "Glazing" for glass view panels in flush wood doors. Glazing shall be factory installed with metal beads.

1.2 SUBMITTALS

A. Product Data: For each type of door indicated.
B. Each door; elevation of each kind of door; construction details; location and extent of hardware blocking; mortises, holes, and cutouts; requirements for veneer matching; factory finishing; fire ratings; and other pertinent data.
C. Samples: For factory-finished doors.

1.3 QUALITY ASSURANCE

A. Manufacturer Qualifications: A qualified manufacturer that is certified for chain of custody by an FSC-accredited certification body.
B. Quality Standard: In addition to requirements specified, comply with AWI's "Architectural Woodwork Quality Standards Illustrated."
C. Fire-Rated Wood Doors: Doors complying with NFPA 80 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for fire ratings indicated, based on testing according to NFPA 252 and UL10C, Category A.
D. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination."

1.4 DELIVERY, STORAGE AND HANDLING

A. Protect door during transit, storage and handling to prevent damage, soiling, and deterioration. Comply with requirements of referenced standard and manufacturer's written instructions.
   1. Individually package doors in cardboard cartons and wrap bundles of doors in plastic sheeting.
B. Mark each door with individual opening numbers used on Shop Drawings. Use removable tags of concealed markings.

1.5 PROJECT CONDITIONS

A. Environmental Limitations: Do not deliver or install doors until building is enclosed, wet-work is complete and HVAC system is operating and will maintain temperature and relative humidity at occupancy level during the remainder of the construction period.

DRAFT

1.6 WARRANTY

A. Special Warranty: Manufacturer's standard form, signed by manufacturer, Installer, and Contractor, in which manufacturer agrees to repair or replace doors that are defective in materials or workmanship, have warped (bow, cup or twist) more than 1/4-inch in a 42-by-84-inch section, or show telegraphing of core construction in face veneers exceeding 0.01 inch in a 3-inch span.
   1. Warranty shall also include installation and finishing that may be required due to repair or replacement of defective doors.
   2. Warranty shall be in effect during the following period of time from date of Substantial Completion.
      a. Solid-Core Interior Doors: Life of installation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. Flush Wood Doors:
      a. Algoma Hardwoods Inc.
      b. Eggers Industries; Architectural Door Division.
      c. Marshfield-Algoma Door Systems.

2.2 DOOR CONSTRUCTION, GENERAL

A. Doors for Transparent Clear Finish:
   1. Grade: Premium, except Grade A faces are acceptable.
   2. Species and Cut: White birch, rotary cut.
   3. Match between Veneer Leaves: Book match.
   4. Assembly of Veneer Leaves on Door Faces: Running match.
   5. Pair and Set Match: Provide for doors hung in same opening or separated only by mullions.

B. Interior Veneer-Faced Solid-Core Doors:
   1. Core: Either glued block or structural composite lumber.
      a. Screw Withdrawal, Face: 700 lbf. (3100 N)
      b. Screw Withdrawal, Edge: 475 lbf. (1780 N)
   2. Construction: Five or seven plies with stiles and rails bonded to core, then entire unit abrasive planed before veneering.
      a. WDMA I.S. 1-A Performance Grade: Heavy Duty.

C. Fire-Rated Doors:
   1. Construction: Construction and core specified above for type of face indicated or manufacturer's standard mineral-core construction as needed to provide fire rating indicated.
   2. Edge Construction: Intumescent seals concealed (Comply with local code, jurisdiction and UL10C, Category A testing) by outer stile matching face veneer, and laminated backing for improved screw-holding capability and split resistance.
   3. Pairs: Furnish formed-steel edges and astragals for pairs of fire-rated doors, unless otherwise indicated.

DRAFT

4. Pairs: Furnish formed-steel edges and astragals for pairs of fire-rated doors, unless otherwise indicated.

2.3 FABRICATION

A. Fabricate doors in sizes indicated for Project-site fitting.
B. Job fit doors to suit frame-opening sizes indicated. Comply with clearance requirements of referenced quality standard for fitting. Comply with requirements in NFPA 80 for fire-rated doors.
C. Factory machine doors for hardware that is not surface applied. Locate hardware to comply with DHI-WDHS-3. Comply with final hardware schedules, door frame Shop Drawings, DHI A115-W series standards, and hardware templates.
   1. Coordinate measurements of hardware mortises in metal frames to verify dimensions and alignment before factory machining.
   2. Metal Astragals: Pre-machine astragals and formed-steel edges for hardware for pairs of fire-rated doors.
D. Openings: Cut and trim openings through doors in factory.
   1. Light Openings: Trim openings with moldings of material and profile indicated.
   2. Glazing: Factory install glazing in doors indicated to be factory finished. Comply with applicable requirements in Division 08 Section "Glazing."
   3. Louvers: Factory install louvers in prepared openings.

2.4 LIGHT FRAMES

A. Provide Wood Beads for light openings in wood doors. Cut and trim openings through doors to comply with applicable requirements of referenced standards for kind(s) of door(s) required.
   1. Wood: Same species as door faces.
   2. Profile: Manufacturer's standard shape.
   3. Finish: Provide to match doors and clear fast-drying alkyd based sanding sealer to match sheen of door.
   4. Metal Frames for Light Openings in Fire-Rated Doors: Manufacturer's standard frame formed of 0.048-inch- (1.2-mm-) thick, cold-rolled steel sheet; factory primed for paint finish; and approved for use in doors of fire-protection rating indicated.

2.5 FACTORY FINISHING

A. General: Comply with referenced quality standard for factory finishing. Complete fabrication, including fitting doors for openings and machining for hardware that is not surface applied, before finishing.
   1. Finish faces, all four edges, edges of cutouts, and mortises. Stains and fillers may be omitted on top and bottom edges, edges of cutouts, and mortises, but must be sealed.
B. Finish doors at factory that are indicated to receive transparent finish.
   1. Samples: Provide Samples for verification and finish systems used.
   2. Grade: Custom.
   3. Finish: Manufacturer's standard finish with performance comparable to AWI System TR-6 catalyzed polyurethane.
   4. Staining: None required, clear finish is specified.
   5. Sheen: Satin.

DRAFT

2.6 LOUVERS

A. Provide lightproof louvers for interior doors, where indicated, that comply with SDI 111C, with blades or baffles formed of 0.020-inch- (0.5-mm-) thick, cold-rolled steel sheet set into 0.032-inch- (0.8-mm-) thick steel frame.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Hardware: For installation, see Division 08 Section "Door Hardware."
B. Installation Instructions: Install doors to comply with manufacturer's written instructions and the referenced quality standard, and as indicated.
   1. Install fire-rated doors in corresponding fire-rated frames according to NFPA 80.
C. Job-Fitted Doors: Align and fit doors in frames with uniform clearances and bevels; do not trim stiles and rails in excess of limits set by manufacturer or permitted for fire-rated doors. Machine doors for hardware. Seal edges of doors, edges of cutouts, and mortises after fitting and machining.
   1. Clearances: Provide 1/8 inch (3.2 mm) at heads, jambs, and between pairs of doors. Provide 1/8 inch (3.2 mm) from bottom of door to top of decorative floor finish or covering unless otherwise indicated. Where threshold is shown or scheduled, provide 1/4 inch (6.4 mm) from bottom of door to top of threshold unless otherwise indicated.
      a. Comply with NFPA 80 for fire-rated doors.
D. Factory-Finished Doors: Restore finish before installation if fitting or machining is required at Project site.

END OF SECTION 08 14 16

DRAFT

08 36 13

SECTIONAL DOORS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Steel Sectional Overhead Doors.

B. Operating Hardware, tracks, and support.

1.2 RELATED SECTIONS

A. Section 07 90 0 - Joint Sealants

1.3 REFERENCES

A. ANSI/DASMA 102 - American National Standard Specifications for Sectional Overhead Type Doors.

1.4 DESIGN / PERFORMANCE REQUIREMENTS

A. Wind Loads: Design and size components to withstand loads caused by pressure and suction of wind acting normal to plane of wall as calculated in accordance with applicable code.
1. Refer to Structural Drawings for requirements.

B. Wiring Connections: N/A

C. Single-Source Responsibility: Provide doors, tracks, and accessories from one manufacturer for each type of door. Provide secondary components from source acceptable to manufacturer of primary components.

1.5 SUBMITTALS

A. Submit under provisions of Section 01300.

B. Product Data: Manufacturer's data sheets on each product to be used, including:
1. Preparation instructions and recommendations.
2. Storage and handling requirements and recommendations.
3. Installation methods.

C. Shop Drawings: Indicate plans and elevations including opening dimensions and required tolerances, connection details, anchorage spacing, hardware locations, and installation details.

D. Manufacturer's Certificates: Certify products meet or exceed specified requirements.

E. Operation and Maintenance Data.

1.6 QUALITY ASSURANCE

DRAFT

A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section with minimum five years documented experience.

B. Installer Qualifications: Authorized representative of the manufacturer with minimum five years documented experience.

C. Products Requiring Electrical Connection: Listed and classified by Underwriters Laboratories, Inc. acceptable to authority having jurisdiction as suitable for purpose specified.

1.7 DELIVERY, STORAGE, AND HANDLING

A. Store products in manufacturer's unopened labeled packaging until ready for installation.

B. Protect materials from exposure to moisture until ready for installation.

C. Store materials in a dry, ventilated weathertight location.

1.8 PROJECT CONDITIONS

A. Pre-Installation Conference: Convene a pre-installation conference just prior to commencement of field operations, to establish procedures to maintain optimum working conditions and to coordinate this work with related and adjacent work.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Basis of Design: Overhead Door Corp., 2501 S. State Hwy. 121, Suite 200, Lewisville, TX 75067. ASD. Tel. Toll Free: (800) 275-3290. Phone: (469) 549-7100. Fax: (972) 906-1499. Web Site: www.overheaddoor.com. E-mail: sales@overheaddoor.com.

B. Requests for substitutions will be considered in accordance with provisions of Section 01600.

2.2 SECTIONAL STEEL OVERHEAD DOORS

A. Sectional Overhead Steel Doors: 420 Series Steel Doors by Overhead Door Corporation. Units shall have the following characteristics:
   1. Door Assembly: Steel door assembly with rabbeted meeting rails to form weathertight joints and provide full-width interlocking structural rigidity.
      a. Panel Thickness: 2 inches (51 mm).
      b. Exterior Surface: Ribbed.
      c. Section Material: 20 gauge, galvanized steel.
      d. Center and End Stiles: 16 gauge steel.
      e. Springs:
         1) 25,000 cycles.
      f. Fully Glazed Aluminum Sash Panels:
         1) Acrylic Glazing.
   2. Finish and Color: Two coat baked-on polyester, white color.
   3. Windload Design: Provide to meet the Design/Performance requirements specified.
   4. Hardware: Galvanized steel hinges and fixtures. Ball bearing rollers with hardened steel races.

DRAFT

5. Lock:
   a. Interior mounted slide lock.
6. Weatherstripping:
   a. Flexible bulb-type strip at bottom section.
   b. Flexible Jamb seals.
   c. Flexible Header seal.
7. Track: Provide track as recommended by manufacturer to suit loading required and clearances available.
8. Manual Operation: Chain hoist.

PART 3 EXECUTION

3.1 EXAMINATION

A. Do not begin installation until openings have been properly prepared.

B. Verify wall openings are ready to receive work and opening dimensions and tolerances are within specified limits.

C. Verify electric power is available and of correct characteristics.

D. If preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

3.2 PREPARATION

A. Clean surfaces thoroughly prior to installation.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.3 INSTALLATION

A. Install overhead doors and track in accordance with approved shop drawings and the manufacturer's printed instructions.

B. Coordinate installation with adjacent work to ensure proper clearances and allow for maintenance.

C. Anchor assembly to wall construction and building framing without distortion or stress.

D. Securely brace door tracks suspended from structure. Secure tracks to structural members only.

E. Fit and align door assembly including hardware.

F. Coordinate installation of electrical service. Complete power and control wiring from disconnect to unit components.

3.4 CLEANING AND ADJUSTING

A. Adjust door assembly to smooth operation and in full contact with weatherstripping.

DRAFT

B. Clean doors, frames and glass.

C. Remove temporary labels and visible markings.

3.5 PROTECTION

A. Do not permit construction traffic through overhead door openings after adjustment and cleaning.

B. Protect installed products until completion of project.

C. Touch-up, damaged coatings and finishes and repair minor damage before Substantial Completion.

END OF SECTION 08 36 13

DRAFT

SECTION 08 71 00

DOOR HARDWARE

PART 1 - GENERAL

1.1 SUMMARY

1. Section Includes:
   A. Hardware for wood, hollow steel, and aluminum doors.
   B. Hardware for fire-rated doors.
   C. Thresholds.
   D. Weatherstripping, seals and door gaskets.

1.2 RELATED REQUIREMENTS

A. Section 08 11 13 - Hollow Metal Doors and Frames.

B. Section 08 14 16 - Flush Wood Doors.

1.3 REFERENCE STANDARDS

1. 36 CFR 1191 - Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities; Final Rule; current edition; (ADA Standards for Accessible Design).
2. ANSI/ICC A117.1 - American National Standard for Accessible and Usable Buildings and Facilities; International Code Council; 2009.
3. BHMA A156.1 - American National Standard for Butts and Hinges; Builders Hardware Manufacturers Association, Inc.; 2006 (ANSI/BHMA A156.1).
4. BHMA A156.2 - American National Standard for Bored and Preassembled Locks & Latches; Builders Hardware Manufacturers Association; 2011 (ANSI/BHMA A156.2).
5. BHMA A156.3 - American National Standard for Exit Devices; Builders Hardware Manufacturers Association; 2008 (ANSI/BHMA A156.3).
6. BHMA A156.4 - American National Standard for Door Controls - Closers; Builders Hardware Manufacturers Association, Inc.; 2008 (ANSI/BHMA A156.4).
7. BHMA A156.5 - Cylinders and Input Devices for Locks; Builders Hardware Manufacturers Association; 2010 (ANSI/BHMA A156.5).
8. BHMA A156.6 - American National Standard for Architectural Door Trim; Builders Hardware Manufacturers Association; 2010 (ANSI/BHMA A156.6).
9. BHMA A156.7 - American National Standard for Template Hinge Dimensions; Builders Hardware Manufacturers Association; 2003 (ANSI/BHMA A156.7).
10. BHMA A156.8 - American National Standard for Door Controls - Overhead Stops and Holders; Builders Hardware Manufacturers Association, Inc.; 2010 (ANSI/BHMA A156.8).
11. BHMA A156.13 - American National Standard for Mortise Locks & Latches Series 1000; Builders Hardware Manufacturers Association; 2012 (ANSI/BHMA A156.13).
12. BHMA A156.18 - American National Standard for Materials and Finishes; Builders Hardware Manufacturers Association, Inc.; 2012 (ANSI/BHMA A156.18).
13. BHMA A156.22 - American National Standard for Door Gasketing and Edge Seal Systems, Builders Hardware Manufacturers Association; 2012 (ANSI/BHMA A156.22).
14. BHMA A156.31 - Electric Strikes and Frame Mounted Actuators; 2007 (ANSI/BHMA A156.31).
15. BHMA A156.115 - Hardware Preparation in Steel Doors and Steel Frames; 2006.
16. BHMA A156.115W - Hardware Preparation in Wood Doors with Wood or Steel Frames; 2006.

DRAFT

17. DHI (LOCS) - Recommended Locations for Architectural Hardware for Standard Steel Doors and Frames; Door and Hardware Institute; 2004.
18. DHI WDHS.3 - Recommended Locations for Architectural Hardware for Flush Wood Doors; Door and Hardware Institute; 1993; also in WDHS-1/WDHS-5 Series, 1996.
19. NFPA 80 - Standard for Fire Doors and Other Opening Protectives; 2013.
20. NFPA 101 - Life Safety Code; National Fire Protection Association; 2012.
21. UL (BMD) - Building Materials Directory; Underwriters Laboratories Inc.; current edition.

1.4 ADMINISTRATIVE REQUIREMENTS

1. Coordinate the manufacture, fabrication, and installation of products onto which door hardware will be installed.
2. Furnish templates for door and frame preparation to manufacturers and fabricators of products requiring internal reinforcement for door hardware.
3. Convey Owner's keying requirements to manufacturers.
4. Preinstallation Meeting: Convene a preinstallation meeting one week prior to commencing work of this section; require attendance by all affected installers.
5. Sequence installation to ensure utility connections are achieved in an orderly and expeditious manner.

1.5 SUBMITTALS

1. See Section 01 3000 - Administrative Requirements, for submittal procedures.
2. Product Data: Manufacturer's catalog literature for each type of hardware, marked to clearly show products to be furnished for this project.
3. Hardware Schedule: Detailed listing of each item of hardware to be installed on each door. Use door numbering scheme as included in the Contract Documents. Identify electrically operated items and include power requirements.
4. Keying Schedule: Submit for approval of Owner.
5. Project Record Documents: Record actual locations of concealed equipment, services, and conduit.
6. Maintenance Data: Include data on operating hardware, lubrication requirements, and inspection procedures related to preventative maintenance.
7. Keys: Deliver with identifying tags to Owner by security shipment direct from hardware supplier.
8. Warranty: Submit manufacturer's warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.

1.6 QUALITY ASSURANCE

1. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.
2. Hardware Supplier Qualifications: Company specializing in supplying commercial door hardware with 5 years of experience.
3. Hardware Supplier Personnel: Employ an Architectural Hardware Consultant (AHC) to assist in the work of this section.

1.7 DELIVERY, STORAGE AND HANDLING

Package hardware items individually, label and identify easch package with door opening code to match hardware schedule.

DRAFT

1.8 WARRANTY

A. Special Warranty: Provide 10 year warranty for door closers and 5 years for exit devices and cylindrical locks.

PART 2 - PRODUCTS

2.1 DOOR HARDWARE, GENERAL

1. Provide all hardware specified or required to make doors fully functional, compliant with applicable codes, and secure to the extent indicated.
2. Provide all items of a single type of the same model by the same manufacturer.
3. Provide products that comply with the following:
   a. Applicable provisions of federal, state, and local codes.
   b. ADA Standards for Accessible Design.
   c. ANSI/ICC A117.1, American National Standard for Accessible and Usable Buildings and Facilities.
   d. Applicable provisions of NFPA 101, Life Safety Code.
   e. Fire-Rated Doors: NFPA 80.
   f. All Hardware on Fire-Rated Doors : Listed and classified by UL as suitable for the purpose specified and indicated.
   g. Hardware for Smoke and Draft Control Doors : Provide hardware that enables door assembly to comply with air leakage requirements of the applicable code.
4. Finishes: All door hardware the same finish unless otherwise indicated.
   a. Primary Finish: Satin chrome plated over nickel on brass or bronze, 626 (approx US26D).
   b. Secondary Finish: Satin chrome plated over nickel on brass or bronze, 626 (approx. US26D).
      1) Use secondary finish in kitchens, bathrooms, and other spaces containing chrome or stainless steel finished appliances, fittings, and equipment; provide primary finish on one side of door and secondary finish on other side if necessary.
   c. Finish Definitions: BHMA A156.18.
   d. Exceptions:
      1) Where base metal is specified to be different, provide finish that is an appearance equivalent according to BHMA A156.18.
      2) Hinges for Fire-Rated Doors: Steel base metal with plated finish.
      3) Door Closer Covers and Arms: Color to be selected by Architect from manufacturer's standard colors.
      4) Hardware for Aluminum Storefront Doors: Finished to match door, except hand contact surfaces to be satin stainless steel.
   e. Fasteners:
      1) Mineral Core Wood Doors: Sex bolts.
      2) Concrete and Masonry Substrates: Stainless steel machine screws and lead expansion shields.

2.2 HINGES

A. Hinges: Provide hinges on every swinging door.
   1. Provide five-knuckle full mortise butt hinges unless otherwise indicated.
   2. Provide ball-bearing hinges at all doors.
   3. Provide hinges in the quantities indicated.

DRAFT

4. Provide non-removable pins on exterior outswinging doors.
5. Provide non-removable pins on outswinging interior doors at Serving line to dining room.
6. Where electrified hardware is mounted in door leaf, provide power transfer hinges.

B. Quantity of Hinges Per Door:
1. Doors From 60 inches (1.5 m) High up to 90 inches (2.3 m) High: Three hinges.
2. Doors 90 inches (2.3 m) High up to 120 inches (3 m) High: Four hinges.
3. Manufacturers - Hinges:
   a. Assa Abloy McKinney: www.assaabloydss.com.
   b. Hager Companies: www.hagerco.com.
   c. Stanley Black & Decker: www.stanleyblackanddecker.com.

2.3 PIVOTS

A. Manufacturers - Pivots:
1. Assa Abloy McKinney or Rixson: www.assaabloydss.com.
2. DORMA Group North America: www.dorma-usa.com/usa.

2.4 PUSH/PULLS

A. A. Push/Pulls: Comply with BHMA A156.6.
1. Provide push and pull on doors not specified to have lockset, latchset, exit device, or auxiliary lock.
2. On solid doors, provide matching push plate and pull plate on opposite faces.
3. On glazed storefront doors, provide matching push/pull bars on both faces.

2.5 LOCKS AND LATCHES

A. Locks: Provide a lock for every door, unless specifically indicated as not requiring locking.
1. Hardware Sets indicate locking functions required for each door.
2. If no hardware set is indicated for a swinging door provide an office lockset.
3. Trim: Provide lever handle or pull trim on outside of all locks unless specifically stated to have no outside trim.
4. Lock Cylinders: Provide key access on outside of all locks unless specifically stated to have no locking or no outside trim.

B. Lock Cylinders: Manufacturer's standard tumbler type, six-pin standard core.
1. Provide cams and/or tailpieces as required for locking devices required.

C. Keying: Grand master keyed.
1. Key to existing keying system.
2. Supply keys in the following quantities:
   a. 6 master keys.
   b. 6 grand master keys.
   c. 2 change keys for each lock.
3. When providing keying information, comply with DHI Handbook "Keying systems and nomenclature".

D. Latches: Provide a latch for every door that is not required to lock, unless specifically indicated "push/pull" or "not required to latch".

DRAFT

E. Mortise Locks: BHMA A156.13; **Operational Grade 1**; stamped steel case with steel or brass parts; Series 1000.
   1. Basis-of-Design Product: Subject to compliance with requirements, provide product by one of the following:
      a. Allegion plc.
      b. Best Access Systems; Stanley Security Solutions, Inc.
      c. Corbin Russwin, Inc.; an ASSA ABLOY Group company.
      d. SARGENT Manufacturing Company; ASSA ABLOY.
      e. Stanley Commercial Hardware; a division of Stanley Security Solutions.
      f. Yale Security Inc; an ASSA ABLOY Group company.

2.6 SELF-CONTAINED ELECTRONIC LOCKS

A. Self-Contained Electronic Locks: BHMA A156.25, **mortise**; with internal, battery-powered, self-contained electronic locks; consisting of complete lockset, motor-driven lock mechanism, and actuating device; enclosed in zinc-dichromate-plated, wrought-steel case, and strike that suits frame. Provide key override, low-battery detection and warning, LED status indicators, and ability to program at the lock.
   1. Manufacturers: Subject to compliance with requirements, [provide products by one of the following] [available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following]:
      a. Allegion plc.
      b. Best Access Systems; Stanley Security Solutions, Inc.
      c. Kaba Ilco Corp.
      d. Marks USA.
      e. SARGENT Manufacturing Company; ASSA ABLOY.
      f. Yale Security Inc; an ASSA ABLOY Group company.

2.7 SURFACE CLOSERS

A. Closers: Complying with BHMA A156.4.
   1. Basis of Design: LCN 4040XP Series w/ Optional Metal Cover
   2. Provide surface-mounted, door-mounted closers unless otherwise indicated.
   3. Provide a door closer on every exterior door.
   4. Provide a door closer on every fire- and smoke-rated door. Spring hinges are not an acceptable self-closing device unless specifically so indicated.
   5. On pairs of swinging doors, if an overlapping astragal is present, provide coordinator to ensure the leaves close in proper order.
   6. At corridors, locate door-mounted closer on room side of door.
   7. At outswinging exterior doors, mount closer in inside of door.

B. Manufacturers - Closers:
   1. Assa Abloy Corbin Russwin, Norton, Rixson, Sargent, or Yale: www.assaabloydss.com.
   2. C. R. Laurence Co., Inc; www.crl-arch.com.
   3. LCN, an Allegion brand: www.allegion.com/us.

2.8 MECHANICAL STOPS AND HOLDERS

A. Stops: Complying with BHMA A156.8; provide a stop for every swinging door, unless otherwise indicated.
   1. Provide wall stops, unless otherwise indicated.

DRAFT

2. Stop is not required if positive stop feature is specified for door closer; positive stop feature of door closer is not an acceptable substitute for a stop unless specifically so stated.

B. Manufacturers - Overhead Holders/Stops:
1. Assa Abloy Rixson or Sargent: www.assaabloydss.com.
2. C. R. Laurence Co., Inc; www.crl-arch.com.
3. Glynn-Johnson, an Allegion brand: www.allegion.com/us.

C. Manufacturers - Wall and Floor Stops/Holders:
1. Assa Abloy McKinney: www.assaabloydss.com.
2. C. R. Laurence Co., Inc; www.crl-arch.com.
3. Hiawatha, Inc: www.hiawathainc.com.

2.9 GASKETING AND THRESHOLDS

A. Gaskets: Complying with BHMA A156.22.
1. On each door in smoke partition, provide smoke gaskets; top, sides, and meeting stile of pairs. If fire/smoke partitions are not indicated on drawings, provide smoke gaskets on each door identified as a "smoke door" and 20-minute rated fire doors.
2. On each exterior door, provide weatherstripping gaskets, unless otherwise indicated; top, sides, and meeting stiles of pairs.
   a. Where exterior door is also required to have fire or smoke rating, provide gaskets functioning as both smoke and weather seals.
3. On each exterior door, provide door bottom sweep, unless otherwise indicated.

B. Thresholds:
1. At each exterior door, provide a threshold unless otherwise indicated.

C. Fasteners At Exterior Locations: Non-corroding.

D. Manufacturers - Gasketing and Thresholds:
1. Assa Abloy McKinney: www.assaabloydss.com.
2. National Guard Products, Inc: www.ngpinc.com.
3. Pemko Manufacturing Co: www.pemko.com.

2.10 PROTECTION PLATES AND ARCHITECTURAL TRIM

A. Protection Plates:
1. Kickplate: Provide on push side of every door with closer, except storefront and all-glass doors.

B. Drip Guard: Provide projecting drip guard over all exterior doors unless they are under a projecting roof or canopy.

C. Manufacturers - Protection Plates and Architectural Trim:
1. Assa Abloy McKinney: www.assaabloydss.com.
2. C. R. Laurence Co., Inc; www.crl-arch.com.
3. Hiawatha, Inc: www.hiawathainc.com.

DRAFT

PART 3 - EXECUTION

3.1 EXAMINATION

A. Verify that doors and frames are ready to receive work; labeled, fire-rated doors and frames are present and properly installed, and dimensions are as indicated on shop drawings.

3.2 INSTALLATION

A. Install hardware in accordance with manufacturer's instructions and applicable codes.

B. Use templates provided by hardware item manufacturer.

C. Do not install surface mounted items until finishes applied to substrate are complete.

D. Install hardware on fire-rated doors and frames in accordance with code and NFPA 80.

E. Mounting heights for hardware from finished floor to center line of hardware item: As listed in Schedule, unless otherwise noted:
   1. For steel doors and frames: Comply with DHI "Recommended Locations for Architectural Hardware for Steel Doors and Frames."
   2. For wood doors: Comply with DHI "Recommended Locations for Architectural Hardware for Wood Flush Doors."

3.3 ADJUSTING

A. Adjust work under provisions of Section 01 7000.

B. Adjust hardware for smooth operation.

C. Adjust gasketing for complete, continuous seal; replace if unable to make complete seal.Install hardware in accordance with manufacturer's instructions and applicable codes.

3.4 CLEANING

A. Clean adjacent surfaces soiled by hardware installation. Clean finished hardware per manufacturer's instructions after final adjustments has been made. Replace items that cannot be cleaned to manufacturer's level of finish quality at no additional cost.Use templates provided by hardware item manufacturer.

3.5 PROTECTION

A. Protect finished Work under provisions of Section 01 7000.

B. Do not permit adjacent work to damage hardware or finish.

END OF SECTION 08 71 00

DRAFT

"LEFT BLANK"

DRAFT

SECTION 08 71 02

DOOR HARDWARE SETS

PART 1 - GENERAL

1.1 SUMMARY
1. Section Includes:
A. Hardware Sets.

1.2 RELATED REQUIREMENTS
1. Section 08 11 13 - Hollow Metal Doors and Frames.
2. Section 08 14 16 - Flush Wood Doors.
3. Section 08 71 00 – Door Hardware

PART 2 – SCHEDULE

Set 1E – Exterior Entry w/ Keypad
1. Closer
2. Self Contained Electronic Lock w/ key override and deadbolt.
3. Weatherstripping
4. Bottom Sweep
5. Threshold

Set 1 - Exterior Exit
1. Closer
2. Lockset – F09
3. Weatherstripping
4. Bottom Sweep
5. Threshold

Set 2 – Privacy
1. Closer
2. Lockset – Privacy, F22
3. Weatherstripping
4. Bottom Sweep

END OF SECTION 08 71 02

DRAFT

"LEFT BLANK"

DRAFT

SECTION 09 29 00

GYPSUM BOARD

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes the following:
   1. Interior gypsum board.

1.2 SUBMITTALS

A. Product Data: For each type of product indicated.
B. Samples: For the following products:
   1. Trim Accessories: Full-size Sample in 12-inch- (300-mm-) long length for each trim accessory indicated.
   2. Textured Finishes: Manufacturer's standard size for each textured finish indicated and on same backing indicated for Work.

PART 2 - PRODUCTS

2.1 INTERIOR GYPSUM BOARD

A. General: Complying with ASTM C 36/C 36M or ASTM C 1396/C 1396M, as applicable to type of gypsum board indicated and whichever is more stringent.
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. G-P Gypsum.
      b. American Gypsum Co.
      c. USG Corporation.
B. Size: Provide in maximum lengths and widths available that will minimize joints in each area and that correspond with support system indicated.
C. Type X:
   1. Thickness: 5/8 inch (15.9 mm).
   2. Long Edges: Tapered.
   3. Provide sag-resistant gypsum type applied to ceiling or overhead surfaces.
   4. Location: All exposed and concealed walls
D. Moisture-Resistant Type: Framing to be 16-inches o.c., follow manufacturers recommendation.
   1. Core: 5/8 inch (15.9 mm), Type X, at wall applications to match gypsum wall board thickness.
   2. Long Edges: Tapered.
   3. Products:
      a. United States Gypsum Co.; SHEETROCK Brand Gypsum Panels, Water-Resistant.
      b. Architect approved equal.
      c. Location: New sheathing in Restrooms or Ceilings in toilet rooms.

   4. Thickness: 5/8 inch (15.9 mm)
   5. Mold Resistance: ASTM D 3273, score of 10.

DRAFT

2.2 TRIM ACCESSORIES

A. Interior Trim: ASTM C 1047.
   1. Material: Galvanized or aluminum-coated steel sheet, rolled zinc, plastic, or paper-faced galvanized steel sheet.
   2. Shapes:
      a. Cornerbead: Use at Outside corner.
      b. LC-Bead: J-shaped; exposed long flange receives joint compound, use at exposed panel edges.
      c. L-Bead: L-shaped; exposed long flange receives joint compound.
      d. U-Bead: J-shaped; exposed short flange does not receive joint compound.
      e. Expansion (control) joint.

2.3 JOINT TREATMENT MATERIALS

A. General: Comply with ASTM C 475/C 475M.
B. Joint Tape:
   1. Interior Gypsum Wallboard: Paper.
   2. Exterior Gypsum Soffit Board: Paper.
C. Joint Compound for Interior Gypsum Wallboard: For each coat use formulation that is compatible with other compounds applied on previous or for successive coats.
   1. Prefilling: At open joints, rounded or beveled panel edges, and damaged surface areas, use setting-type taping compound.
   2. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use setting-type taping compound.
      a. Use setting-type compound for installing paper-faced metal trim accessories.
   3. Fill Coat: For second coat, use drying-type, all-purpose compound.
   4. Finish Coat: For third coat, use drying-type, all-purpose compound.

2.4 AUXILIARY MATERIALS

A. General: Provide auxiliary materials that comply with referenced installation standards and manufacturer's written recommendations.
B. Laminating Adhesive: Adhesive or joint compound recommended for directly adhering gypsum panels to continuous substrate.
   Use adhesives that have a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
C. Steel Drill Screws: ASTM C 1002, unless otherwise indicated.
   1. Use screws complying with ASTM C 954 for fastening panels to steel members from 0.033 to 0.112 inch (0.84 to 2.84 mm) thick.
   2. For fastening cementitious backer units, use screws of type and size recommended by panel manufacturer.
D. Acoustical Sealant: As specified in Division 07 Section "Joint Sealants."
E. Thermal Insulation: As specified in Division 07 Section "Thermal Insulation."
   1. All other Panel Products: To comply as specified in Division 7 Section "Joint Sealants" and with manufacturer's recommendations.

PART 3 - EXECUTION

3.1 APPLYING AND FINISHING PANELS, GENERAL

A. Comply with ASTM C 840.

DRAFT

B. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.
C. Isolate perimeter of gypsum board applied to non-load-bearing partitions at structural abutments, except floors. Provide 1/4- to 1/2-inch- (6.4- to 12.7-mm-) wide spaces at these locations, and trim edges with edge trim where edges of panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.
D. Gypsum board at wall bases must be separated from carpet by 1-inch minimum or use waterproof film to prevent water transfer from floor.
E. Install ceiling panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.
F. Install panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16-inch (1.5-mm) of open space between panels. Do not force into place.
G. Attachment to Steel Framing: Attach panels so leading edge or end of each panel is attached to open (unsupported edges of stud flanges first.
H. Wood Framing: Install gypsum panels over wood framing, with floating internal corner construction. Do not attach gypsum panels across the flat grain of wide-dimension lumber, including floor joists and headers. Float gypsum panels over these members or provide control joints to counteract wood shrinkage.
I. STC-Rated Assemblies: Seal construction at perimeters, behind control joints, and at openings and penetrations with a continuous bead of acoustical sealant. Install acoustical sealant at both faces of partitions at perimeters and through penetrations. Comply with ASTM C 919 and with manufacturer's written instructions for locating edge trim and closing off sound-flanking paths around or through assemblies, including sealing partitions above acoustical ceilings.
J. Install sound attenuation blankets before installing gypsum panels unless blankets are readily installed after panels have been installed on one side.

3.2 APPLYING INTERIOR GYPSUM BOARD

A. Install interior gypsum board in the following locations:
   1. Type X: Where required for fire-resistance-rated assembly and at all gypsum board locations, unless noted otherwise on Drawings.
   2. Ceiling Type: Provide sag-resistant gypsum board for ceiling application.
   3. Moisture-Resistant Type: Provide moisture-resistant type at all ceilings in toilet rooms and also beside and behind all plumbing fixtures.
B. Single-Layer Application:
   1. On ceilings, apply gypsum panels before wall-partition board application to greatest extent possible and at right angles to framing, unless otherwise indicated.
   2. On partitions/walls, apply gypsum panels horizontally (perpendicular to framing), unless otherwise indicated or required by fire-resistance-rated assembly, and minimize end joints.
      a. Stagger abutting end joints not less than one framing member in alternate courses of panels.

   3. Fastening Methods: Apply gypsum panels to supports with steel drill screws.

C. Multilayer Application:
   1. On ceilings, apply gypsum board indicated for base layers before applying base layers on walls/partitions; apply face layers in same sequence. Apply base layers at right angles to framing members and offset face-layer joints one framing member, 16

DRAFT

inches (400 mm) minimum, from parallel base-layer joints, unless otherwise indicated or required by fire-resistance-rated assembly.

2. On partitions/walls, apply gypsum board indicated for base layers and face layers vertically (parallel to framing) with joints of base layers located over stud or furring member and face-layer joints offset at least one stud or furring member with base-layer joints unless otherwise indicated or required by fire-resistance-rated assembly. Stagger joints on opposite sides of partitions.
3. On Z-shaped furring members, apply base layer vertically (parallel to framing) and face layer either vertically (parallel to framing) or horizontally (perpendicular to framing) with vertical joints offset at least one furring member. Locate edge joints of base layer over furring members.
4. Fastening Methods: Fasten base layers [and face layers separately to supports with screws] [with screws; fasten face layers with adhesive and supplementary fasteners].

D. Laminating to Substrate: Where gypsum panels are indicated as directly adhered to a substrate (other than studs, joists, furring members, or base layer of gypsum board), comply with gypsum board manufacturer's written instructions and temporarily brace or fasten gypsum panels until fastening adhesive has set.

3.3 INSTALLING TRIM ACCESSORIES

A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.
B. Control Joints: Install control joints according to ASTM C 840 and in specific locations approved by Architect for visual effect.
C. Interior Trim: Install in the following locations:
   1. Cornerbead: Use at outside corners, unless otherwise indicated.
   2. LC-Bead: Use at exposed panel edges.
   3. L-Bead: L-shaped; exposed long flange receives joint compound.
   4. U-Bead: J-shaped; exposed short flange does not receive joint compound, use at exposed panel edges.
   5. Curved-Edge Cornerbead: Use at curved openings.

3.4 INSTALLING TRIM ACCESSORIES

A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.

B. Control Joints: Install control joints [at locations indicated on Drawings] [according to ASTM C 840 and in specific locations approved by Architect for visual effect].

C. Interior Trim: Install in the following locations:
   1. Cornerbead: Use at outside corners unless otherwise indicated.
   2. Bullnose Bead: Use [at outside corners] [where indicated] <Insert requirements>.
   3. LC-Bead: Use [at exposed panel edges] <Insert requirements>.
   4. L-Bead: Use [where indicated] <Insert requirements>.
   5. U-Bead: Use [at exposed panel edges] [where indicated] <Insert requirements>.

DRAFT

3.5 FINISHING GYPSUM BOARD

A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.
B. Prefill open joints, rounded or beveled edges, and damaged surface areas.
C. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
D. Gypsum Board Finish Levels: Finish panels to levels indicated below:
   1. Level 1: Ceiling plenum areas concealed areas, and where indicated.
   2. Level 2: N/A
   3. Level 3: N/A
   4. Level 4: Light-textured finishes, wall coverings, satin and flat paints.
      a. Primer and its application to surfaces are specified in other Division 09 Sections.
   5. Level 5: N/A

3.6 APPLYING TEXTURE FINISHES

A. Surface Preparation and Primer: Prepare and apply primer to gypsum panels and other surfaces receiving texture finishes. Apply primer to surfaces that are clean, dry, and smooth.

B. Texture Finish Application: Mix and apply finish using powered spray equipment, to produce a uniform texture, **matching approved mockup, and** free of starved spots or other evidence of thin application or of application patterns.

C. Prevent texture finishes from coming into contact with surfaces not indicated to receive texture finish by covering them with masking agents, polyethylene film, or other means. If, despite these precautions, texture finishes contact these surfaces, immediately remove droppings and overspray to prevent damage according to texture-finish manufacturer's written instructions.

3.7 FIELD QUALITY CONTROL

A. Above-Ceiling Observation: Architect will conduct an above-ceiling observation and report deficiencies in the Work observed. Do not proceed with installation of gypsum board to ceiling support framing until deficiencies have been corrected.
   1. Notify Architect seven days in advance of date and time when Project, or part of Project, will be ready for above-ceiling observation.
   2. Before notifying Architect, complete the following in areas to receive gypsum board ceilings.
      a. Installation of 80 percent of lighting fixtures, powered for operation.
      b. Installation, insulation, leak, and pressure testing of water piping system.
      c. Installation of air-duct systems.
      d. Installation of mechanical system control-air tubing.
      e. Installation of air devices.
      f. Installation of ceiling support framing.

DRAFT

3.8 PROTECTION

A. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.
B. Remove and replace panels that are wet, moisture damaged, and mold damaged.
   1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
   2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

END OF SECTION 09 29 00

DRAFT

SECTION 09 51 13

ACOUSTICAL PANEL CEILINGS

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes acoustical panels and exposed suspension systems for ceilings.

1.2 SUBMITTALS

A. Product Data: For each type of product indicated.
B. Coordination Drawings: Drawn to scale and coordinating acoustical panel ceiling installation with hanger attachment to building structure and ceiling mounted items:
   1. Ceiling suspension assembly members.
   2. Method of attaching hangers to building structure.
   3. Ceiling-mounted items including lighting fixtures, diffusers, grilles, speakers, sprinklers, access panels and special moldings.
   4. Minimum Drawing Scale: 1/8 inch = 1 foot (1:96).
C. Samples: For each acoustical panel, for each exposed suspension system member, for each exposed molding and trim and for each color and texture required.
   1. Acoustical Panel: Set of 6-inch square samples of each type, color, pattern and texture.
   2. Exposed Suspension System Members, Moldings, and Trim: Set of 12-inch-long sample of each type, finish and color.
D. Product test reports.
E. Research/evaluation reports.
F. Maintenance data.

1.3 QUALITY ASSURANCE

A. Source Limitations: Obtain each type of acoustical ceiling panel and supporting suspension system through one source from a single manufacturer.
B. Fire-Test-Response Characteristics:
   1. Fire-Resistance Characteristics: Where indicated, provide acoustical panel ceilings identical to those of assemblies tested for fire resistance per ASTM E 119 by UL or another testing and inspecting agency acceptable to authorities having jurisdiction.
      a. Identify materials with appropriate markings of applicable testing and inspecting agency.
   2. Surface-Burning Characteristics: Acoustical panels complying with ASTM E 1264 for Class A materials, when tested per ASTM E 84.
      a. Smoke-Developed Index: 450 or less.
C. Mockups: Build mockups to verify selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
   1. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.
D. Preinstallation Conference: Conduct conference at Project site.

DRAFT

1.4 PROJECT CONDITIONS

A. Environmental Limitation: Do not install acoustical panel ceilings until spaces are enclosed and weatherproof, wet work in spaces is complete and dry, work above ceilings is complete, and ambient temperature and humidity conditions are maintained at levels indicated for Project when occupied for its intended use.
B. Before installing acoustical panels, permit them to reach room temperature and stabilized moisture content.

1.5 COORDINATION

A. Coordinate layout and installation of acoustical panels and suspension system with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire-suppression system and partition assemblies.

1.6 EXTRA MATERIALS

A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

1.7 WARRANTY

A. Manufacturer shall warrant all components of the acoustical ceiling system against failure associated with humidity including sagging, warping and rusting for a period of fifteen (15) years.

PART 2 - PRODUCTS

2.1 ACOUSTICAL PANEL CEILINGS, GENERAL

A. Acoustical Panel Standard: Comply with ASTM E 1264.
B. Metal Suspension System Standard: Comply with ASTM C 635.
C. Attachment Devices: Size for five times the design load indicated in ASTM C 635, Table 1, "Direct Hung," unless otherwise indicated. Comply with seismic design requirements.
    1. Anchors in Concrete: Cast-in-place or Expansion anchors fabricated from corrosion-resistant materials, with holes or loops for attaching hangers of type indicated and with capability to sustain, without failure, a load equal to five times that imposed by ceiling construction, as determined by testing per ASTM E 488 or ASTM E 1512 as applicable, conducted by a qualified testing and inspecting agency.
    2. Power-Actuated Fasteners in Concrete: Fastener system of type suitable for application indicated, fabricated from corrosion-resistant materials, with clips or other accessory devices for attaching hangers of type indicated, and with capability to sustain, without failure, a load equal to 10 times that imposed by ceiling construction, as determined by testing per ASTM E 1190, conducted by a qualified testing and inspecting agency.
D. Wire Hangers, Braces, and Ties: Zinc-coated carbon-steel wire; ASTM A 641/A 641M, Class 1 zinc coating, soft temper.
    1. Size: Select wire diameter so its stress at 3 times hanger design load (ASTM C 635, Table 1, "Direct Hung") will be less than yield stress of wire, but provide not less than 0.106-inch (2.69-mm-) diameter wire.

DRAFT

E. Antimicrobial Fungicide Treatment: Provide acoustical panels with face and back surfaces coated with antimicrobial treatment consisting of manufacturer's standard formulation with fungicide added to inhibit growth of mold and mildew and showing no mold or mildew growth when tested according to ASTM D 3273 and evaluated according to ASTM D 3274 or ASTM G 21.

F. Provide Hanger Rods or Flat Hangers from mild steel, zinc coated or protected with rust-inhibitive paint as required

G. Metal Edge Moldings and Trim: Type and profile indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations that comply with seismic design requirements; formed from sheet metal of same material, finish, and color as that used for exposed flanges of suspension system runners.
   1. Provide manufacturer's standard edge moldings that fit acoustical panel edge details and suspension system indicated and that match width and configuration of exposed runners, unless otherwise indicated.
   2. For lay-in panels with reveal edge details, provide stepped edge molding that forms reveal of same depth and width as that formed between edge of panel and flange at exposed suspension member.
      a. Provide products along walls when reveal edge panels require being cut. Panel shall be cut straight to fit within the area.

2.2 ACOUSTICAL PANELS FOR ACOUSTICAL PANEL CEILING, TYPE 1

A. Basis-of-Design Product:
   1. Manufacturer: Armstrong Ceiling Systems
   2. Product: Cirrus No. 578 or a comparable product approved by the architect.
B. Color: White.
C. LR: Not less than 0.86.
D. NRC: Not less than 0.70.
E. CAC: Not less than 35.
F. Edge/Joint Detail: Angled Tegular.
G. Thickness: 3/4 inch (19 mm).
H. Modular Size: 24 by 24 inches (610 by 610 mm).
I. Antimicrobial Treatment: Manufacturer's standard fungicide and bactericide product to retard the growth of mold/mildew.
J. Provide panel with HumiGuard Plus.
K. Provide Metal Suspension System, Type 1.

2.3 METAL SUSPENSION SYSTEM FOR ACOUSTICAL PANEL CEILING, TYPE 1

A. Basis-of-Design Product: Subject to compliance with requirements, provide Armstrong Ceiling Systems; or a comparable product approved by the Architect.
   1. Acoustical Ceiling Panels: 15/16-inch METALLIC ALUMINUM CAP.
B. Wide-Faced Double-Web, Steel Suspension System: Main and cross runners roll formed from cold-rolled steel sheet, prepainted, electrolytically zinc coated, or hot-dip galvanized according to ASTM A 653/A 653M, not less than G30 (Z90) coating designation, with prefinished 15/16-inch- (24-mm-) wide metal caps on flanges.
   1. Structural Classification: Intermediate-duty system.
   2. End Condition of Cross Runners: Butt-edge type.
   3. Cap Material: Steel cold-rolled sheet.
   4. Cap Finish: Aluminum, Painted white.

DRAFT

PART 3 - EXECUTION

3.1 INSTALLATION

A. Comply with ASTM C 636 per manufacturer's written instructions and CISCA's "Ceiling Systems Handbook."
B. Measure each ceiling area and establish layout of acoustical panels to balance border widths at opposite edges of each ceiling. Avoid using less-than-half-width panels at borders and comply with layout shown on reflected ceiling plans.
C. Suspend ceiling hangers from building's structural members, plumb and free from contact with insulation or other objects within ceiling plenum. Splay hangers only where required and, if permitted with fire-resistance-rated ceilings, to miss obstructions; offset resulting horizontal forces by bracing, countersplaying, or other equally effective means. Where width of ducts and other construction within ceiling plenum produces hanger spacings that interfere with location of hangers, use trapezes or equivalent devices. When steel framing does not permit installation of hanger wires at spacing required, install carrying channels or other supplemental support for attachment of hanger wires.
    1. Do not support ceilings directly from permanent metal forms or floor deck; anchor into concrete slabs.
    2. Do not attach hangers to steel deck tabs or to steel roof deck.
    3. Space hangers not more than 48-inches (1200 mm) o.c. along each member supported directly from hangers, unless otherwise indicated; provide hangers not more than 8-inches (200 mm) from ends of each member
    4. Size supplemental suspension members and hangers to support ceiling loads within performance limits established by referenced standards and publications.
D. Secure bracing wires to ceiling suspension members and to supports with a minimum of four tight turns. Suspend bracing from building's structural members as required for hangers, without attaching to permanent metal forms, steel deck, or steel deck tabs. Fasten bracing wires into concrete with cast-in-place or postinstalled anchors.
E. Install edge moldings and trim of type indicated at perimeter of acoustical ceiling area and where necessary to conceal edges of acoustical panels. Screw attach moldings to substrate at intervals not more than 16 inches (400 mm) o.c. and not more than 3 inches (75 mm) from ends, leveling with ceiling suspension system to a tolerance of 1/8 inch in 12 feet (3.2 mm in 3.6 m). Miter corners accurately and connect securely.
F. Install suspension system runners so they are square and securely interlocked with one another. Remove and replace dented, bent, or kinked members.
G. Install acoustical panels with undamaged edges and fit accurately into suspension system runners and edge moldings. Scribe and cut panels at borders and penetrations to provide a neat, precise fit.
H. Install hold-down clips in areas indicated in Part 2, in areas required by authorities having jurisdiction; space as recommended by panel manufacturers written instructions, unless otherwise indicated.

END OF SECTION 09 51 13

DRAFT

09 65 13

RESILIENT BASE AND ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Resilient base.

1.2 SUBMITTALS

A. Product Data: For each type of product indicated.
B. Samples: For each type of product indicated, in manufacturer's standard-size Samples but not less than 12 inches (300 mm) long, of each resilient product color, texture, and pattern required.

1.3 QUALITY ASSURANCE

A. Fire-Test-Response Characteristics: As determined by testing identical products according to ASTM E 648 or NFPA 253 by a qualified testing agency.
   1. Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Store resilient products and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within range recommended by manufacturer, but not less than 50 deg F (10 deg C) or more than 90 deg F (32 deg C).

1.5 PROJECT CONDITIONS

A. Maintain ambient temperatures within range recommended by manufacturer in spaces to receive resilient products.
B. Until Substantial Completion, maintain ambient temperatures within range recommended by manufacturer.
C. Install resilient products after other finishing operations, including painting, have been completed.

PART 2 - PRODUCTS

2.1 RESILIENT BASE

A. Resilient Base:
   1. Manufacturers:
      a. VPI, LLC; Floor Products Division.
B. Resilient Base Standard: ASTM F 1861.
   1. Material Requirement: Type TP, Topset (rubber, thermoplastic).
   2. Style:
      a. Cove (base with toe) at Resilient Flooring
      b. Straight at Carpet applications.
C. Minimum Thickness: 0.125 inch (3.2 mm).

DRAFT

D. Height: 4 inches (102 mm).
E. Lengths: Coils in manufacturer's standard length.
F. Colors and Patterns: As selected by Architect from full range of industry colors. Refer to drawings for selection.
   1. TYPE RB-1: T.B.D.
   2. Location: As specified.

2.2 INSTALLATION MATERIALS

A. Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based or blended hydraulic-cement-based formulation provided or approved by manufacturer for applications indicated.
B. Adhesives: Water-resistant type recommended by manufacturer to suit resilient products and substrate conditions indicated.

PART 3 - EXECUTION

3.1 PREPARATION

A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.
B. Concrete Substrates for Resilient Stair Treads and Accessories: Prepare according to ASTM F 710.
   1. Verify that substrates are dry and free of curing compounds, sealers, and hardeners.
   2. Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
   3. Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer.
   4. Moisture Testing: Perform tests recommended by manufacture and as follows: Proceed with installation only after substrates pass testing.
      a. Perform anhydrous calcium chloride test, ASTM F 1869. Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. (1.36 kg of water/92.9 sq. m) in 24 hours.
      b. Perform relative humidity test using in situ probes, ASTM F 2170. Proceed with installation only after substrates have maximum 75 percent relative humidity level measurement.
C. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound and remove bumps and ridges to produce a uniform and smooth substrate.
D. Do not install resilient products until they are same temperature as the space where they are to be installed.
   1. Move resilient products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.
E. Sweep and vacuum clean substrates to be covered by resilient products immediately before installation.

3.2 RESILIENT BASE INSTALLATION

A. Comply with manufacturer's written instructions for installing resilient base.
B. Apply resilient base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
C. Install resilient base in lengths as long as practicable without gaps at seams and with tops of adjacent pieces aligned.

DRAFT

D. Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
E. Do not stretch resilient base during installation.

3.3 CLEANING AND PROTECTION

A. Comply with manufacturer's written instructions for cleaning and protection of resilient products.
   1. Remove adhesive and other blemishes from exposed surfaces.
   2. Sweep and vacuum surface thoroughly.
   3. Damp-mop surfaces to remove marks and soil.
      a. Do not wash surfaces until after time period recommended by manufacturer.
      b. Protect resilient products from mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period. Use protection methods recommended in writing by manufacturer.
B. Protect resilient products from mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period. Use protection methods recommended in writing by manufacturer.
C. Cover resilient products until Substantial Completion.

END OF SECTION 09 65 13

DRAFT

"LEFT BLANK"

DRAFT

SECTION 09 91 13

EXTERIOR PAINTING

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes surface preparation and the application of paint systems on the following exterior substrates:

1. Steel
2. Galvanized metal.

1.2 SUBMITTALS

A. Product Data: For each type of product indicated.

B. Samples: For each finish and for each color and texture required.

C. Product List: Printout of current "MPI Approved Products List" for each product category specified in Part 2, with the proposed product highlighted.

D. LEED SUBMITTALS:

1. MRc4 Recycled Content: Product data indicating *separate* percentages, by weight, of post-consumer and pre-consumer recycled content for products having recycled content. Include statement indicating material costs for products.
2. EQc4.4 Composite Wood and Agrifiber: Product data indicating the type of resin binder used, and confirming that neither the product nor the laminating adhesives contain urea-formaldehyde resin binders.
3. VOC Content EQc4.2: Manufacturers' product data and material safety data sheets (MSDS) for paints and coatings used on the interior of the building including printed statement of VOC content in g/L.

1.3 QUALITY ASSURANCE

A. MPI Standards:

1. Products: Complying with MPI standards indicated and listed in "MPI Approved Products List."
2. Preparation and Workmanship: Comply with requirements in "MPI Architectural Painting Specification Manual" for products and paint systems indicated.

B. Mockups: Apply benchmark samples of each paint system indicated and each color and finish selected to verify preliminary selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.

1. Architect will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.

a. Vertical and Horizontal Surfaces: Provide samples of at least 100 sq. ft. (9 sq. m).

DRAFT

b. Other Items: Architect will designate items or areas required.

2. Final approval of color selections will be based on benchmark samples.
   a. If preliminary color selections are not approved, apply additional benchmark samples of additional colors selected by Architect at no added cost to Owner.

1.4 EXTRA MATERIALS

A. Furnish extra materials described below that are from same production run (batch mix) as materials applied and that are packaged for storage and identified with labels describing contents.

1. Quantity: Furnish an additional 5 percent, but not less than 1 gal. (3.8 L) of each material and color applied.

PART 2 - PRODUCTS

2.1 PAINT, GENERAL

A. Material Compatibility:

1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.

B. Colors: As selected by Architect from manufacturer's full range.

2.2 METAL PRIMERS

A. Alkyd Anticorrosive Metal Primer: MPI #79.

B. Waterborne Galvanized-Metal Primer: MPI #134.

2.3 EXTERIOR LATEX PAINTS

A. Exterior Latex (flat): MPI #10 (Gloss Level 1).

B. Exterior Latex (semigloss): MPI #11 (Gloss Level 5).

2.4 EXTERIOR ALKYD PAINTS

A. Exterior Alkyd Enamel (Semigloss): MPI #94 (Gloss Level 5).

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of work.

DRAFT

B. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.

C. Begin coating application only after unsatisfactory conditions have been corrected and surfaces are dry.
   1. Beginning coating application constitutes Contractor's acceptance of substrates and conditions.

3.2 PREPARATION AND APPLICATION

A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates and paint systems indicated.

B. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints and encapsulants.

   1. Remove incompatible primers and reprime substrate with compatible primers as required to produce paint systems indicated.

C. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

D. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.

E. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.3 EXTERIOR PAINTING SCHEDULE

A. Steel Substrates:

   1. Alkyd System: MPI EXT 5.1D.

      a. Prime Coat: Alkyd anticorrosive metal primer.
      b. Intermediate Coat: Exterior alkyd enamel matching topcoat.
      c. Topcoat: Exterior alkyd enamel (semigloss)

B. Galvanized-Metal Substrates:

   1. Latex Over Water-Based Primer System: MPI EXT 5.3H.

      a. Prime Coat: Waterborne galvanized-metal primer.
      b. Intermediate Coat: Exterior latex matching topcoat.
      c. Topcoat: Exterior latex semigloss.

END OF SECTION 09 91 13

DRAFT

"LEFT BLANK"

DRAFT

SECTION 09 91 23

INTERIOR PAINTING

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes surface preparation and the application of paint systems on the following interior substrates:
   1. Steel.
   2. Galvanized metal.
   3. Gypsum board.

1.2 SUBMITTALS

A. Product Data: For each type of product indicated.
B. Samples: For each finish and for each color and texture required.
   1. Submit samples on rigid backing, 8-inches (200 mm) square.
   2. Step coats on samples to show each coat required for system.
   3. Label each coat of each sample.
   4. Label each sample for location and application area.
C. Product List: Printout of current "MPI Approved Products List" for each product category specified in Part 2, with the proposed product highlighted.

1.3 QUALITY ASSURANCE

A. Applicator Qualifications: A firm or individual experienced in applying paints and coatings similar in material, design and extent to those indicated for this Project, whose work has resulted in applications with a record of successful in-service performance.
B. Source Limitations: Obtain block filler and primers for each coating system from the same manufacturer as the finish coats.
C. MPI Standards:
   1. Products: Complying with MPI standards indicated and listed in "MPI Approved Products List."
   2. Preparation and Workmanship: Comply with requirements in "MPI Architectural Painting Specification Manual" for products and paint systems indicated.
D. Mockups: Apply benchmark samples of each paint system indicated and each color and finish selected to verify preliminary selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
   1. Architect will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.
      a. Wall and Ceiling Surfaces: Provide samples of at least 100 sq. ft. (9 sq. m).
      b. Other Items: Architect will designate items or areas required.
   2. Apply benchmark samples after permanent lighting and other environmental services have been activated.
   3. Final approval of color selections will be based on benchmark samples.
      a. If preliminary color selections are not approved, apply additional benchmark samples of additional colors selected by Architect at no added cost to Owner.

DRAFT

1.4 EXTRA MATERIALS

A. Furnish extra materials described below that are from same production run (batch mix) as materials applied and that are packaged for storage and identified with labels describing contents.
   1. Quantity: Furnish an additional 5 percent, but not less than 1 gal. (3.8 L) of each material and color applied.

PART 2 - PRODUCTS

2.1 PAINT, GENERAL

A. Material Compatibility:
   1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
   2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
B. Colors: As selected by Architect from manufacturer's full range.

2.2 PRIMERS/SEALERS

A. Interior Latex Primer/Sealer: MPI #50.

2.3 METAL PRIMERS

A. Quick-Drying Alkyd Metal Primer: MPI #76.
B. Waterborne Galvanized-Metal Primer: MPI #134.

2.4 LATEX PAINTS

A. Interior Latex (Flat): MPI #53 (Gloss Level 1).
B. Interior Latex (Satin): MPI #43 (Gloss Level 4).
C. Interior Latex (Semigloss): MPI #54 (Gloss Level 5).

2.5 SOLVENT-BASED PAINTS

A. Quick Dry (semigloss) MPI #81 (Gloss Level 5)

2.6 EPOXY PAINTS

A. Epoxy cold cured gloss: MPI #77 (gloss level 5).

2.7 FLOOR COATINGS

A. Interior/Exterior Clear Concrete Floor Sealer (Water Based): MPI #99.

DRAFT

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of work.
B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
   1. Concrete: 12 percent.
   2. Masonry (Clay and CMU): 12 percent.
   3. Gypsum Board: 12 percent.
C. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
D. Begin coating application only after unsatisfactory conditions have been corrected and surfaces are dry.
   1. Beginning coating application constitutes Contractor's acceptance of substrates and conditions.

3.2 PREPARATION AND APPLICATION

A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates indicated.
B. Remove plates, machined surfaces, and similar items already in place that are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
   1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
   2. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
C. Concrete Substrates: Remove release agents, curing compounds, efflorescence and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces to be painted exceeds that permitted in manufacturer’s written instructions.
   1. Clean concrete floors to be painted with a 5 percent solution of muriatic acid or other etching cleaner. Flush the floor with clean water to remove acid, neutralize with ammonia, rinse, allow to dry and vacuum before painting.
D. Concrete Masonry Substrates: Remove efflorescence and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces to be painted exceeds that permitted in manufacturer’s written instructions.
E. Steel Substrates: Remove rust and loose mill scale. Clean using methods recommended in writing by paint manufacturer.
   1. Treat bare and sandblasted or pickled clean metal with a metal treatment wash coat before priming.
   2. Touch up bare areas and shop-applied prime coats that have been damaged. Wire brush, clean with solvents recommended by paint manufacturer, and tough up with same primer as the shop coat.
F. Galvanized-Metal Substrates: Remove grease and oil residue from galvanized sheet metal fabricated from coil stock by mechanical methods to produce clean, lightly etched surfaces that promise adhesion of subsequently applied paints.
G. Aluminum Substrates: Remove surface oxidation.
H. Gypsum Board Substrates: Do not begin paint application until finishing compound is dry and sanded smooth.
I. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints and encapsulants.

DRAFT

1. Remove incompatible primers and reprime substrate with compatible primers as required to produce paint systems indicated.

J. Apply paints according to manufacturer's written instructions.
   1. Use applicators and techniques suited for paint and substrate indicated.
   2. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
   3. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.
   4. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of durable paint film.
   5. Provide finish coats that are compatible with primers used.
   6. The term "exposed surfaces" includes areas visible when permanent or built-in-fixtures, grilles, convector covers, covers for finned-tube radiation, and similar components are in place. Extend coatings in these areas, as required, to maintain system integrity and provide desired protection.
   7. Plant interior surfaces of ducts with a flat, nonspecular black paint where visible through registers or grilles.
   8. Finish interior of wall and base cabinets and similar field-finished casework to match exterior.
   9. Sand lightly between each succeeding enamel or varnish coat.

K. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

L. Painting Mechanical and Electrical Work: Paint items exposed in equipment rooms and occupied spaces including, but not limited to, the following:
   1. Mechanical Work:
      a. Uninsulated metal piping.
      b. Uninsulated plastic piping.
      c. Pipe hangers and supports.
      d. Tanks that do not have factory-applied final finishes.
      e. Visible portions of internal surfaces of metal ducts, without liner, behind air inlets and outlets.
      f. Duct, equipment, and pipe insulation having cotton or canvas insulation covering or other paintable jacket material.
      g. Mechanical equipment that is indicated to have a factory-primed finish for field painting.
   2. Electrical Work:
      a. Switchgear.
      b. Panelboards.
      c. Electrical equipment that is indicated to have a factory-primed finish for field painting.

M. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.

N. Provide "Wet Paint" signs to protect newly painted finishes. After completing painting operations, remove temporary protective wrappings provided by others to protect their work.

O. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

DRAFT

3.3 INTERIOR PAINTING SCHEDULE

A. Steel Substrates:
   1. Alkyd Gloss Finish: MPI INT 5.1E.
      a. Prime Coat: Quick-drying alkyd metal primer.
      b. Intermediate Coat: Alkyd matching topcoat.
      c. Topcoat: Alkyd (semigloss).
B. Galvanized-Metal Substrates:
   1. Alkyd System: MPI INT 5.3L.
      a. Prime Coat: Waterborne galvanized-metal primer.
      b. Intermediate Coat: Alkyd matching topcoat.
      c. Topcoat: Alkyd (semigloss).
C. Gypsum Board Substrates:
   1. Latex System: MPI INT 9.2A.
      a. Prime Coat: Interior latex primer/sealer.
      b. Intermediate Coat: Interior latex matching topcoat.
      c. Topcoat: Interior latex (flat) at ceiling applications and (Satin) at wall applications.
   2. Epoxy System: MPI INT 9.2F. (Restrooms & kitchen)
      a. Prime Coat: Interior latex primer/sealer.
      b. Intermediate Coat: Epoxy cold cured gloss matching topcoat.
      c. Topcoat: Epoxy cold cured gloss.

END OF SECTION 09 91 23

DRAFT

"LEFT BLANK"

DRAFT

SECTION 10 28 13

TOILET ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes

1. Public-use washroom accessories.
2. Public-use shower room accessories.
3. Custodial accessories.

1.2 REFERENCES

A. American National Standards Institute (ANSI):

1. ANSI A 117.1 - Accessible and Usable Buildings and Facilities.

B. ASTM International (ASTM):

1. ASTM A 653/A 653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
2. ASTM A 666 - Standard Specification for Annealed or Cold-Worked Austenitic Stainless Steel Sheet, Strip, Plate, and Flat Bar.
3. ASTM A 1008/A 1008M- Standard Specification for Steel, Sheet, Cold-Rolled, Carbon, Structural, High-Strength Low-Alloy, High-Strength Low-Alloy with Improved Formability, Solution Hardened, and Bake Hardenable.
4. ASTM B 456 - Standard Specification for Electrodeposited Coatings of Copper Plus Nickel Plus Chromium and Nickel Plus Chromium.
5. ASTM C 1503 - Standard Specification for Silvered Flat Glass Mirror.
6. ASTM F 446 - Standard Consumer Safety Specification for Grab Bars and Accessories Installed in the Bathing Area.

1.3 ACTION SUBMITTALS

A. Product Data: For each product:

1. Manufacturer's product data sheets indicating operating characteristics, materials and finishes. Mark each sheet with product designation.
2. Mounting requirements and rough-in dimensions.

1.4 INFORMATION SUBMITTALS

A. Sample warranty.

B. Operation, care and cleaning instructions.

DRAFT

1.5 MAINTENANCE SUBMITTALS

A. Furnish indicated spare parts that are packaged with identifying labels listing associated products.

B. Operation and Maintenance data.

1.6 QUALITY ASSURANCE

A. Source Limitations: For products listed together in the same Part 2 articles, obtain products from single source from single manufacturer.

B. Manufacturer Qualifications: Approved manufacturer listed in this section, with minimum [5] years experience in the manufacture of product types. Manufacturers seeking approval must submit the following:

1. Product data, including test data from qualified independent testing agency indicating compliance with requirements.
2. Samples of each component of product specified.
3. List of successful installations of similar products available for evaluation by Architect.
4. Submit substitution request not less than 15 days prior to bid date.

C. Accessibility Requirements: Comply with requirements of ADA/ABA and with requirements of authorities having jurisdiction.

1.7 WARRANTY

A. Special Mirror Warranty: Manufacturer's standard form in which manufacturer agrees to replace mirrors that develop visible silver spoilage or frame corrosion defects within specified warranty period.

1. Warranty Period: 15 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Basis-of-Design Products: Subject to compliance with requirements, provide commercial toilet accessories manufactured by Bradley Corporation, Menomonee Falls, WI 53051, (800) 272-3539, fax: (262) 251-5817; Email info@BradleyCorp.com; Website: www.bradleycorp.com.

1. Submit requests for substitution in accordance with Instructions to Bidders and Division 01 General Requirements.

2.2 MATERIALS

A. Stainless Steel: ASTM A 666 Type 304 (18-8); satin finish exposed surfaces unless otherwise indicated.

B. Steel Sheet: ASTM A 1008/A 1008M, Designation CS, manufacturer's standard thickness.

C. Galvanized-Steel Sheet: ASTM A 653/A 653M, with G60 hot-dip zinc coating, manufacturer's standard thickness.

DRAFT

D. Galvanized-Steel Mounting Devices: ASTM A 153/A 153M, hot-dip galvanized after fabrication.

E. Fasteners:

1. Exposed: Screws, bolts, and other devices of same material as accessory unit and tamper-and-theft resistant.
2. Concealed: Galvanized steel.

F. Chrome Plating: ASTM B 456, Service Condition Number SC 2, moderate service.

G. Mirrors: ASTM C 1503, Mirror Glazing Quality, clear-glass mirrors, nominal 6.0 mm thick.

H. ABS Plastic: Acrylonitrile-butadiene-styrene resin formulation.

2.3 PUBLIC-USE WASHROOM ACCESSORIES

A. Toilet Tissue Roll Dispenser, Surface Mount **TTDS**:

1.	Basis of Design:	**Bradley Corp., Model 5402.**
2.	Application:	Where indicated.
3.	Capacity:	Double roll dispenser.
4.	Finish and Base Material:	Satin-finish stainless steel with polymer spindles.
5.	Roll Access:	Under hinged cover.
6.	Delivery:	Non-controlled.
7.	Mounting:	Surface-mounted.
8.	Service Access:	Vandal resistant lock.

B. Paper Towel (Folded) Dispensers: **PTFD.**

1.	Basis of Design:	**Bradley Corp., Model 250-15.**
2.	Application:	Where indicated.
3.	Finish and Base Material:	Satin stainless steel, rolled at exposed edges.
4.	Mounting:	Surface.
5.	Towel Capacity by Types:	
	a. Multi-fold towels:	525.
	b. C-fold towels.	400.
6.	Towel Delivery Method:	Bottom pull.
7.	Service Access:	Vandal resistant hinged locking cover.

C. Liquid-Soap Dispenser: **SD-1**.

1.	Basis of Design:	**Bradley Corp., Model 6562.**
2.	Application:	Where indicated.
3.	Housing:	Satin stainless steel.
4.	Operation:	Stainless steel manual pump.
5.	Mounting:	Surface mounted.
6.	Soap Capacity:	40 ounces (1180 ml)

D. Waste Receptacle: **WR-1.**

1.	Basis of Design:	Bradley Corp., Model 357.
2.	Application:	Where indicated.
3.	Material and Finish:	Stainless steel, 22 ga., No. 4 finish (satin).
4.	Mounting:	Surface-mounted.

DRAFT

5. Capacity: 6.5 gal. (78 L).
6. Options: Hinged satin stainless steel receptacle cover.
7. Projection: 6.5 inches.

E. Fixed Grab Bars: GB36 & GB48:
1. Basis of Design: Bradley Corp., Model 812 series
2. Description: Fixed Grab Bar:
3. Diameter: 1-1/2 inch (38 mm) diameter.
4. Application: Where indicated.
5. Mounting: Flanges with concealed fasteners.
6. Material: Stainless steel, 0.05 inch (1.27 mm) thick.
7. Length: 36" Back Wall, & 48" Side Wall.
8. Finish: Safety grip.

F. Sanitary Product Disposal Unit: SDU:
1. Basis of Design: Bradley Corp., 4781-11
2. Application: Where indicated.
3. Mounting: Surface mounted.
4. Receptacle: Removable, w/ vandal-proof lock, capacity [1.25 gal (4.7 L).
5. Finish: Stainless steel satin.

G. Mirror Unit: MG-1
1. Basis of Design: Bradley Corp., Model 780.
2. Size and Application: 24 by 36 inches.
3. Application: Where Indicated.
4. Frame: Stainless-steel angle, mitered and welded.
5. Installation: tamper- and theft-resistant.
6. Mirror: 1/4 inch (6 mm) thick, tempered glass.
7. Exposed Finish: Satin stainless steel
8. Base Material: Satin stainless steel.
9. Installation: TBD
10. Mirror: 1/4 inch (6 mm) thick, tempered glass

H. Robe Hook: RH:
1. Basis of Design: Bradley Corp., 9114.
2. Description: Single, surface mounted.
3. Material and Finish: Satin stainless steel.

2.4 FABRICATION

A. General: Fabricate units with tight seams and joints, and exposed edges rolled. Hang doors and access panels with full-length, continuous hinges. Equip units for concealed anchorage and with corrosion-resistant backing plates.

B. Keys: Provide universal keys for internal access to accessories for servicing and resupplying. Provide minimum of six keys to Owner's representative.

DRAFT

PART 3 - EXECUTION

3.1 INSTALLATION

A. Assemble fixtures and associated fittings and trim in accordance with manufacturer's instructions.

B. Install supports attached to building structure for equipment requiring supports.

C. Grab Bars: Install grab bars to withstand downward force of not less than 250 lbf (1112 N) per ASTM F 446.

D. Install equipment level, plumb, and firmly in place in accordance with manufacturer's rough-in drawings.

3.2 CLEANING AND PROTECTION

A. Repair or replace defective work, including damaged equipment and components.

B. Clean unit surfaces, and leave in ready-to-use condition.

C. Turn over keys, tools, maintenance instructions, and maintenance stock to Owner.

3.3 TESTING AND ADJUSTING

A. Test each piece of equipment provided with moving parts to assure proper operation, freedom of movement, and alignment. Install new batteries in battery-powered items.

B. Repair or replace malfunctioning equipment, or equipment with parts that bind or are misaligned.

END OF SECTION 10 28 13

DRAFT

"LEFT BLANK"

DRAFT

SECTION 10 44 16

FIRE EXTINGUISHERS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section includes portable, hand-carried fire extinguishers and mounting brackets for fire extinguishers.

B. Owner-Furnished Material: N/A.

C. Related Sections: N/A.

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product indicated. Include rating and classification, material descriptions, dimensions of individual components and profiles, and finishes for fire extinguisher and mounting brackets.

B. Product Schedule: For fire extinguishers. Coordinate final fire extinguisher schedule with fire protection cabinet schedule to ensure proper fit and function. Use same designations indicated on Drawings.

1.4 INFORMATIONAL SUBMITTALS

A. Warranty: Sample of special warranty.

1.5 CLOSEOUT SUBMITTALS

A. Operation and Maintenance Data: For fire extinguishers to include in maintenance manuals.

1.6 QUALITY ASSURANCE

A. NFPA Compliance: Fabricate and label fire extinguishers to comply with NFPA 10, "Portable Fire Extinguishers."

B. Fire Extinguishers: Listed and labeled for type, rating, and classification by an independent testing agency acceptable to authorities having jurisdiction.

DRAFT

1. Provide fire extinguishers approved, listed, and labeled by FMG.

1.7 COORDINATION

A. Coordinate type and capacity of fire extinguishers with fire protection cabinets to ensure fit and function as required and as applicable.

1.8 WARRANTY

A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace fire extinguishers that fail in materials or workmanship within specified warranty period.

1. Failures include, but are not limited to, the following:

a. Failure of hydrostatic test according to NFPA 10.
b. Faulty operation of valves or release levers.

2. Warranty Period: Six years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PORTABLE, HAND-CARRIED FIRE EXTINGUISHERS

A. Fire Extinguishers: Type, size, and capacity for each mounting bracket indicated.

1. Basis-of-Design Product: Subject to compliance with requirements, provide [Ansul, a Tyco International Company] [Pyro-Chem; Tyco Safety Products] or comparable product by one of the following:

a. Amerex Corporation.
b. Badger Fire Protection; a Kidde company.
c. Buckeye Fire Equipment Company.
d. Fire End & Croker Corporation.
e. J. L. Industries, Inc.; a division of Activar Construction Products Group.
f. Kidde Residential and Commercial Division; Subsidiary of Kidde plc.
g. Larsen's Manufacturing Company.
h. Moon-American.
i. Pem All Fire Extinguisher Corp.; a division of PEM Systems, Inc.
j. Potter Roemer LLC.

2. Valves: Manufacturer's standard.
3. Handles and Levers: Manufacturer's standard.
4. Instruction Labels: Include pictorial marking system complying with NFPA 10, Appendix B and bar coding for documenting fire extinguisher location, inspections, maintenance, and recharging.

B. Multipurpose Dry-Chemical Type in Steel Container <FE>: UL-rated 2-A:10-B:C, 5-lb (2.3-kg)] nominal capacity, with monoammonium phosphate-based dry chemical in enameled-steel container.

DRAFT

2.2 MOUNTING BRACKETS <FE>

A. Mounting Brackets: Manufacturer's standard galvanized steel, designed to secure fire extinguisher to wall or structure, of sizes required for types and capacities of fire extinguishers indicated, with plated or red baked-enamel finish.

1. Basis-of-Design Product: Subject to compliance with requirements, provide Ansul, a Tyco International Company or comparable product by one of the following:

a. Amerex Corporation.
b. Badger Fire Protection; a Kidde company.
c. Buckeye Fire Equipment Company.
d. Fire End & Croker Corporation.
e. J. L. Industries, Inc.; a division of Activar Construction Products Group.
f. Larsen's Manufacturing Company.
g. Potter Roemer LLC.

B. Identification: Lettering complying with authorities having jurisdiction for letter style, size, spacing, and location. Locate as indicated by Architect.

1. Identify bracket-mounted fire extinguishers with the words "FIRE EXTINGUISHER" in red letter decals applied to mounting surface.

a. Orientation: Vertical.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine fire extinguishers for proper charging and tagging.

1. Remove and replace damaged, defective, or undercharged fire extinguishers.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

A. General: Install fire extinguishers and mounting brackets in locations indicated and in compliance with requirements of authorities having jurisdiction.

1. Mounting Brackets: 54 inches (1372 mm) above finished floor to top of fire extinguisher.

B. Mounting Brackets: Fasten mounting brackets to surfaces, square and plumb, at locations indicated.

END OF SECTION 10 44 16

DRAFT

"LEFT BLANK"

DRAFT

SECTION 133419

PRE-ENGINEERED METAL BUILDING

PART 1 GENERAL

1.01 SUMMARY

A. Work includes:

1. Providing Pre-Engineered Metal Building complete including rigid frames and other framing members, roof and wall panels, liner panels, purlins, girts, and other subframing members, vapor barrier and insulation, flashings, trim, louvers, and miscellaneous accessories.
2. Providing metal roofing, wall panels, soffit panels and accessories for installation with traditional building systems.
3. Metal doors and frames, windows, and overhead rolling doors are specified in other sections.

1.02 REFERENCES

A. FBC – Florida Building Code, Sixth Edition (2017).

B. Specification for Structural Steel Buildings, Allowable Stress Design and Plastic Design, June 1, 1989, and the Commentary on the AISC Specification, June 1, 1989, and the Code of Standard Practice for Steel Buildings and Bridges, September 1, 1986, as specified in the AISC Manual of Steel Construction, 9th edition, unless shown otherwise on the drawings or specified otherwise herein; or, AISC - Load and Resistance Factor Design Specification for Structural Steel Buildings and commentary First Edition 1986; and, Code of Standard Practice and Commentary, 1986.

C. American Welding Society, AWS D1.1 - Structural Welding Code, 2000 edition.

D. AISI - Specification for the Design of Cold-Formed Steel Structural Members, latest edition.

E. MBMA - Low Rise Building Systems Manual, latest edition.

1.03 SYSTEM DESCRIPTION

A. Building components to withstand Building Dead Loads, Collateral Loads, Floor and Roof Live Loads, Roof Snow Loads, and Wind Loads due to pressure and suction of wind calculated in accordance with Florida Building Code.

1. Building Dead Load - Actual Loads.
2. Roof Live Load - 20 psf - Reducible
3. Wind Load - See plans.
4. Seismic Load - See plans.
5. Collateral Loads:
   a) Mechanical and Electrical systems - 4 psf min.
   b) Ceilings and Architectural features - 4 psf min.
   c) Special concentrated loads - Actual loads of equipment furnished, See plans.

B. Deflection: Deflection of members when subjected to the applicable Design Loads and Collateral Loads specified shall not exceed the limits specified below:

1. Girts - L/240 of span.
2. Purlins - L/180 of span.
3. Frames (vertical loads) - L/180 of span.
4. Frames (lateral loads) - L/360 of eave height.
5. Lateral Building Drift - Match Frame Drift

C. Assembly shall permit movement of components without buckling, failure of joint

DRAFT

seals, undue stress on fasteners or other detrimental effects, when subject to temperature range of -20° to +120° F. Provide sliding roof panel clips.

D. Pre-Engineered Metal Building Components shall be of type indicated on Drawings, and shall be provided by one manufacturer. Framing 3/16" thick and thicker shall conform to AISC Specification for the Design, Fabrication and Erection of Structural Steel for Buildings. Framing less than 3/16" thick shall conform to AISI Specification for the Design of Cold-Formed Steel Structural Members.

E. Criteria and framing indicated in the specifications and on the drawings, shall be considered a minimum standard. The pre-engineered metal building manufacturer shall add additional members or requirements to produce a complete pre-engineered metal building roof and wall system that meets or exceeds the code requirements.

1.04 SUBMITTALS

A. Manufacturers Catalog Data or other descriptive data of miscellaneous accessories, fasteners, joint sealing material; including printed installation instructions and details; and factory color protective coatings.

B. Submit approval drawings of structural steel, roof and wall covering, flashing, trim, closures, and methods of thermal expansion control, to be checked and approved prior to proceeding with fabrication.

C. Indicate building dimensions, general construction details, anchorages and method of anchorage, and method of installation, including framing, anchor bolt settings, sizes, and locations from datum.

D. Submit shop drawings with structural calculations justifying design under seal of a professional structural engineer registered in the State of Florida. Submittal shall include frame, column and bracing reaction diagrams for all load cases and load combinations.

E. Welding of all steel in field shall be done by certified welders qualified in accordance with "Qualification of Welding Procedure - Welders and Welding Operators" of the AWS Code of Welding in Building Construction (AWS D1.0). Submit letter indicating current qualification (within past 12 months) for each welder.

F. Submit Test Reports of all tests required by referenced publications applicable to the item or material furnished for use.

G. Warranty:
   1. Weathertightness.
   2. Panel Finish.

1.05 QUALITY ASSURANCE

A. Components shall be the design of a manufacturer regularly engaged in the fabrication of pre-engineered structures. All materials shall be new, unused, and free from defect.

B. Erection and installation of work covered by this Section shall be performed by building manufacturer's personnel or by subcontractors Certified by the building manufacturer for erection and installation of manufacturer's products. Subcontractor shall be thoroughly familiar with manufacturers product, having a minimum of five (5) years experience installing projects of this nature. Erection work shall be under direction and supervision of an experienced supervisor employed by manufacturer of the Certified subcontractor.

1.06 DELIVERY, STORAGE, AND HANDLING

A. Upon arrival at job site, sheets and panels shall be inspected for moisture accumulation. If found wet, remove moisture, re-stack, and protect sheets and

DRAFT

panels until used.

B. Store metal sheets or panels to allow water which has accumulated during transit or storage to drain. Do not store sheets and panels in contact with materials which cause staining.

C. Deliver, store, and handle prefabricated components, sheets, panels, and other manufactured items in such a manner that they will not be damaged or deformed. Stack materials stored on site on platforms or pallets and cover with tarpaulins or other suitable vented weathertight covering.

1.07 WARRANTY

A. Roof and Wall Panels: Provide 20-year weather tightness warranty, by building manufacturer, covering durability of roof and wall panels due to rupture, structural failure, or perforation.

B. Roof and Wall Panel Finish (exterior color bake-on): Provide 25-year warranty, by building manufacturer, covering panel finish against blistering, peeling, cracking, flaking, checking, chipping, and excessive color change and chalking. Color change shall not exceed 9 N.B.S. units for roof panels and 5 N.B.S. units for wall panels, (per ASTM D2244.64T) and chalking for wall panels shall not be less than a rating of 8 per ASTM D659, latest edition.

PART 2 PRODUCTS

2.01 MATERIALS

A. Hot Rolled Structural Shapes: ASTM A36 or ASTM A529 with 36 ksi or 50 ksi minimum yield stress.

B. Tubing or Pipe: ASTM A500, Grade B; ASTM A501; or ASTM A53, Type E, Grade B.

C. Plate or Bar Stock: 42,000 PSI minimum yield strength: ASTM A529, ASTM A570, or ASTM A572.

D. Cold-Formed Steel: ASTM A607, Grade 50 minimum.

E. Galvanized Steel Sheet: ASTM A446, G90 coating, or ASTM A525, G90.

F. Bolts for Framing: ASTM A307 or ASTM A325.

G. Primer Paint: Manufacturer's standard gray and shall conform to Steel Structure Painting Council Specifications TT-P-636.

2.02 MANUFACTURERS

A. Subject to compliance with requirements, provide products by one of the following

1. American Buildings
2. Butler
3. Gulf States
4. MBCI
5. Metal Sales

B. Roofing panels shall match MBCI, Ultra-Dek, 24 gauge.

C. Wall panels shall match MBCI, “PBU” panel, 24 gauge.

D. Soffit and liner panels shall match MBCI Artisan L12 with beads 26 gauge.

2.03 ROOF PANEL MATERIAL

A. Galvalume sheet conforming to the requirements of ASTM A792 with an AZ55 coating.

2.04 WALL AND SOFFIT PANEL AND GUTTERS AND DOWNSPOUTS MATERIAL

A. Structural Quality Galvanized Steel Sheet: Hot-dip zinc-coated steel sheet complying with ASTM A 446 with G90 coating complying with ASTM A525,

DRAFT

Grade C or to suit manufacturerer's standards. Provide sheet material matching formed panel finishes for building trim and closures.

B. METAL FINISHES

1. General: Apply coating either before or after forming and fabricating panels, as required by coating process and as required for maximum coating performance capability. Protect coating by application of strippable film to properly protect finish. Furnish air-drying spray finish in matching color for touch-up.
   a) Color shall be as indicated from manufacturer's color selections, both standard and custom. Provide minimum sixteen (16) colors.
2. Flouropolymer Coating: Manufacturer's standard two coat, themocured, full strength 70 percent "Kynar 500" coating consisting of a primer and a minimum 0.75mil dry mil thickness with a total minimum dry film thickness of 0.9 mil and 30 percent reflective gloss when tested in accordance with STM D 523.
   a) Durability: Provide coating that has been field tested under normal range of weathering conditions for minimum of 20 years without significant peel, blister, flake, chip, crack, or check in finish; without chalking more than NO. 8 in accordance with ASTM D 659; and without fading more than 5 NBS units.

2.05 INSULATION:

A. Roof: Two layers (6 inches total) R-19 with white foil scrim facing on bottom layer only.

1. Scrim facing on insulation that is exposed in the finished building shall be heavy, abuse resilient type. At other locations, scrim facing may be manufacturer's standard product.
2. Roof insulation shall be flexible, noncombustible fiberglass blankets with vapor resistant membrane. Vapor resistant membrane shall be laminated to insulation as composite unit. Insulation and vapor membrane shall carry Underwriters Laboratories Inc. (U.L. label) fire hazard classification indicating flame spread rating of 25 or less and a smoke developed rating of 450 or less, as a tested assembly.
3. Insulation system shall be applied under exposed metal roofing panels and over the roof support member. Vapor membrane shall always be placed to interior of building, whether it be exposed or nonexposed. Joints shall be lapped, taped, or folded, and stapled in accordance with building manufacturer's standard. Vapor membrane shall have a perm rating of not more than 0.02.
4. With R-19 blanket-type insulation only, thermal spacer (block) shall separate roof support member from roof panel, except at each concealed structural fastener. Spacer shall be of material having density of not less than 2 pcf and, if combustible material, shall be classified as having flame spread rating not greater than 25 when tested in accordance with ASTM E84-84.

B. Walls: One-layer (4 inches total) R-13 with white foil scrim facing on inside only, manufacturer's standard product.

1. Wall insulation shall be flexible, noncombustible fiberglass blankets with vapor resistant membrane. Vapor resistant membrane shall be laminated to insulation as composite unit. Insulation and vapor membrane shall carry Underwriters Laboratories Inc. (U.L. label) fire hazard classification indicating flame spread rating of 25 or less and a smoke developed rating of 450 or less, as a tested assembly.
2. Insulation system shall be applied under exposed metal wall panels and

DRAFT

over the wall support member. Vapor membrane shall always be placed to interior of building, whether it be exposed or nonexposed. Joints shall be lapped, taped, or folded, and stapled in accordance with building manufacturer's standard. Vapor membrane shall have a perm rating of not more than 0.02.

2.06 GUTTERS AND DOWNSPOUTS

A. Gutters: Gutters shall be provided complete with mitered corners, end pieces, and special pieces that may be required. Gutters shall be formed in sections not less than eight feet in length. Ends of each length shall be joined with riveted and sealed joints, except that expansion-type slip joints shall be provided at center of runs, unless specified otherwise. Gutters shall be supported on hangers of approved type, spaced at 36" o.c. maximum. Hangers and fastenings shall be constructed of metal compatible with gutters.

B. Downspouts: Provide manufacturer’s standard shapes and sizes, complete including elbows and offsets. Downspouts shall be provided in approximate 10' lengths; end joints shall telescope not less than 1-1/2", and longitudinal joints shall be locked. Gutter outlets shall be provided with zinc-coated steel, stainless steel, or nonferrous metal wire ball strainers of standard type. Downspouts shall be kept not less than 1" away from walls, and shall be fastened to walls at top, bottom, and at maximum 5' centers intermediately between, with leader straps, or concealed type fasteners; straps and fasteners shall be formed from metal compatible with the downspouts.

C. Drainage Capacity: Total Roof Drainage Requirement = 45 GPM. Each gutter section and individual downspout shall be sized for 25% of Total Roof Drainage Requirement.
   1. Gutter size shall conform to Table 1106.6 of the 2017 Florida Plumbing Code.
   2. Downspout Size shall conform to Table 1106.3 of the 2017 Florida Plumbing Code.

2.07 LIGHT TRANSMITTING PANELS

A. Manufacturer’s standard UV-resistant translucent panels, white, with measured haze value of 90% or greater when measured in accordance with ASTM D1003.

2.08 ACCESSORIES

A. Fasteners for Securing Panels:
   1. Fasteners for roof panels shall be 20-year fasteners.
   2. Provide fasteners for roof panels installed over purlins with 6-inch insulation.
   3. Fastening system shall be designed to withstand design loads specified herein.

B. Sheet Metal Accessories:
   1. Zinc-coated steel accessories shall be provided with zinc-coated siding or roofing, and aluminum accessories shall be provided with aluminum alloy siding or roofing. Zinc-coating for all sheet steel accessories, including continuous ridge vents, and louvers shall conform to 1.25 oz. PSF coating class.
   2. Caps, Strips, and Plates:
      a) Ridge caps, eave and edge strips, fascia strips, miscellaneous flashings, and miscellaneous sheet metal accessories, unless specified otherwise, shall be formed from the same materials and gauge as roof covering.
      b) Wall plates, base angles or base channels, and other miscellaneous framing members may be standard structural

DRAFT

steel shapes, or may be formed from steel not lighter than 16 gauge.

3. Roof Jacks and Curbs
   a) Openings 8" or smaller may be flashed and sealed to roof panel by jacks, providing complete structural support and weathertightness are maintained. Material shall be either metal with protective metallic coating or EPDM material with aluminum sealing ring base.
   b) Openings larger than 8", round or square, shall be framed with welded metal base fabricated from 0.07" thick (minimum) galvanized steel. Base and related appurtenance shall be supported by roof purlins and header framing. Base shall have minimum projection of 8" above weather surface of roof, and configuration of flanges shall match roof panel. Design of flanges shall provide for lapping of roof panels in shingle-fashion so that installation is water tight without depending on sealant. Flange-to-panel joint shall be sealed with nonhardening sealant and fastened in manner to provide complete support and weathertightness.

C. Miscellaneous Accessories:
   1. Closure Strips: Formed of approved solid synthetic or natural rubber, or other material, standard with manufacturer of system furnished. Molded closure strips shall be free of opened voids and shall not absorb or retain water. Closure end strips shall be formed to match the corrugations or configurations of the roofing or siding being used and shall be provided where indicated and elsewhere to provide weathertight construction. Sealing material shall be used also for sealing joints in and around sealing strips at ridges, eaves, valleys, bottom course in siding on vertical surfaces, bolt holes before inserting fasteners, for flashings and corner closure sheets, and elsewhere to provide watertight construction. Bituminous type sealing materials shall not be used with factory color coated or painted sheets and panels.
   2. Joint Sealing Material: Type as recommended by roofing and siding manufacturer to seal side and end laps in metal roofing of deep corrugation type where slope of roof is less than 3 in 12". Material shall be applied in accordance with manufacturer's printed instructions of material furnished. sealing material shall be used also for sealing joints in and around sealing strips at ridges, eaves, valleys, bottom course in siding on vertical surfaces, bolt holes before inserting fasteners, for flashing and corner closure sheets, and elsewhere to provide watertight construction. Bituminous type sealing materials shall not be used with factory color coated or painted sheet or panels.

2.09 FABRICATION
A. Structural steel members shall be sheared, formed punched, welded and painted in plant of manufacturer.
B. Welding shall be in accordance with standard practices of the American Welding Society, and shall be performed by qualified welders.
C. Clearly and legible mark each piece and part of assembly to correspond with previously prepared erection drawings, diagrams and instruction manuals.
D. Surface preparation shall conform to requirements of Steel Structures Painting Council Specification SSPC-SP3.
E. Paint shall conform to requirements of Steel Structures Painting Council Specification TT-P-636.

DRAFT

F. Dissimilar Materials:
1. Where aluminum surfaces come in contact with ferrous metal or other incompatible metals, the aluminum surfaces shall be kept from direct contact by one of the following methods:
a) Paint incompatible metal with coating of heavy-bodied bituminous paint.
b) Paint incompatible metal with prime coat of zinc-chromate primer followed by one or two coats of aluminum metal-and-masonry paint, or other protective coating, excluding those containing lead pigmentation.
c) Nonabsorptive gasket.
d) Caulk between aluminum and incompatible metal.
2. If drainage from incompatible metal passes over aluminum, incompatible metal shall be painted by Method "a" or Method "b" above. Aluminum surfaces in contact with concrete or masonry materials shall be painted by Method "a". Green or wet wood, or wood treated with preservative, shall be painted by Method "a" or shall be given two coats of aluminum paint.

G. Finish:
1. Roof Panels: Galvalume or aluminized steel.
2. Wall and Other Panels: Kynar 500 fluoropolymer coating with minimum 70% resins; manufacturers standard color as shown on drawings.

PART 3 EXECUTION

3.01 EXAMINATION
A. Installer shall examine substrate and conditions under which work is to be installed. Notify Contractor in writing of any conditions detrimental in installation of work. do not proceed with work until unsatisfactory conditions have been corrected.

3.02 ERECTION
A. Framing Members: Plumb in both directions, guy and stay and space framing elements to assure proper fitting of prefabricated wall and roof coverings.
B. Wall and Roof Panels:
1. Wall Construction: Panels shall be applied with corrugations, ribs, or other configurations in vertical position. Panels shall be supplied in full wall height from base to eave with no horizontal joints except at junctions of door frames, window frames, louver panels, and similar locations. Side and end laps shall be sealed with joint sealing materials specified herein. Walls shall be flashed and sealed at base, at top, around windows, doors, framed louvers, and other similar openings. Placement of closure strips, flashing and sealing materials shall be accomplished in manner which will assure complete weathertightness. Flashing will not be required where approved "self-flashing" sheet or panels are used. Minimum end laps for panels shall be 2-1/2". Minimum side laps for panels shall be one corrugation or one configuration. side and end laps shall be sealed as specified herein for roofing, except that only one bead of plastic cement shall be required.
2. Roof Construction: Roof slope shall be as indicated. Roofing panels shall be applied with corrugations, ribs, or other configurations parallel to slope of the roof. Roofing panels shall be supplied in longest lengths obtainable with end laps occurring only at structural members. Roof curb units shall be installed in sequence with roof panels in shingle-fashion

DRAFT

and location of units may be adjusted laterally up to 12 inches from locations shown to work with standing seams. Side laps shall be laid away from prevailing wind. Side and end laps shall be sealed with joint sealing material specified herein. Flash and seal roof at ridge, eaves, rakes, and projections through roof, and elsewhere to assure weathertight construction. Placement of closure strips, flashing, and sealing material shall be accomplished in an approved manner which will assure weathertightness. Contact surfaces between roofing sheets at end and side laps shall be sealed with plastic cement, squeezed from pressure gun and forming two beads, each not less than 1/4" thick or building manufacturer's standard application.

3. Liner Panels: Where liner panels are installed in inmate areas (dayrooms and exercise) all edges shall be protected with an 18 ga angle connected to wall or abutted structure with tamper resistant screws. All connectors visible in finished job shall be tamper resistant.

C. Defects: Defects or errors in fabrication of building components shall be corrected by Contractor in a manner approved by the Architect. Defects or errors in fabrication of components, which cannot be corrected in an approved manner, shall be replaced by nondefective members at no additional cost to the Owner.

3.03 TOLERANCES

A. Framing Members: AISC Code of Standard Practice and Commentary and MBMA Code of Standard Practice and Commentary, latest editions.

END OF SECTION 133419

DRAFT

SECTION 15010

MECHANICAL GENERAL PROVISIONS

PART 1 - GENERAL

GENERAL CONDITIONS

The work described hereunder shall be installed subject to the Contractual Conditions for the entire Specifications.

CORRELATION

This Section of the Specifications and its accompanying Drawings are made separate for the convenience of the General Contractor in preparing his bid and in no way relieves the General Contractor of his responsibility to correlate the work under this Section with that of all other trades as regards the items to be furnished by various Subcontractors, the exact location of all equipment and materials and the necessity of planning the work of all trades to avoid interference.

PLANS AND SPECIFICATIONS

Drawings and Specifications are intended to clearly set forth all work, and the detailed description is added to assist in establishing the scope and the location of the several parts of the work. Collectively, they shall govern and control the scope, character, and design of the Work, and any item called for in any one of the documents shall be as though mentioned in all.

Failure to make reference in the Specifications to any items of the work shown on the Drawings, but necessary to the completion of the Work shall not relieve the Contractor of the full responsibility to furnish the materials and perform the work of such items, in a manner comparable to other items of similar nature for which detailed Specifications are included.

PROJECT FAMILIARIZATION

The bidder is expected to visit the site and familiarize himself with conditions at the site before submitting his bid. He shall familiarize himself with the work required throughout the entire project and shall make allowances for contingencies which may occur in the interconnection of the various systems.

DRAFT

EXPERIENCE

The Contractor performing this work shall be a Florida licensed, reputable firm, regularly performing commercial air heating and air conditioning and plant projects work as required by this project.

ALTERNATES AND ADDENDA

The Contractor shall investigate all Alternates, Addenda and Allowances as they relate to the Work of this Section.

TESTING

The Work shall include complete testing of all equipment and controls at the completion of the Work and making any connection changes or adjustments necessary for the proper functioning of the system and equipment.

WORK INCLUDED

Work covered under this Section consists of furnishing all labor, materials, tools, equipment, transportation, scaffolding, services, supervision, and performing of all operations required to properly complete all mechanical work in accordance with this Division of the Specifications and as indicated on the applicable Drawings, subject to terms and conditions of the Contract.

SUPERVISION OF WORK

The Mechanical Subcontractors are required to have a qualified and experienced superintendent on the job when any related work is in progress.

RELATED WORK SPECIFIED ELSEWHERE

The Contractor is cautioned to note carefully other Sections of the project Specifications with their cross references to other specific standard specifications, standard detail, etc., describing work to be furnished under these Specifications as well as any mechanical work that may be shown on electrical, structural, architectural, or other drawings, in order that he may fully understand the requirements and work to be provided under this Section of the Specifications.

ORDINANCES AND REGULATIONS

All work shall conform with all local and State ordinances or regulations governing the installation of such equipment. If work as laid out, indicated or specified is recognized to be contrary to or conflicting with local ordinances or regulations, the Subcontractor shall report same to the Architect/Engineer before submitting a bid. The Architect/Engineer will then issue instructions to resolve the discrepancy.

DRAFT

CODES AND STANDARDS

The latest adopted editions of the established standards of the following organizations, and individual standards named, shall be followed the same as if they were fully written herein and constitute a part of the Specification requirements except where otherwise specified:

National Fire Protection Associations (NFPA) Standards:
- NFPA 70, National Electric Code
- NFPA 90-A, Installation of Air Conditioning and Ventilating Systems.

Florida Building Code and Related:
- FL Building Code
- FL Mechanical Code
- FL Plumbing Code
- Florida Energy Efficiency Code for Building Construction
- National Board of Fire Underwriters
- SMACNA Standards

The foregoing rules, standards, regulations, specifications, recommendations and requirements shall be followed by the Contractor as minimum requirements. They shall not relieve the Contract from furnishing and installing higher grades of materials and workmanship which are specified herein or indicated on the Drawings.

Any material, equipment or workmanship specified by reference to the number, symbol or title of Specification or detail, or other standard rules, codes, regulations, etc., shall comply with the latest edition amendments and revisions thereto in effect on the date of these Specifications.

The Contractor shall submit proof, if requested by the Engineer or his representative, that the materials, appliances, equipment or devices that he furnishes and installs under this Contract meet the requirements of the Underwriters' Laboratories, Inc., or Factory Mutual, as regards fire and casualty hazards.

PERMITS, FEES, AND INSPECTIONS

Contractor shall coordinate all permits, pay all releated fees, and coordinate requisite inspections by both the Authority Having Jurisdiction (AHJ) and those requested by the engineer. Upon completion of the work the Contractor shall deliver to the Engineer a certificate of final inspection and a Certificate of Occupancy/Completion from the local AHJ.

The Contractor shall include in the work, without extra cost to the Owner, any labor, materials, services, apparatus and drawings required to comply with all applicable laws, ordinances, rules and regulations.

The Contractor shall inform the Owner of any work or materials which conflict with any of the applicable codes, standards, laws and regulations before submitting his/her bid.

MINOR DEVIATIONS

The Contractor shall note that the Mechanical Drawings are intended to indicate only the extent diagrammatically, general character and location of the work included. Work intended, but having minor details obviously omitted or not shown, shall be furnished and installed complete to perform the functions intended.

Arrangements of ductwork and equipment that differ materially from the obvious intent of the Drawings will not be permitted except where necessary to avoid interferences, and only where specifically approved by the Architect/Engineer. Drawings shall be furnished showing all changes. Any change resulting in a saving in labor and materials shall be made in accordance with a Contract change order.

BASIC MATERIALS AND METHODS

The materials and methods specified in this article are to be used for work specified throughout this Section of the Specifications.

All materials and workmanship shall be of the highest quality.

Any materials on the job rejected by the Architect/Engineer shall be removed from the premises.

The installation shall be made in a workmanlike manner in accordance with acceptable industry standards except where specific procedures are called for in these Specifications, in which case they shall be followed.

All materials shall be new, free of defects and of the manufacturers latest standard design.

Reference to a particular material or specific equipment by name, make or catalog number is to describe equipment which will meet the requirements of the project and is not intended to restrict bidding.

It is the intent that all of the equipment of a similar type shall be the products of the same (one) manufacturer when practicable, providing unit responsibility for each group.

DRAFT

REVIEW OF MATERIALS

Submittals shall be made in compliance with the General Conditions of the Contract for Construction and the following:

Submittals shall be identified by items numbers as listed in the pertinent section of the specifications and shall be accompanied by a letter of transmittal.

Certificates shall be in triplicate and where required in conjunction with other submittals shall accompany such submittals.

Materials and other items subject to approval shall not be purchased or incorporated in the work before receipt of written approval.

Submittals shall be rendered all at one time for the entire project. Partial submittals will not be accepted or acknowledged. Exception: If a few items have long shop drawing preparation time, then these items will be accepted later to avoid delaying the shop drawing procedure.

SHOP DRAWINGS

Shop Drawings are drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are prepared by the Contractor or any subcontractor, manufacturer, supplier or distributor and which illustrates some portion of the Work.

All shop drawings submitted shall bear the stamps of approval of the Contractor as evidence that the drawings have been checked by the Contractor. Any drawings submitted without this stamp of approval will not be considered and will be returned to contractor for proper resubmission. If the shop drawings show variances from the other requirements of the contract because of standard shop practice or other reason, the Contractor shall make specific mention of such variation in his letter of transmittal in order that, if acceptable, suitable action may be taken for proper adjustment. Otherwise, the Contractor will not be relieved of the responsibility for executing the work even though such shop drawings have been approved.

Submit six (6) copies of the shop drawings to be retained and additional copies as required by the Contractor, all items required under appropriate sections of the Specifications.

All materials are to be submitted in a hard cover, three ring binder. All materials are to be labeled with the pertinent Specification Section and are to be separated with dividers for each section of the Mechanical Specifications.

All materials submitted late or re-submitted shall be 3-ring punched and marked with the appropriate Specification Section Numbers.

DRAFT

PROJECT CLOSEOUT

The Contractor shall remove all temporary work and temporary facilities prior to final pay request.

The Contractor shall clean spaces/areas that were occupied by temporary work and temporary facilities. Remove debris, rubbish and excess materials from the sites. Burning or burying is not permitted on the sites.

GUARANTEES, BONDS AND AFFIDAVITS

Warranties:

The Contractor shall submit to the Owner all manufacturer's warranties on equipment furnished and installed under this Contract.

In addition, to the guarantee of equipment by the manufacturer of each piece specified herein, the Contractor shall also guarantee such equipment and shall be held for a period of two (2) years from final acceptance test to make good any defects of the materials or workmanship occurring during this period, without expense to the Owner.

Affidavits:

The Contractor shall provide affidavits as required in the non-technical portion of these Specifications, if attached or otherwise directed in writing.

OPERATION AND MAINTENANCE DATA

Manuals and Instructions:

The Contractor shall deliver to the Engineer, upon substantial completion of the Work, three (3) copies of descriptive literature related to the equipment installed under this Contract, including parts lists, wiring diagrams, maintenance and operation manuals and warranties customarily supplied by manufacturers for equipment incorporated in this work. The literature shall be neatly bound in a three-ring binder and delivered to the Engineer prior to final acceptances. Each manual shall include a copy of the Control Diagrams and a complete description of the operation of the control systems.

AS-BUILT DRAWINGS

As-Built Drawings are required. Maintain a legible record set on the job. Final record prints will be drafted by the Engineer at no charge assuming the set is organized and

legible. Otherwise the engineer shall be reimbursed on an hourly basis for deciphering the documents and field changes. The Owner requests three (3) paper copies and 1 electonic set of asbuilts.

QUALITY ASSURANCE

Products Criteria:

Standard Products: Material and equipment shall be the standard products of a manufacturer regularly engaged in the manufacture of the products. Items of equipment shall essentially duplicate equipment that has been in satisfactory use at least five (5) years prior to bid opening. Provide list of users upon request.

Equipment having less than a five-year use record, which in the opinion of the Engineer, provided significant benefits to the Owner such as improved energy efficiency, will be acceptable if it is a product of a manufacturer who has been regularly engaged in the manufacture of that specific type of product which has been used in similar applications for a period of two years. The Engineer reserves the right to require the Contractor to submit evidence to this effect for his approval.

Equipment Service: Products shall be supported by a service organization which maintains an adequate inventory of repair parts and is located, in the opinion of the Engineer, reasonably close to the site.

Manufacturer's Nameplates: Nameplate bearing manufacturer's name or identifiable trademark shall be securely affixed in a conspicuous place on equipment, or name or trademark cast integrally with equipment, stamped or otherwise permanently marked on each item of equipment.

Manufacturer's Recommendations: Where installation procedures or any part thereof are required to be in accordance with the recommendations of the manufacturer of the material being installed, printed copies of these recommendations shall be furnished to the Engineer prior to installation. Installation of the item will not be allowed to proceed until the recommendations are received. Failure to furnish these recommendations can be cause for rejection of the material.

FIRESTOPPING

Provide for firestopping of all mechanical systems. UL listed methods conforming to the situations present shall be utilized. Submit shop drawings of intended methods, including installation instructions and proof of UL Listing.

DRAFT

COORDINATION - NEW WORK INSTALLATION

Coordination: Location of piping, sleeves, inserts, hangers, ductwork and equipment shall be coordinated with all other trades. Locate piping, sleeves, inserts, hangers, ductwork and equipment clear of windows, doors, openings, light outlets, and other services and utilities. Follow manufacturer's published recommendations for installation methods not otherwise specified.

Protection and Cleaning (new equipment/systems):

Equipment and materials shall be carefully handled, properly stored, and adequately protected to prevent damage before and during installation, in accordance with the manufacturer's recommendations and as approved by the Engineer. Damaged or defective items, in the opinion of the Engineer, shall be replaced.

Protect all finished parts of equipment, such as shafts and bearings, where accessible, from rust prior to operation by means of protective grease coating and wrapping. Close pipe openings with caps or plugs during installation. Tightly cover and protect fixtures and equipment against dirt, water, chemical or mechanical injury. At completion of all work thoroughly clean fixtures, exposed materials and equipment.

Electrical Work for Mechanical Systems: Electrical components shall be U.L. listed. All wiring components and devices shall conform to the National Electrical Code.

Wiring for Mechanical Equipment: All power wiring for mechanical equipment shall be provided by Division 16. All control wiring for mechanical equipment shall be provided by the controls' contractor, section 15975. Control wiring shall be difined as all wiring related to controls and not supplying power to the mechanical equipment.

Concrete and Grout: Use concrete and shrink-compensating grout 3000 psi minimum. Install in accordance with the manufacturer's recommendations.

Install gauges, thermometers, valves and other devices with due regard for ease in reading or operating and maintaining said devices. Locate and position thermometers and gauges to be easily read by operator or staff standing on floor or walkway provided. Servicing shall not require dismantling adjacent equipment or pipe work.

Where hanger spacing does not correspond with joist or rib spacing, use structural steel channels secured directly to joist and rib structure that will correspond to the required hanger spacing, and then suspend the equipment and piping from the channels. Drill or burn holes in structural steel only with the prior approval of the Engineer.

Use of chain, wire or strap hangers, wood for blocking, stays and bracing, nor hangers suspended from piping above will not be permitted.

DRAFT

Use hanger rods that are straight and vertical. Turnbuckles for vertical adjustments may be omitted where limited space prevents use. Provide a minimum of 1/2 inch clearance between pipe or pipe covering and adjacent work.

Field check and lubricate equipment requiring lubrication prior to initial operation.

Paint all primed and bare metals with two coats of enamel. Prepare surfaces in accordance with the manufacturer's recommendations. Color scheme shall match existing or ANSI standards.

INSTRUCTIONS

Fully instruct the Owner's maintenance staff in the operation and maintenance of the affected systems and furnish a letter as part of the closeout affirming this training has been accomplished. The Contractor shall give physical demonstration and verbal instructions for proper operation and maintenance of equipment to the Owner or his designated representatives. Schedule these demonstrations and instructions at the Owner's convenience.

Provide two hours of tour and demonstration of all equipment & controls installed under this project.

END

DRAFT

This page left blank

DRAFT

SECTION 15400

PLUMBING

PART 1 - GENERAL

GENERAL CONDITIONS

The work described hereunder shall be installed in accordance with the "Mechanical General Conditions," Section 15010.

DESCRIPTION OF THE WORK

The extent of the work is indicated on the Drawings. In general, the work consists of, but is not limited to, the following:

Hot and cold water supply piping and all valves, fittings, etc.

Plumbing pipe insulation

A system of waste and vent piping.

Plumbing fixtures.

Domestic water heaters

RELATED WORK

Site Utilities see Civil Engineering Sections.

Electrical wiring is specified in the Electrical Sections.

QUALITY ASSURANCE

All materials and installations are to comply with the following. If conflicts occur between plumbing codes and the specifications, the most restrictive requirements shall govern.

Florida Building Code - 6th Edition

Florida Plumbing Code - 6th Edition

Florida Energy Efficiency Code For Building Construction - 6th Edition

Florida Administrative Code, 10D-10, Sanitary Facilities for Buildings Serving the Public and Places of Employment - Current

Accessibility Requirements Manual, Florida Board of Building Codes & Standards - Current

Furnish and install equipment having the characteristics and accessories indicated on the drawings or in these specifications. The manufacturer's specifications for the

models shown on the drawings or given as basis for design, plus all features, options, and accessories indicated on the drawings or in these specifications, whether or not standard for the model scheduled or offered as a substitute, shall constitute the minimum requirements for equipment furnished under this section.

SUBMITTALS

Submit to the Architect/Engineer for approval:

Water heaters.

Water cooler.

Plumbing fixtures.

Piping, P-Traps, valves, cleanouts, and drains.

CHANGES

The Drawings indicate generally the locations of plumbing fixtures, apparatus, piping, etc., and while these are to be followed as closely as possible, if before installation, it is found necessary to change the location of same to accommodate the conditions at the building, such changes shall be made without additional cost to the Owner and as directed by the Architect/Engineer.

PART 2 - PRODUCTS

PLUMBING FIXTURES, TRIM AND FITTINGS

Furnish and install all plumbing fixtures and trim, floor drains and cleanouts as shown on the Drawings. Fixtures shall be as specified or equivalent quality fixtures by American Standard, Kohler, Universal Rundle or Eljer. P-traps, Stops, etc. equal to Mcguire or Brasscraft.

Provide all items of brass and chrome plated finish except where otherwise noted.

Brackets, Anchors, and Cleats: Furnish and install where required for support, conceal behind finished wall.

PIPING

Where more than one material is specified for a particular application, the contractor may select.

All materials shall comply with latest ASTM specifications in each instance that ASTM has specifications and standards relating to such materials.

DRAFT

PVC Sewer Pipe, schedule 40, ASTM D2665.
Copper tubing, Type L, conforming to ASTM B88, with brazed or solder-joint copper, brass or bronze fittings conforming to ANSI B16.18 or B16.22.

Copper tubing, DWV grade, hard temper conforming to ASTM B306, with solder joint, cast bronze fittings conforming to ANSI B16.23. Tubing larger than 2 inches shall use wrought copper fittings conforming to ANSI B16.29.

Condensate Waste Pipe Above Grade

Copper tubing, DWV grade, hard temper conforming to ASTM B306, with solder joint, cast bronze fittings conforming to ANSI B16.23. Tubing larger than 2 inches shall use wrought copper fittings conforming to ANSI B16.29.

Condensate Waste Pipe Below Grade

PVC Sewer Pipe, schedule 40, ASTM D2665.

Above Ground Domestic Water Pipe:

Above ground domestic water pipe shall be type L seamless copper conforming to ASTM B88. Piping above grade shall be hard temper.

Press-Connect Fittings: ASME B16.51 cast or wrought copper or copper alloy press-connect pressure fittings.

Alternate Brazed Fitting: ASME B16.50 wrought or copper alloy. ANSI /AWS A5.8 filler materials according to Article 2.4 paragraph D.

Below Ground Domestic Water Pipe:

Below ground domestic water pipe shall be type provide type K seamless copper conforming to ASTM B88. Piping below grade shall be protected with a bituminous coating.

Exposed Pipe in Toilet Areas:

Exposed pipe shall be chrome plated brass, American Brass Co., or equivalent. Furnish and install chrome plated brass wall plates.

Lavatory and Similar Waste Arms:

Type M or L copper water tube, Mueller or equivalent.

DRAFT

PIPE ACCESSORIES

Pipe sleeves: metal (pvc may be used where appropriate) sized to allow minimum clearance between pipe and sleeves or insulation and sleeves.

Provide chrome-plated brass escutcheon plates where exposed pipe passes through walls, floors, or ceiling in finished areas.

Furnish and install dielectric or isolation fittings at all points where copper pipe connects to steel pipe.

Adjustable wrought clevis type hanger and rods: Grinnel Company or equivalent. Provide copper hangers for copper piping.

Install water hammer arrestors as shown on the Drawings.

VALVES

Ball Valves: 125 lb., bronze ball valve.

TRAPS

For Lavatories and Sinks: Brass, chrome plated.

PART 3- EXECUTION

INSTALLATION OF WATER HEATERS

Provide ball valves on both the incoming cold water and leaving hot water supply piping. Provide unions to facilitate replacement of the heater. See details.

INSTALLATION OF PIPING

On vertical sanitary drain lines, connect all soil and waste inlets through sanitary tees, wyes, or wyes and eighth bends. Short radius fittings may be used for vent piping. On horizontal lines connect all waste and soil connections through wyes or wyes and eighth bends. Double branch fittings may be used on vertical lines and horizontal runs, providing proper grades can be maintained.

Make joints in PVC plastic pipe with solvent cement in accordance with pipe manufacturer's instructions.

DRAFT

Lay horizontal drain pipes to uniform grade; riser pipes, vertical. Make changes in directions of drain pipes with long bends. No screwed joints permitted in drain pipes, except as described herein.

Lay all sewers and branches, where practicable, on undisturbed earth cut at proper grade. Where laid on fill, provide adequate supports to maintain pitch of the line.

Sizes of risers and mains of water system piping shall be as designated on the Drawings. Verify any omitted sizes before installation.

Cover pipe openings at all times that the work is not in progress at that point.

Cut brass and copper pipe by means of hacksaw. Remove all burrs and metal chips, dirt, etc., before joining pipe. Chrome plated pipe shall show no wrench marks after installation; no threads shall show.

Adequately support all piping above floors inside the building from or on the building structure. Support piping suspended from the building structure by means of the specified pipe hangers and rods. Make maximum spacing between pipe supports as follows:

Nominal Pipe Size	Maximum Span
3/4" and under	5'
1"	7'
1-1/4"	7'
1-1/2"	9'
2"	10'
2-1/2"	11'
3"	12'
4"	14'

Sanitary and other drain piping shall be supported by at least one hanger on each full length of pipe close to hub where possible and at least one within 24 inches of each fitting, and wherever else required to prevent tendency toward deflection due to load. Provide a hanger at upper angle at each drop. Locate hangers adjacent to hubs on multiple fittings not more than four feet on centers.

For support spacing of all other horizontal piping refer to MSS-SP-69 and provide additional supports at valves, strainers, in line pumps and other heavy components. Provide a support within one foot of each elbow.

Vertical Pipe Supports: Up to 6 inch 60 feet long or not over 12 inch pipe up to 30 feet long, Riser clamps bolted to pipe below couplings, or welded to pipe and resting securely on the building structure. Vertical pipe larger than the foregoing, support on base elbows or tess, or substantial pipe legs extending to the building structure.

DRAFT

Vertical runs less than 15 feet long may be supported by the hangers on the connecting horizontal runs.

Bases of drain stacks: If not buried in earth support on concrete, brick in cement mortar, or metal brackets permanently attached to building structure.

Make joints in PVC plastic pipe with solvent cement in accordance with pipe manufacturer's instructions.

INSTALLATION OF VALVES

Isolate all major piping assemblies as shown on the Drawings and as required for proper operation and maintenance. All valves shall be accessible. Provide valve boxes and access panels where required for accessibility.

Install service valve for hot and cold water at each plumbing fixture.

INSTALLATION OF TRAPS

Trap each fixture by water sealing trap placed as near the fixture as possible.

Vent all traps and place within 5 feet of the fixture which it serves unless otherwise noted.

INSTALLATION OF PIPE SLEEVES

Install pipe sleeves at all locations where pipe passes through walls, floors, or ceilings above or below grade.

Install pipe sleeves for all piping inside masonry walls.

Where subject to moisture or weather, seal sleeves with watertight sealant.

INSTALLATION OF FIXTURES, TRIM, AND FITTINGS

Install the fixtures, trim and fittings specified, taking care to properly anchor each fixture.

Installation of carriers shall comply with manufacturers' maximum recommendations. Carriers shall be bolted to floor slab using all bolt holes or slots provided on carrier. Bolt size shall match hole or slot. Provide lock washer on each bolt. Use "Red Head" self drilling anchors as manufactured by Phillips Drill Co. or approved equal product to set bolts.

When the use of a wrench is necessary on chrome plated piping, protect the pipe from marring by use of felt or cloth wrapping beneath wrench jaws.

DRAFT

TESTS AND INSPECTIONS

Make all water and air tests of the piping systems in the presence of and to the satisfaction of the Architect/Engineer or his designated representative. Conduct these tests at such places and with timing to permit work to proceed with as little interruption as possible. Make tests before work is concealed.

Test water piping to hydrostatic pressure at 125 psi and hold for 4 hours.

After the installation of sanitary piping and before the pipe is concealed or the fixtures are installed, cap or plug the ends of the system and fill all lines with water to top of vents above roof and allow to stand until a thorough inspection has been made. Should leaks appear, repeat the tests until the system is tight.

Do not use resin, candle wax or any other such substance for stopping leaks in cast iron soil, waste or vent lines or in storm drain lines. Caulking of screw joints to stop leaks will not be permitted.

STERILIZATION

The sterilization process shall comply with all governing regulations and with the sterilization procedures recommended by the American Water Works Association. The chlorination process may be simplified by first flushing the system thoroughly clean, then charging with water containing a minimum of 50 parts per million of chlorine, allowing this to stand for 24 hours, then thoroughly flushing. After sterilization and final flushing, the local health authority is to be notified and their approval obtained in writing.

END

DRAFT

Page left blank

DRAFT

SECTION 15765

PACKAGE TERMINAL HEAT PUMPS

PART 1 - GENERAL

GENERAL CONDITIONS

The work described hereunder shall be installed in accordance with the "Mechanical General Conditions," Section 15010.

DESCRIPTION OF THE WORK

The extent of the work is indicated on the Drawings.

In general, the work consists of, but is not limited to, the following:

Package terminal heat pumps.

RELATED WORK SPECIFIED ELSEWHERE

Electrical wiring is specified in the Electrical Sections.

SUBMITTALS

Submit product data indicating rated capacities, required clearances, field connections weight, specialties and accessories, electrical nameplate data, and wiring diagrams.

Submit manufacturer's installation instructions.

Submit operation and maintenance data. Include manufacturer's descriptive literature, start-up instructions, installation instructions, and maintenance procedures.

Submit to the Architect/Engineer for approval five (5) copies of brochures, technical data and/or shop drawings of the following, and as many additional copies as required for Contractor use:

Package terminal heat pumps.

DELIVERY, STORAGE, AND HANDLING:

Comply with manufacturer's installation instructions for rigging, unloading, and transporting units.

DRAFT

Protect units on site from physical damage. Protect coils.

WARRANTY:

Provide a one year parts warranty and a five year replacement compressor warranty.

PART 2 - PRODUCTS

PACKAGE TERMINAL HEAT PUMP

General:

Factory-assembled single piece, heating and cooling unit. Contained within the unit enclosure shall be compressor, coils, fans and fan motor, heating means, controls, all wiring and piping, and a full refrigerant charge (R-410A).

Condensate Removal System:

Unit shall have a system for evaporation of condensate which will eliminate the need for drainage under normal conditions.

Front Panel and Wall Sleeve:

Wall sleeve and front panel shall be of polymeric material. Front panel to have louvers in front surface.

Fans and Motor:

Evaporator fan shall be a single-inlet squirrel cage blower with a corrosion resistant finish, discharging air upwards. Fan shall be dynamically balanced.

Condenser fan shall be a propeller type with corrosion resistant finish, discharging air out the rear of the unit, and shall be dynamically balanced.

Motor shall be totally enclosed, permanently lubricated and multiple speed.

Compressor:

The compressor shall be fully hermetic with internal and external vibration isolation.

DRAFT

Coils:

The coils shall have aluminum plate fins mechanically bonded to seamless copper tubes internally enhanced (grooved) with all joints brazed.

Refrigerant Components:

All piping, compressor and expansion devices shall be included.

Controls and Safeties:

Controls shall consist of push-button OFF/FAN/HEAT/COOL selector switch, adjustable thermostat with upper and lower limits, VENT OPEN/CLOSE and FAN CYCLE switches. Additional controls for heat pumps include outdoor coil defrost thermostat and adjustable outdoor temperature thermostat.

Safeties shall consist of automatic reset overtemperature and overcurrent protection for compressor; inherent, automatic reset overtemperature protection for fan motor; 2 overtemperature protectors for heater.

Operating Characteristics:

Unit shall be capable of starting and running at 115 F ambient outdoor temperature per maximum load criteria of AHRI Standard 310/380. Compressor with standard controls shall be capable of operation down to 25 F ambient outdoor temperature for heat pump and 55 F ambient outdoor temperature for cooling.

Electrical Requirements:

230/208 volt: shall be prewired with one plug to use with appropriate wall receptacle as specified on unit nameplate.

Filter:

One-piece cleanable type that filters supply air.

Special Features:

Factory-installed electric heater for use with heat pump.

Wall sleeve.

DRAFT

PART 3 - EXECUTION

INSTALLATION

Entire installation shall be in accordance with the Drawings, Specifications and applicable requirements of the manufacturers of the equipment and shall perform satisfactorily at the completion of the work.

NOISE AND VIBRATION

Equipment shall operate quietly and the design of the base shall be such that the operation of the equipment shall cause no perceptible vibration in the structure adjacent to the equipment, nor cause, directly or indirectly, vibration or objectionable noise in any other portion of the building and/or in the building structure itself.

SUPPORTS

Furnish all supports for equipment covered in this Specification, as a part of this Section, unless otherwise indicated on the Drawings.

PAINTING

Equipment with a factory applied finish shall have scratches, chips, etc., primed and touched up with materials which will protect the surface and match the adjacent areas.

CLEANING AND ADJUSTMENTS

Upon completion of work, clean, oil, and grease all fans, motors, other running equipment, and apparatus and make certain that all such apparatus and mechanisms are in proper working order.

END

DRAFT

SECTION 15891

METAL AND FLEXIBLE DUCTWORK AND ACCESSORIES

PART 1 - GENERAL

GENERAL CONDITIONS

The work described hereunder shall be installed in accordance with the "Mechanical General Conditions," Section 15010.

DESCRIPTION OF WORK:

Extent of metal ductwork is indicated on drawings and in schedules, and by requirements of this section. In general, the work consists of, but is not limited to, the following:

A system of exhaust air ductwork.

Dampers, air diffusers, and miscellaneous accessories.

QUALITY ASSURANCE:

Manufacture's Qualifications: Firms regularly engaged in manufacture of metal ductwork products of types, materials, and sizes required, whose products have been in satisfactory use in similar service for not less than 5 years.

Installer's qualifications: Firm with at least three (3) years of successful installation experience on projects with metal ductwork systems similar to that required for project.

Codes and Standards:

SMACNA Standards: Comply with SMACNA's "HVAC Duct Construction Standards, Metal and Flexible" for fabrication and installation of metal ductwork.

NFPA Compliance: Comply with NFPA 90A "Standard for the Installation of Air Conditioning and Ventilation Systems".

DRAFT

SUBMITTALS

Submit to the Architect/Engineer for approval six (6) copies of brochures, technical data and/or shop drawings of the following, and as many additional copies as required for Contractor use:

Ductwork and materials

Ductwork Insulation

Mastics

Grilles & accessories

Miscellaneous dampers and installation instructions

DELIVERY, STORAGE AND HANDLING

Handle ductwork and equipment carefully to prevent damage. Do not install damaged sections or components; replace with new.

Store ductwork and equipment in clean dry place. Protect from weather, dirt, fumes, water, construction debris, and physical damage.

PART 2 - PRODUCTS

DUCTWORK MATERIALS

Sheet Metal: Except as otherwise indicated, fabricate ductwork from galvanized sheet steel complying with ASTM A 527, lockforming quality; with G-90 zinc coating in accordance with ASTM A 525.

Single-Wall Spiral Round Duct: Round duct with mechanical fastening, spiral flat seams, complying with ASTM A527, with G-90 zinc coating in accordance with ASTM A 525.

MISCELLANEOUS MATERIALS

General: Provide miscellaneous materials and products of types and sizes indicated and, where not otherwise indicated, provide type and size required to comply with ductwork system requirements including proper connections of ductwork and equipment.

DRAFT

Duct Sealant: Non-hardening, non-migrating mastic or liquid elastic sealant, type applicable for fabrication/installation detail, as compounded and recommended by manufacturer specifically for sealing joints and seams in ductwork.

Ductwork Support Materials: Except as otherwise indicated, provide hot-dipped galvanized steel fasteners, anchors, rods, straps, trim and angles for support of ductwork.

Grilles & Registers: Provide as scheduled on the drawings or an approved equivalent.

FABRICATION

Duct sizes are internal free area unless otherwise noted.

Shop fabricate ductwork of gages and reinforcement complying with SMACNA "HVAC Duct Construction Standards".

Construct supply duct for 1” negative static pressure.

Limit angular tapers to 30 degrees for contracting tapers and 20 degrees for expanding tapers.

PART 3 - EXECUTION

INSTALLATION OF METAL DUCTWORK

Examine areas and conditions under which metal ductwork is to be installed. Do not proceed with work until unsatisfactory conditions have been corrected in a manner acceptable to installer.

Install metal ductwork in accordance with SMACNA HVAC "Duct Construction Standards". Assemble and install ductwork in accordance with recognized industry practices, which will achieve airtight and noiseless systems, capable of performing each indicated service. Install each run with minimum number of joints. Support ducts rigidly with suitable ties, braces, hangers and anchors of type which will hold ducts true-to-shape and to prevent buckling.

Use single-wall spiral seam round duct where specified and/or as needed to accommodate existing conditions.

Duct sizes shown are internal dimensions. Maintain free area equivalence when making transitions or when transforming between round and/or rectangular duct.

DRAFT

Seal all transverse and longitudinal joints, seams, etc. regardless of pressure class with approved duct mastic.

Routing: Field verify duct route prior to any fabrication. Coordinate layout with existing structure, suspended ceiling and lighting layouts and similar finished work.

Hangers for steel ducts shall be fabricated from sheet metal. Ducts shall be supported from the structure.

Penetrations: Where ducts pass through interior partitions and exterior walls, conceal space between construction opening and duct or duct insulation with sheet metal flanges/collars two gauges heavier than duct. Minimum width of flanges/collars shall be 1-1/2” or as required to completely seal opening. Overlap opening on rectangular openings by at least 1-1/2". Fasten to duct and substrata. Where ducts pass through fire-rated floors, walls, or partitions, provide in accordance with approved UL listed details and accepted industry practice.

Hard Ceiling or Sidewall Connections: Provide insulated sheet metal boots sized to fit the grille size as indicated. Secure boot to ceiling structure. Boot insulation shall be semi-rigid foil faced where exposed to the air stream and sealed with tape.

END

DRAFT

This page intentionally blank

DRAFT

SECTION 16010

ELECTRICAL - GENERAL PROVISIONS

PART 1 - GENERAL

APPLICATION

The work described hereunder shall be installed subject to the Contractual Conditions for the entire Specifications.

These provisions apply to all sections of Division 16 of this project except as specified otherwise in each individual section. Codes, standards, policies and requirements contained in this Section are applicable to all contract documentation.

CORRELATION

This Section of the Specifications and its accompanying Drawings are made separate for the convenience of the General Contractor / Construction Manager in preparing his bid and in no way relieves the General Contractor / Construction Manager of his responsibility to correlate the work under this Section with that of all other trades as regards the items to be furnished by various Subcontractors, the exact location of all equipment and materials and the necessity of planning the work of all trades to avoid interference.

DESCRIPTION OF WORK

Furnish all labor, materials, equipment and incidentals required to complete all electrical work as specified in this Division and as shown on the Contract Drawings. Division 16 work shall include the installation of a complete and properly operating electrical system. This system required consists basically of, and is not limited to, the following:

Extend the distribution system for lighting and power including the necessary feeders, branch circuits, installation of and connection to lighting fixtures, devices, panelboards, transformers, switches, and all other equipment shown or specified, and the connection to motors, and other power loads furnished under separate divisions.

Extend the building ground system and provide special grounds as indicated.

Connect all control devices as indicated, including all line voltage connections to equipment provided under other sections of the Specification or by other trades.

DRAFT

Furnish and install any necessary access panels for work performed under this section.

Furnish and install a complete emergency lighting system and exit signage as indicated.

Furnish and install a system of empty raceways, cable trays, backboards and equipment as indicated for telephone and network cabling, environmental controls, access controls and like.

Refer to other Divisions of this specification for electrical requirements of factory installed motors, controllers, power supplies, etc. Electrical connections to equipment furnished as specified in other sections of these Specifications or shown on other than the Electrical Drawings shall be governed by this Division of the Specifications.

The bidder shall inspect the present jobsite conditions before preparing his bid. The submission of a bid will be considered evidence that such a visit and inspection was performed by the bidder and that he takes full responsibility for all factors governing his work.

The electrical work shall be complete, fully operational, and suitable in every way for the service required. Drawings are generally diagrammatic in nature and do not show all details, devices and incidental materials necessary to accomplish their intent. Therefore, it shall be understood that such devices and incidental materials required shall be furnished at no cost to the Owner.

RELATED WORK

Drawings and general provisions of Contract, including General Conditions, Supplementary General Conditions, and Special Conditions sections apply to work specified in Division 16.

The Contractor shall be aware that other divisions of these Specifications may apply to related work required to perform Division 16 requirements. All related work shall be performed in accordance with those divisions.

CONFORMANCE

If the Contractor takes no exceptions to these Specifications in the Submitted Bid, the Contractor will be held totally responsible for failure to comply.

Any exception to the Specification shall reference the affected paragraph(s), subject(s), and list benefit to the Owner.

DRAFT

The Owner reserves the right to have the Contractor replace installed material or equipment which does not comply with these Specifications at the Contractor's expense.

SUBMITTALS

Obtain approval before procurement, fabrication, or delivery of items to the job site. Submit manufacturers' data on the equipment listed below and as directed in other Sections of Division 16. Follow the procedures required in Division 1 of this specification. Data shall be in the form of manufacturer's descriptive data sheets and engineering drawings and will be reviewed by the Architect/Engineer before materials and equipment are delivered to the work site. Review of the submittal by the Architect/Engineer is to check for general conformance to the design intent and will not relieve the Contractor of the responsibility for the correctness of all dimensions, conformance and the proper fitting of all parts of the work.

Panelboards and Circuit Breakers
Disconnect Switches
Plugs and Receptacles
Lighting Fixtures
Lamps and Ballasts
Lighting Controls and Installation Drawings*

* prepared by Manufacturer or System Supplier

Submit manufacturers' names and catalog numbers for the following materials:

Conduit, Fittings, and Couplings
Boxes and Fittings
600 Volt Wire and Cables
Grounding Equipment

The Contractor shall thoroughly check the submittal for accuracy and compliance with the contract requirements. Shop drawings and data sheets shall bear the date checked and shall be accompanied by the Contractor's statement that they have been checked for conformity to the Specifications and Drawings. Submittals not so checked and noted will be returned without review.

Deliver the entire electrical submittal to the Architect/Engineer complete and in one package. An incomplete or partial submittal may be returned to the Contractor without review.

EQUIPMENT SUBSTITUTIONS

Substitutions that do not increase installation value will not be accepted.

The Architect's review of the proposed substitutions and coordination documents is for the benefit of the Owner and not the Contractor and does not relieve the Contractor of responsibility for making any corrections necessary to insure the Owner receives full benefit of the original design intent.

No cost increase to the Owner for any changes due to coordination will be considered. The Architect/Engineer shall be compensated for any and all efforts associated with review and coordination of non-conforming equipment

CODES, INSPECTION AND FEES

Comply with the indicated edition of the following codes and ordinances. Where specific edition is not indicated, comply with the latest published edition.

American National Standards Institute - ANSI
- C2 – 1994 - The National Electrical Safety Code
- ANSI/IEEE C37.90.1 2012 Surge Withstand Capability (Swc) Tests For Relays And Relay Systems Associated With Electric Power Apparatus
- C62.41 - 2002 Transient Voltage Surge Suppressors (3rd revision)
- ANSI/NEMA MG 1 - Motors and Generators
- ANSI/NEMA MG 2 - Safety and Use of Electrical Motors and Generators

American Society for Testing and Materials - ASTM

National Fire Protection Association - NFPA
- NFPA 37-2015; Standard for the Installation and Use of Stationary Combustion Engines and Gas Turbines
- NFPA 70 - 2014; The National Electrical Code
- NFPA 72 – 2013;The National Fire Alarm Code
- NFPA 75 – 2013; Standard for the Protection of Electronic Computer/Data Processing Equipment
- NFPA 90A – 2015; Standard for the Installation of Air Conditioning and Ventilating Systems
- NFPA 99 – 2015; Standard for Health Care Facilities
- NFPA 101 – 2015; The Life Safety Code
- NFPA 110 - 2013; Standard for Emergency and Standby Power Systems
- NFPA 111 – 2013; Standard on Stored Electrical Energy Emergency and Standby Power Systems
- NFPA 780 – 2011; Standard for the Installation of Lightning Protection Systems
- NEMA ICS 1 and 2, and

Florida Building Code
- FBC-B 2017; The Florida Building Code 6th Edition
- FPC 2017; The Florida Fire Prevention Code 6th Edition
- FBC-M 2017; The Florida Mechanical Code 6th Edition
- FBC-P 2017; The Florida Plumbing Code 6th Edition
- State Requirements for Educational Facilities

Electronic Industries Association/Telecommunications Industries Association - EIA/TIA
- 568C - Commercial Buildings Telecommunications Cabling Standards – 3rd Revision
- 569 - Commercial Buildings Standard for Telecommunications Pathways and Spaces
- 606 - Administrative Standard for Telecommunications Infrastructure of Commercial Buildings
- 607B - Commercial Building Grounding and Bonding Requirements for Telecommunications

Federal Communications Commission - FCC
Insulated Cable Engineers Association - ICEA
Institute of Electrical and Electronic Engineers – IEEE
- 383 Vertical Flame Test
- 446 Recommended Practice for Emergency and Standby Power Systems for Industrial and Commercial Applications
- 587 Transient Voltage Surge Suppressors
- 802 Specifications for Local Area Networks

National Electrical Manufacturers Association
Serving Utility Company Policies
Underwriters Laboratories - UL
- 5 Surface Raceway
- 444 Communications Cable
- 467 Electrical Grounding and Bonding Equipment
- 506 Enclosures 514A Outlet Boxes and Fittings
- 514C Non-metallic Outlet Boxes and Fittings
- 869 Electrical Service Equipment 1449 Transient Voltage Surge Suppressors
- 1008 Automatic Transfer Switches
- 1863 Communications Devices
- 2200 Standard for Stationary Engine Generator Assemblies

Obtain all permits required. Contractor shall pay all fees for permits and inspections.

COMPLIANCE AND REVIEW

Within two weeks of the awarding of the contract, and before any work is commenced, the Contractor shall meet with all legal authorities having jurisdiction, review all materials and details of this project, and agree on any required revisions. A letter shall be forwarded to the Architect/Engineer listing the names, dates and place of such review and the revisions required. A copy of the letter shall also be sent to the reviewing authority.

The Contractor shall also meet with each serving utility and repeat the above procedure. A letter certifying each meeting shall also be written with the information as described above.

TEMPORARY LIGHTING AND POWER

Provide temporary lighting and power during construction. The Contractor shall contract directly with the serving utility company for temporary and construction power. Temporary power shall be 120/240 volt, single phase.

The Contractor shall pay unless otherwise prearranged with the serving utility company all service connection fees for temporary power installation and all electrical bills for temporary construction power until the facility is switched over to main building power.

Temporary wiring shall be done in a safe and neat manner. See Article 590 of the NEC.

Provide a minimum of one (1) 100 watt incandescent lamp for every 300 square feet of interior space being constructed.

Provide 30 amp, 120/240 volt single phase power points throughout the construction area such that a power point will be within fifty feet of where any saws, drills, or other electrical tool is being used. Each power point shall have a disconnecting safety switch.

Provide 20 amp receptacles with ground fault interrupting circuitry. Outdoor or otherwise exposed receptacles shall have weatherproof covers. Provide any necessary special outlets required.

Size temporary power conductors so that voltage drop is kept below 5% at maximum designed load at the delivery point.

RECORD DOCUMENTS

Prepare record documents in accordance with Division 1 requirements. Record documents shall be complete and accurate and clearly show deviations to the Contract Drawings. Additionally, indicate major raceway sizes and routings, locations of all control devices, all equipment and locations to scale, and fuse and circuit breaker ratings and arrangements.

Prepare bound sets of equipment Operation and Maintenance Instructions. These instructions shall include the name and location of the system, the name and telephone number of the Contractor, and all subcontractors installing the system or equipment, and the name and telephone number of each local manufacturer's representative for the system or equipment.

Furnish bound copies of all test results required in other sections of this division.

DRAFT

GUARANTEES

Equipment (excluding lamps): one (1) year from final acceptance by the Owner. Materials and labor: one (1) year from final acceptance by the Owner.

All equipment shall be warranted to be free from defects in workmanship, design and materials. If any part of the equipment should fail during the warranty period, it shall be replaced and the unit(s) restored to service at no expense to the Owner.

In addition to the guarantee of equipment by the manufacturer the Contractor shall also guarantee such equipment for a period of one (1) year from final acceptance by the Owner. The Contractor's one (1) year guarantee shall be for equipment, materials, and labor.

The manufacturer's warranty period shall run concurrently with the Contractor's warranty period. No exception to this provision will be allowed.

Additional guarantee requirements specific to certain parts or assemblies or installations may be in the General and Special Conditions, or other Sections of these Specifications.

PART 2 - PRODUCTS

EQUIPMENT AND MATERIALS

Furnish materials or equipment specified by manufacturers named.

Materials furnished shall be new, undamaged and packed in the original manufacturer's packing.

All equipment and apparatus shall bear the seal of approval of the Underwriter’s Laboratory where testing and listing performance criteria has been established for like items.

Protect equipment and materials from mechanical and water damage during construction. Suitable storage facilities shall be provided. Equipment shall not be stored out-of-doors except as follows:

> Concrete items, plastic conduit if protected from sunlight, rigid metal conduit if protected from water and debris, padmounted equipment for outdoor installation if maintained in a normal weathertight condition, ground rods, and large spools of cables with ends properly sealed. In no case will materials be stored directly on the ground. Provide suitable timbers or billets on which items will be stored out of direct contact with the earth.

DRAFT

All items to be installed shall be free of rust and dirt. Damaged materials and equipment shall be replaced by the Contractor at no cost to the Owner.

All electrical panels, enclosures, raceways, conduit, and boxes shall be fabricated of metal unless indicated otherwise.

EQUIPMENT AND MATERIALS STANDARDS

Design and fabrication of electrical equipment and materials:

The American National Standards Institute (ANSI)
The American Society of Mechanical Engineers (ASME)
The American Society for Testing and Materials (ASTM)
The Institute of Electrical and Electronic Engineers (IEEE)
The National Electrical Manufacturers Association (NEMA)
The Occupational Safety and Health Administration (OSHA)
The Underwriters Laboratories (UL)
The National Fire Protection Association (NFPA)

Comply with the latest edition and revisions of these codes and standards.

EQUIPMENT RATINGS

Horsepower and wattages of equipment shown on the Drawings are estimated and comply with a certain basis of design. It is the Contractor's responsibility to coordinate with, and furnish proper connections to equipment substituted and accepted as equivalent to the basis of design.

Conduit, wire, disconnects, fuses, and circuit breakers shall be sized to suit the horsepower and wattage of equipment actually furnished. However, conduit, boxes, wire or disconnects shall not be sized smaller than shown on the Drawings.

PART 3 - EXECUTION

QUALITY ASSURANCE

Installer's Qualifications: At least three years of successful installation experience on projects with electrical work similar to that required for this project.

Manufacturer's Qualifications: Manufacturers regularly engaged in the manufacture of electrical components and equipment of the types and sizes required, whose products have been in satisfactory use in similar service for not less than five years.

Electrical work shall be performed by experienced persons skilled in the trade.

Work shall be supervised by a licensed journeyman or master electrician who shall be on the job site at all times while work is in progress.

Work shall be done neatly and in keeping with good practice and conventions of the trade. The electrical installation shall be of high quality, and of the performance level associated with top level commercial electrical installations as determined by the Architect/Engineer and the National Electrical Code.

IDENTIFICATION

Provide laminated plastic nameplates for each panelboard, automatic transfer switch, safety disconnect, equipment enclosure and all other major pieces of equipment installed or modified as part of this contract.

Furnish all starters, disconnect switches and control panels with engraved name plates identifying the equipment served. Attach nameplates to equipment, aligned with structural features of equipment, with two pressure pins or #4 stainless steel screws, nuts, and lockwashers.

Identification of flush mounted panelboards and other cabinets shall be on the inside of the cabinet only.

Panelboards shall have typewritten directories with all loads thoroughly described for each circuit. Update existing panelboards and their directories to reflect new work.

CLEANING AND PAINTING

Clean all equipment and boxes thoroughly inside and outside at the completion of installation. Do not leave dirt and debris inside panelboard and equipment cabinets, device and junction boxes, etc.

All painting shall be done according to the Finishes Section of these specifications.

Touchup scratched or marred surfaces of lighting fixtures, panelboards, motor control centers, switchboards, etc. with paint furnished by the equipment manufacturer specifically for the purpose.

Plywood backboards shall be of fire retardant plywood, painted with two coats of fire-resistive finish.

DRAFT

EXCAVATION, TRENCHING AND BACKFILLING

Perform all excavation and trenching to install raceways indicated on the drawings.

No tunneling shall be allowed unless written permission is received by the Architect/Engineer.

Excavated material not suitable for backfill shall be removed from the job site.

Insure that the bottom of trenches are uniform, without large rocks or lumps of dirt which could damage the raceway or conductors.

Backfill with material that will compact readily. Compact backfill material from bottom of excavation up, to within 2” of surrounding undisturbed material.

Cover shall not be less than surrounding grade and no greater than 2" above surrounding grade.

TESTS

Contractor shall test all wiring for shorts and all equipment for proper grounding before energizing. Equipment shall be thoroughly checked and adjusted for proper operation. Check motors for proper rotation before energizing and adjust if necessary.

END

DRAFT

SECTION 16100

BASIC MATERIALS AND METHODS

PART 1 - GENERAL

SCOPE OF WORK

Furnish all labor, materials and equipment and incidentals required to construct and install the complete electrical systems as indicated on the Drawings and as specified in this Section.

STANDARD OF MATERIALS

All materials, equipment and apparatus covered by this specification shall be new, of current manufacture and shall bear the seal of approval of the Underwriters' Laboratories.

All equipment and materials shall have ratings established by a recognized independent agency or laboratory. The Contractor shall apply the items used on this project within the ratings and subject to any stipulations or exceptions established by the independent agency or laboratory.

All conduits and raceways, wire, devices, panelboards, switches, etc. of a given type shall be the product of one manufacturer.

SUBMITTALS

Manufacturer's data and shop drawings for all components, fixtures, assemblies and accessories indicated in this Division. Submit in accordance with Division 1.

PART 2 - PRODUCTS

RIGID CONDUIT, TUBING AND FITTINGS

Rigid steel conduit: zinc coated, threaded type conforming to the requirements of UL 6 and ANSI C80.1 standards. Zinc coating shall be applied to both inner and outer surfaces.

Intermediate metal conduit: hot-dipped galvanized, threaded type conforming to the requirements of UL 1242 and ANSI C80.6 standards.

A fitted thread protector shall protect threaded ends from damage during shipment and handling.

DRAFT

Fittings for rigid steel and IMC conduit: zinc coated, threaded type, conforming to Federal Specification W-F-408.

Electrical Metallic Tubing (EMT): UL 797 and ANSI C80.3 standards.

Fittings for electrical metallic tubing: Federal Specification W-F-408. Steel compression or set-screw type, galvanized or cadmium plated, and suitable for location of installation. Conduit bushings shall be metallic with insulated throats. Insulating grounding type bushings shall be provided where required under "Grounding". EMT connectors shall be similar to T&B "Insuline" with completely insulated throats. Field applied insulated throats are not acceptable.

Rigid aluminum conduit: UL 6 and ANSI C80.5 standards.

Couplings, fittings, pipe straps and spacers used with aluminum conduit shall be fabricated of aluminum.

Fittings for rigid aluminum conduit: threaded type, fabricated of aluminum.

Plastic conduit for direct burial: UL labeled Schedule 40 PVC manufactured to NEMA TC-2 specifications, and UL 651 specifications. Plastic conduit concrete encased may be Type EB.

Plastic interduct for installation in PVC conduits: UL labeled and listed for installation of inside/outside communication cable.

Couplings, fittings, pipe straps and spacers used with rigid plastic conduit shall be fabricated of plastic.

Fittings for plastic conduit: manufactured to NEMA TC-3 specifications.

Acceptable Metal Conduit and Tubing Manufacturers:

EMT: Allied Tube & Conduit Co.
Wheatland Tube Co.
Triangle PWC, Inc.

Fittings: Steel City
Thomas & Betts (T&B)
Raco Inc.

FLEXIBLE METAL CONDUIT, COUPLINGS AND FITTINGS

Flexible metal conduit for dry interior applications: Federal Specification WW-C-566 and UL 1, continuous, spiral wound galvanized steel type.

Fittings (connectors) for flexible metal conduit: UL E 23018. Squeeze Type malleable iron zinc plated.

Flexible metal conduit for damp or exterior applications: liquid tight, UL listed, spiral wound galvanized steel with PVC outer jacket.

Fittings for liquid tight conduit: Federal Specification W-F-406. Provide cadmium plated, malleable iron fittings with compression type steel ferrule and gasket sealing rings and insulated throats.

Acceptable Metal Conduit and Fittings Manufacturers:

FMC:	Alflex Corp. American Flexible Conduit Co. Anaconda Metal Hose, ANAMET Inc.
FMC Fittings:	Steel City Thomas & Betts (T&B) Raco Inc.
Wall and Floor Seals:	O-Z/Gedney Co. Spring City Electrical Mfg. Co. Chase Technology Corp.

CONDUIT MOUNTING EQUIPMENT

Hangers, rods, backplates, beam clamps etc. shall be hot-dipped galvanized iron or steel. They shall be as manufactured by the Appleton Electric Co., Thomas and Betts Co., Unistrut Corp., or approved equal.

JUNCTION BOXES

Sheet Steel Outlet Boxes: conform to UL 514A, “Metallic Outlet Boxes, Electrical”, UL 514B, “Fittings for Conduit and Outlet Boxes, Covers, and Box Supports”, and NEMA OS1, “Sheet Steel Outlet Boxes, Device Boxes, Covers, and Box Supports”.

Sheet Steel: Flat-rolled, code gauge galvanized steel.

Acceptable Manufacturers: Sheet-steel boxes shall be manufactured by RACO, Steel City or equal.

All junction boxes and pull boxes shall be sized per NEC requirements and be of the proper NEMA classification for the locations where they are installed. Where boxes occur above other than lift-out ceilings, access panels must be provided.

DRAFT

Wet location covers shall meet NEC wet location requirements (shall comply with NEC 2014 Article 406.9). Covers shall be “in-use” type and shall mount vertically or horizontally and be of gasketed heavy-duty polycarbonate construction with clear cover with lockable hasp for 1/8" shank lock.

OUTLET BOXES

Switch, receptacle and wall or ceiling mounted junction boxes shall be the 4" X 2 1/8" square type. Tile, dry wall, or flat cover plates for one or two devices shall be furnished for each box as required.

LIGHTING FIXTURE BOXES

Lighting fixture boxes shall be the 4" X 1 1/2" octagonal type.

TELEPHONE AND NETWORK SYSTEM OUTLETS

Wall outlets shall in general consist of four inch (4") square boxes with single gang switch ring. Conduits shall be supplied turned out of wall above ceiling assembly. Conduits shall be ¾” or larger, with insulated bushing installed on all bare ends.

Install finished blank plates on all unused openings.

OUTDOOR BOXES

Cast Aluminum Boxes: exposed, exterior locations; copper free aluminum, threaded raceway entries, and features and accessories suitable for each location including mounting ears, threaded screw holes for devices, and closure plugs.

Boxes shall have a rear opening in addition to necessary top and bottom openings. Boxes shall be provided complete with a minimum of two closure plugs and self-threading ground screw. Boxes shall have a thermoset, baked enamel silver gray finish. Weatherproof cover plates for one or two devices shall be furnished for each box as required.

Nonmetallic boxes shall be thermoplastic or polyester fiberglass types as manufactured by Carlon or Pass & Seymour.

LOCATION OF OUTLETS

The approximate locations of outlets, etc. are shown on the drawings. The exact locations shall be determined at the building.

It is the responsibility of the Contractor to note the locations and heights of cabinets, counters, shelving units, etc. before the installation of outlets.

DRAFT

CONDUIT BODIES

Conduit bodies shall be constructed of galvanized or cadmium plated malleable iron or copper-free aluminum. Galvanized steel or aluminum covers and gaskets shall be supplied.

LB's 3" and greater shall be mogul type with domed covers.

CONDUCTORS

Compliance: Provide wires, cables and connectors that comply with the following standards as applicable:

UL Standard 83	Thermoplastic Insulated Wires and Cables
UL Standard 486A	Wire Connectors and Soldering Lugs for Use with Copper Conductors
UL Standard 854	Service Entrance Cable
NEMA/ICEA WC-5	Thermoplastic Insulated Wire and Cable for the Transmission and Distribution of Electrical Energy
NEMA/ICEA WC-8	Ethylene Propylene Rubber Insulated Wire and Cable for the Transmission and Distribution of Electrical Energy
IEEE Standard 82	Test procedures for Impulse Voltage Tests on Insulated Conductors

Wire and cable manufactured more than twelve months before delivery to the jobsite shall not be used.

All conductors shall be soft-drawn copper of not less than ninety-eight percent (98%) conductivity, with NEC Type THW, THHN, or THWN for No. 4 and smaller, and Type RHW, THW, or THWN for No. 2 and larger, 600 volt insulation.

Jackets: Factory applied nylon or PVC external jacketed wires and cables for installation in raceways and where indicated.

Color coding of all ungrounded service, feeder, and branch circuits conductors shall be required according to the following convention:

120/240 Volt, 1 phase: black and red

Ground wires shall be green and neutrals shall be white. Isolated grounding conductors shall be green with yellow stripe or green with applied yellow tape to indicate isolated ground. Green and white shall be used for these purposes only. Where grounded conductors of different systems are installed in the same raceway, box, auxiliary gutter, or other type of enclosure, each grounded conductor shall be individually identified by system. Additional grounded conductors shall be white with a readily distinguishable colored stripe, other than green, running along the insulation.

Conductors No. 12 AWG through No. 10 AWG shall be solid and No. 8 AWG and larger shall be stranded. No conductors smaller than No. 12 AWG shall be used except as otherwise noted.

Control conductors shall be No. 14 AWG Type TW, stranded unless indicated otherwise.

Multi-conductor control cable shall be stranded copper, 600 volt polyvinyl chloride insulated and jacketed Type PNR.

Conductors for installation in cable tray shall be specifically approved for installation in cable trays per Article 336 of the NEC.

Acceptable manufacturers: Anaconda Wire and Cable Co., General Electric Co., Okonite Co., Southwire Co., or Rome Cable Co.

CABLE AND WIRE SPLICES

General: the materials shall be compatible with the conductors, insulations and protective jackets of the respective cables and wires. Use connectors with ampacity and temperature ratings equal to or greater than those of the wires upon which used.

In locations where moisture might be present, the splice shall be watertight and submersible.

Connectors: UL 486A. Aluminum and aluminum alloy fittings will not be accepted. Connectors shall be plated with tin or tin alloy.

Conductor Sizes No. 6 AWG and Larger: Splices in conductors shall be made with indenter, crimp connectors and compression tools or with bolted clamp type connectors to insure a satisfactory mechanical and electrical joint.

INSTRUMENTATION CABLE

Process instrumentation wire shall be twisted pair, 600 Volt, polyethylene insulated, copper tape shielded, polyvinyl chloride jacketed, manufactured by General Electric Co., Okonite Co., Belden Corp., or equal.

WIRE AND CABLE MARKERS

Wire and cable markers shall be "Omni-Grip" as manufactured by Brady Worldwide, Inc., or equal.

DRAFT

Wire and cables with diameters exceeding the capacity of the “Omni-Grip” shall be marked with pre-printed, self-adhesive vinyl tapes as manufactured by Brady Worldwide, Inc., 3M Co., or equal.

RECEPTACLES

Receptacles shall be furnished and installed where shown on the drawings and shall conform to the following requirements:

Grounding type duplex receptacle: rated 20 amperes, 125 volt, 2 wire, 3 pole with grounded shunt (yoke permanently grounded to third clip), NEMA Configuration No. 5-20R, and conforming to Federal Specification W-C-596F (submit proof of compliance).

All receptacles listed on the drawings shall be specification grade receptacles.

All exterior devices shall be designed for the application and shall be installed in a waterproof enclosure with proper cover.

Acceptable manufacturer: Eagle, GE, Hubbell, Leviton or Pass and Seymour.

SWITCHES

Flush, enclosed type, specification grade, rated at 20 amperes, 120/277 volts, alternating current only, quiet operation, and shall comply with Federal Specification W-S-896F (submit proof of compliance). Switch housing shall be color coded for current rating.

Acceptable manufacturer: Eagle, GE, Hubbell, Leviton or Pass and Seymour.

Motor switches with inherent thermal overload protection shall be Square D, Type F for flush or surface mounting as required by the location of the unit. Units shall be furnished with pilot lights as indicated.

DEVICE PLATES

All plates for switch, receptacles and telephone outlets located on finished walls shall be UL listed stainless steel with the number of gangs required for the application. All plates for outlets located on unfinished walls or on condulet type fittings shall be zinc coated sheet metal with rounded or beveled edges.

Weatherproof plates shall be of stainless steel, gasketed, sized with twin covers for duplex receptacles, and weatherproof switch for switch plates.

Device plates shall be factory engraved where indicated on the drawings. Letters shall be black filled.

DRAFT

RELAYS

Relays shall be electrically held and operated. Relays shall be mounted in a NEMA-1 enclosure. The contactors shall be capable of switching inductive and resistive loads.

PANELBOARDS

Compliance: NFPA 70 National Electrical Code, UL 67, “Electric Panelboards”, NEMA Publication PB1, “Panelboards”, Federal W-P-115a Type 1, Class 1 specifications and NEMA PB 1.1, “Instructions for Safe Installation, Operation and Maintenance of Panelboards Rated 600 Volts or Less”.

Provide factory assembled panelboards in sizes and rating as indicated. Panelboards shall be UL listed and labeled.

Acceptable manufacturers: panelboards shown on the drawings shall be manufactured by Cutler-Hammer, Square D, or Siemens.

LIGHTING AND APPLIANCE PANELS

Provide dead front safety type lighting and appliance panelboards as indicated, with panelboard switching and protective devices in quantities, ratings, types, and with arrangement shown; with anti-turn solderless pressure type main lug connectors approved for use with copper conductors.

Refer to the drawings to determine each panelboards pertinent characteristics such as bus rating, main circuit breaker or lugs only, voltage rating, number of phases, number of positions required, etc.

Select unit with feeders connecting at the top of the panel. Equip with copper bus bars with not less than 98 percent conductivity, and with full size neutral bus; provide suitable lugs on neutral bus for outgoing feeders requiring neutral connections.

Interrupting ratings shall be coordinated with the available short circuit current. Provide molded case main and branch circuit breaker types for each circuit, with toggle handles that indicate when tripped. Where multiple pole breakers are indicated, provide with common trip so overload on any pole will trip all poles simultaneously.

All panels shall be provided with an equipment grounding bus similar to, but isolated from the solid-neutral bus. Provide panelboards with bare uninsulated grounding bars suitable for bolting to enclosures.

DRAFT

Panels shall be carefully aligned and rigidly secured in place with the top of the cabinets located 78 inches above the finished floor.

Each panel shall be furnished with an identification plate as specified in the "Equipment Identification" section of this specification.

Distribution panels which are flush mounted must have door on front of panel.

Circuit Breakers:

Qualifications: NEMA AB3 - 1984 “Molded Case Circuit Breakers”.

Panelboards shall be equipped with thermal-magnetic molded case circuit breakers with trip ratings as shown on the drawings.

Circuit breakers shall be quick-make and quick-break units with positive trip indicating mechanism and common trip on all multi-pole breakers.

Single pole 15 and 20 amp circuit breakers shall be UL listed as "Switching Breakers" and be marked SWD.

Circuit breakers shall be the bolt-on type.

Bus Assembly:

Bus bar connections to the branch circuit breakers shall be the "phase sequence" type.

Bus bars shall be of copper construction. All current carrying parts of the bus shall be plated.

Buses shall be full length with constant cross sectional area, designed for the bus current indicated.

Cable lugs shall be furnished in the quantity and size required for the size and number of conductors indicated.

Mains ratings: as shown on the drawings.

Short circuit current rating: as shown on the drawings. Panelboards, as a complete unit, shall have a short circuit current rating equal to or greater than that indicated. It shall be understood that the minimum rating for 240 and 480 volt rated panelboards shall be 10,000 and 14,000 RMS symmetrical amperes respectively.

Cabinet construction:

DRAFT

Panel enclosures: UL 50. Enclosures shall be furnished without knockouts. All knockouts shall be field cut.

The panelboard bus assembly shall be enclosed in a dead front safety constructed steel cabinet.

The size of the wiring gutters and gauge of steel shall be in accordance with NEMA and UL standards; except that the thickness of steel shall not be less than 16 gauge.

The box shall be fabricated from galvanized steel. Boxes intended for outdoor duty, or where indicated, shall be rated NEMA 3R.

Select enclosures which are fabricated by same manufacturer as panelboards, which mate and match properly with panelboards.

Construction shall be such that circuit breaker mounting hardware is not required when circuit breakers are added in the future.

The panelboard front cover shall be hinged 1-piece with integral door. The integral door shall have completely concealed hinges and door swings, flush lock and key mechanism, and steel door pull.

A circuit directory frame and card with a clear plastic covering shall be provided on the inside of the door. Typed directory cards shall be furnished in each panel.

All panelboards throughout project shall be keyed alike.

SAFETY DISCONNECT SWITCHES

Compliance: NFPA 70 National Electrical Code, UL 98, “Enclosed and Dead Front Switches”, NEMA Publication KS1, “Enclosed Switches”, and NEMA KS 250, “Enclosures for Electrical Equipment (1000 Volts Maximum)”.

Safety switches shall be provided for all motors and equipment indicated or required by the National Electrical Code.

Safety switches shall be Type "HD" (heavy duty) unless noted otherwise, fused or non-fusible as indicated with number of poles as shown or required. Safety switches for equipment may be non-fused only if equipment is UL tested with circuit breaker protection.

Fuses: general use, dual element time-delay, current limiting. Manufactured by Bussman, Littlefuse, Edison, or equivalent.

DRAFT

Safety switches for indoor general purpose application shall be NEMA 1 and for exterior application shall be NEMA 3R.

Acceptable manufacturer: provide safety switches manufactured by Cutler-Hammer, Square D, or Siemens.

Construction: Gray baked enamel finish. NEMA 3R enclosures shall be manufactured from galvanized steel.

Ratings: Fusible disconnects shall be 240 or 600 volt rated depending on the service voltage.

Fusible disconnects shall be furnished with Class R fuses of the indicated ampere rating (up to 600 amps) and be equipped with rejection clips.

Fusible disconnects shall be UL listed for 200,000 RMS symmetrical ampere short circuit current when equipped with Class R or Class L fuses.

Lugs shall be front removable and be UL listed for aluminum or copper conductors at 60 degrees C or 75 degrees C.

Disconnect switches shall be horsepower rated.

GROUNDING AND BONDING

Conductors: type THW, THHN/THWN, or RHW to match power supply wiring.

Bonding Jumper Braid: copper braided tape, constructed of 30 gage bare copper wires and properly sized for application.

Flexible Jumper Strap: flexible flat conductor, 48,250 circular mils, with copper bolt hole ends sized for 3/8” diameter bolts.

Grounding Electrodes: solid steel core with a heavy uniform covering of electrolytic copper, 5/8" X 10'. Provide sectional rods if required. Threads, on sectional rods, shall be rolled (not cut) into the composite metal after the copper covering has been applied. Sectional rod couplings shall be of a corrosion resistant alloy.

Plate Electrodes: plate electrodes are not permitted. If sufficiently low resistance cannot be obtained with driven rods, the Architect shall be notified and will provide written instruction on grounding methodology.

SURGE PROTECTION DEVICES

General: provide hybrid high-energy filter units utilized for a facility wide protection system. Each unit in the system shall incorporate surge suppression and high frequency electrical line noise filtering. The system shall provide effective high-

energy surge voltage suppression, surge current diversion, high frequency attenuation in all environments connected on the load side of the facility's main overcurrent device. Connection shall be parallel, located as shown on the Drawings. System shall feature fast response time and low clamping voltage with high current capability. SPD's shall be manufactured specifically for the intended service by a manufacturer having a least five years continuous experience designing and manufacturing power conditioning equipment of the type specified.

Manufacture units using redundant metal oxide varistors (MOV) installed in a parallel arrangement. Not less than two MOV's are required per mode regardless of suppression rating.

Standards: Surge Protective Devices shall comply with the following:

1. ANSI/IEEE Std C62.41.1™-2002, IEEE Guide on the Surge Environment in Low- Voltage (1000 V and Less) AC Power Circuits
2. ANSI/IEEE Std C62.41.2™-2002, IEEE Recommended Practice on Characterization of Surges in Low-Voltage (1000 V and Less) AC Power Circuits
3. ANSI/IEEE Std C62.45™ -2002, IEEE Recommended Practice on Surge Testing for Equipment Connected to Low-Voltage (1000 V and Less) AC Power Circuits
4. ANSI C84.1, American National Standard for Electric Power Systems and Equipment – Voltage Ratings (60 Hertz)
5. ANSI/IEEE Standard 1100-2005, IEEE Recommended Practice for Power and Grounding Electronic Equipment (Emerald Book) - Clause 8.6.1
6. National Fire Protection Association (NFPA) 70 (N.E.C.) – 2002 - Article 285
7. ANSI/UL Standards 1449-2006 Listed (UL 1449 Current Edition), UL 1283 Listed, CUL Listed & CE compliant "low-voltage directive."
8. IEEE Standard C62.72™ - 2007 – IEEE Guide for the Application of Surge-Protective Devices for Low-Voltage (1000 V or less) AC Power Circuits

The system and each SPD module shall be UL listed for the service and conditions indicated on the Drawings and specified here and shall be enclosed in NEMA 1, 12, or 3R enclosure.

Module shall be tested in accordance with ANSI/IEEE C62.11, C62.41 and C62.45 Categories A, B and C3. Current diverter modules shall withstand one thousand Category C3 surges per IEEE C62.45.

The system shall be protected from fault currents up to 200,000 amperes by suitable integral fuse network. All components shall be protected. High current capacitors shall effectively sink harmonic currents generated by line distortion and shall effectively attenuate line noise (RFI/EMI filtering).

DRAFT

The system shall be equipped with built-in monitoring with status indicators, audible alarm and test switch front panel mounted. Form C dry contacts shall be provided for remote annunciation.

SPD shall be UL labeled with 20kA I-nominal (I-n) for compliance to UL 96A Lightning Protection Master Label and NFPA 780.

UL 1449 Listed Voltage Protection Ratings (VPRs) shall not exceed the following:

System Voltage	L-N	L-G	L-L	N-G
208Y/120	700V	700V	1200V	700V
480Y/277	1200V	1200V	1800V	1200V

Warranty: 10 years.

Service entrance locations: The nominal unit operating voltage shall be coordinated with the service voltage indicated. The maximum continuous operating voltage of all components utilized in the unit shall not be less than 115% of nominal operating voltage. Operating frequency shall be 60+3 hertz. Protection modes shall be (10-mode): line-to-line, line-to-neutral, line-to-ground and neutral-to-ground.

Maximum repetitive surge current capacity per phase, in amps, shall not be less than: 200kA

Minimum line noise attenuation above 10 MHz - 50 dB

Install protective module adjacent to main switchboard as indicated on the Drawings. Provide molded case circuit breaker as indicated for isolating module.

Conductors shall be #8AWG, stranded copper, minimum, and shall be as short (less than 24”) and as straight as possible. All conductors shall cut to precisely the same length before installation. Conductor requirements apply to grounded conductor. Installer may reasonably rearrange breaker locations to ensure short and straightest possible leads to SPDs.

SURGE ARRESTERS

Secondary surge arresters shall be UL listed and CSA Certified.

Surge arresters shall utilize MOV technology for fast clamping and low clamping voltage.

Housing shall be of high-temperature thermoplastic. Cover shall be permanently bonded to housing. Wire exist shall be suitably sealed. Arrester shall be suitable for indoor and outdoor use.

DRAFT

Each unit shall have an integral, non-replaceable fuse link that opens in the event of varistor overload.

NAMEPLATES

Nameplates: 0.125 inch thick laminated plastic; white and black finish; rectangular shaped; minimum of 1.0 X 2.5 inches with 0.25 inch high block style engraved lettering.

PART 3 - EXECUTION

RACEWAY INSTALLATION

All interior and above grade exterior wiring shall be installed in a metal conduit and all embedded in concrete or below grade wiring shall be in PVC conduit unless indicated otherwise on the drawings.

Exterior low voltage (less than 50 volts) wiring may be installed in liquid tight, non-metallic flexible conduit (“Sealtite”) where installation is above grade and not subject to damage.

No conduit smaller than 1/2 inch electrical trade size shall be used, nor shall any have more than three 90 degree bends in any one run. Pull boxes shall be provided as required or directed.

No wire shall be pulled until the conduit system is complete in all details.

The ends of all conduits shall be tightly plugged to exclude dust and moisture during construction.

Conduit support shall be spaced at intervals of 8 ft. or less, as required to obtain rigid construction.

Single conduits shall be supported by means of two-hole pipe clamps. Multiple runs of conduits shall be supported on trapeze type hangers with steel horizontal members and threaded hanger rods. The rods shall be not less than 3/8 inch diameter. The channel shall be not less than 1 1/2" nominal size.

Conduit hangers shall be attached to structural steel by means of beam or channel clamps.

All conduits on exposed work shall be run at right angles to and parallel with the surrounding walls and shall conform to the form of the ceiling. No diagonal runs will be allowed. Bends in parallel conduit runs shall be concentric. All conduit shall be run straight and true.

Conduit terminating in sheet steel boxes shall have double locknuts and insulated bushings.

Flexible metal conduit shall be used for all motor terminations and other equipment where vibration is present. Flexible conduit length shall not exceed 1'-6" in length for this application.

Provide expansion coupling every 100 feet for long runs of conduit and at concrete expansion joints. Provide ground bonding jumpers around expansion couplings, used on metallic conduit, sized according to Table 250-122 of the NEC.

Transitions from below grade to above grade shall be with rigid galvanized steel long sweep nineties with a bituminous coating where in contact with earth or concrete. Area of transition shall not be subject to standing puddles of water.

Seal all wall penetrations to watertight condition. Finish as applicable to location.

Aluminum conduit shall not be embedded in concrete. Aluminum and steel conduit, when buried in soil, shall be treated with a protective coating of bitumastic or asphalt-base paint, or wrapped with plastic tape.

Approval by the Architect shall be required to install conduit in structural members.

In general, the conduit installation shall follow the layout shown on the plans. This layout is, however, diagrammatic only, and where changes are necessary due to structural conditions, other apparatus or other causes, such changes shall be made without additional cost to the Owner. It is recognized that branch circuit routing shown on the drawings may not always be the most economical or the most feasible method. Routing may be changed by the Contractor subject to the following provisions:

Conduits shown routed overhead may not be installed in or below slabs or in walls.

Not more than two circuits may be installed in any one conduit. Care must be taken to provide the appropriate number of neutrals.

All conduit shall be concealed unless otherwise noted on the drawings.

Exposed conduit will be permitted only as shown on the drawings. Exposed conduit shall be run parallel with or at right angles to the building walls.

All empty conduits shall be provided with a plastic pull wire rated for a minimum of 200 lbs.

DRAFT

Conduit stub-ups at panels shall be secured in place by use of Unistrut and clamps.

Conduit and tubing shall be kept at least twelve (12) inches from parallel runs of flues, steam pipes or hot water lines.

Telephone and network raceways shall be 3/4" minimum. This includes conduits stubbed up into ceiling cavity.

Flexible conduit in all areas subject to moisture shall be liquid-tight flexible conduit.

All electrical connections to vibration isolated equipment shall be made with flexible conduit.

All conduit entering the building shall be suitably sealed to prevent the entrance of moisture.

All conduit passing through a structural expansion joint shall be provided with a UL approved expansion joint fitting and bonded as required by the National Electrical Code.

Any wiring in a finished area which cannot be concealed in conduit shall be installed in a surface metal raceway system as manufactured by Wiremold or equal. Utilization of surface metal raceway, if not indicated as such on the plans, will be accomplished only with the written approval of the Architect.

Conduit run in areas with hung ceilings shall be installed in the space above the hung ceiling as close to the structure as possible. Conduits shall be supported from the structure.

Where flex conduit is used from junction box to light fixture it shall be supported such that it does not touch ceiling tiles or interfere with their placement.

Flexible metal conduit contions to light fixtures shall be at least 4 feet but not more than 6 feet in length per NEC 410-117(c).

Where raceways are indicated installed under slabs, they shall be placed not less than 2" below surface of prepared fill. Under no circumstances shall raceways be laid directly on vapor barrier or in or on reinforcing.

Raceways concealed in ground outside building shall be a minimum of 2 feet below grade and topped with a two inch concrete cap before backfilling. Install plastic warning tape 12 inches above raceway, buried in backfill.

DRAFT

RACEWAY INSTALLATION - CONDITIONS

Conduit raceways shall be installed as indicated herein. Where more than one type of raceway is listed under one condition, the Contractor may exercise his option of the raceway used. Conditions of raceway installation are as follows:

Exposed Raceway Below 8'-0" from Finish Floor and in Areas Subject to Moisture: Rigid galvanized steel conduit.

Raceway Concealed Overhead, or in Walls: Rigid galvanized steel conduit, intermediate metallic conduit or electrical metallic tubing (EMT).

Raceway Concealed in Ground Outside Building: Schedule 40 PVC or rigid steel. Rigid steel conduits installed below slab-on-grade or in the earth shall have a factory-applied PVC coating, two coats of a coal-tar system, or shall be field-wrapped with 0.010 inch thick pipe-wrapping plastic tape applied with a 50-percent overlay.

Final Raceway Connection to Recessed Fixtures in Accessible Locations: Flexible steel conduit maximum of 6'-0" long.

Final Raceway Connection to Pumps, Motors, Transformers, Etc.: Liquid-tight flexible steel conduit maximum of 1'-6" long.

Raceway That Extend Through the Slab or Above Finish Grade: 90° elbows, nipples and couplings of rigid galvanized steel or IMC shall be used where any raceway extends through the slab or above finished grade. In general PVC conduit shall not be allowed above finished slab inside the building or within 1 1/2' of finished grade outside the building.

WIRING

All conductors shall be carefully handled to avoid kinks or damage to insulation.

All wires, cables and each conductor of multi-conductor cables shall be uniquely identified at each end by color or with wire and cable markers. Lighting and receptacle wiring shall be distinctly differentiated and junction boxes marked.

Lubrications shall be used, if required, to facilitate wire pulling. Lubricants shall be UL approved for use with the insulation specified.

Neutral wires shall be pigtailed to receptacles so that a receptacle can be removed for replacement without the neutral connection to other receptacles on the circuit being disconnected.

DRAFT

Tighten electrical connectors and terminals, including screws and bolts, in accordance with manufacturer's published torque tightening values. Where manufacturer's torqueing requirements are not indicated, tighten connectors and terminals to comply with tightening torques specified in UL 486A.

OUTLET BOXES

Outlet boxes for flush mounted lighting fixtures shall be accessible. If lighting fixture is in a non-accessible ceiling the box shall be accessible when the fixture is removed.

Set boxes plumb and such that their device mounting plane is within 1/8" of the finished wall.

Surface mounted boxes and wiremold boxes, both new or existing, shall be painted to match surrounding surfaces.

Above ceiling sub-system boxes shall be labeled and color coded. Junction box covers shall be color coded. The following conventions shall be used:

Telephone/Network	BLUE
HVAC Controls	GREEN

The location of boxes on the electrical plans is approximate. Review architectural drawings for specific location or if not shown center and align within architectural detail. The Architect shall reserve the right to move boxes during rough in.

DEVICES

Unless indicated otherwise on the drawings all light switches shall be mounted with the centerline of the device 48" above the finished floor.

Unless indicated otherwise on the drawings or in the specifications all receptacles shall be mounted with the centerline of the device 18" above the finished floor.

Receptacles above counters shall have major axis horizontal to counter surface and device centerline 6" above counter surface or backsplash (if present).

Mount all devices so that the cover plate edges are in contact with the wall and are parallel to building features.

PANELBOARDS

Mount panelboards such that top most circuit breaker handles shall not be more than 6'-6" above finished floor.

Where panelboards are to be installed on masonry unit walls, including poured reinforced concrete or brick veneer type, install two vertical sections of galvanized steel channel between enclosure and mounting surface. Channel shall be lagged to wall in three places (each length) and the enclosure bolted to the secured channel using stainless steel or galvanized steel hardware. Galvanized channel shall run the entire length of the enclosure, but shall not be exposed at either the top or bottom of the enclosure.

Only one conductor shall be allowed under each terminal of circuit breakers. No splices are permitted in panelboards. Tighten connectors and terminals in accordance with equipment manufacturer's published torque tightening values for equipment connectors.

Complete and install a typewritten directory for each panelboard that accurately indicates all loads being served by each breaker.

For flush mounted panelboards, provide one 3/4" conduit stubbed-up into the ceiling cavity for every three (3) spare circuit breakers and for every three (3) panelboard spaces, plus one additional.

DISCONNECTS

Motor circuit disconnects shall be mounted within fifty feet and in sight of the load being served.

Disconnects shall be labeled in accordance with Section 16010.

GROUNDING

Ground all non-current carrying metal parts of the electrical system to provide a low impedance path for ground fault current. Route ground connections and conductors to ground and protective devices in shortest and straightest paths as possible.

Insulated grounding bushings shall be required for all raceways, service entrance panels, distribution panels, all raceways one inch and larger and any raceway entering a concentric knock-out.

In general a ground wire shall be installed in every conduit. The conduit installation itself shall serve as an additional grounding means.

Where there are parallel feeders installed in more than one raceway, each raceway shall have a ground conductor.

Where conduits terminate without mechanical connection (i.e., locknuts and bushings) to panelboards, and for all terminations of conduit sizes one inch and larger; and for all sizes of metallic conduit (rigid or flexible) terminating in concentric

DRAFT

knockouts, the following procedure shall be followed: Each conduit shall be provided with an insulated grounding bushing and each bushing connected with a bare copper conductor to the ground bus in the electrical equipment. The ground conductor shall be in accordance with Article 250 of the NEC.

Install ground rods as necessary to provide an earth ground having a test resistance of no more than 25 ohms.

Test ground rods for ground resistance value before any wire is connected. A portable ground testing megger shall be used to test each ground rod or group of rods. The instrument shall be equipped with a meter reading directly in ohms or fractions thereof to indicate the ground value of the electrode tested. Where tests show resistance to ground is over 25 ohms, reduce resistance to 25 ohms, or less, by driving additional ground rods; then retest.

Grounding connections shall be made by exothermal weld or by using a compatible mechanical connector and brazing completely over. Exothermal welds shall be made strictly in accordance with the weld manufacturer's written recommendations. Welds that have puffed up or which show convex surfaces, indicating improper cleaning, are not acceptable. No mechanical connector is required at exothermal welds.

Connect together system neutral, service equipment enclosures, exposed non-current carrying metal parts of electrical equipment, metal raceway systems, grounding conductor in raceways and cables, receptacle ground connectors, and plumbing system.

The neutral conductor(s) of the incoming electrical service shall be grounded to the ground rod system, metal cold water piping system, and structural steel using Table 250-66 of the NEC for conductor sizing. Grounding conductors shall be run in rigid non-metallic conduit.

Grounding conductors shall be attached to equipment with a bolt-on lug or approved tapered screw used for no other purpose. Use crimp-on spade lugs for stranded conductors.

IDENTIFICATION

Equipment

Equipment identification shall be made using engraved laminated plastic plates (indented tape labels will not be permitted). Characters shall be white on a black background and 1/4" high minimum. Plates shall be secured to the panels by means of screws or metal pressure pins. Cement, by itself, will not be acceptable. All nameplates shall be mounted on the outside surface of the piece of equipment.

DRAFT

Individually enclosed safety switches, circuit breakers, and motor starters, pull boxes, control cabinets and other such items shall be identified indicating load, electrical characteristics, and source. For example, a disconnect switch for a 7-1/2 horsepower, 208 volt, 3 phase air handling unit, Number 8 feed from Panel "MDP", Circuit Number 2 shall be labeled as follows:

AHU-8
7-1/2 HP, 208V, 3Ø
Cir: MDP-2

Service entrance panel, distribution panels, panelboards, and transformers shall be identified indicating panel designation from the drawings, electrical characteristics and source. For example, a 277/480 volt 3 phase panel "LPA" feed from "MDP" Circuit No. 3 shall be labeled as follows:

LP-A
277/480V, 3Ø
(Feeder: MDP-3)

Service entrance panel and distribution panels shall also have each circuit identified as to circuit number, load, and electrical characteristics of load. For example, a 5 HP, 208 volt, 3 phase hot water pump Number 6 feed from panel MDP, Circuit No. 4 would be labeled as follows with the plate attached adjacent to the circuit:

MDP-4
HWP-6
5 HP, 208V, 3Ø

All enclosures containing energized components shall be marked with mylar labels identifying hazards. Such warning messages as "WARNING-HAZARDOUS VOLTAGE", “480 VOLTS", "240 VOLTS", etc. are acceptable. Labels shall be EZ-Code by Thomas & Betts or similar product.

Junction Box Identification: Each junction box cover shall be labeled with a permanent "magic" marker or other means to identify the circuits within. For example, a junction box containing lighting circuits 21, 23, 25 from Panel L2A would be labeled "L2A-21,23,25". Telephone junction boxes shall be labeled "T". Fire alarm system junction boxes shall be labeled “FA”. Public address, nurse call, and other system junction boxes shall be labeled accordingly.

Conductor Identification: All cables and wires shall be color coded as to phase per convention. See color coding above.

Ungrounded Conductor Identification within Panelboards: All panelboards shall have a label indicating the ungrounded conductors color schedule as noted below.

Labels shall be at least 2” x 4”, laminated in plastic, and affixed to the inside of the equipment door.

For 120/240 Volt, 1 phase panels:

AØ conductors – Black

BØ Conductors – Red

END

DRAFT

SECTION 16500

LIGHTING

PART 1 - GENERAL

SCOPE OF WORK

Lighting fixtures shall be furnished and installed as shown on the plans and as specified here.

SUBMITTALS

Submit product data for each type of lighting fixture and emergency lighting unit specified. Assemble and bind with separate sheet for each fixture type with all specifications of the proposed fixture, including all accessories clearly indicated on each sheet. As a minimum include the following data and requirements for approval:

1. Complete photometric data.

2. A description of construction details of the proposed fixture.

3. A comparison picture (for evaluating appearance) of the proposed fixture.

Submit product data for each type of lighting fixture even if furnished exactly as specified.

The Architect/Engineer will not consider any substitute fixtures unless the submittal is complete in every detail as stated above.

In addition to the above stated requirements the Architect/Engineer may require the delivery of a production fixture sample to the Architect's/Engineer's office for inspection.

Substitute fixtures shall be equal to or superior to specified fixtures in every detail in order to be approved.

PART 2 - PRODUCTS

LIGHTING FIXTURES

Compliance: NFPA 70, NFPA 101, NEMA LE1 and LE2, and UL 486A. Comply with applicable local codes and regulations for emergency lighting and exit signage.

DRAFT

Lighting fixture types shall be as shown on the Drawings. The catalog numbers listed are given as a guide to the design and quality of fixture desired. Equivalent designs and equal quality fixtures of other manufacturers shall be considered by the Architect for approval (see **SUBMITTALS** section above).

EMERGENCY SOURCES FOR LIGHTS

Compliance: UL 924 “Emergency Lighting and Power Equipment”; National Electrical Code NFPA-70 (2002); National Life Safety Code NFPA 101 (2000).

Battery: sealed, maintenance free, high temperature ni-cad type with 10 year nominal life.

Charger: fully automatic, solid-state type with sealed transfer relay. Recharge time shall be 24 hours or less. Provide charging indicator light, double pole test switch, and installation hardware.

Operation: automatic with maintained light output. Illumination time shall be 90 minutes.

Warranty: 5 years.

EMERGENCY LIGHT SETS

Battery: sealed, maintenance free, lead-acid or ni-cad type with 10 year nominal life.

Charger: minimum two-rate, fully automatic, solid-state type with sealed transfer relay. The unit shall be capable of full recharge in compliance with UL.

Lighting fixtures: provide units with two heads where indicated.

Operation: transfer shall be automatic and instantaneous. The unit shall be furnished with an electronic circuit which will connect the battery when normal AC circuit is activated, and an electronic brownout circuit which shall activate the unit when the utility power dips below 80% of nominal voltage.

Accessories: provide units with charge indicator LED and push-to-test switch. A low voltage battery protection circuit shall be provided and shall disconnect the load and all circuitry from the battery when it reaches 90% discharge.

EMERGENCY LIGHT/EXIT SIGN

Self-contained, AC/battery illuminated exit sign, universal mounting.

DRAFT

Lamps: circuit board mounted light emitting diode (LED) type in replaceable circuit board.

Housing: universal mounting, matte white.

Faceplate: stencil face with universal punch-out arrows. Lens shall mount behind faceplate.

LIGHTING CONTROLS

Motion Detectors, Automatic Wall Switches: shall be designed to replace standard wall switch and shall offer 180 degree coverage, maximum 1000 square feet, 500 square feet for desktop activity. Detector shall have option of Manual ON or Auto ON operation with time delay adjustment from 15 seconds to 30 minutes and feature adjustable unit sensitivity. LED display to indicate occupancy detection. Unit shall operate at 120 volts or 277 volts and shall be compatible with all electronic ballasts and PL lamp ballast systems. There shall be no voltage to load in the OFF mode.

Motion Detectors, Ceiling Mount Switches: shall consist of a dual element pyroelectric sensor, low profile design and shall offer 360 degree coverage, maximum 1200 square feet in circular pattern, 500 square feet for typical desktop activity. Provide units with time delay adjustment from 15 seconds to 30 minutes and feature adjustable unit sensitivity. LED display to indicate motion detection. Unit shall operate at 24 volts DC. Provide power pack for switching of lighting loads with fully self-contained transformer and relay. Power pack shall be rated 20 amps (ballast), 120V/277VAC and up to 1 HP inductive loads. Supply units of the proper voltage for the application. Units shall be compatible with all electronic ballasts and PL lamp ballast systems. There shall be no voltage to load in the OFF mode.

Warranty: five years.

Acceptable Manufacturer: Sensorswitch, Inc. Equivalent products by Leviton or WattStopper.

PART 3 - EXECUTION

INSTALLATION

Each fixture shall be a completely finished unit with all components, mounting and hanging devices necessary, for the proper installation of the particular fixture in its designated location and shall be completely wired ready for connection to the branch circuit wires at the outlet.

When fixtures are noted to be installed flush, they shall be complete with the proper accessories for installing in the particular ceiling involved. All flush mounted fixtures shall be supported from the structure and shall not be dependent on the hung ceilings or ceiling grids for their support.

Support recessed fixtures from two places using steel suspension wires to the structure.

Install flush mounted fixtures to eliminate light leakage between fixture frame and finished surface.

Install emergency units plumb and level with ceilings and walls and in accordance with NFPA 101 Life Safety Code. Install units to provide sufficient and complete coverage of the required area. Adjust aiming and secure position with mechanisms provided.

Install exit signage plumb and level with ceilings and walls and in accordance with NFPA 101 Life Safety Code. Install unit to be readily visible along the intended egress path. Locate signage so as not to conflict with door swings, equipment operation, etc.

INSTALLATION QUALITY ASSURANCE

All fixtures shall be left in a clean condition, free of dirt and defects, before acceptance by the Architect.

All fixtures shall operate properly, with no noticeable noise, flicker or other difficulty, and all fixtures shall operate properly and with no color shift before acceptance by the Architect.

Demonstrate proper operation of emergency lighting units by interrupting electrical energy to each lighting circuit in the area of operation. Demonstration by disconnection of the main service is not acceptable.

END

DRAFT

SECTION 221113

WATER PIPING

PART 1 - GENERAL

1.01 DESCRIPTION

A. Construct and/or install a water distribution system including all mains, laterals, services, valves, fittings, joints, fire hydrants, meters and appurtenances as shown on the drawings.

1.02 GOVERNING AUTHORITY

A. Water system installation, components and workmanship shall conform to the City of Tallahassee “Standard Specifications for the Design and Construction of Water and Wastewater Facilities”.

1.03 QUALITY ASSURANCE

A. Qualification of workmen: Provide at least one person who shall be present at all times during the construction who is thoroughly familiar with the Work involved and who shall direct the Work.

B. Codes and standards: Conform to all Federal, State and local laws and regulations.

1.04 SUBMITTALS

A. Submit manufacturer’s cut sheets, product data and for all components of the water distribution system.

B. Submittals shall be clearly marked for the specific product, size and material proposed for use and shall include certifications that the product meets the specified ASTM Sections and/or AWWA Standards and other references indicated on the drawings or in the specifications.

1.05 JOB CONDITIONS

A. Protection:

1. Use all means necessary to protect all materials and existing utilities before, during, and after installation and to protect all objects designated to remain.

B. Existing underground facilities:

1. Locate all underground facilities in advance of excavation to avoid conflicts with new construction.

C. Conflicts:

1. Perform work in such a manner as to cause a minimum of interference with the service rendered by the facility disturbed.

PART 2 - PRODUCTS

2.01 GENERAL

A. All pipe, fittings, valves, fire hydrants and appurtenances shall be capable of full service at a working pressure not less than one-hundred fifty (150) pounds per square inch.

2.02 PIPE AND FITTINGS

A. PVC Pipe

1. All PVC pipe shall conform to AWWA C900, latest revision.
2. 4 inches to 12 inches water lines:
   a. Pipe shall be a minimum of Class 150, DR 18.
   b. Pipe below pavement or gravel surfaces shall be Class 200, DR 14.

DRAFT

c. Elastomeric gasket rings and bell and spigot construction shall meet the requirements of ASTM F477 and D2122 respectively, latest revision.

3. Provide detectable warning tape for all PVC lines

2.03 VALVES

A. Gate Valves:

1. General: All valves shall be a resilient-wedge gate type, non-rising stem for underground direct burial service and shall close when the operating nut is turned in a clockwise rotation.
2. Valves (twelve (12) inches and Smaller): Each valve shall have mechanical joint bell ends. Valve shall be for horizontal mounting and valve stem shall be furnished with a two (2) inch square water works nut. Resilient seat gate valves are acceptable.

B. Check Valves:

1. All check valve bodies shall be cast iron per ASTM A126 Class B, having integral (not wafer) flanges.
2. The seat shall be centrifugally cast bronze with an O-ring seal and be locked in place with stainless steel lock screws and be field replaceable, without the use of special tools.

C. Butterfly Valves:

1. General: Butterfly valves shall be rubber seated for one-hundred fifty (150) psi minimum working pressure and line velocities up to sixteen (16) fps. The bodies of all valves shall be cast iron construction per ASTM A126, Class B, or ASTM A48, Class 40. Valves shall be as manufactured by M & H, Mueller, Pratt, American Darling, or an approved equal.
2. Except as modified herein, the butterfly valves and operators shall meet, or exceed, the applicable requirements of the Specifications for Rubber Seated Butterfly Valves, AWWA C504, latest revision, by the American Water Works Association for Class 150B.

D. Valve Boxes: Cast iron valve boxes shall be provided for all valves installed below ground and shall consist of a base covering the operating nut and head of the valve, a vertical shaft at least five and one-fourth (5 1/4) inches in diameter, and a top section extending to a point even with the finished ground surface, provided with a cast iron cover marked "water", and placed concentrically over the operating nut. Valve boxes shall be rated for H-20 loading, and shall be Mueller Type H-10380, Opelika Foundry #19, or an approved equal.

2.04 MISCELLANEOUS MATERIALS

A. Rust Proof Rods and Clamps for Anchorage: The threaded rods and clamps for anchorage shall be mild steel conforming to ASTM A-36. The rods and clamps shall be brushed clean of all rust and foreign matter and completely coated with "No-Oxide" or an approved equal before backfilling.

B. Anchoring Couplings: Shall meet the requirements set forth for cast iron or ductile iron fittings.

C. Locked Mechanical Joint Retainer Glands: Shall be ductile iron retainer glands equipped with hardened cupped and set screws. Assembly shall be designed for minimum pressure of 250 psi. Retainer gland screws shall be tightened as recommended by the manufacturer.

D. Tapped Valves and Sleeves: Tapping valves shall meet the requirements set forth for gate valves. Tapping sleeves shall be all stainless steel or ductile iron construction.

DRAFT

E. Corporation Stops: Corporation stops shall be Mueller No. H-9971, H-15009 or equals from Hays, McDonald, Ford or Jones.
F. Curb Stops: Curb stops shall be Mueller No. H-15175, H-15211 or H-15171 or equals from Hays, McDonald, Ford or Jones.
G. Concrete: The minimum compressive strength required for formed concrete at twenty-eight (28) days is three thousand (3,000) pounds per square inch. The minimum amount of water shall be used to produce a workable mix and shall not exceed six U.S. gallons per sack of cement.

2.05 BACKFLOW PREVENTION
A. Reduced Pressure Zone (RPZ) Assembly, Double Check Valve Assembly (DCVA) and Double Detector Check Valve Assembly (DDCVA) backflow preventers shall be furnished and installed by the Contractor in conformance with the City of Tallahassee standards and the Cross-Connection Control Manual.
B. Backflow preventer models shall be in accordance with the City of Tallahassee Cross-Connection Control Manual.
C. Backflow preventer sizes shall be as called for in the plans.

2.06 BACKFLOW PREVENTOR ENCLOSURES
A. Shall be heavy duty fiberglass, hinged and lockable manufactured by FLORIDA FIBERGLASS PRODUCTS, INC. of Monticello, Florida, HOT BOX of Jacksonville, Florida, or approved equal.

2.07 TAMPER SWITCHES
A. Provide tamper switches compatible with the fire alarm system on the post indicator valve, both valves in the DDCVA on the fire line and all other components required to be wired to the fire alarm system.

PART 3 - EXECUTION

3.01 HANDLING PIPE AND ACCESSORIES
A. Care: Pipe, fittings, valves, hydrants, and other accessories shall, unless otherwise directed, be unloaded at the point of delivery, hauled to and distributed at the site of the project by the Contractor; they shall at all times be handled with care to avoid damage. In loading and unloading, they shall be lifted by hoists or slid, or rolled on skidways in such manner as to avoid shock. Under no circumstances shall they be dropped. Pipe handled on skidways must not be skidded or rolled against pipe already on the ground.
B. Care of Pipe Coating: Pipe shall be handled in such a manner that a minimum amount of damage to the coating will result. Damaged coating shall be repaired in accordance with the pipe manufacturer's recommendations.
C. Pipe Kept Clean: The interior of all pipe, fittings, and other accessories shall be kept free from dirt and foreign matter at all times. Each pipe shall have a swab run through it until all foreign matter has been removed.

3.02 ALIGNMENT AND GRADE
A. General: All pipe shall be laid and maintained to the required lines and grades; with fittings, valves, and hydrants at the required locations; and with joints centered and spigots home; and with all valve and hydrant stems plumb.
B. Protecting Underground and Surface Structure: Temporary support, adequate protection and maintenance of all underground and surface utility structures, drains, sewers and other obstructions encountered in the progress of the work shall be furnished by the Contractor at his own expense.
C. Deviations: When an obstruction is encountered, make necessary changes in

alignment or grade as directed by the Engineer to avoid same.

3.03 EXCAVATION AND PREPARATION OF TRENCH

A. Description: The trench shall be dug to the alignment and depth required and only a minimum distance in advance of pipe laying. The trench shall be so drained that workmen may work there efficiently. It is essential that the discharge from pumps be led to natural drainage channels, to drains, or to storm sewers.

B. Width: The trench width may vary with and depend upon the depth of trench and the nature of the excavated material encountered, but in any case shall be of ample width to permit the pipe to be laid and jointed properly and the backfill to be placed and compacted property. The minimum width of unsheeted trench shall be eighteen (18) inches.

C. Pipe Foundation in Good Soil: The trench, unless otherwise specified, shall have a flat bottom conforming to the grade to which the pipe is to be laid. The pipe shall be laid upon sound soil cut true and even so that the barrel of the pipe will have a bearing for its full length.

D. Correcting Faulty Grade: Any part of the trench excavated below grade shall be corrected with approved material, thoroughly compacted.

E. Pipe Foundation in Poor Soil: When the bottom uncovered at subgrade is soft and cannot support the pipe, a further depth and/or width shall be excavated and refilled to pipe foundation grade as required.

F. Bell Holes Required: Bell holes of ample dimensions shall be dug in earth trenches at each joint to permit the joining to be made properly.

G. Bracing: When the material through which the trench is excavated tends to fall in, run, or cave, the sides of the trench shall be braced, open sheet or close sheeted, to an extent necessary to protect the pipe being laid.

H. Care of Surface Material for Re-Use: If local conditions permit their re-use, all surface materials suitable for re-use in restoring the surface shall be kept separate from the general excavation material.

I. Trenching by Machine or by Hand: The use of trench digging machinery will be permitted except in places where operation of same will cause damage to trees, buildings, or existing facilities above or below ground in which case hand methods shall be employed.

J. Barricades, Guards, and Safety Provisions: To protect persons from injury and to avoid property damage, adequate barricades, construction signs, torches, red lanterns and guards as required shall be placed and maintained during the progress of the construction. Rules and regulations of the local authorities and OSHA respecting safety provisions shall be observed.

K. Traffic and Utility Controls: Excavations for pipe laying operations shall be conducted in a manner to cause the least interruption to traffic. Where traffic must cross open trenches, the Contractor shall provide suitable bridges at street intersections and driveways.

L. Property Protection: Trees, fences, poles, and all other property shall be protected unless their removal is authorized; and any property damaged shall be satisfactorily restored by the Contractor.

M. Interruption of Water Service: No valve or other control on the existing system shall be operated for any purpose by the Contractor without approval of the Local Governing Agency. All consumers affected by such operation and the Local Governing Agency shall be notified by the Contractor at least six (6) hours before the operation and advised of the probable time when the service will be restored.

3.04 PIPE LAYING

A. Manner of Handling Pipe and Accessories into Trench: Proper implements, tools

DRAFT

and facilities shall be provided and used by the Contractor for the safe and convenient prosecution of the Work. All pipe, fittings, valves, and hydrants shall be carefully lowered into the trench, piece by piece, by means of derrick, ropes or other suitable tools or equipment, in such manner as to prevent damage to pipe or pipe coating. Under no circumstances shall pipe or accessories be dropped or dumped into the trench.

B. Pipe Kept Clean: All foreign matter of dirt shall be removed from the inside of the pipe before it is lowered into its position in the trench, and it shall be kept clean by approved means during and after laying.

C. Preventing Trench Water from Entering Pipe: At times when pipe laying is not in progress, the open ends of pipe shall be closed by approved means, and no trench water shall be permitted to enter the pipe

D. Bell Ends to Face Direction of Laying: Pipe shall be laid with bell ends facing in the direction of laying. For lines on an appreciable slope, bells shall face upgrade.

E. Permissible Deflection at Joints: Wherever necessary to deflect pipe from a straight line, either in the vertical or horizontal plane, to avoid obstructions, to plumb stems, or where long radius curves are permitted, the degree of deflection shall be in accordance with the pipe manufacturer's recommendations.

F. Unsuitable Conditions for Laying Pipe: No pipe shall be laid in water, or when the trench conditions or weather is unsuitable for such work.

3.05 JOINTING PIPE

A. All types of pipe joints shall be installed in strict accordance with the recommendations of the joint manufacturer.

3.06 SETTING VALVES, VALVE BOXES, FITTINGS AND BLOW-OFFS

A. General: Gate valves, butterfly valves and pipe fittings shall be set and jointed to new pipe in the manner heretofore specified for cleaning, laying and jointing pipe.

B. Valve Boxes: Cast iron valve boxes shall be firmly supported, and maintained centered and plumb over the wrench nut of the valve, with box cover flush with the surface of the finished pavement or at such other level as may be directed. In other than paved areas, after setting valve box, construct a protective concrete collar around cover at ground level and slope away from valve box cover. Concrete collar shall be a minimum of six (6) inches thick by 2 feet in length by 2 feet in width.

C. Back-Siphonage to be Prevented: Drainage branches or blowoffs shall not be connected to any sewer or submerged in any stream or be installed in any other manner that will permit back-siphonage into the distribution system.

3.07 PLUGGING DEAD ENDS

A. Standard plugs shall be inserted into the bells of all dead ends of pipes, tees, or crosses, and spigot ends shall be capped. Plugs or caps shall be jointed to the pipe or fittings in the appropriate manner.

3.08 ANCHORAGE OF BENDS, TEES AND PLUGS

A. Limiting Pipe Diameter and Degree of Bend: Reaction or thrust backing shall be applied on all pipelines four (4) inches in diameter or larger at all tees, plugs, caps and at bends deflecting twenty-two and one-half (22 1/2) degrees or more according the details on the plans, or movement shall be prevented by attaching rust proof tie rods, or other anchorage approved by the Local Governing Authority.

B. Material for Reaction Backing: Reaction or thrust backing shall be of concrete of a mix not leaner than one (1) cement, two and one-half (2-1/2) sand, five (5)

DRAFT

stone, having compressive strength of not less than two thousand (2,000) psi. Backing shall be placed between solid ground and the fitting to be anchored. The backing shall be so placed that the pipe and fitting joint will be accessible for repairs.

C. Retainer Glands: Mechanical joint retainer glands of adequate strength to prevent movement or other suitable means may be used instead of concrete backing.

3.09 BACKFILLING

A. Before backfilling any trench, the Contractor's foreman shall examine the completed line and all joints and shall correct any deficiencies that exist.

B. No trenches or excavations shall be backfilled until concrete in the structures placed therein has acquired a suitable degree of hardness, and the work shall be prosecuted expeditiously after it has commenced.

C. Undercutting of trench bottom shall be backfilled with select material from the excavations and compacted to not less than ninety-five percent (95%) maximum density as determined by Modified Proctor (ASTM D 1557) prior to placing of pipe. Select material shall be granular soil free from rock, grass, wood or other deleterious material. If the material from the excavation is not satisfactory for backfill, the under-cut shall be backfilled with gravel or slag.

D. After the pipe has been installed, selected material from the excavation shall be placed along side the pipe in layers not exceeding four (4) inches in depth to a depth of at least two (2) feet above the top of the pipe. Select material shall be as specified above for filling undercut. Care shall be taken to insure thorough compaction of the fill under the haunches of the pipe. Each layer shall be thoroughly compacted by hand tamping with iron tampers (the tamping face area of which shall not exceed fifty (50) square inches) to not less than the density specified in Section 02310, TRENCHING, BACKFILLING AND COMPACTING. All material shall be deposited carefully in the trench to avoid damaging the water line. The operation of heavy equipment shall be conducted so that no damage to water line will result.

E. The remainder of the trench above an elevation of two (2) feet higher than the top of pipe shall be backfilled with material from the excavation.

F. Sand: Flooding or jetting will be permitted where the clay and silt content of the backfill material is low enough to permit this method of consolidation. When allowed, this method will be used from a point two (2) feet above the top of pipe to the original ground line.

G. Deficiency of Backfill, By Whom Supplied: Any deficiency in the quantity of material for backfilling the trenches, or for filling depressions caused by settlement, shall be supplied by the Contractor.

3.10 EROSION AND PROPERTY CONTROL

A. Flow of Drains and Sewers Maintained: Adequate provisions shall be made for the flow of sewers, drains and water courses encountered during construction, and the lines and structures which may have been disturbed shall be immediately restored to their original condition at the expense of the Contractor.

B. Property Protection: Trees, grass, fences, signboards, poles and all other property shall be protected unless their removal is authorized; and any property damage shall be satisfactorily restored by the Contractor and at the expense of the Contractor.

C. Erosion: The Contractor shall at all times take necessary precautions to prevent erosion or transportation of soil due to natural or induced water flows. Spoil banks and soil stockpiles shall be contained to prevent transportation of soil by run-off waters.

3.11 GRASSING AND MULCHING

A. Conform to the Grassing Section of this specification.

3.12 DISINFECTION OF COMPLETED PIPELINE

A. Before placing into service, all new water distribution systems or extensions to existing systems, or any valved section of such extension or any replacement in the existing water distribution system shall be chlorinated in accordance with AWWA 651-05. Any of the following methods of procedure may be followed:
   1. Liquid chlorine gas-water mixture
   2. Direct chlorine feed
   3. Calcium hypochlorite and water mixture

B. Preliminary Flushing: Prior to chlorination all dirt and foreign matter shall be removed by a thorough flushing through the hydrants, or by other approved means. Each valved section of newly laid pipe shall be flushed independently. This shall be done after the pressure test is completed.

C. Liquid Chlorine: A chlorine gas-water mixture shall be applied by means of a solution-fed chlorinating device, or, if approved by the Local Governing Agency, the gas shall be fed directly from a chlorine cylinder equipped with proper devices for regulating the rate of flow and the effective diffusion of gas within the pipe. (Chlorination with the gas-water mixture is preferred to direct feed.)

D. Point of Application: The preferable point of application of the chlorinating agent shall be at the beginning of the pipeline extension, or any valved section of it, and through a corporation stop inserted in the horizontal axis of the newly laid pipe. The water injector for delivering the gas-water mixture into the pipe shall be supplied from a tap on the pressure side of the gate valve controlling the flow into the pipeline extension. In a new system, application may be at the pumping station, or the elevated tank, or the standpipe, or the reservoir if available. If a supply of water is not available, the Contractor shall haul the water by tank truck or other means. All water used for testing or chlorinating shall be approved by a state certified water testing laboratory. Report test results to the Engineer.

E. Rate of Application: Water from the existing distribution system or other source of supply shall be controlled to flow very slowly into the newly laid pipeline during the application of chlorine. The rate of chlorine gas-water mixture flow shall be in such proportions to the rate of water entering the pipe that the chlorine dose applied to the water entering the newly laid pipe shall be at least forty (40) to fifty (50) ppm.

F. Back Pressure Prevented: Back pressure, causing a reversal of flow in the pipe being treated shall be prevented.

G. Retention Period: Treated water shall be retained in the pipe long enough to destroy all non-spore-forming bacteria. This period shall be at least twenty-four (24) hours and preferably longer as may be directed. After the chlorine treated water has been retained for the required time, the chlorine residual at pipe extremities and at other representative points shall be at least twenty-four (24) ppm. Water samples must be taken from suitable taps.

H. Chlorinating Valves and Hydrants: In the process of chlorinating newly laid water pipe, all valves or other appurtenances shall be operated while the pipe is filled with the chlorinating agent.

I. Final Flushing and Test: Following chlorination, all treated water shall be thoroughly flushed from the newly laid pipe line at its extremities until the replacement water throughout its length shall, upon test, both chemically and bacteriologically, be proven equal to the water quality served the public, and approved by a state certified water testing laboratory. On dead end lines, temporary flushing outlets shall be provided and dead ends thoroughly flushed.

DRAFT

Temporary outlets shall be removed and end of line plugged after flushing is complete.

J. Repetition of Procedure: Should the initial treatment prove ineffective, the chlorination procedure shall be repeated until confirmed tests show that water sampled from the newly laid pipe conforms to the requirements of Paragraph (I) above.

K. Calcium Hypochlorite or Chlorinated Line in Water: On approval by the Engineer, a mixture of either calcium hypochlorite or chlorinated lime of known chlorine content and water may be substituted as an alternative for liquid chlorine.
   1. Calcium hypochlorite (comparable to commercial products known as "HTH", Perchloron", and "Maxochlor") or
   2. Chlorinated lime (frequently called chloride of lime and known to industry as bleaching powder) may be used.

L. Proportions of Calcium Hypochlorite or Chlorinated Lime and Water Mixture: A five percent (5%) solution shall be prepared, consisting of five percent (5%) of either powder to ninety-five percent (95%) of water by weight.

M. Application: This calcium hypochlorite or chlorinated lime and water mixture, first made into a paste and then thinned to a slurry shall be injected or pumped into newly laid pipe under conditions heretofore specified for liquid chlorine applications, after preliminary flushing.

N. Approval: Provisions for final flushing, testing, and approval under this alternative shall be the same as those described previously.

O. Procedure When Cutting Into Existing Pipelines: Cuts made in existing pipelines for the insertion of valves, fitting, repairs, or for any other purpose shall be chlorinated by shaking a predetermined quantity of the powder into the pipe on each side of the cut-in. After slowly filling the section and reversing the flow, the chlorinated water shall be retained for at least four (4) hours, then flushed until no odor of chlorine can be detected in the flushed water, or until a check has been made for residual chlorine as provided for herein. If the Contractor has any knowledge of foreign material entering the water line, or if the unfinished connection has been left unattended, service shall not be restored until the absence of bacteria in the water has been demonstrated by a state certified testing laboratory.

P. Resumption of Service: After satisfactory chlorination by any of these alternative procedures, the consumer may be served from the newly laid pipeline.

Q. In the case of any discrepancies between the procedures in AWWA C651-05 and those listed above, AWWA C651-05 shall govern.

3.13 CLEAN-UP

A. Where these operations are on City, State, County or Private Property the job shall be kept clean at all times. Loose dirt shall not be allowed to clog ditches or cover sidewalks. Soft clay or other undesirable material removed from the trenches shall be removed from the streets, sidewalks or ditches.

3.14 PREVENTION OF CONTAMINATED WATER AT LINES IN SERVICE

A. Sections of water lines adjacent to existing water lines that are in service shall be chlorinated, flushed and checked for absence of bacteria before the new section of line can be pressure tested. The Contractor may at his option pressure test the line before chlorination, provided the new line is not connected to the existing line during the pressure test. This procedure is set forth to prevent contaminated water or water with high chlorine content from being forced into a line in service through a faulty valve or other defect during pressure tests.

DRAFT

3.15 DISTURBED AREAS

A. All areas that are disturbed due to direct or indirect construction operations shall be restored by the Contractor to a condition equal to or better than the condition of the area prior to the operations.

3.16 USE OF CHEMICALS

A. All chemicals used during project construction or furnished for project operation, whether herbicide, pesticide, disinfectant, polymer, reactant or of other classification, must be approved by EPD. Use of all such chemicals and disposal of residues shall be in strict conformance with manufacturer's instructions.

3.17 EXISTING UTILITIES

A. The Contractor shall protect, maintain, and keep in service all existing utilities and service connections during construction operations on the new water lines. Any existing utilities cut or damaged shall be repaired immediately and the service restored on the existing lines.

PART 4 - INSPECTION AND TESTING

4.01 INSPECTION

A. Of Material at Factory: All materials are subject to inspection and approval at the plant of the manufacturer. All material shall meet the requirements specified and suppliers of pipe and fittings shall furnish an affidavit to the Engineer stating that all pipe and fittings furnished under this Contract conform to the requirements as set forth in these Specifications.

B. Of Materials at Delivery Point: During the process of unloading and during laying operations, all pipe and accessories shall be inspected by the Contractor for loss or damage in transit and storage.

C. Field Inspection: All pipe and accessories shall be laid, jointed, tested for defects and for leakage with pressure in the manner herein specified.

D. Disposition of Defective Material: All material found during the progress of the Work to have flaws, or other defects, will be rejected and the Contractor shall promptly remove from the site of the Work such defective material.

4.02 HYDROSTATIC TESTS

A. Pressure During Test: After the pipe has been laid and backfilled as specified, all newly laid pipe, or any valved section of it, shall, unless otherwise specified, be subjected to hydrostatic pressure of 150 psi in accordance with AWWA C600-99.

B. Duration of Pressure Test: The duration of each pressure test shall be until the line has been completely inspected for visible leaks, but in no case shall the pressure test duration be less than six (6) hours.

C. Procedure: Each section of pipe shall be slowly filled with water and the specified test pressure, measured at the lowest point of elevation, shall be applied by means of a pump connected to the pipe in a satisfactory manner. The pump, pipe connection, gauges, and all necessary apparatus shall be furnished by the Contractor.

D. Expelling Air: Before applying the specified test pressure all air shall be expelled from the pipe. To accomplish this, taps shall be made, if necessary, at points of highest elevation, and afterwards tightly plugged. Tapping clamps and saddles shall be used on PVC pipe.

E. Permissible Leakage: Suitable means shall be provided by the Contractor for determining the quantity of water lost by leakage under normal operating pressure. No pipe installation will be accepted if the leakage (evaluated on a pressure basis of 150 psi) is greater than that determined by the following

formula:

$$L = \frac{SD(P)^{.5}}{133,200}$$

In which L is the allowable leakage, in gallons per hour; S is the length of pipe tested, in feet; D is the nominal diameter of the pipe, in inches; and P is the average test pressure during the leakage test, in pounds per square inch gauge.

F. Variation From Permissible Leakage: Should any sections of pipe show leakage greater than the specified limit, the Contractor shall, at his own expense, locate and repair the defective part of the section until the leakage is within the specified allowance. When existing valves are used to isolate a section of line being tested, the Contractor shall provide temporary caps or plugs to isolate the line being tested if the existing valve will not hold the required test pressure without leaking.

G. Leakage Defined: Leakage is defined as the quantity of water to be supplied into the newly laid pipe, or any valved section of it, necessary to maintain the specified leakage test pressure after the pipe has been filled with water and the air expelled.

H. Time for Making Test: Pipe may be subjected to hydrostatic pressure, inspected, and tested for leaking at any convenient time after partial completion of backfill. NOTE: ENGINEER MUST BE NOTIFIED AND ALLOWED OPPORTUNITY TO WITNESS HYDROSTATIC TESTING.

4.03 WATER QUALITY TESTS

A. Following chlorination, all treated water shall be thoroughly flushed from the newly laid pipe line at its extremities until the replacement water throughout its length shall, upon testing both chemically and bacteriologically, be proven equal to the water quality served the public and approved by a state certified water testing laboratory.

END OF SECTION 221113.

DRAFT

SECTION 311000

SITE CLEARING AND PRELIMINARY SITEWORK

PART 1 - GENERAL

1.01 PROTECTION

A. Reference Points

1. Establish and maintain at least 2 benchmarks on the site referenced to the datum indicated on the project site survey. All vertical dimensions shall be checked from these bench marks.
2. Protect and maintain all bench marks, monuments and reference points. Replace if disturbed or destroyed. If found at variance with the drawings, notify the Engineer before proceeding with layout work.

B. Existing Trees to Remain

1. All trees shall be retained except as designated by the Removal Drawings and shall be protected throughout period of construction.
2. Low-hanging branches on trees to be retained shall not be cut without permission of the Engineer. All cuts or accidental injuries to the bark or trunk shall be immediately cleaned, trimmed, and painted with protective tree wound and sealing compound.
3. Trees and shrubs, indicated to be retained, which are damaged beyond repair by construction operations shall be replaced to the approval of the Engineer at no additional cost.
4. Protect structures, utilities, sidewalks, pavements and other facilities from damage.
   a) Locate, stake or otherwise visibly mark, all underground utilities. Contact and coordinate with owners of all utilities before commencing operations.
   b) In the event of damage, make repairs or replacements, or pay all cost necessary for repair or replacement necessary to the approval of the Engineer, Utility or other improvement Owner.

C. Unless otherwise shown on the plans or specified herein, all trees outside limits of construction shall remain.

D. Provide barricade between construction phases to protect the public and workers, while allowing access to the existing buildings and local traffic.

1.02 PROJECT SITE/LIMITS OF WORK

A. Prior to commencing Sitework, the Contractor shall stake out all proposed work to define limits of new construction and shall mark the clearing perimeter

B. Contractor shall provide Surface Water Control, Clearing and Grubbing, and Stripping and Stockpiling of Topsoil.

PART 2 - PRODUCTS

2.01 Not used in this Section.

PART 3 - EXECUTION

3.01 LAYOUT

A. Protect and maintain bench marks throughout execution of this work.

DRAFT

B. Stake building and site improvements relative to reference lines, property lines, easements, and right-of-way.

3.02 DEMOLITION

A. Demolish and remove existing features as specified, as well as miscellaneous debris from within the limits of construction.

3.03 CLEARING AND GRUBBING

A. Fell and cut up all standing trees designated to be removed. In building areas remove trees and shrubs, including their entire root systems which occur within building area and within an area 5'-0" adjacent to building area.

B. In site cut and fill areas, remove shrubs and shrub root systems and trees (except as noted below), including tree root system down to a point at least 24" below finish grade.

C. Remove all downed timber, logs, snags, brush and rubbish from the site.

3.04 DEBRIS

A. Clear site of existing broken concrete, stones, bricks, glass, and debris, and haul away from site for legal disposal.

B. Off-site legal disposal area shall be the responsibility of the Contractor.

C. Burning of debris on site shall not be allowed.

3.05 STRIPPING AND STOCKPILING OF TOPSOIL

A. Areas to be stripped shall first be scraped clean of all brush, weeds, grass, roots, wood, glass, stones, broken concrete, brick and concrete block. Topsoil shall be free from subsoil, debris, and stones larger than 2-inches in diameter.

B. Strip existing topsoil to its entire depth from within graded areas.

C. Stockpile topsoil in on-site locations where it will not interfere with building or paving construction, site or utility operations, or adjacent facilities and functions. Materials stockpiled shall be placed in a manner to afford positive drainage. Protect against erosion using bales of hay or silt fence placed continuously around perimeter.

D. Topsoil shall be re-spread outward from the pavement and building areas at the close of the job.

END OF SECTION 311000.

DRAFT

SECTION 312000

EARTHWORK

PART 1 - GENERAL

1.01 DESCRIPTION:

A. Work included:

1. Earthwork required for this project may include, but is not necessarily limited to:
   a) Excavation.
   b) Filling and backfilling to attain indicated grades.
   c) Trenching and trench backfilling.
   d) Rough and finish grade of the site.
   e) Conservation of topsoil.
   f) Proofrolling.
   g) Compaction.
   h) Undercutting of loose soils.
   i) Soil Compaction and Testing

1.02 BENCHMARKS

A. Maintain two existing bench marks on the site for references. All vertical dimensions shall be checked from these bench marks.

1.03 FINISHED GRADES

A. Finished grades, as used herein, mean the final grade elevations indicated on the drawings. Should finished grades shown on spot elevations conflict with those shown by the contours, the spot elevations shall govern.

1.04 BORROW PITS

A. Submit representative samples of all fill material requiring compaction to the Contractor's Testing Laboratory. **Material and borrow pits shall be approved by the Engineer prior to filling operations.** If the quantity available from site grading is not sufficient, purchasing, hauling, and blending of fill shall be done by the Contractor.

1.05 CONTROLLED FILL

A. Class I Fill is all Structural Fill to underside of slabs and to support foundations or footings. Class I Fill shall extend to 10 feet outside the building footprint.

B. Class II Fill is all Backfill below finish grade immediately behind walls and in trenches and embankments under walks, drives, parking areas, and all areas to be paved or surfaced with gravel for vehicular traffic. The top two-feet of fill under drives and parking areas or areas surfaced with gravel for vehicular traffic shall be Class I Fill. The area shall extend to 10 feet outside paved areas.

C. Class III Fill is all Backfill used for filling trenches not under paved or building areas.

1.06 DESIGNATED (CONTRACTOR'S) TESTING LABORATORY

A. Designated Testing Laboratory shall be obtained and paid by the Owner.

B. Designated Testing Laboratory shall:

1. Witness proofrolling and make recommendations concerning undercutting loose subgrade areas and surface scarification.
2. Observe and make recommendations concerning temporary surface drainage.
3. Perform Modified Proctor and field density tests.
4. Provide advice concerning fill soils on site and the selection of borrow soils.
5. Evaluate the suitability of the subgrade soils at the foundation bearing level.

DRAFT

6. The Designated Testing Laboratory shall report to the Engineer in writing, on a daily basis, the results of the tests including a statement that all tests have been performed as required by the specifications.

1.07 COMPACTION TESTING

A. Existing Subgrade under Building Slabs and Paved Areas: One field density test for each 500 sf of building or paved area.
B. Class I and II Fills: One Field Density Test for each 500 sf of building area, 1,000 sf of paved and gravel surfaced areas after each lift of fill, and one test per 100 lineal feet of trench per one foot lift of fill.
C. Class III Fills: One field density test per 200 lineal feet of trench at a depth of one foot above pipe.
D. Exact locations of tests shall be as directed by the Engineer.

1.08 DENSITY TESTING IN FOUNDATIONS

A. One test per 30 linear feet of continuous grade beam and monolithic footing subgrade.
B. One test for every other column footing.

1.09 INSUFFICIENT FILL MATERIAL

A. If quantity of grading material is insufficient to provide finish grade elevations indicated on the drawings, obtain additional fill material of specified quality from an off-site source at no additional cost to the owner.

1.10 EXCESS CUT MATERIAL

A. If quantity of grading material is in excess of quantities required to provide finished grade elevations indicated on the drawings, any excess material shall be disposed of off-site at no additional cost to the owner.

1.11 DUST CONTROL:

A. Use all means necessary to control dust on and near the Work and on and near all off-site borrow areas if such dust is caused by the Contractor's operations during performance of the Work or is resulting from the condition in which the Contractor leaves the site.
B. Thoroughly moisten all surfaces as required to prevent dust being a nuisance to the public, neighbors, and concurrent performance of other work on the site.

1.12 MATERIAL PROTECTION

A. Use all means necessary to protect all materials and existing utilities before, during, and after installation and to protect all objects designated to remain.
B. In the event of damage, immediately make all repairs and replacements necessary to the approval of the Engineer and at no additional cost to the Owner.

1.13 EXISTING UNDERGROUND FACILITES

A. Underground structures and utilities, as indicated, are located according to best available information.
B. Locate all underground facilities in advance of excavation to avoid conflicts with new construction.

1.14 CONFILICTS

A. Perform Work in such a manner as to cause a minimum of interference with the service rendered by the facility disturbed.
B. Immediately repair or replace structures or facilities damaged.
C. Restore to condition existing prior to damage in accordance with best standard practices as approved by the Engineer and at no additional cost to the Owner.

DRAFT

1.15 SCHEDULING:

A. The Engineer reserves the right to direct the order of work as may be in the best interest of the Owner

PART 2 - PRODUCTS

2.01 FILL MATERIAL

A. All fill material shall be subjected to approval of the Engineer.

B. Sand Fill (capillary water barrier) material shall consist of a clean sand with a fineness modulus of 1.6 to 3.1 and containing not more than 10 percent by weight finer than No. 200 U.S. Standard Sieve.

C. Structural Fill material shall consist of inorganic material free of roots, cobbles and boulders and classified as GM, GC, SW, SP, SM, SC, or CL by ASTM D2487-85 "Standard Methods for Classification of Soils for Engineering purposes". Earth Fill shall also conform to the following:

1. Liquid Limit = 40 maximum
2. Plasticity Index = 15 maximum
3. Dry Unit Weight = 100 pcf minimum density
4. Unsuitable material includes vegetable matter, sod, muck, roots, rubbish, highly plastic clay soils, and organic soils.

D. Notification:

1. For approval of imported fill material, notify the Engineer at least four (4) working days in advance of intention to import material, designate the proposed borrow area, and permit the Engineer to sample as necessary from the borrow area for the purpose of making acceptance tests to prove the quality of the material.

2.02 OTHER MATERIALS:

A. All other materials not specifically described but required for proper completion of the Work of this Section, shall be as selected by the Contractor subject to the approval of the Engineer.

PART 3 - EXECUTION

3.01 GENERAL:

A. Familiarization:

1. Prior to all Work of this Section, become thoroughly familiar with the site, the site conditions, and all portions of the Work falling within this Section.

B. Backfilling prior to approvals:

1. Do not allow or cause any of the Work performed or installed to be covered up or enclosed by Work of this Section prior to all required inspections, tests, and approvals.
2. Should any of the Work be so enclosed or covered up before it has been approved, uncover all such Work at no additional cost to the Owner.
3. After the Work has been completely tested, inspected, and approved, make all repairs and replacements necessary to restore the Work to the condition in which it was found at the time of uncovering, all at no additional cost to the Owner.

C. Conservation of topsoil:

1. When indicated on plans or directed by the Engineer, remove topsoil and spread on areas already graded and prepared, or transport and deposit in storage piles at locations approved by the Engineer.

DRAFT

2. Excavate topsoil to full extent of depth.
3. Keep topsoil, when stored, separate from other excavated materials.
4. Store or place topsoil free from roots, stones and other undesirable material.
5. Topsoil shall be stripped and stockpiled. Disturbed areas not designated as parking, building, sidewalks, gravel surfaced travel ways, or other impervious areas shall receive topsoil to a depth of 6 inches.

3.02 PREPARATION:

A. Temporary drainage:
   1. Maintain adequate drainage over site while construction is in progress.
B. Unfavorable weather:
   1. Do not place, spread, or roll any fill material during unfavorable weather conditions.
   2. Do not resume fill operations until moisture content and fill density are satisfactory to the Engineer.

3.03 GEOTECHNICAL EVALUATION AND UNDERCUTTING

A. After clearing, grubbing and topsoil removal is complete, the Designated Testing Laboratory (DTL) shall evaluate the site areas under the new buildings, gravel surfaced areas and pavements.
B. The DTL shall evaluate the extent of loose or unsuitable material.
C. All material that is unsuitable or can not be compacted shall be undercut or re-worked in the presence of, and as recommended by, the DTL.
D. The contractor shall provide access and assistance to the DTL.

3.04 INSPECTION OF SUBGRADE, PROOFROLLING, SCARIFYING, AND COMPACTION

A. After stripping and excavation of the cut areas and removal of unsuitable materials as outlined in the preceding section of this Specification, and prior to filling, the exposed subgrade shall be approved by the Engineer. The exposed subgrade, enclosed by a line drawn 10 feet outside the building and paved and gravel surfaced areas, shall be predensified and proofrolled by rolling the surface with compaction equipment.
B. Rolling shall consist of a minimum of eight overlapping coverages in each of two perpendicular directions and shall continue until density test at a depth of 12 inches below the surface indicates the attainment of 95% of the Modified Proctor maximum, ASTM D 1557. In cut areas under building foundations and slabs and pavements, the top one foot of the subgrade shall be compacted to of 95% of the Modified Proctor maximum.
C. The equipment used for rolling shall be a 20-ton, fully loaded, pneumatic tired tandem axle dump truck.
D. Proofrolling shall be performed in the presence of the Designated Testing Laboratory Representative and the Engineer.
E. Soft, loose or unstable surface zones which are detected during proofrolling and compaction shall be scarified and recompacted or undercut and replaced with controlled fill as directed.
F. Undercut materials which qualify as Structural Fill may be used in Class I & II Fill areas.

3.05 EXCAVATION

A. General
   1. Conform to dimensions, lines and grades indicated on plans.
   2. Transport suitable excavated material and place in fill areas within specified limits of Work and compact as specified.
   3. If directed by the Engineer, stockpile excavated material suitable for fill and backfill in approved locations.

DRAFT

4. Remove unsuitable material occurring within or below the limits of excavation to the depth directed by the Engineer. Legally dispose of excess and unsuitable material offsite.
5. Backfill and compact all over excavated areas as specified at no additional cost to the Owner.
6. It shall be the Contractors responsibility to shore excavations where necessary to protect workmen, banks, adjacent paving, structures, utilities and other existing facilities.

B. Structures:
1. Excavated to elevations and dimensions indicated.
2. In stable soil, sides and bottom of footing excavations may be cut clean in order that concrete may be poured without forming.
3. In unstable soil, extend excavations sufficient distance from footings to allow for placing and removing forms.

C. Ditch excavation:
1. Excavate ditches to cross sections and grades indicated on plans.
2. Cut all roots, stumps and foreign matter in the sides and bottom of ditches to conform to the slope, grade and shape of the section shown.
3. Exercise care to prevent excavating ditches below grades indicated. Backfill excessive ditch excavation to grade with suitable, thoroughly compacted material.
4. Maintain ditches free from detrimental quantities of leaves, sticks and other debris until final acceptance.

D. Utility trenches:
1. Perform excavation for storm sewers, sanitary sewers, water lines and other utility trenches as specified in sections pertaining to the appropriate utility.

3.06 COMPACTION GENERAL
A. TOPSOIL
1. Scarify the compacted subgrade, in those areas to receive topsoil, prior to the placing of topsoil, to a depth of two (2) inches to allow the bonding of topsoil with the subsoil.
2. Spread topsoil evenly and compact to elevation, grade and thickness specified.

B. Plastic pipe:
1. Do not allow compacting equipment to come in direct contact with pipe.
2. Exercise extra care in obtaining adequate compaction under pipe to prevent injurious shear or bending loads.
3. No sharp gravel or object may be placed adjacent to plastic pressure pipe.
4. Remainder of backfill may be placed by standard procedures.
5. Dress off to conform to adjacent contours.
6. Where settlement occurs or improper filling is evident, refill and redress trench to grade.
7. Backfill areas of paving and walks immediately after testing and/or approval of pipe or conduit installation.
8. Maintain surface in paved areas in a smooth riding condition until paving or gravel is placed.
9. Excavated and removed materials:
a) Do not include destroyed pavement or walk materials, curbs, and similar material in backfill.
b) Unsuitable material such as muck, mud, or other unstable material may

DRAFT

be replaced in excavations after suitable material has been placed and compacted to provide two (2) feet of cover over the top of the bell of the pipe except under paved areas, structures or other areas so designated by the Engineer.

c) Excavated rock may be used under the same conditions as specified for unsuitable material, provided it is broken into pieces not larger than three (3) inches in diameter.

C. Protection:
1. Protect newly graded areas from the action of the elements.
2. Repair and reestablish to slope and grade any settlement, washing or other damage occurring prior to final acceptance.

3.07 GRADING:
A. General:
1. Grade all areas as indicated and required.
B. Grading tolerances:
1. Rough grade - plus or minus 0.1 foot.
2. Finish grade:
a) Beneath concrete slabs or foundations - plus or minus 0.1 foot.
b) All other areas - plus or minus 0.1 foot.
C. Existing surfaces disturbed by construction:
1. Grade existing surfaces disturbed by construction as required to provide surfaces at a 3:1 slope Max unless otherwise approved by Engineer.

1.02 INSTALLATION OF CLASS I FILL
A. Class I Fill shall be Structural Fill material.
B. Compact within ± 3 percent of optimum moisture content in 12-inch (maximum) loose layers to a density equivalent to 95 percent of the Modified Proctor Maximum (ASTM D 1557).

1.03 INSTALLATION OF CLASS II FILL
A. Class II Fill shall be Structural Fill materials except that fill immediately behind walls and under floor slabs as indicated on drawings shall be Sand Fill material.
B. Compact within ± 3 percent of optimum moisture content in 12-inch loose layers to a density equivalent to 95 percent of the Modified Proctor Maximum (ASTM D 1557). The top two feet under paved and graveled areas and the top one foot for other areas shall be Class I fill.

1.04 INSTALLATION OF CLASS III FILL
A. Class III Fill may be Structural Fill or Site Fill.
B. Compact fill in utility trenches not under buildings or paved areas to a density equivalent to 92 percent of the Modified Proctor Maximum (ASTM D 1557).

1.05 INSTALLATION OF BACKFILL
A. Shore Foundation Walls which are to be tied into floor slabs prior to installation of Backfill and until slabs have been in place sufficient time to achieve strength and provide structural stability against overturning.
B. Where Backfill is required on both sides of walls, it shall be brought up in even layers so as not to provide an unequal lateral load.
C. Install Backfill against Foundation Walls only when directed by the Engineer, and elsewhere as construction progress permits.

END

DRAFT

SECTION 312500

SLOPE PROTECTION AND EROSION CONTROL

PART 1 - GENERAL

1.01 EXTENT OF WORK

A. Erosion control shall be employed during construction period and shall include all necessary temporary measures required to prevent soil erosion from the site until permanent erosion control measures are installed. Work shall be accomplished through, but not limited to, use of berms, dikes, dams, sediment barriers, silt fences, hay bales, temporary grasses, mulching and slope drains.

B. Erosion control measures described herein shall be continued until such time as permanent planting and restoration of natural areas is effectively in control of erosion from project site.

C. Erosion control measures indicated on the drawings shall be considered minimum requirements. Regulatory requirements and authorities shall govern over drawings and if directed by the governing authorities additional erosion control measures shall be provided at no additional cost.

1.02 REFERENCES

A. Erosion control measures for construction shall conform to the practices, regulations and ordinances of the Local Authority, State of Florida, and Federal regulations.

PART 2 - PRODUCTS

2.01 FILTER FABRIC FOR SILT FENCES

A. Filter fabric for silt fences shall be pervious sheet of synthetic polymer filaments forming a stable network so that fibers retain their relative positions. Filter fabric shall be of type recommended by its manufacturer for intended application and shall meet the minimum properties indicated on the drawings.

B. Silt fence shall be constructed in accordance with Florida DOT Standards and as indicated on the drawings.

C. The manufacturer shall have either an approved color mark yarn in the fabric or label the fabricated silt fence with both the manufacturer and fabric name every 100 feet.

2.02 HAY BALES

A. Hay bales shall be well compacted straw, standard size, wire bound.

2.03 GRASSING AND MULCHING

A. Planting species and rates shall be in accordance with FDOT Standards and Specifications.

B. Temporary grass shall be quick growing species suitable to area providing a temporary cover which will not later compete with grasses sown for permanent cover.

C. Areas to be mulched need not be to finished grade. Temporary mulching may be applied to slopes as steep as 2:1, horizontal to vertical, using a tractor to embed mulch into slope.

PART 3 - EXECUTION

3.01 GENERAL

DRAFT

A. Temporary erosion control shall be directed toward and have the purpose of controlling soil erosion at its potential source. Downstream sediment entrapment measures may be employed, but only as a backup to primary control at the source.
B. A continuing program of installation and maintenance of sediment control measures shall be employed during construction period.
C. The contractor shall limit the surface area of erodible earth materials exposed by clearing and grubbing, the surface area of erodible earth exposed by excavation and backfill operations and provide immediate permanent or temporary erosion and pollution control measures to prevent contamination of adjacent streams or other water courses.
D. Clearing and grubbing operations shall be so scheduled and performed that grading operations and permanent erosion control features can immediately follow thereafter, if the project conditions permit, otherwise temporary erosion control measures may be required between successive construction stages.

3.02 TEMPORARY EROSION CONTROL DURING CONSTRUCTION

A. Temporary Grassing and Mulching
1. Contractor shall apply temporary seeding or temporary mulch to an erodible area as soon as practical, but not longer than 14 days after disturbance.

B. Silt Fences
1. Temporary silt fences shall be located at all points where surface water can leave the construction area having bypassed a silt trap if the source area is subject to soil erosion.
2. Silt fences shall be constructed to remove sediments from flowing water through filtration and sedimentation.
3. Silt fences shall be arranged to create ponding behind them. Provisions shall be made for removing accumulated sediments and maintaining ponding capacity.
4. Silt fences shall be removed and the area restored when permanent erosion control is effective.

C. Grading Operations
1. Grading operations shall be scheduled so that ground surface will be disturbed for the shortest possible time before permanent construction is installed.
2. In no case shall surface water be allowed to flow uncontrolled down slopes.

3.03 RUN-OFF EROSION AND SEDIMENTATION CONTROLS

A. During construction, route run-off through sedimentation barriers and check dams as practical.
B. Contractor shall maintain sedimentation devices in functional condition.
C. A 6" minimum thickness of crushed stone pad shall be located at all construction exits from site to public streets. All construction vehicles leaving the construction site shall have mud cleaned from their tires at these points to protect public streets from the transportation of sediment from site.

3.04 CLEAN-UP AND REMOVAL

A. At the time that permanent erosion control is effective, temporary devices and their accumulated sediments may be removed.

END OF SECTION 312500.

DRAFT

SECTION 321216

ASPHALT PAVING

PART 1 - GENERAL

1.01 SECTION INCLUDES
- A. Asphaltic concrete paving
- B. Graded Aggregate Base Course
- C. Bituminous tack and prime coats
- D. Pavement-marking paint
- E. Concrete wheel stops

1.02 QUALITY ASSURANCE
- A. Codes and Standards:
  - 1. Comply with Florida Department of Transportation Standard Specifications for Road and Bridge Construction, latest edition.
- B. Provide material furnished by a bulk asphaltic concrete producer regularly engaged in the production of hot-mix, hot-laid asphaltic concrete paving materials.

1.03 SUBMITTALS
- A. Certificates: Provide copies of current FDOT approvals of sources for the limerock material for base course, and current FDOT approvals for compliance with the specified requirements.
- B. Job-mix formula: Prior to production of any asphaltic paving mixture, the Contractor shall submit a mix design to the Engineer at least two weeks before the scheduled start of production. The information furnished shall be as described in Section 331 of the FDOT Standard Specifications.
- C. Material Certificates: Provide copies of materials certificates signed by material producer and Contractor, certifying that each material item complies with, or exceeds, specified requirements for the following materials:
  - 1. Bituminous material, coarse and fine aggregate and mineral filler for asphalt concrete.
- D. Asphaltic Concrete Mix Plant Certificate: Provide copy of FDOT approval of Asphaltic concrete mix plant for compliance with the specified requirements.

1.04 DELIVERY, STORAGE AND HANDLING
- A. Deliver manufactured products in manufacturer's original, unopened, and undamaged containers with labels intact and legible.
- B. Store and handle manufactured products to prevent damage and deterioration.
- C. Inspect materials delivered to the site for damage and store with a minimum of handling. Store aggregates in such a manner as to prevent segregation, contamination, or intermixing of the different aggregate sizes.

1.05 PROJECT CONDITIONS
- A. Construct asphalt concrete surface course when atmospheric temperature is above 40 degrees F (4 degrees C) and when base in dry.
- B. Grade control: Establish and maintain required lines and elevations, including crown, inverted crown, and cross-slopes, for each course during paving operations.
- C. Provide temporary barricades and warning lights as required for protection of project work and public safety.
- D. Protect adjacent work from damage, soiling and staining during paving operations.

DRAFT

PART 2 - PRODUCTS

2.01 GENERAL

A. Use locally available, Florida Department of Transportation approved materials and gradations which exhibit a satisfactory record of previous installations.

B. Limerock Material: Limerock material for limerock base course shall be supplied from an FDOT approved source and shall conform to the requirements of FDOT Section 911.

2.02 LIMEROCK BASE

A. Limerock base shall be constructed in accordance with the requirements of FDOT Section 200.

B. The limerock base course shall be compacted to a minimum density of 98% Modified Proctor Maximum Dry Density (ASTM D1557 Method D). The Modified Proctor Maximum Dry Density shall be based on limerock material specimens obtained on this specific project site. Non-project specific Proctor tests shall not be used.

C. Remove loose and foreign material from compacted foundation course immediately before application of surface materials.

2.03 AGGREGATES

A. Grade and proportion aggregates and filler so that combined mineral aggregate conforms to specified grading.

B. Course aggregate shall be supplied from FDOT approved sources and shall conform to the requirements of FDOT Section 902 and the referenced provisions of Section 331 for aggregates to be used in asphaltic concrete.

C. Fine aggregate shall be supplied from FDOT approved sources and shall conform to the requirements of FDOT Section 902 and the referenced provisions of Section 331 for fine aggregates to be used in asphaltic concrete.

D. Mineral filler shall conform to the requirements of FDOT Section 917 and the referenced provisions of Section 331.

2.04 ASPHALTIC CONCRETE

A. General: Asphaltic Concrete shall be Type SP-9.5 as indicated on the plans.

B. Type SP-9.5 asphaltic concrete shall conform with the requirements of FDOT Section 334 and the Sections referenced therein.

C. Bituminous material shall conform to FDOT Section 916-1 for Asphalt Cement Viscosity Grade AC-20 or AC-30 with the exception that material failing to meet the viscosity requirements will be rejected.

2.05 AUXILIARY MATERIALS

A. Pavement Markings shall be thermoplastic in accordance with FDOT Standards and Specifications.

B. Wheel Stops: Precast, air-entrained concrete, 4000-psi minimum compressive strength, approximately 6 inches high, 9 inches wide, and 72 inches long in accordance with FDOT Standard Index 300.

C. Signage shall be in accordance with the FDOT Standard Index and Manual for Uniform Traffic Control Devices (MUTCD).

PART 3 - EXECUTION

3.01 PREPARATION

A. Refer to FDOT Standard Specification 330.

3.02 PLACING MIX

A. Refer to FDOT Standard Specification 330.

DRAFT

3.03 COMPACTING MIXTURE

A. Refer to FDOT Standard Specification 330.

3.04 PLACING ASPHALT PAVEMENT

A. Install Work in accordance with Florida D.O.T. Standard Specification, Section 330.
B. Allow curing time for primer or tack coat prior to placing asphalt in accordance with FDOT Standards.
C. Place to compacted thickness indicated.
D. Adjust manhole frames and covers to correct position and elevation.
E. Compact pavement by rolling. Do not displace or extrude pavement from position. Hand compact in areas inaccessible to rolling equipment.
F. Develop rolling with consecutive passes to achieve even and smooth finish, without roller marks.

3.05 TRAFFIC AND LANE MARKINGS

A. Waiting Period: Allow paving to cure per FDOT Standards before starting pavement marking.
B. Cleaning: Sweep and clean surface to eliminate material and dust.
C. Striping: Striping parking lanes shall be 4-inches in width.
D. Do not apply traffic and lane marking paint until layout and placement has been verified with the Engineer.
E. Apply paint with mechanical equipment to produce uniform straight edges. Apply in 2 coats at manufacturer’s recommended rates to provide a minimum wet film thickness of 15 mils.

3.06 FIELD QUALITY CONTROL

A. Quality Control Testing During Construction: Allow Owner’s testing service to inspect, test and approve limerock base before further construction work is performed as indicated herein.
B. Additional testing, at Contractor's expense, will be performed to determine compliance of corrected Work with specified requirements.
C. Testing:
    1. Field density checks shall be performed by either the Sand Cone Method ASTM D 1556 or the Nuclear Density Method ASTM D 2922.
    2. The asphaltic concrete finished surface shall be checked for irregularities according to FDOT Section 330-12.3. The pavement thickness shall be checked in accordance with FDOT section 330-14 and 330-15.
    3. If in the opinion of the Engineer, based on testing service reports and inspection, base and asphaltic concrete surface courses which have been placed do not meet specified requirements, provide corrections and additional testing at no additional expense.

3.07 CLEANING

A. Sweep pavement and wash free of stains, discolorations, dirt, and other foreign material immediately prior to final acceptance.

3.08 PROTECTION

A. Immediately after placement, protect pavement from mechanical injury for 7 days.

END OF SECTION 321216.

DRAFT

GEOTECHNICAL ENGINEERING REPORT

FOR

Bradfordville Volunteer Fire Department
Hanna Hammock Road and County Road 12
Leon County, Florida



LEON COUNTY PUBLIC WORKS DEPARTMENT
ENGINEERING SERVICES DIVISION

McCarthy and Associates, a Division of Pennoni

Prepared by:
ARDAMAN & ASSOCIATES, Inc.

July 26, 2018

DRAFT

Ardaman & Associates, Inc.

Geotechnical, Environmental and
Materials Consultants

July 26, 2018
File No.113-18-40-1260

Pennoni Associates, Inc.
1705 S. Gadsden Street, Suite 100
Tallahassee, Florida 32301

Attention: Mr. Brick Rosenbaum, P.E.

Subject: Report of Subsurface Soil Exploration and Geotechnical Engineering Evaluation for the Proposed Firehouse Building near Lake Iamonia, Leon County, Florida

Dear Mr. Rosenbaum:

We have completed the proposed exploration for the subject project. The purposes of performing the exploration were to evaluate the general subsurface conditions beneath the footprint of the proposed building and to provide recommendations for site preparation and foundation support. This report documents our findings and presents our engineering recommendations.

PROJECT INFORMATION

The subject site is located on the southeast side of the intersection of County Road 12 and Hanna Hammock Road, Tallahassee, Florida. The site location is shown on Figure 1.

We understand that a 960 square foot pre-engineered metal building is proposed along with 12 feet diameter and 12 feet tall storage tank (10,000-gallon storage capacity) on a 14 feet square concrete pad. Maximum loading conditions for the proposed structure are assumed to be 1.0 kips per lineal foot for wall foundations, 15 kips for individual column foundations, and floor loads are estimated to be on the order of 100 pounds per square foot. And, the loading from storage tank is assumed to be about 800 psf.

FIELD EXPLORATION PROGRAM

Soil Borings

Our field exploration program included performing three (3) soil borings of which one was Standard Penetration Test (SPT) borings to 10 feet below grade, in general accordance with ASTM D-1586, and remaining two were auger borings to 8 feet below grade. Summary of these field procedure is attached in Appendix A. Samples were collected from the test holes in 18-inch increments to 10.5 feet below grade. Soil samples recovered during performance of the borings were visually classified in the field and representative portions of the samples were transported to our laboratory in sealed sample bags.

An attempt was made to estimate the depth to groundwater at each of the boring locations during drilling. Upon completion of drilling, the borings were backfilled with soil cuttings.

Test Locations

The approximate locations of the borings are schematically illustrated on a site plan shown on Figure 1. These locations were determined in the field by estimating and measuring distances from existing site features. These locations should be considered accurate only to the degree implied by the method of measurement used.

LABORATORY PROGRAM

Representative soil samples obtained during our field sampling operation were packaged and transferred to our laboratory for further visual examination and classification. The visual classification of each sample was performed in general accordance with the procedures outlined in ASTM D-2487 and AASHTO M-145. The soil descriptions are shown on the soil boring profiles presented on Figure 2.

In addition, we conducted natural moisture content tests (ASTM D-2216), percent fines analyses (ASTM D-1140), and Atterberg limits tests (ASTM D-4318) on selected soil samples obtained from the borings. The results of these tests are presented adjacent to the sample depth on the boring profiles on Figure 1.

GENERAL SUBSURFACE CONDITIONS

General Soil Profile

The results of the field exploration and laboratory program are graphically summarized on the soil boring profiles presented on Figure 1. The stratification of the boring profiles represents our interpretation of the field boring logs and the results of laboratory examinations of the recovered samples. The stratification lines represent the approximate boundary between soil types. The actual transitions may be more gradual than implied.

Auger borings A-1 and A-2 encountered about 6 inches of brown to dark brown medium to fine sand with silt; topsoil (Stratum 1) whereas, SPT boring, B-1, encountered about 8 inches of brownish gray medium to fine sand with silt (Stratum 2). Underlying Stratum 1 was either Stratum 2 or Stratum 3, which consists of grayish brown to light brown clayey medium to fine sand. Stratum 3 was encountered to about 4 feet below the existing ground surface and was underlain either by Stratum 3A or Stratum 4. Stratum 3A consists of grayish brown to light brown clayey to very clayey fine sand whereas, Stratum 4 consists of marbled reddish brown & light brown very clayey fine sand to very sandy lean clay. Borings A-1 and A-2 were terminated in Stratum 4.

In boring B-1, Stratum 4 was underlain by marbled reddish brown and light brown very sandy lean clay with inclusions of light gray fat clay (Stratum 4A). Stratum 4A was encountered at 8.5 feet and extended to the depth of boring termination i.e. 10.5 feet below existing ground surface.

Based on the SPT blow counts “N” values, the soil encountered were generally loose in top 5 feet and then transitioned to medium dense to dense.

Groundwater Level

Groundwater was not encountered in the test borings on the date drilled. However, this does not necessarily mean that groundwater would not be encountered within the vertical reach of these borings at some other time. Fluctuations in groundwater levels should be anticipated throughout the year primarily due to seasonal variations in rainfall and other factors that may vary from the time the borings were conducted.

ENGINEERING EVALUATION AND RECOMMENDATIONS

General

The results of our exploration indicate that, with proper site preparation as recommended in this report, the existing soils are suitable for supporting the proposed buildings on a conventional shallow foundation system.

The following are our recommendations for overall site preparation, foundation support, and pavement construction which we feel are best suited for the proposed facility and existing soil conditions. The recommendations are made as a guide for the design engineer and/or architect, parts of which should be incorporated into the project's specifications.

Stripping and Grubbing

The "footprints" of the proposed buildings plus a minimum margin of five feet laterally, should be stripped of all surface vegetation, stumps, construction debris, organic topsoil or other deleterious materials, as encountered. After stripping, the site should be grubbed or root-raked such that roots with a diameter greater than ½ inch, stumps, or small roots in a dense state, are completely removed. The actual depth(s) of stripping and grubbing must be determined by visual observation and judgment during the earthwork operation. We recommend this to be verified by professional engineer or his designee.

Proof-rolling

We recommend proof-rolling the cleared surface to locate any unforeseen soft areas or unsuitable surface or near-surface soils, to increase the density of the upper soils, and to prepare the existing surface for the addition of the fill soils and/or structures. Proof-rolling of the building area should consist of passes of a compactor capable of achieving the density requirements described in the next paragraph. Each pass should overlap the preceding pass by 30 percent to achieve complete coverage. If deemed necessary, in areas that "yield", remove all deleterious material and/or moisture sensitive soil (soils with more than 15% fines) and replace with clean, compacted sand backfill. The proof-rolling should occur after cutting and before filling.

A density equivalent to or greater than 95 percent of the modified Proctor (ASTM D-1557) maximum dry density value for a depth of 1-foot in the building areas must be achieved beneath

the subgrade. Additional passes and/or over-excavation and re-compaction may be required if these minimum density requirements are not achieved. The soil moisture should be adjusted as necessary during compaction.

We recommend that the existing surface be level and firm prior to the addition of fill soils. Proof-rolling with a front-end loader may help achieve the desired surface and compaction condition before adding the fill soils. The site should be drained and dewatered as necessary. Depending on the seasonal weather conditions, reinforcing geotextiles and/or geogrids may be used over certain subgrades. This evaluation may be made in the field by a Professional Engineer to limit over-excavation requirements.

Care should be exercised to avoid damaging any neighboring structures while the compaction operation is underway. Prior to commencing compaction, occupants of adjacent structures should be notified and the existing condition (i.e. cracks) of the structures documented with photographs and survey (if deemed necessary). Compaction should cease if deemed detrimental to adjacent structures, and Ardaman & Associates should be notified immediately. Heavy vibratory compaction should not be used where it may cause damage to existing structures, facilities and hardscapes.

Suitable Fill Material and Compaction of Fill Soils

All fill materials should be free of organic materials, such as roots and vegetation, and other deleterious materials. We recommend using fill soils with less than 15 percent by dry weight of material passing the U.S. Standard No. 200 sieve size. Soils with more than 15 percent passing the No. 200 sieve can be used in some applications but will be more difficult to compact due to their inherent nature to retain soil moisture. We do not recommend using fills soils with greater than 35% passing the No. 200 sieve, or with a liquid limit greater than 40 and a plastic index greater than 10.

Structural fill should be placed in level lifts not to exceed 12 inches in un-compacted thickness. Each lift should be compacted to at least 95 percent of the modified Proctor (ASTM D-1557) maximum dry density value. The filling and compaction operations should continue in lifts until the desired elevation(s) is achieved. If hand-held compaction equipment is used, the lift thickness should be reduced to no more than 6 inches.

Soils with relatively high fines content (i.e; silty and clayey soils) should be used as fill with due caution near the ground surface in green-space areas since these relatively low permeability soils promote ponding or perching/trapping of water during and following rainfall. Additionally, these relatively low permeability soils should be avoided directly beneath pavements as they may trap water within the pavement section leading to premature pavement failure.

Note that relatively pervious fill sandy soils may hold water that infiltrate the surface and cannot infiltrate the underlying less pervious clayey soils.

Foundation Support and Foundation Compaction Criteria

Based on the subsurface conditions encountered, it is our opinion that shallow foundation system is appropriate for the proposed building and a shallow concrete pad for the proposed 10,000-gallon tank, contingent upon the implementation of the above earthwork recommendations.

After the mass earthwork discussed in the previous sections of this report is complete, excavate the foundations to the proposed bottom of footing elevations and, thereafter, verify the in-place compaction for a depth of 1-foot below the footing bottoms. If necessary, compact the soils at the bottom of the excavations to at least 95 percent of the modified Proctor maximum dry density (ASTM D-1557) for a depth of 1-foot below the footing bottoms.

Based on the existing soil conditions and assuming the above outlined proof-rolling and compaction criteria are implemented, an allowable soil bearing pressure of 2,000 pounds per square foot (psf) may be used in the foundation design. Load related settlement is estimated to be less than about 1-inch for a soil bearing pressure of 2,000 psf.

All bearing wall foundations should be a minimum of 18 inches wide and column foundations 24 inches wide. A minimum soil cover of 18 inches should be maintained from the bottom of the foundations to the adjacent finished grades.

Slab-On-Grade

Compaction beneath all floor slabs should be verified for a depth of 12 inches and meet the 95 percent criteria (modified Proctor, ASTM D-1557). Following proper compaction, a modulus of subgrade of reaction of 125 psi/inch may be used for design of floor slab.

Precautions should be taken during the slab construction to reduce moisture entry from the underlying subgrade soils. Moisture entry can be reduced by installing a membrane between the subgrade soils and floor slab. Care should be exercised when placing the reinforcing steel (or mesh) and slab concrete such that the membrane is not punctured. We note that the membrane alone does not prevent moisture from occurring beneath or on top of the slab.

If interior columns are isolated from the floor slab, an expansion joint should be provided around the columns and sealed with a water-proof sealant.

Typical Concrete Pavement Section

This typical pavement section is provided if a rigid, Portland cement concrete pavement is desired for the proposed parking/drive areas. The design of a concrete pavement includes selecting dimensions and other details to provide a section that will adequately carry the anticipated traffic, provide the correct types of joints in the proper locations, and promote positive drainage. The pavement thickness recommendations are based on the “Guide for Design and Construction of Concrete Parking Lots” published by the American Concrete Institute (ACI 330R-08).

DRAFT

All areas to be paved should be stripped and grubbed of surficial debris including vegetation, roots and organic matter. Soil between 12 inches and the bottom of the pavement should be A-3 material, with maximum 8% fines passing the No. 200 sieve, to allow adequate drainage. This layer should either be gravity drained by "day-lighting" this layer into adjacent ditches at lower elevations, or into underdrains placed beneath this layer and positively drained. This 12-inch layer should also be compacted to minimum 95% of the Modified Proctor maximum dry density, with crushed open-graded stone worked into the surface to improve stability.

The Portland cement concrete pavement design thickness should be at least 7 inches thick. The Portland cement concrete pavement should obtain a minimum compressive strength of 4,000 psi in 28 days, should be normal weight, and exhibit a minimum modulus of rupture of 650 psi. The nominal maximum aggregate size in the concrete should be 1.5 inches, slump range 2 to 4 inches, total air content of 1 to 6%, fly ash not to exceed 22% per unit cement weight, and maximum allowable water-soluble chloride of 0.30% by weight of cement.

The design should include both longitudinal and transverse joints, which should be 1/4-inch wide by 1.75-inch deep. In order to control cracking, joints should be spaced in 14-foot increments. The joints and edges should be thickened as appropriate. Joints should be sawed as soon as the joint can be cut, but no later than 12 hours after placement.

Reference FDOT Standard Index No. 305 and ACI 330R for joint design details. The joints should be sealed within 72 hours after pavement is placed. Joint sealant and placement temperatures should be in accordance with FDOT Standard Specifications Section 932-1.

If seepage through joints occurs, it may lead to "washing" of the subgrade, and undermining, and consequently to settlement and cracks in the concrete section.

We recommend using a "sleeper/approach" slab at the interfaces between rigid pavement and flexible pavement to prevent asphaltic concrete drop off.

The above minimum design recommendations can be used for unreinforced, fiber-reinforced or steel-reinforced pavements. Steel reinforcement and joint design should be in accordance with the recommendations presented in ACI 330R-08.

QUALITY ASSURANCE

We recommend establishing a comprehensive quality assurance program to verify that all site preparation and foundation construction is conducted in accordance with the appropriate plans and specifications. Materials testing, and inspection services should be provided by Ardaman & Associates.

As a minimum, an on-site engineering technician should monitor full time in the field all stripping, grubbing and planned over-excavation of clay/deleterious materials to verify that all deleterious materials have been removed and should observe the proof-rolling operation to verify that the appropriate number of passes are applied to the subgrade. In-situ density tests should be

conducted during filling activities and below all footings and floor slabs. In-situ density values should be compared to laboratory Proctor moisture-density results for each of the different natural and fill soils encountered.

Finally, we recommend inspecting and testing the construction materials for the foundations and other structural components.

IN-PLACE DENSITY TESTING FREQUENCY

In North Florida, earthwork testing is typically performed on an on-call basis when the contractor has completed a portion of the work. The test result from a specific location is only representative of a larger area if the contractor has used consistent means and methods and the soils are practically uniform throughout. The frequency of testing can be increased, and full-time construction inspection can be provided to account for variations. We recommend that the following minimum testing frequencies be utilized.

In proposed structural areas, the minimum frequency of in-place density testing should be two tests for structural area, and one test per 2,000 square feet within the pavement area. In-place density testing should be performed at this minimum frequency for a depth of 1-foot below natural ground and for every 1-foot lift of fill placed. In addition, density tests should be performed in each column footing for a depth of 1-foot below the bearing surface. For continuous or wall footings, density tests should be performed at a minimum frequency of one test for every 50 linear feet of footing, and for a depth of 1-foot below the bearing surface. Utility backfill should be tested at a minimum frequency of one in-place density test for each 12-inch lift for each 200 linear feet of pipe.

Representative samples of the various natural ground and fill soils, as well as stabilized subgrade (where applicable) and base materials should be obtained and transported to our laboratory for Proctor compaction tests. These tests will determine the maximum dry density and optimum moisture content for the materials tested and will be used in conjunction with the results of the in-place density tests to determine the degree of compaction achieved.

CLOSURE

The analyses and recommendations submitted herein are based on the data obtained from the soil borings presented on Figure 1 and the assumed loading conditions. This report does not reflect any variations which may occur adjacent to or between the borings. The nature and extent of the variations between the borings may not become evident until further exploration or during construction. If variations then appear evident, it will be necessary to re-evaluate the recommendations presented in this report after performing on-site observations during the period and noting the characteristics of the variations.

In the event any changes occur in the design, nature, or location of the proposed development, we should review the applicability of conclusions and recommendations in this report. We recommend a general review of final design and specifications to verify that earthwork and foundation recommendations are properly interpreted and implemented in the design

DRAFT

specifications. Ardaman and Associates should attend the pre-bid and preconstruction meetings to verify that the bidders/contractor understand the recommendations contained in this report.

This report is based on a relatively shallow exploration and is not intended to be an evaluation for sinkhole potential. This report does not include an evaluation of the environmental (ecological or hazardous/toxic material related) condition of the site and subsurface.

This report has been prepared for the exclusive use of Pennoni Associates, Inc. in accordance with generally accepted geotechnical engineering practices for the proposed firehouse building. No other warranty, expressed or implied, is made.

We are pleased to be of assistance to you on this phase of the project. When we may be of further service to you or should you have any questions, please contact us.

Very truly yours,
ARDAMAN & ASSOCIATES, INC.
Certificate of Authorization No. 5950

Aayush Raj Tiwary, E.I.
Assistant Project Engineer

Jeremy M. Clark, P.E.
Project Engineer
FL Engineering No. 77660

Digitally signed by: Jeremy M Clark
DN: CN = Jeremy M Clark C = US O = ARDAMAN AND ASSOCIATES OU = ARDAMAN AND ASSOCIATES
Date: 2018.07.26 16:36:18 -05'00'

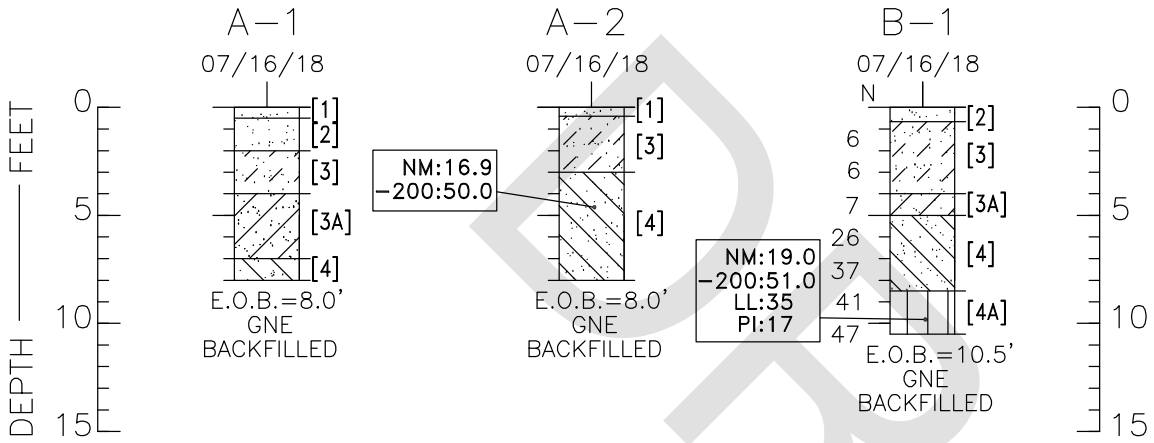
ART/JMC

This item has been digitally signed and sealed by Jeremy M. Clark, P.E. (FL Eng. License No.: 77660) using a Digital Signature.

Printed copies of this document are not considered signed and sealed and the authentication code must be verified on any electronic copies.

DRAFT

SOIL BORING PROFILES



SOIL LEGEND

[1]	BROWN TO DARK BROWN MEDIUM TO FINE SAND W/SILT; TOPSOIL (SP–SM; A–3)
[2]	BROWNISH GRAY MEDIUM TO FINE SAND W/SILT (SP–SM TO SM; A–3 TO A–2–4)
[3]	GRAYISH BROWN TO LIGHT BROWN CLAYEY MEDIUM TO FINE SAND (SC; A–2–4/A–2–6)
[3A]	GRAYISH BROWN TO LIGHT BROWN CLAYEY TO VERY CLAYEY FINE SAND (SC; A–6)
[4]	MARBLED REDDISH BROWN & LIGHT BROWN VERY CLAYEY FINE SAND (SC; A–6)
[4A]	MARBLED REDDISH BROWN & LIGHT BROWN VERY SANDY LEAN CLAY W/ SOME INCLUSIONS OF LIGHT GRAY FAT CLAY (CL W/CH; A–7)

TEST BORING LOCATION PLAN



LEGEND

A	AUGER BORING LOCATION
B	STANDARD PENETRATION TEST (SPT) BORING LOCATION
N	STANDARD PENETRATION RESISTANCE IN BLOWS PER FOOT (ASTM D–1586)
EOB	END OF BORING
GNE	GROUNDWATER NOT ENCOUNTERED ON DATE DRILLED
NM	NATURAL MOISTURE CONTENT IN PERCENT (ASTM D–2216)
–200	PERCENT PASSING NO. 200 SIEVE (PERCENT FINES)(ASTM D–1140)
LL	LIQUID LIMIT (ASTM D–4318)
PI	PLASTICITY INDEX (ASTM D–4318)
SP–SM,SM,SC	UNIFIED SOIL CLASSIFICATION SYSTEM
A–3,A–2–4	AASHTO SOIL CLASSIFICATION SYSTEM
DRILLERS:	SH, JK

WHILE THE BORINGS ARE REPRESENTATIVE OF SUBSURFACE CONDITIONS AT THEIR RESPECTIVE LOCATIONS AND FOR THEIR RESPECTIVE VERTICAL REACHES, LOCAL VARIATIONS CHARACTERISTIC OF THE SUBSURFACE MATERIALS OF THE REGION ARE ANTICIPATED AND MAY BE ENCOUNTERED. THE BORING LOGS AND RELATED INFORMATION ARE BASED ON THE DRILLER'S LOGS AND VISUAL EXAMINATION OF SELECTED SAMPLES IN THE LABORATORY. THE DELINEATION BETWEEN SOIL TYPES SHOWN ON THE LOGS IS APPROXIMATE AND THE DESCRIPTION REPRESENTS OUR INTERPRETATION OF SUBSURFACE CONDITIONS AT THE DESIGNATED BORING LOCATIONS ON THE PARTICULAR DATE DRILLED.

GROUNDWATER ELEVATIONS SHOWN ON THE BORING LOGS REPRESENT GROUNDWATER SURFACES ENCOUNTERED ON THE DATES SHOWN. FLUCTUATIONS IN WATER TABLE LEVELS SHOULD BE ANTICIPATED THROUGHOUT THE YEAR. ABSENCE OF WATER SURFACE DATA ON CERTAIN BORINGS IMPLIES THAT NO GROUNDWATER DATA IS AVAILABLE, BUT DOES NOT NECESSARILY MEAN THAT GROUNDWATER WILL NOT BE ENCOUNTERED AT THESE LOCATIONS OR WITHIN THE VERTICAL REACHES OF THESE BORINGS IN THE FUTURE.

ENGINEERING CLASSIFICATION

I COHESIONLESS SOILS

DESCRIPTION	BLOW COUNT "N"
VERY LOOSE	0 TO 4
LOOSE	4 TO 10
MEDIUM DENSE	10 TO 30
DENSE	30 TO 50
VERY DENSE	>50

II COHESIVE SOILS

DESCRIPTION	UNCONFINED COMPRESSIVE STRENGTH, QU, TSF	BLOW COUNT "N"
VERY SOFT	<1/4	0 TO 2
SOFT	1/4 TO 1/2	2 TO 4
MEDIUM STIFF	1/2 TO 1	4 TO 8
STIFF	1 TO 2	8 TO 15
VERY STIFF	2 TO 4	15 TO 30
HARD	>4	>30

Ardaman & Associates, Inc.
3175 W. Tharpe Street
Tallahassee, Florida 32303
(850) 576–6131

SHEET TITLE:
SUBSURFACE SOIL EXPLORATION
PROPOSED FIREHOUSE BUILDING
TALLAHASSEE, LEON COUNTY, FLORIDA

DRAWN BY: ART | CHECKED BY: JMC | DATE: 7/25/18

FILE NO: 113–18–40–1260 | APPROVED BY: J.M. CLARK, P.E.

DRAFT
Page 548 of 799
Posted June 8, 2020
Exhibit A
Attachment #1
Page 230 of 325

NEW FIRE STATION
BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
HANNA HAMMOCK ROAD AND COUNTY ROAD 12

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL



LEON COUNTY
PUBLIC WORKS DEPARTMENT

2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850) 606-1500 * FAX (805) 606-1501

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
PRIME CONSULTANT, CIVIL & STRUCTURAL ENGINEERS
1705 SOUTH GADSDEN STREET, SUITE 100
TALLAHASSEE, FL 32301
PHONE: 850-671-7230

Consultants
Architecture: Workshop 131, Inc.
Environmental Permitting and Surveying: Poole Engineering and Surveying, Inc.
Mechanical & Plumbing Engineer: McGinniss & Fleming Engineering, Inc.
Electrical Engineer: McGinniss & Fleming Engineering, Inc.



VICINITY MAP

2

PROPERTY INFORMATION
LEON COUNTY TAX PARCEL NUMBER: 17-17-20-012-000-0
PROPERTY ADDRESS: 13803 HANNA HAMMOCK ROAD
ACREAGE:
TOTAL PARCEL: 596.90 ACRES
PROPOSED LEASE TO LEON COUNTY: 1.54 ACRES
UTILITY PROVIDERS:
WATER SERVICE: NEW WELL TO BE INSTALLED
ELECTRICAL SERVICE: TALQUIN ELECTRIC COOPERATIVE
SEWER SERVICE: PROPOSED SEPTIC TANK

APPLICABLE CODES

Florida Building Code, Building	(FBC-B)	6th Edition (2017)
Florida Building Code, Mechanical	(FBC-M)	6th Edition (2017)
Florida Building Code, Fuel Gas	(FBC-FG)	6th Edition (2017)
Florida Building Code, Plumbing	(FBC-P)	6th Edition (2017)
Florida Assessibility Code	(FACBC)	6th Edition (2017)
Florida Fire Prevention Code	(FFPC)	6th Edition (2017)
National Electric Code	(NEC)	2014 Edition

DESIGN DATA

See Sheet A1.0 for Design Data

1

INDEX TO DRAWINGS

X0.1 TITLE SHEET
C0.1 EXISTING CONDITIONS AND REMOVAL PLAN
C1.0 SITE LAYOUT PLAN
C2.0 SITE GRADING & EROSION CONTROL PLAN
C3.1 SITE DETAILS
C3.2 PAVEMENT DETAILS
U1.0 UTILITY PLAN
L1.0 LANDSCAPING PLAN
L3.1 LANDSCAPING DETAILS
A1.0 GENERAL NOTES AND SCHEDULES
A1.1 FLOOR, CEILING AND ROOF PLANS
A2.1 ELEVATIONS
A3.1 BUILDING SECTIONS AND PARTITION TYPES
S0.1 STRUCTURAL NOTES AND FOUNDATION DETAILS
S1.0 FOUNDATION & SLAB-ON-GRADE PLAN
M1.0 MECHANICAL HVAC PLAN AND NOTES
E1.0 ELECTRICAL LEGEND AND NOTES
E2.0 ELECTRICAL POWER AND LIGHTING PLANS
E3.0 ELECTRICAL DETAILS
P1.0 PLUMBING LEGEND AND NOTES
P1.1 PLUMBING EQUIPMENT SCHEDULES
P2.0 PLUMBING FLOOR PLAN
P3.0 PLUMBING DETAILS

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida
LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY
2	08/16/19	REVISED PROPERTY DATA	WBR
1	08/14/19	ADDED CODE REFERENCES	WBR

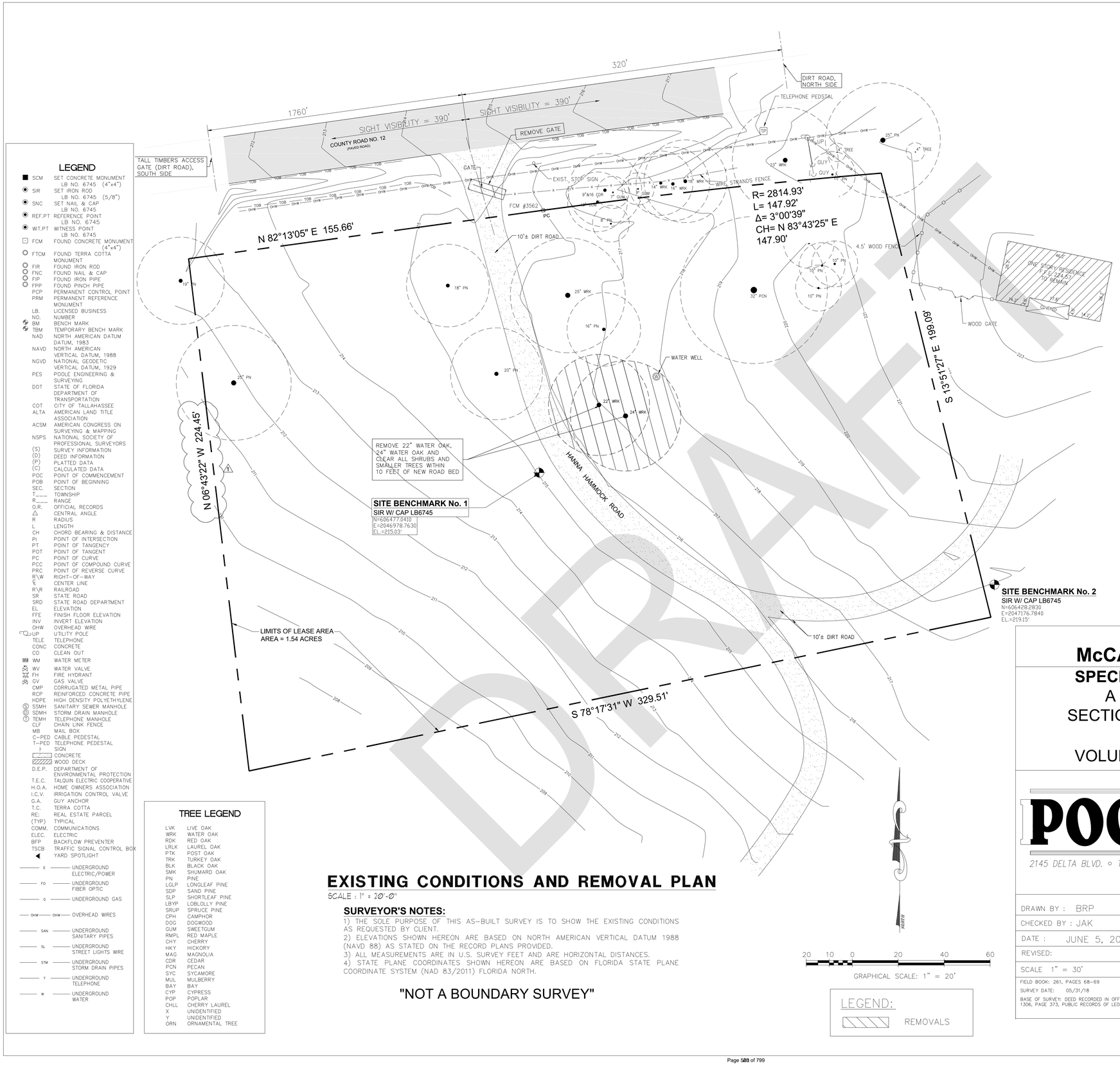
ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LEONT18004
DRAWN BY: CLS	DATE: August 2, 2019
APPROVED: Rosenbaum	
BUILDING	FLOOR
AREA	

COVER SHEET

X0.1

SCALE	SHEET	REV
AS NOTED	Posted June 8, 2020	####



LEGEND

■	SCM	SET CONCRETE MONUMENT LB NO. 6745 (4"x4")
◉	SIR	SET IRON ROD LB NO. 6745 (5/8")
◉	SNC	SET NAIL & CAP LB NO. 6745
◉	REF.PT	REFERENCE POINT LB NO. 6745
◉	WIT.PT	WITNESS POINT LB NO. 6745
⊡	FCM	FOUND CONCRETE MONUMENT (4"x4")
○	FTCM	FOUND TERRA COTTA MONUMENT
○	FIR	FOUND IRON ROD
○	FNC	FOUND NAIL & CAP
○	FIP	FOUND IRON PIPE
○	FPP	FOUND PINCH PIPE
	PCP	PERMANENT CONTROL POINT
	PRM	PERMANENT REFERENCE MONUMENT
	LB. NO.	LICENSED BUSINESS NUMBER
	BM	BENCH MARK
	TBM	TEMPORARY BENCH MARK
	NAD	NORTH AMERICAN DATUM DATUM, 1983
	NAVD	NORTH AMERICAN VERTICAL DATUM, 1988
	NGVD	NATIONAL GEODETIC VERTICAL DATUM, 1929
	PES	POOLE ENGINEERING & SURVEYING
	DOT	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
	COT	CITY OF TALLAHASSEE
	ALTA	AMERICAN LAND TITLE ASSOCIATION
	ACSM	AMERICAN CONGRESS ON SURVEYING & MAPPING
	NSPS	NATIONAL SOCIETY OF PROFESSIONAL SURVEYORS
	(S)	SURVEY INFORMATION
	(D)	DEED INFORMATION
	(P)	PLATTED DATA
	(C)	CALCULATED DATA
	POC	POINT OF COMMENCEMENT
	POB	POINT OF BEGINNING
	SEC.	SECTION
	T___	TOWNSHIP
	R___	RANGE
	O.R.	OFFICIAL RECORDS
	△	CENTRAL ANGLE
	R	RADIUS
	L	LENGTH
	CH	CHORD BEARING & DISTANCE
	PI	POINT OF INTERSECTION
	PT	POINT OF TANGENCY
	POT	POINT OF TANGENT
	PC	POINT OF CURVE
	PCC	POINT OF COMPOUND CURVE
	PRC	POINT OF REVERSE CURVE
	R\W	RIGHT-OF-WAY
	℄	CENTER LINE
	R\R	RAILROAD
	SR	STATE ROAD
	SRD	STATE ROAD DEPARTMENT
	EL	ELEVATION
	FFE	FINISH FLOOR ELEVATION
	INV	INVERT ELEVATION
	OHW	OVERHEAD WIRE
○	UP	UTILITY POLE
	TELE	TELEPHONE
	CONC	CONCRETE
	CO	CLEAN OUT
▦	WM	WATER METER
⋈	WV	WATER VALVE
⋈	FH	FIRE HYDRANT
⋈	GV	GAS VALVE
	CMP	CORRUGATED METAL PIPE
	RCP	REINFORCED CONCRETE PIPE
	HDPE	HIGH DENSITY POLYETHYLENE
Ⓢ	SSMH	SANITARY SEWER MANHOLE
Ⓓ	SDMH	STORM DRAIN MANHOLE
Ⓣ	TEMH	TELEPHONE MANHOLE
	CLF	CHAIN LINK FENCE
	MB	MAIL BOX
	C-PED	CABLE PEDESTAL
	T-PED	TELEPHONE PEDESTAL
	⊦	SIGN
		CONCRETE
		WOOD DECK
	D.E.P.	DEPARTMENT OF ENVIRONMENTAL PROTECTION
	T.E.C.	TALQUIN ELECTRIC COOPERATIVE
	H.O.A.	HOME OWNERS ASSOCIATION
	I.C.V.	IRRIGATION CONTROL VALVE
	G.A.	GUY ANCHOR
	T.C.	TERRA COTTA
	RE:	REAL ESTATE PARCEL
	(TYP)	TYPICAL
	COMM.	COMMUNICATIONS
	ELEC.	ELECTRIC
	BFP	BACKFLOW PREVENTER
	TSCB	TRAFFIC SIGNAL CONTROL BOX
	◀	YARD SPOTLIGHT
E		UNDERGROUND ELECTRIC/POWER
FO		UNDERGROUND FIBER OPTIC
G		UNDERGROUND GAS
OHW	OHW	OVERHEAD WIRES
SAN		UNDERGROUND SANITARY PIPES
SL		UNDERGROUND STREET LIGHTS WIRE
STM		UNDERGROUND STORM DRAIN PIPES
T		UNDERGROUND TELEPHONE
W		UNDERGROUND WATER

TREE LEGEND

LVK	LIVE OAK
WRK	WATER OAK
RDK	RED OAK
LRLK	LAUREL OAK
PTK	POST OAK
TRK	TURKEY OAK
BLK	BLACK OAK
SMK	SHUMARD OAK
PN	PINE
LGLP	LONGLEAF PINE
SDP	SAND PINE
SLP	SHORTLEAF PINE
LBYP	LOBLOLLY PINE
SRUP	SPRUCE PINE
CPH	CAMPHOR
DOG	DOGWOOD
GUM	SWEETGUM
RMPL	RED MAPLE
CHY	CHERRY
HKY	HICKORY
MAG	MAGNOLIA
CDR	CEDAR
PCN	PECAN
SYC	SYCAMORE
MUL	MULBERRY
BAY	BAY
CYP	CYPRESS
POP	POPLAR
CHLL	CHERRY LAUREL
X	UNIDENTIFIED
Y	UNIDENTIFIED
ORN	ORNAMENTAL TREE

EXISTING CONDITIONS AND REMOVAL PLAN

SCALE : 1" = 20'-0"

SURVEYOR'S NOTES:

1) THE SOLE PURPOSE OF THIS AS-BUILT SURVEY IS TO SHOW THE EXISTING CONDITIONS AS REQUESTED BY CLIENT.
2) ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM 1988 (NAVD 88) AS STATED ON THE RECORD PLANS PROVIDED.
3) ALL MEASUREMENTS ARE IN U.S. SURVEY FEET AND ARE HORIZONTAL DISTANCES.
4) STATE PLANE COORDINATES SHOWN HEREON ARE BASED ON FLORIDA STATE PLANE COORDINATE SYSTEM (NAD 83/2011) FLORIDA NORTH.

"NOT A BOUNDARY SURVEY"

LEGEND:
REMOVALS

SITE DEMOLITION NOTES

1. COORDINATE WITH LEON COUNTY PROJECT MANAGER PRIOR TO DEMOLITION.
2. SITE MAY CONTAIN EXISTING FACILITIES NOT SHOWN OR LOCATED ON THIS PLAN.
3. REMOVE EXISTING TREES AS DENOTED ON THE PLAN. IF ADDITIONAL TREES NOT INDICATED TO BE REMOVED CONFLICT WITH NEW CONSTRUCTION, OBTAIN ADDITIONAL DIRECTION FROM THE ENGINEER AND REMOVE AS DIRECTED AT NO ADDITIONAL COST.
4. REMOVE EXISTING ENTRANCE GATE TO FULL DEPTH.
5. UTILITIES:
   A. PROTECT ALL UTILITIES TO REMAIN FROM DISTURBANCE OR DAMAGE DURING CONSTRUCTION. REPAIR ANY DAMAGE IMMEDIATELY AT NO ADDITIONAL COST.
   B. AVOID UNANNOUNCED INTERRUPTIONS OF SERVICE. IF AN INTERRUPTION IN SERVICE IS NECESSARY, NOTIFY AND COORDINATE WITH LEON COUNTY PROJECT MANAGER A MINIMUM OF 72 HOURS PRIOR TO SHUTTING OFF SERVICE.
   C. CONTRACTOR SHALL VERIFY/DETERMINE THE LOCATIONS AND DEPTHS OF ALL UTILITIES WITHIN THE LIMITS OF CONSTRUCTION PRIOR TO BEGINNING ANY WORK ON THE SITE. NOTIFY ENGINEER IF ANY EXISTING UTILITIES ARE IN CONFLICT WITH THE WORK OR DO NOT HAVE AT LEAST 12" OF COVER. ENGINEER WILL PROVIDE DIRECTION TO RESOLVE ANY CONFLICTS.
6. ALL EXISTING FEATURES NOT SPECIFICALLY IDENTIFIED FOR REMOVAL, BUT WHICH REQUIRE REMOVAL FOR CONSTRUCTION OF THE PROPOSED FEATURES, SHALL BE DEEMED APPURTENANCES TO THE FEATURES DESIGNATED FOR REMOVAL, AND SHALL BE REMOVED AT NO ADDITIONAL COST TO THE OWNER.
7. ALL FEATURES, INCLUDING UTILITIES, NOT TO BE PERMANENTLY REMOVED BUT REQUIRE TEMPORARY REMOVAL OR ARE DISTURBED BY THE CONSTRUCTION SHALL BE RECONSTRUCTED OR REINSTALLED AT THE COMPLETION OF THE PROJECT AT NO ADDITIONAL COST TO THE OWNER.

DISPOSAL OF WASTE AND UNSUITABLE MATERIALS:

1. ALL MATERIALS REMOVED BY EXCAVATION, WHICH ARE SUITABLE FOR THE PURPOSE SHALL BE USED TO THE EXTENT POSSIBLE FOR BACKFILLING PIPE TRENCHES AND FOR MAKING EMBANKMENT FILLS OR FOR SUCH OTHER PURPOSES AS MAY BE SHOWN ON THE DRAWINGS. ALL MATERIALS NOT USED FOR SUCH PURPOSES SHALL BE CONSIDERED AS WASTE MATERIALS AND THE DISPOSAL THEREOF SHALL BE MADE BY THE CONTRACTOR.
2. ALL WASTE MATERIALS SHALL BE REMOVED FROM THE WORK SITE AND DISPOSED OF BY THE CONTRACTOR.
3. UNSUITABLE MATERIALS, CONSISTING OF WOOD, VEGETABLE MATTER, DEBRIS, SOFT OR SPONGY CLAY, PEAT, AND OTHER OBJECTIONABLE MATERIAL SHALL BE REMOVED FROM THE WORK SITE AND LEGALLY DISPOSED OF BY THE CONTRACTOR.
4. NO UNSUITABLE OR WASTE MATERIALS SHALL BE BURIED OR BURNED ONSITE.

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida
LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida 32308

PREPARED FOR:

McCARTHY and ASSOCIATES

SPECIFIC PURPOSE SURVEY OF
A PORTION OF LANDS IN
SECTION 17, TOWNSHIP 3 NORTH,
RANGE 1 EAST
VOLUNTEER FIRE DEPARTMENT

POOLE ENGINEERING & SURVEYING, Inc.
2145 DELTA BLVD. ∘ TALLAHASSEE, FL. 32303 ∘ (850)386-5117 ∘ LICENSE NO: 6745
∘ WWW.POOLE-ENG.COM ∘

DRAWN BY : BRP	REV No.	DATE	REMARKS
CHECKED BY : JAK			
DATE : JUNE 5, 2018			
REVISED:			
SCALE 1" = 30'			
FIELD BOOK: 261, PAGES 68-69			
SURVEY DATE: 05/31/18			
BASE OF SURVEY: DEED RECORDED IN OFFICIAL RECORDS BOOK 1306, PAGE 373, PUBLIC RECORDS OF LEON COUNTY, FLORIDA.			

BY	NO.	DATE	REVISIONS
WBR	1	09/06/19	REVISED WEST BOUNDARY DIMENSION

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LEONT18004
DRAWN BY CLS	DATE August 2, 2019
APPROVED Rosenbaum	
BUILDING	FLOOR
AREA	

EXISTING CONDITIONS AND REMOVAL PLAN

C0.1

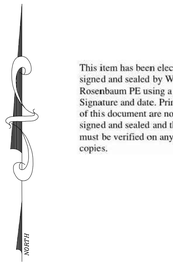
SCALE AS NOTED	SHEET OF	REV ####

Posted June 8, 2020



SITE LAYOUT PLAN

SCALE : 1" = 2Ø'-Ø"



20 10 0 20 40 60

GRAPHICAL SCALE: 1" = 20'

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

LEGEND

- CONSTRUCTION LIMITS
- 121 EXISTING CONTOURS
- 122 PROPOSED CONTOURS
- (+) 93.00 PROPOSED SPOT ELEVATIONS
- NEW GRAVEL SURFACES
- PAVEMENT STRIPING
- CONCRETE APRON / PAD
- ASPHALT PAVEMENT

GENERAL NOTES:

1. PAVED PARKING PAD AND WALKWAYS TO FRONT ENTRY OF THE FIRE HOUSE SHALL CONFORM TO THE LATEST REQUIREMENTS OF THE AMERICAN DISABILITIES ACT AND FDOT.
2. REFUSE COLLECTION AT THE NEW FIRE HOUSE WILL BE BY ROLLOUT CONTAINERS.
3. PROJECTED BUILD-OUT DATE IS AUGUST 1, 2Ø19.
4. SITE AREA DATA:

BUILDING & SLAB (CONCRETE)		
BLDG =	36Ø	SF
PARKING =	288	SF
APRON =	12Ø	SF
WALKS & STOOP =	1Ø5	SF
TANK FDN =	196	SF
PARKING APRON =	42Ø	SF
WELL BLDG =	64	SF
TOTAL CONCRETE =	2,153	SF
GRAVEL ROADBED =	3,771	SF
TURN AROUND ** =	1,71Ø	SF
ASPHALT ENTRY =	12ØØ	SF

** (POSSIBLE FUTURE GRAVEL)

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

W. BRICK ROSENBAUM LICENSE No. 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT

Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT

2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	REVISIONS	BY	DATE
2	REMOVE BID ALTERNATES / DETAIL REF.	WBR	03/01/20
1	REVISED WEST BOUNDARY DIMENSION	WBR	09/06/19

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

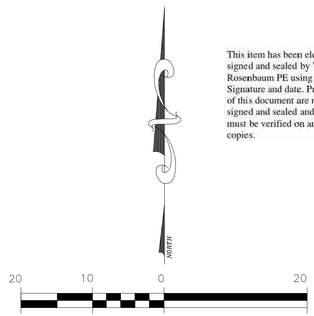
PROJECT		LEONT18004
DRAWN BY	DATE	APPROVED
CLS	August 2, 2019	Rosenbaum
BUILDING	FLOOR	AREA

SITE LAYOUT PLAN

C1.0

SCALE	SHEET	REV
AS NOTED	OF	####





LEGEND

- CONSTRUCTION LIMITS
- 121 EXISTING CONTOURS
- 122 PROPOSED CONTOURS
- (+) 99.00 PROPOSED SPOT ELEVATIONS
- NEW GRAVEL SURFACES
- PAVEMENT STRIPING
- CONCRETE APRON / PAD
- SF SILT FENCE
- HAY BALES
- ASPHALT PAVEMENT

EROSION CONTROL NOTES:

1. ALL CONSTRUCTION SHALL CONFORM TO LEON COUNTY STANDARDS AND SPECIFICATIONS.
2. BMP'S MUST BE IN PLACE PRIOR TO CLEARING, REGARDLESS OF PLAN REQUIREMENTS. NO GRADING MAY BE DONE UNTIL BMP INSTALLATION IS COMPLETE.
3. CONTRACTORS ARE RESPONSIBLE TO REMOVE OR CLEAN OUT ANY SILT, DIRT, MUD OR ANY OTHER TYPE OF DEBRIS THAT COMES OFF THEIR SITE AND FINDS ITS WAY INTO A PRIVATE POND, ONTO PRIVATE PROPERTY, INTO A CITY/COUNTY OWNED POND OR CITY/COUNTY OWNED PROPERTY TO INCLUDE RIGHTS-OF-WAY.
4. THE CONTRACTOR WILL ADHERE TO THE WEIGHT LIMITS PRESCRIBED ON CITY/COUNTY MAINTAINED ROADS FOR HAULING EQUIPMENT AND/OR MATERIALS TO AND FROM THIS SITE. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGES TO THE STREETS AND/OR UTILITIES DUE TO NON-COMPLIANCE OF WEIGHT LIMIT REGULATIONS.
5. INSTALLATION STATEMENT: THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND-DISTURBING ACTIVITIES.
6. MAINTENANCE STATEMENTS. ALL EROSION AND SEDIMENT CONTROL MEASURES WILL BE CHECKED DAILY AND ANY DEFICIENCIES NOTED WILL BE CORRECTED BY THE END OF THE DAY. ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES WILL BE INSTALLED IF DEEMED NECESSARY BY THE ENGINEER.
7. SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS, AND LEON COUNTY STANDARDS.
8. EROSION CONTROL MEASURES SHALL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLANS DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.
9. IMMEDIATELY AFTER THE ESTABLISHMENT OF CONSTRUCTION ENTRANCES AND EXITS, ALL PERIMETER EROSION CONTROL DEVICES AND STORM-WATER MANAGEMENT DEVICES SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITIES. THE LOCATION OF CERTAIN EROSION CONTROL DEVICES MAY REQUIRE ALTERING FROM THE LOCATIONS SHOWN ON THE DRAWING IF DRAINAGE PATTERNS DURING CONSTRUCTION DIFFER FROM THE FINAL GRADING PLANS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ACCOMPLISH EROSION CONTROL FOR DRAINAGE PATTERNS CREATED AT VARIOUS STAGES DURING CONSTRUCTION.
10. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CONTINUOUSLY MAINTAINED BY THE CONTRACTOR DURING THE CONSTRUCTION PHASE OF THIS PROJECT. FAILURE TO PROPERLY INSTALL AND MAINTAIN EROSION CONTROL PRACTICES WILL RESULT IN CONSTRUCTION BEING HALTED.
11. CONSTRUCT CONSTRUCTION EXITS AT LOCATIONS SHOWN ON THE EROSION CONTROL PLAN. EXIT SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE FOLLOWING:

    WASHING: WHEELS MUST BE CLEANED TO REMOVE MUD PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE.

    MAINTENANCE: THE EXIT SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHT-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH 1.5-3.5 INCH STONE, AS CONDITIONS DEMAND, AND REPAIR AND/OR CLEAN OUT OF ANY STRUCTURES USED TO TRAP SEDIMENT. ALL MATERIALS SPILLED, DROPPED, WASHED, OR TRACKED FROM VEHICLES OR SITE ONTO ROADWAYS OR INTO STORM DRAINS MUST BE REMOVED IMMEDIATELY.

12. TEMPORARY MEASURES INCLUDING SILT FENCING SHALL BE REMOVED AND DISPOSED OF BY THE CONTRACTOR ONCE THE SITE IS STABILIZED AS DETERMINED BY THE ENGINEER.

VEGETATIVE MEASURES NOTES:

1. MULCH OR TEMPORARY GRASSING OR SEEDING SHALL BE USED AS A TEMPORARY EROSION CONTROL MEASURE DURING CONSTRUCTION.
2. SOD SHALL BE USED AROUND THE BUILDING AND APRON AREA AS INDICATED ON SHEET L10 AND IN THE BOTTOM OF SWALES AS A PERMANENT EROSION CONTROL MEASURE AFTER FINAL GRADING. ALL OTHER DISTURBED AREAS SHALL BE SEEDED TO ESTABLISH A PERMANENT STAND OF GRASS.
3. GRASSING AND SOD SHALL CONFORM TO FDOT STANDARD SPECIFICATION SPECIFICATION 981.
4. SURFACES TO RECEIVE GRASSING AND SOD SHALL BE PREPARED WITH A MINIMUM OF 4" THICK TOPSOIL CONFORMING TO FDOT STANDARD SPECIFICATION SPECIFICATION 981.
5. ALL PERMANENT GRASSING SHALL BE CENTIPEDE GRASS PER LEON COUNTY AND FDOT STANDARDS.

SITE GRADING & EROSION CONTROL PLAN

SCALE : 1" = 20'-0"

DRAFT

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	BY	REVISIONS
1	09/06/19	WBR	REVISED WEST BOUNDARY DIMENSION

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

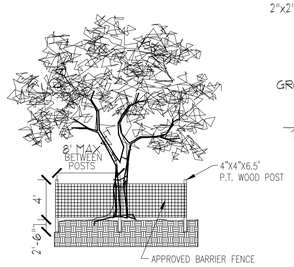
PROJECT		LEONT18004
DRAWN BY CLS	DATE August 2, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

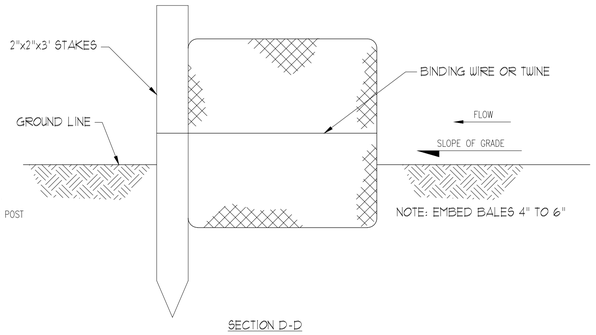
SITE GRADING & EROSION CONTROL PLAN

C2.0

SCALE	SHEET	REV
AS NOTED	OF	#####

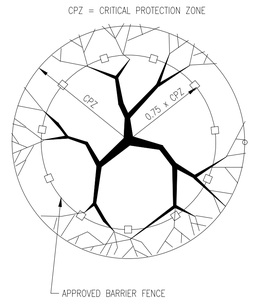
Posted June 8, 2020





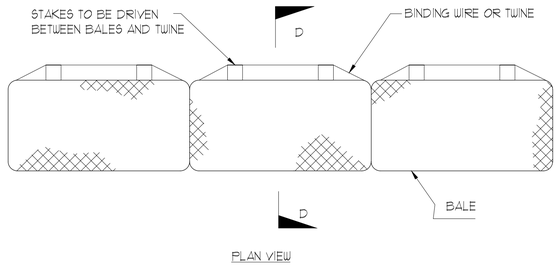
SECTION D-D

TREE BARRIER



TREE PROTECTION DETAILS

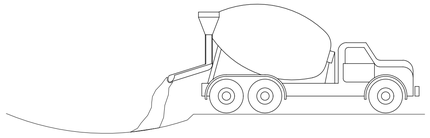
NO SCALE



PLAN VIEW

BALED STRAW SEDIMENT BARRIER

NO SCALE



DESIGNATE WASHDOWN AREA AND EXCAVATE PIT LARGE ENOUGH TO CONTAIN WASHDOWN WATER. THIS MUST BE AWAY FROM STORM DRAINS AND WATERWAYS.

ADVISE CONCRETE TRUCK DRIVERS OF THE DESIGNATED WASH-OUT AREAS BEFORE THEY START THE JOB.

WASHDOWN CHUTE, HOPPER AND REAR OF VEHICLE ONLY. NO NOT WASH OUT DRUM.

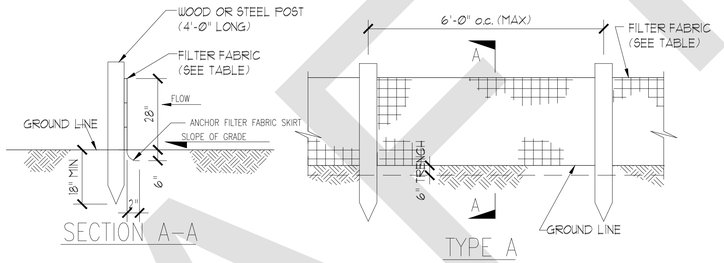
ENSURE THAT ALL WASHDOWN WATER STAYS IN PIT.

DISPOSE OF SETTLED, HARDENED CONCRETE IN GARBAGE WITH OTHER CONSTRUCTION DEBRIS.

NEVER DISPOSE OF WASHDOWN WATER IN STREETS, STORM DRAINS OR STREAMS.

SEE SHEETS C11B AND C11C FOR DESIGNATED WASHDOWN AREA

CONCRETE TRUCK WASHDOWN



SECTION A-A

TYPE A

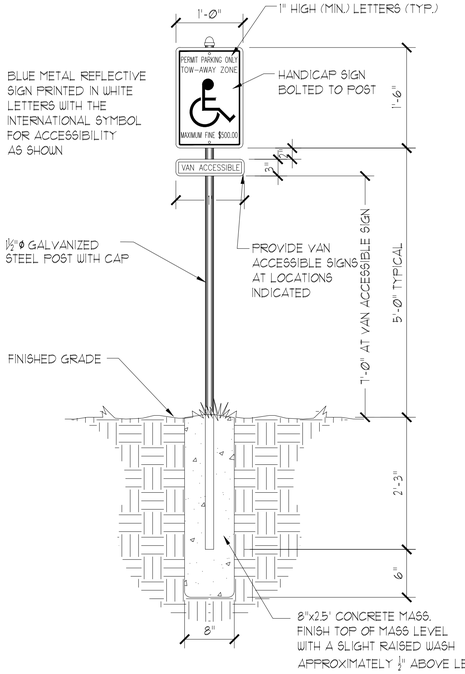
SILT FENCE SEDIMENT BARRIER

NO SCALE

SILT FENCE PROPERTIES

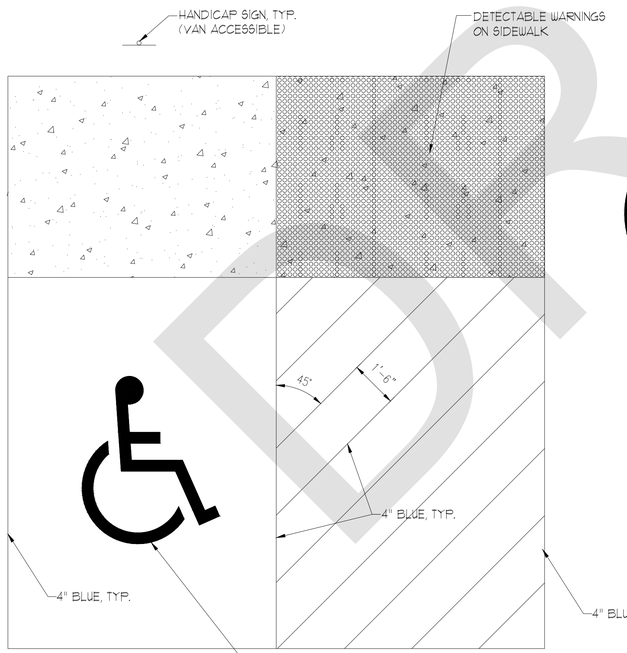
TYPE FENCE	A
Tensile Strength (Lbs. Min.) (ASTM D-4632)	WARP – 120 FILL – 100
Elongation (% MAX.) (ASTM D-4632)	40
AOS (Apparent Opening Size) (Max. Sieve Size)(ASTM D-4751)	#30
Flow Rate (Gal/Min/Sq. Ft.) (GDT-87)	25
Ultraviolet Stability (2) (ASTM D-4632 after 300 hours weathering in accordance with ASTM D-4355)	80
Bursting Strength (PSI Min.) (ASTM D-3786 Diaphragm Bursting Strength Tester)	175
Minimum Fabric Width (Inches)	36
Fabric Reinforcement	NONE
Type of Post	SOFT WOOD (3"ø) SOFT WOOD (2"x4") OAK (1.5"x1.5") STEEL (1.3#/FT MIN)

NOTE: ALL SILT FENCE SHALL CONFORM TO FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS.



SIGN DETAIL

NO SCALE

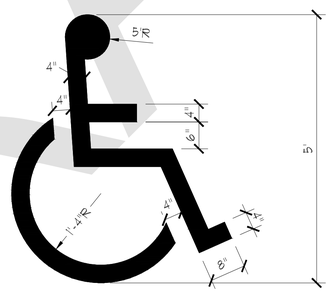


(SEE PLAN FOR LAYOUT AND DIMENSIONS)

HANDICAP PARKING PLAN

NO SCALE

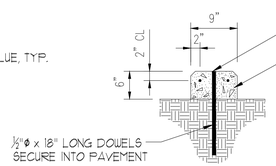
NOTES:
1. PROVIDE DETECTABLE WARNING TEXTURE CONSISTING OF RAISED TRUNCATED DOMES PER FDOT STANDARD INDEX 304. DETECTIBLE WARNINGS SHALL CONTRAST VISUALLY WITH ADJOINING SURFACES.
2. PROVIDE EDGE SEALER (GLUE) AND MECHANICAL ANCHORS AT CORNERS OF TACTILE SURFACE TO ENSURE EDGES AND CORNERS DO NOT LIFT.



NOTE:
"UNIVERSAL SYMBOL OF ACCESSIBILITY" SHALL BE IN ACCORDANCE WITH THE FDOT ROADWAY AND TRAFFIC DESIGN STANDARDS, STANDARD INDEX 17346 AND THE MANUAL UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITIONS.

HANDICAP PAVEMENT MARKINGS

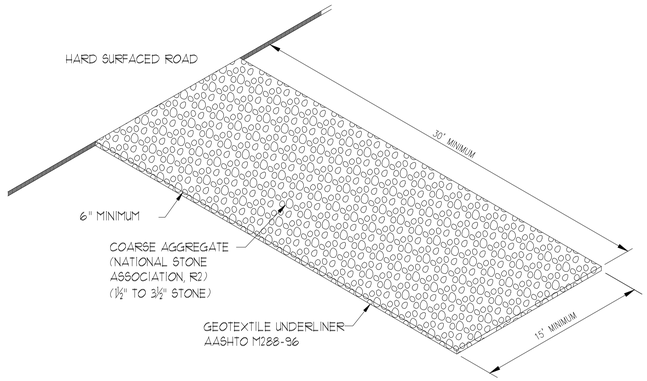
NO SCALE



SECTION

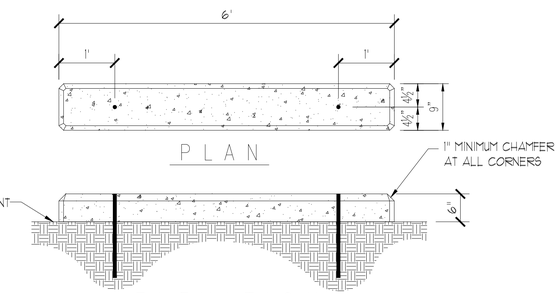
CONCRETE WHEEL STOP DETAIL

NO SCALE



CONSTRUCTION EXIT DETAIL

NO SCALE



McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL



This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

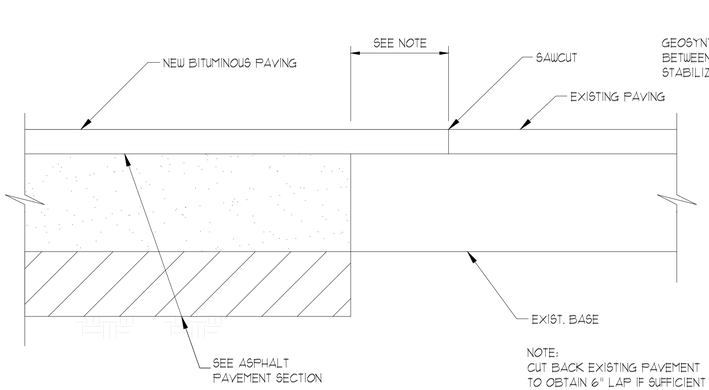
PROJECT		LEONT18004
DRAWN BY CLS	DATE August 2, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

SITE DETAILS

C3.1

SCALE	SHEET	REV
AS NOTED	OF	

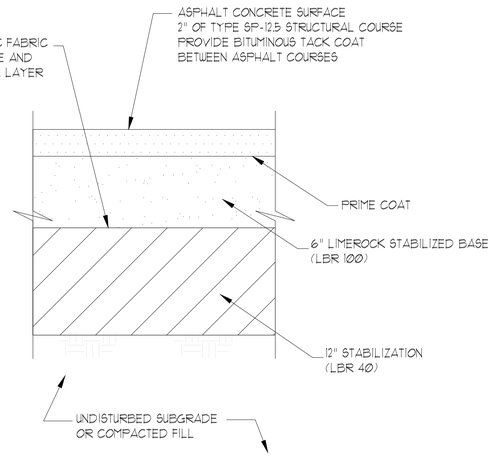
Posted June ##, 2020



NOTE:
CUT BACK EXISTING PAVEMENT TO OBTAIN 6" LAP IF SUFFICIENT EXISTING BASE COURSE IS NOT AVAILABLE TO PROVIDE LAP.

INTERFACE BETWEEN NEW & EXIST. FLEXIBLE PAVEMENTS

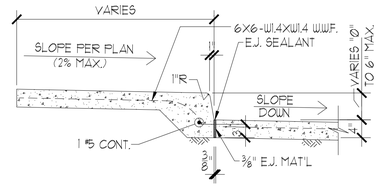
NO SCALE



ASPHALT PAVEMENT SECTION

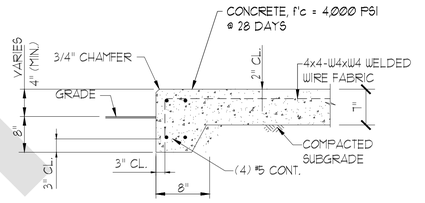
NO SCALE

NOTES FOR ASPHALT SECTIONS:
1. MATERIALS AND INSTALLATION SHALL BE IN ACCORDANCE WITH THE LATEST FDOT STANDARDS AND SPECIFICATIONS.
2. PROVIDE BITUMINOUS TACK COAT BETWEEN ASPHALT COURSES.
3. PROVIDE BITUMINOUS PRIME COAT BETWEEN STRUCTURAL ASPHALT COURSE AND LIMEROCK BASE.
4. SURFACE COURSE SHALL NOT BE CONSTRUCTED UNTIL HEAVY EQUIPMENT HAS BEEN REMOVED FROM SITE.



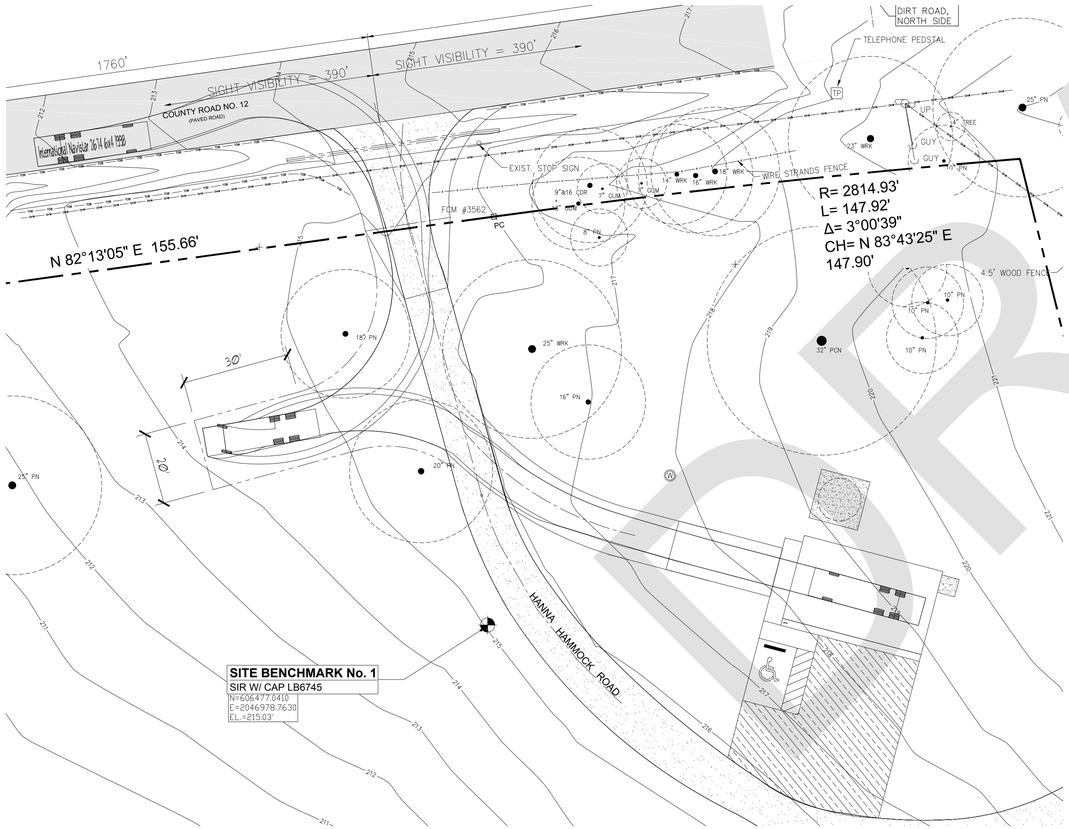
PARKING & WALKWAY SECTION

NO SCALE



CONCRETE APRON SECTION

NO SCALE

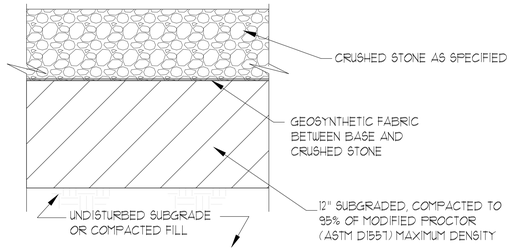


NOTES:
1. AUTOTURN GRAPHIC PROVIDED BY LEON COUNTY PUBLIC WORKS DEPARTMENT, ENGINEERING SERVICES DIVISION.
2. GRAPHIC BASED ON INTERNATIONAL NAVISTAR 2674 6X4 (1998) FIRE TRUCK.

AUTOTURN GRAPHIC

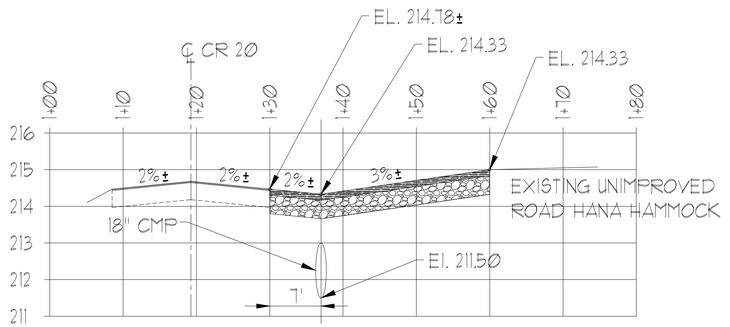
NO SCALE

GRADED GRAVEL ROADBED CONSTRUCTION NOTES:
1. FINE GRADE ROADBED SUBGRADE TO 5" BELOW CONTOURS AND ELEVATIONS INDICATED AND COMPACT TO 95% OF MODIFIED PROCTOR (ASTM D1557) TO A DEPTH OF 12" BELOW SUBGRADE SURFACE.
2. PLACE GEOTEXTILE FABRIC PER FDOT STANDARDS.
3. PLACE APPROVED GRAVEL ROADBED SURFACE MATERIAL (3/8" TO 3/4" CRUSHED STONE) WITHIN THE AREA INDICATED.
4. GRADE GRAVEL SURFACE TO CONTOURS AND ELEVATIONS INDICATED.
5. COMPACT WITH A HEAVY ROLLER TO OBTAIN A GRAVELCOMPACTED SURFACE WITH A COMPACTED THICKNESS OF 5"



GRAVEL SURFACE SECTION

NO SCALE



CR20 PAVED TURN-IN PROFILE

HORIZONTAL SCALE: 1" = 10'-0"
VERTICAL SCALE: 1" = 2'-0"

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18004
DRAWN BY CLS	DATE August 2, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

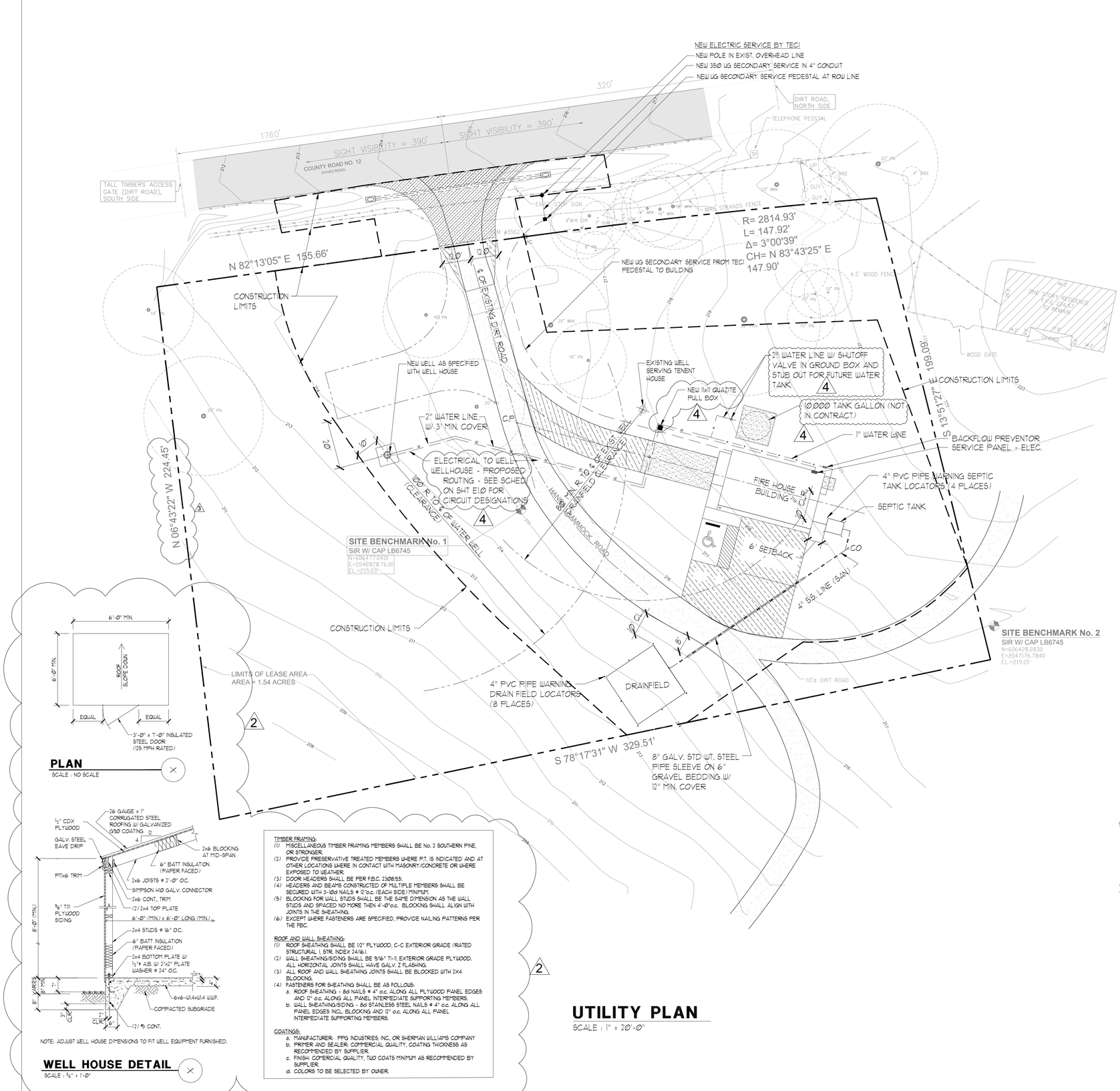
PAVEMENT DETAILS

C3.2

SCALE	SHEET	REV
AS NOTED	OF	

Posted June ##, 2020

DRAFT



PLAN
SCALE : NO SCALE

NOTE: ADJUST WELL HOUSE DIMENSIONS TO FIT WELL EQUIPMENT FURNISHED.

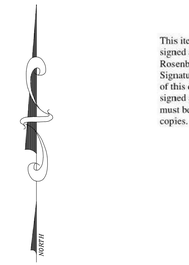
WELL HOUSE DETAIL
SCALE : ¾" = 1'-0"

TIMBER FRAMING:
(1) MISCELLANEOUS TIMBER FRAMING MEMBERS SHALL BE No. 2 SOUTHERN PINE, OR STRONGER.
(2) PROVIDE PRESERVATIVE TREATED MEMBERS WHERE P.T. IS INDICATED AND AT OTHER LOCATIONS WHERE IN CONTACT WITH MASONRY/CONCRETE OR WHERE EXPOSED TO WEATHER.
(3) DOOR HEADERS SHALL BE PER F.B.C. 2308.9.5.
(4) HEADERS AND BEAMS CONSTRUCTED OF MULTIPLE MEMBERS SHALL BE SECURED WITH 3-10d NAILS @ 12"o.c. (EACH SIDE) MINIMUM.
(5) BLOCKING FOR WALL STUDS SHALL BE THE SAME DIMENSION AS THE WALL STUDS AND SPACED NO MORE THEN 4'-0"o.c. BLOCKING SHALL ALIGN WITH JOINTS IN THE SHEATHING.
(6) EXCEPT WHERE FASTENERS ARE SPECIFIED, PROVIDE NAILING PATTERNS PER THE FBC.

ROOF AND WALL SHEATHING:
(1) ROOF SHEATHING SHALL BE 1/2" PLYWOOD, C-C EXTERIOR GRADE (RATED STRUCTURAL I STR. INDEX 24/16).
(2) WALL SHEATHING/SIDING SHALL BE 9/16" T1-11, EXTERIOR GRADE PLYWOOD. ALL HORIZONTAL JOINTS SHALL HAVE GALV. Z FLASHING.
(3) ALL ROOF AND WALL SHEATHING JOINTS SHALL BE BLOCKED WITH 2X4 BLOCKING.
(4) FASTENERS FOR SHEATHING SHALL BE AS FOLLOWS:
a. ROOF SHEATHING - 8d NAILS @ 4" o.c. ALONG ALL PLYWOOD PANEL EDGES AND 12" o.c. ALONG ALL PANEL INTERMEDIATE SUPPORTING MEMBERS.
b. WALL SHEATHING/SIDING - 8d STAINLESS STEEL NAILS @ 4" o.c. ALONG ALL PANEL EDGES INCL. BLOCKING AND 12" o.c. ALONG ALL PANEL INTERMEDIATE SUPPORTING MEMBERS.

COATINGS:
a. MANUFACTURER: PPG INDUSTRIES, INC, OR SHERMAN WILLIAMS COMPANY
b. PRIMER AND SEALER: COMMERCIAL QUALITY, COATING THICKNESS AS RECOMMENDED BY SUPPLIER.
c. FINISH: COMERCIAL QUALITY, TWO COATS MINIMUM AS RECOMMENDED BY SUPPLIER.
d. COLORS TO BE SELECTED BY OWNER.

UTILITY PLAN
SCALE : 1" = 20'-0"





GRAPHICAL SCALE: 1" = 20'

LEGEND
— W — WATERLINE
— SAN — SANITARY SEWER
— — — ELECTRIC LINE

WATER SUPPLY WELL – PERFORMANCE/SPEC. REQUIREMENTS

1. This Specification includes the following:
   a. New well performance requirements.
   b. Water Well permit requirements
   c. Testing requirements.
2. Well Performance Requirements
   a. Minimum Tested Water Supply Well Performance Capacity: 20 gallons per minute (gpm).
   b. Minimum Tested Water Pressure at well head: 70 psi at 20 gpm.
   c. Provide Chlorination System to conform to requirements of authorities having jurisdiction.
   d. Minimum Equipment required:
      (1). Minimum Well Casing: 4' diameter.
      (2). Minimum submersible pump : 2 horsepower.
      (3). Compression Tank Capacity: 220 gallons (Galvanized).
3. Permit Requirements
   a. Apply, pay for and obtain all permits according to local authority.
4. Project Conditions
   a. Owner will provide temporary water for drilling purposes. Provide temporary pipes/hoses on site.
5. Submittals
   a. Product Data: Well pump, compression tank, valves and fixtures, chlorination system.
   b. Shop Drawings: Provide shop drawings/diagrams showing piping, valves, and other components layout and connections, including wiring diagrams.
   c. Field quality-control reports.
   d. Operation and maintenance data and manuals.
   e. Copy of all permits obtained.
6. Quality Assurance
   a. Well Driller Qualifications: An experienced water supply well driller licensed in the jurisdiction where Project is located.
   b. Submit Copy of License and insurance.
   c. Comply with all local, state and federal requirements and regulations.
7. Field Quality Control
   a. Test Preparation: Clean water supply wells of foreign substances. Swab casings using alkalis, if necessary, to remove foreign substances.
   b. Disinfect water supply wells according to local authority.
   c. Perform tests and inspections and prepare test reports to conform to requirements of authorities having jurisdiction.
   d. Water Quality Protection: Prevent well contamination, including undesirable physical and chemical characteristics.
8. Well Protection
   a. Protect water supply well to prevent tampering and introducing foreign matter. Retain temporary well cap until installation is complete.
9. Warranty on Well System
   a. Provide Warranty as follows:
   b. One-year general Construction Warranty on all parts and labor.
   c. Two-year parts and Labor warranty on Pump and Control System
   d. Five Year Guarantee on Sand Free Water.

WELL AND WELLHOUSE ELECTRICAL

1. Well Pump Electrical: Connect well pump and safety disconnecting means within the pump house. Provide a dedicated 20-amp 2 pole circuit to new well (2HP) and homerun to panel "A" located in the equipment bay. Conductors to be #10AWG copper. Install a fused disconnect switch within the pumphouse adjacent to the well. Refer to proposed routing on plans. Notify Engineer if length of conductor run exceeds that shown.
2. Surge protection: Provide a surge protection device at the disconnecting means or well pump control panel if provided.
3. Convenience power: provide a dedicated duplex receptacle with weatherproof in-use cover within the wellhouse. Receptacle to have ground fault protection. Provide a dedicated 20-amp 1 pole circuit and homerun to panel "A" located in the equipment bay. Conductors to be #10AWG copper.
4. Convenience lighting: provide a single fixture, Type LS1 chain or direct mounted to structure within the wellhouse. Provide a toggle switch adjacent to entrance. Provide a dedicated 20-amp 1 pole circuit and homerun to panel "A" located in the equipment bay. Conductors to be #10AWG copper.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SEAL



BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

BY	REVISIONS	NO.	DATE
WBR	REVISION TO WELL ELEC. CIRCUIT / TANK N.I.C.	4	03/04/20
WBR	REVISED WESTERN BOUNDARY DIMENSION	3	09/06/19
WBR	ADDED WELL NOTES AND DETAILS	2	08/14/19
WBR	ADDED NEW WELL	1	07/27/19

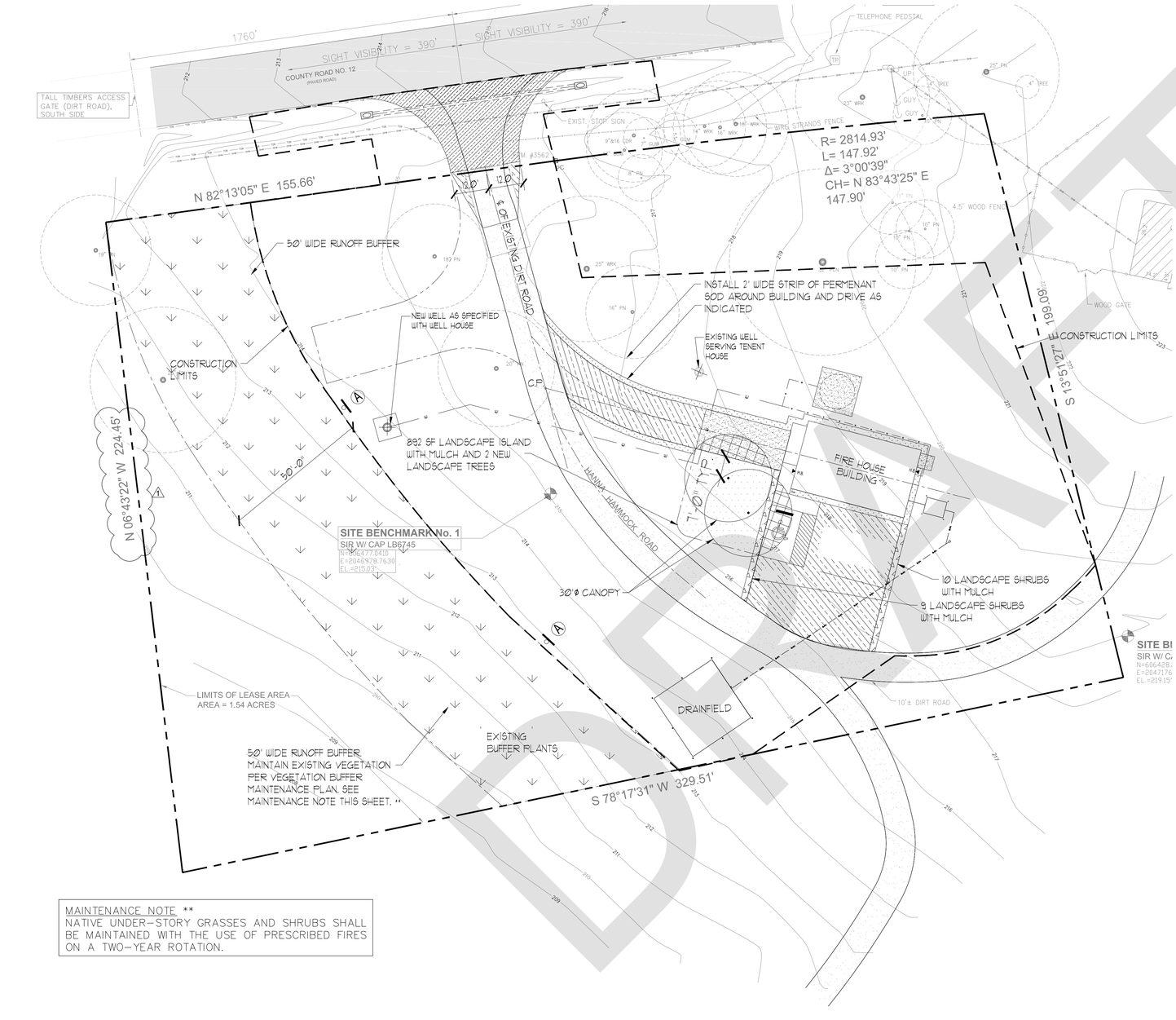
ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LEONT18004
DRAWN BY: CLS	DATE: August 2, 2019
APPROVED: Rosenbaum	
BUILDING	FLOOR
AREA	

UTILITY PLAN

U1.0

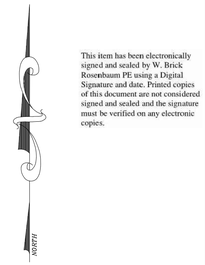
SCALE	SHEET	REV
AS NOTED	OF	####



MAINTENANCE NOTE **
NATIVE UNDER-STORY GRASSES AND SHRUBS SHALL BE MAINTAINED WITH THE USE OF PRESCRIBED FIRES ON A TWO-YEAR ROTATION.

LANDSCAPE PLAN

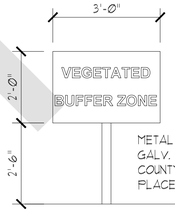
SCALE : 1" = 20'-0"



This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

20 10 0 20 40 60

GRAPHICAL SCALE: 1" = 20'



SIGN DETAIL A

LEGEND

- LANDSCAPE TREES
- LANDSCAPE SHRUBS
- BUFFER PLANTS
- CANOPY COVERAGE
- PERMANENT SOD
- GRAVEL SURFACE
- (A) SIGN (SEE DETAIL A)
- ▶ H.B. HOSE BIB

PLANT SCHEDULE

LANDSCAPE SHRUBS:
COMMON NAME: PITTOSPORUM
SCIENTIFIC NAME: PITTOSPORUM TOBIRA "WHEELER'S DWARF"
SIZE: 18" HT, 15" SPREAD, 5' O.C.
QUANTITY: 19 PLANTS

LANDSCAPE TREES:
COMMON NAME: AMERICAN HORNBEAM
SCIENTIFIC NAME: CARPINUS CAROLINIA
QUANTITY – 2 TREES

NOTES:
1. LANDSCAPE SHRUBS SHALL BE 18" HT, 15" Spread, 5' o.c.
2. TREES SHALL BE 2" CALIPER BY 8' TO 10' TALL.

CANOPY COVERAGE:
REQUIRED = 40% OF PAVED PARKING AREA = 115 SF
PROVIDED = 2 TREES X 151 SF = 302 SF.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL



BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT

Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT

2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	REVISIONS	BY	DATE
1	REVISED WEST BOUNDARY DIMENSION	WBR	09/06/19

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18004
DRAWN BY CLS	DATE August 2, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

LANDSCAPING PLAN

L1.0

SCALE	SHEET	REV
AS NOTED	OF Posted June 8, 2020	####

PLANTING NOTES

A. LANDSCAPE INSTALLER SHALL VERIFY LOCATION OF ALL POSSIBLE LANDSCAPING CONFLICTS (UNDERGROUND UTILITIES, STORM SEWERS, FILTER SYSTEMS, ETC.) BEFORE COMMENCEMENT OF ANY PLANTING INSTALLATION.

B. ALL PLANTS SHALL BE GRADED AS FLORIDA NO. 1 OR BETTER AS DESCRIBED IN THE LATEST VERSION OF F.D.A.C.S. "GRADES AND STANDARDS FOR NURSERY PLANTS" PARTS 1 AND 2. PLANTS SHALL BE PLANTED SO THAT THE MOST PLEASING SIDE IS MOST VISIBLE.

C. ALL WORK PERFORMED SHALL MEET OR EXCEED THE ENVIRONMENTAL MANAGEMENT ORDINANCE AND THE STANDARDS OF GOOD NURSERY PRACTICE.

D. MULCH TO A MINIMUM OF 3" COMPACTED THICKNESS WITH PINE STRAW, PINE BARK OR APPROVED EQUAL. SEE PLANTING DETAILS.

E. LANDSCAPE INSTALLER SHALL VERIFY ALL QUANTITIES IN THE PLANT SCHEDULE AND SHALL FILL ALL PLANTING BEDS AT SPACING SPECIFIED.

F. LANDSCAPE INSTALLER SHALL GUARANTEE ALL PLANTS FOR ONE YEAR. AFTER ONE YEAR'S TIME. THE OWNER WILL MAINTAIN THE LANDSCAPING AND TREES IN PERPETUITY.

G. NO SUBSTITUTIONS OR CHANGES SHALL BE MADE TO THE DESIGN WITHOUT APPROVAL BY MCCARTHY AND ASSOCIATES, OWNER & THE ENVIRONMENTAL INSPECTOR. MAJOR CHANGES WILL REQUIRE A REVISION TO THE ENVIRONMENTAL MANAGEMENT PERMIT.

H. THE PLANTING VOLUME FOR ONE OR MORE TREES SHALL BE A MINIMUM OF 1200 CUBIC FEET WITH A MINIMUM WIDTH OF 12 FEET AND DEPTH OF 3 FEET. CONSTRUCTION GRADE FILL MATERIAL WITHIN PLANTING AREAS SHALL BE EXCAVATED TO A DEPTH OF THREE FEET BELOW THE FINISHED GRADE OF THE PLANTING AREA AND REPLACED WITH A NONCOMPACTED "FRIABLE" TOPSOIL. NUTGRASS INFESTED SOIL IS NOT ACCEPTABLE AND MAY NOT BE USED IN ANY MANNER.

I. WHERE UNDERGROUND UTILITIES CONFLICT WITH PROPOSED PLANTINGS, TREE PLACEMENT SHALL BE A MINIMUM OF TEN FEET FROM THE UNDERGROUND UTILITY OR A ROOT BARRIER OF TWO FEET DEEP SHALL BE INSTALLED USING NDS EP SERIES ROOT BARRIER OR EQUIVALENT.

J. SHRUBS SHALL NOT BE PLANTED CLOSER THAN 3 FEET FROM THE EDGE OF ANY IMPERVIOUS AREA.

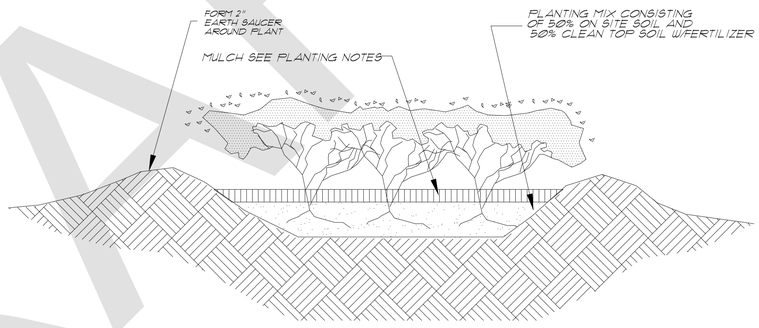
WATERING REQUIREMENTS:

WATERING FOR PLANT ESTABLISHMENT – WATER ALL PLANTS EVERY DAY FOR TWO WEEKS, EVERY OTHER DAY FOR TWO WEEKS, AND TWICE WEEKLY FOR TWO MONTHS, AT A RATE OF 1" PER APPLICATION. WATERING MAY BE SKIPPED WHEN LOCAL RAIN CONDITIONS EQUAL THE ABOVE RATES. AFTER THE INITIAL 90 DAY ESTABLISHMENT PERIOD, PLANTS SHOULD ONLY BE WATERED WHEN LOCAL RAIN CONDITIONS ARE LESS THAN 1" PER WEEK FOR AN EXTENDED PERIOD.

FERTILIZATION REQUIREMENTS:

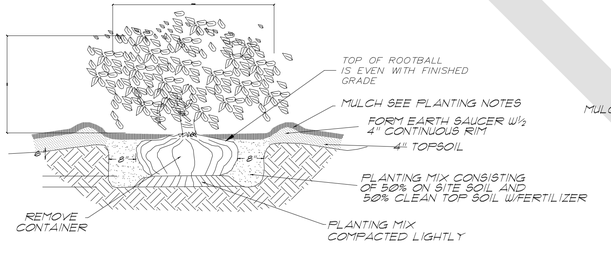
FERTILIZE ALL PLANTS AT TIME OF INSTALLATION WITH A BALANCED, COMPLETE FERTILIZER OF NEUTRAL CHARACTER WITH AN 18–6–12 FORMULATION, AT THE MANUFACTURERS RECOMMENDED RATE OF APPLICATION. NO OTHER FERTILIZATION IS REQUIRED, BUT MAY BE CONTINUED AS ABOVE, WITH ANNUAL APPLICATIONS IN MARCH OF EACH YEAR.

NOTE: PLANT SPECIES HAVE BEEN SELECTED WHICH ARE CAPABLE OF THRIVING IN THE LOCAL ENVIRONMENT WITHOUT CONTINUOUS IRRIGATION AND FERTILIZATION. AFTER THE INITIAL 90 DAY ESTABLISHMENT PERIOD, WATERING AND FERTILIZING SHOULD ONLY OCCUR WHEN LOCAL CONDITIONS DETERIORATE TO THE POINT THAT NATIVE/NATURALIZED PLANTS WILL NOT THRIVE.



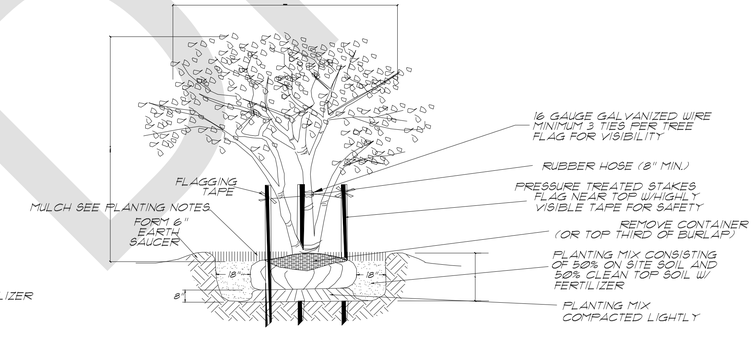
GROUNDCOVER PLANTING DETAIL

NOT TO SCALE



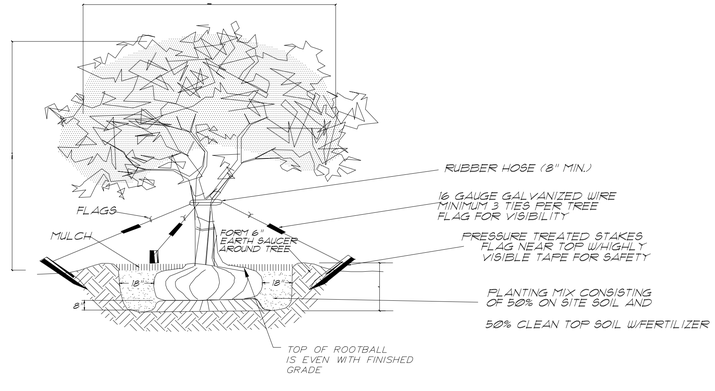
SHRUB PLANTING DETAIL

NOT TO SCALE



MULTI-TRUNK TREE PLANTING DETAIL

NOT TO SCALE



TREE PLANTING DETAIL

NOT TO SCALE

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE. AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18004
DRAWN BY CLS	DATE August 2, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

LANDSCAPING DETAILS

L3.1

SCALE	SHEET	REV
AS NOTED	Posted June 8, 2020	####

CODE SUMMARY

Code Summary	FBC-B	FFPC (NFPA)	Allowable / Required	Actual / Provided
Occupancy Classification	Storage, S-2	Storage		
Hazard Classificaiton		Ordinary, Group 1		
Construction Type	V-B	V(000)		
Building Height	Table 504.3		40 Feet	< 40 Feet
Number of Stories	Table 504.4		2 Stories	1 Story
Building Area	Table 506.2		13,500 sf Max.	960 sf
Gross Building Area	Table 506.2		13,500 sf	960 sf
Fire Resistance Rating for Building Elements	Table 601			
Primary Structural Frame			0	0
Primary Structural Frame - Roof only			0	0
Bearing Walls Exterior			0	0
Bearing Walls Interior			0	0
Nonbearing Interior Walls and Partitions			0	0
Floor Construction			0	0
Roof Construction			0	0
Fire Resistance Rating Requirements for Exterior Walls				
Fire Separation Distance				
x< 10'			1hr	Not Applicable
x> 10'			0	0
Unprotected Opening Percentages	Table 705.8			Not Applicable
Fire Walls	Section 706			Not Applicable
Interior Wall and Ceiling Requirements, Type S, Non-Sprinklered	Table 803.5			
Interior exit stairways and exit ramps and Exit Passageways			B	Not Applicable
Exit Access Corridors and other Exitways- Groups (A2,B)			B	Not Applicable
Rooms and enclosed Spaces-			C,C	C,C
Automatic Sprinkler Systems	Section 903			
S-2, Enclosed Parking Garage	FBC903.2.10		Not Required	Not Provided
Standpipe Systems	Section 905		Not Required	Not Provided
Portable Fire Extinguishers - Refer to Life Safety Plan	Section 906		Required	Provided
Fire Alarm and Detection Systems	Section 907		Not Required	Not Provided
Occupant Load	Section 1004			
Maximum Floor Area AllowancesPer Occupant - See Life Safety Plan	Table 1004.1.2			
Parking Areas - Occupant Load Factor			200 Gross	200 Gross
Means of Egress Sizing - See Life Safety Plan	Section 1005			
Egress Width per Person Served - stairways			.3" / Person	Not Applicable
Other egress components			.2" / Person	< .2" / Person
Nummer of Exits and Exit Access Doorways	Section 1006			
Spaces with One Exit or Exit Access Doorway	Table 1006.2.1		29 Occupants	5 Occupants
Maximum Common Path of Egress Travel Distance	Table 1006.2.1		100 Feet	< 75 Feet
Exit and Exit Access Doorway Configuration	Section 1007			Not Applicable
Means of Egress Illumination	Section 1008		Required	Provided
Doors, Gates, and Turnstiles	Section 1010			
Size of Doors, Minimum Clear Width x Minimum Height			32" x 80"	Provided
Stairways	Section 1011		Not Applicable	
Ramps	Section 1012			
Exit Signs	Section 1013		Not Required	Provided
Handrails	Section 1014		Not Applicable	
Guards	Section 1015		Not Applicable	
Exit Access	Section 1016		Not Applicable	
Exit Access Travel Distance	Section 1017			
Exit Access Travel Distance, Maximum	Table 1017.2		300 Feet	< 300 Feet
Aisles	Section 1018		Not Applicable	
Exit Access Stairways and Ramps	Section 1019		Not Applicable	
Corridors	Section 1020		Not Applicable	
Corridor Fire Resitance Rating, <30 Occupants	Table 1020.1		0	0
Maximum Dead End Corridor	Section 1020.4		Not Applicable	
Egress Balconies	Section 1021		Not Applicable	
Interior ExitStairways and Ramps	Section 1023		Not Applicable	
Minimum Corridor Aisle Width	Section 1024			
Occupant Load < 50			36" Maximum	
Occupant Load > 50			44" Maximum	
Luminous Egress Path Markings	Section 1025		Not Required	Not Provided
Horizontal Exits	Section 1026		Not Applicable	
Exterior Exit Stairways and Ramps	Section 1027		Not Applicable	
Minimum Plumbing Facilities, FBC-Plumbing	Table 403.1			
Water Closets			1 per 100	
Lavatories			1 per 100	
Drinking Fountains (Small Occupancies, Occupant Load < 15)	FBC-P 410.2		Not Required	Not Provided
Custodial Sink			Required	Not Provided

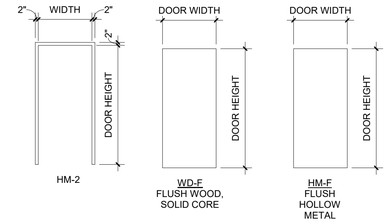
Room Schedule

Number	Name	Area	Perimeter	Floor Finish	Base Finish	Wall Finish	Ceiling Finish	Material Rating	Comments
101	APPARATUS ROOM	767 SF	122' - 8"	SEALED CONC.	RB-1*	-	EXPOSED	B	
101A	RR	88 SF	53' - 6"	SEALED CONC.	RB-1	PT-1 (EPOXY)	ACT-1	C	

RB-1 RUBBER BASE, SEE SPECIFICATIONS.
RB-1* RUBBER BASE, SEE SPECIFICATIONS. PROVIDE ON PARTITION WALLS ONLY.
ACT-MR ACOUSTICAL CEILING TILE, MOISTURE RESISTANT, 24" x 24". SEE SPECIFICATIONS.

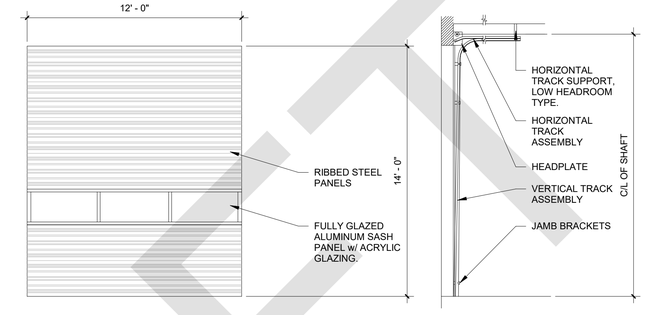
Door Schedule

Mark	Door Elevation	Width	Height	Door Material	Door Finish	Frame Elevation	Frame Material	Frame Finish	Detail	Hardware Set	Comments
101.1	HM-F	3' - 0"	7' - 0"	HM	PT	HM2	HM	PT-2	4 / A100	SET 1E - ENTRY	ELECTRIC COMBINATION KEYPAD
101.2	HM-F	3' - 0"	7' - 0"	HM	PT	HM2	HM	PT-2	4 / A100	SET 1 - ENTRY	
101A	WD-F	3' - 0"	7' - 0"	WD	PT	HM2	HM	PT-2	5 / A100	SET 2 - PRIVACY	
OH-1	OH-1	12' - 0"	14' - 0"	STEEL	PT	-	-	-			LOW HEADROOM TRACK REQUIRED
OH-2		6' - 0"	7' - 0"								
OH-3		6' - 0"	7' - 0"								
OH-4		6' - 0"	7' - 0"								

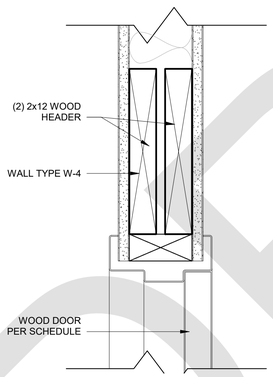


FRAME TYPES
1/4" = 1'-0"

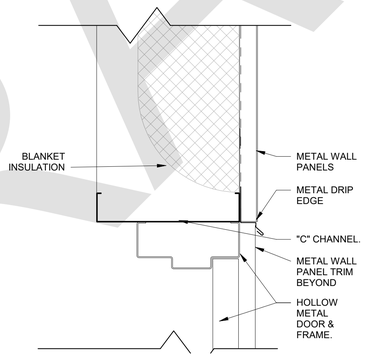
DOOR TYPES
1/4" = 1'-0"



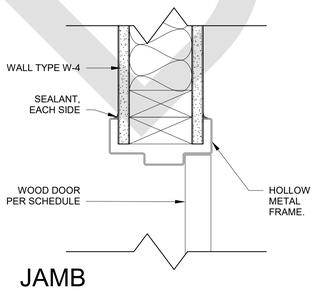
3 OVERHEAD DOOR TYPE
1/4" = 1'-0"



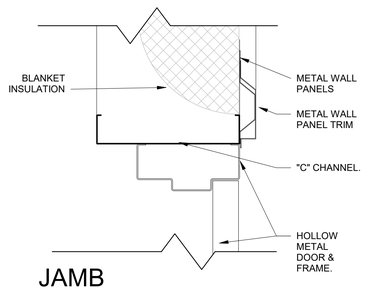
HEAD



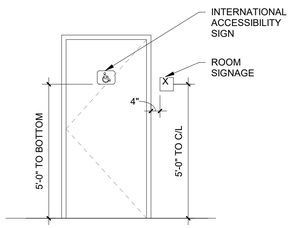
HEAD



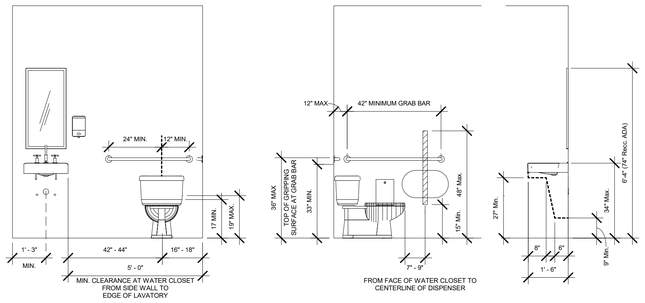
JAMB



JAMB



DOOR SIGNAGE
3/8" = 1'-0"



MOUNTING HEIGHT DIAGRAMS
3/8" = 1'-0"

5 DOOR DETAILS @ WOOD PARTITION
3" = 1'-0"

4 DOOR DETAILS @ EXTERIOR WALL
3" = 1'-0"

APPLICABLE CODES

FLORIDA BUILDING CODE, BUILDING	(FBC-B)	6TH EDITION, (2017)
FLORIDA BUILDING CODE, MECHANICAL	(FBC-M)	6TH EDITION, (2017)
FLORIDA BUILDING CODE, FUEL GAS	(FBC-FG)	6TH EDITION, (2017)
FLORIDA BUILDING CODE, PLUMBING	(FBC-P)	6TH EDITION, (2017)
FLORIDA BUILDING CODE, ACCESSIBILITY	(FBC-A)	6TH EDITION, (2017)
FLORIDA FIRE PREVENTION CODE	(FFPC)	6TH EDITION, (2017)
NATIONAL ELECTRICAL CODE	(NEC)	2014 EDITION

PERMITTING NOTES

1. THE CONTRACTOR SHALL MAKE AVAILABLE ANY DOCUMENTATION NECESSARY TO VERIFY THAT ALL PRODUCTS REQUIRING PRODUCT APPROVAL PER F.S. 553.842 ARE IN COMPLIANCE.

INTERIOR WALL AND CEILING FINISH MATERIAL REQUIREMENTS

1. INTERIOR WALL AND CEILING FINISH MATERIALS SHALL BE CLASSIFIED IN ACCORDANCE WITH ASTM E 84 OR UL 723.
2. INTERIOR FINISH MATERIALS SHALL BE GROUPED IN THE FOLLOWING CLASSES IN ACCORDANCE WITH THEIR FLAME SPREAD AND SMOKE-DEVELOPED INDEXES.

CLASS A: = FLAME SPREAD INDEX 0-25; SMOKE-DEVELOPED INDEX 0-450.
CLASS B: = FLAME SPREAD INDEX 26-75; SMOKE-DEVELOPED INDEX 0-450.
CLASS C: = FLAME SPREAD INDEX 76-200; SMOKE-DEVELOPED INDEX 0-450.

EXCEPTION: MATERIALS TESTED IN ACCORDANCE WITH SECTION 803.1.2.

3. STORAGE OCCUPANCY REQUIREMENTS (MINIMUM)

INTERIOR EXIT STAIRWAYS	CLASS B
INTERIOR EXIT RAMPS	CLASS B
INTERIOR PASSAGEWAYS	CLASS B
CORRIDORS	CLASS B
ENCLOSURES FOR EXIT ACCESS STAIRS	CLASS B
ENCLOSURES FOR EXIT ACCESS RAMPS	CLASS B
ROOMS AND ENCLOSED SPACES	CLASS C

DOOR NOTES:

1. SEE PLANS AND ELEVATION FOR DOOR TYPES AND LOCATIONS.
2. QUANTITIES AND SIZES PROVIDED FOR BIDDING PURPOSES ONLY. ALL OPENINGS TO BE FIELD MEASURED PRIOR TO PLACING ORDERS.
3. GLAZING USED IN DOORS, OPERABLE WINDOWS, WITHIN 18" OF THE FLOOR OR A 24" ARC OF A DOOR AND GLAZING SUBJECT TO HUMAN IMPACT SHALL BE FULLY TEMPERED OR LAMINATED OR SAFETY GLASS.
4. PROVIDE DOOR SILENCERS AS NECESSARY.
5. VERIFY WITH OWNER THE KEYING AND ACCESS CONTROL OF DOORS PRIOR TO PROCEEDING.
6. SUBMITTAL REQUIRED FOR DOORS, AND HARDWARE.
7. ALL EXIT DOORS TO BE OPERABLE WITHOUT SPECIAL KNOWLEDGE OR USE OF KEY FROM THE DIRECTION OF EGRESS.

DRAFT

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL, 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18003

SEAL

workshop131
architecture & interiors
Christopher A. Robinson FL AR95036
FL AA26002651 FL IB26001506

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida

BY	NO.	DATE
		REVISIONS

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18003
DRAWN BY CAR	DATE 08/02/2019	APPROVED CAR
BUILDING	FLOOR	AREA

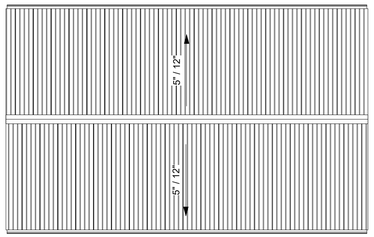
GENERAL NOTES AND SCHEDULES

A1.0

SCALE	SHEET	REV.
AS NOTED	OF	-

100% CONSTRUCTION DOCUMENTS

Posted June 8, 2020



3 ROOF PLAN
1/8" = 1'-0"

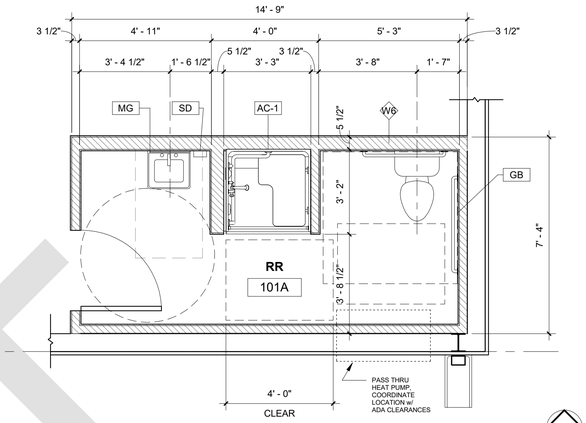
RESTROOM ACCESSORIES SCHEDULE

12 x 12 wall house

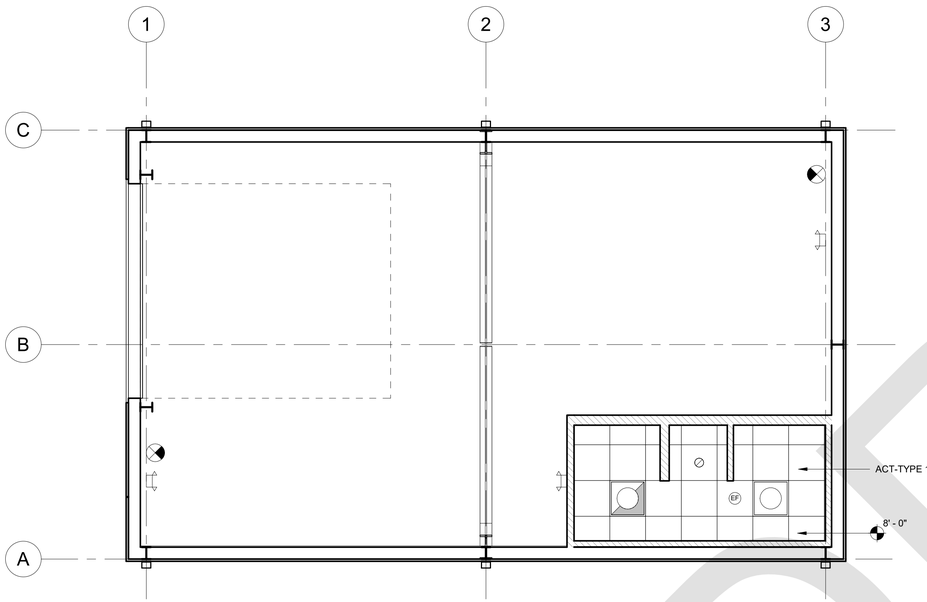
Refer to specifications for Basis of Design

GB	Grab Bars, 36" & 42" Lengths
MG	Mirror
TTPD	Tissue Paper Dispenser
SD	Soap Dispenser
SDU	Sanitary Product Disposal Unit
PTFD	Paper Towel Dispenser
WR	Waste Receptacle
RH	Hook, (Provide at inside of each RR Door) Manufacturer: Bradley
AC-1	Shower Insert:
Type:	ADA Accessible and compliant multi piece, Transfer Type Shower
Size:	36" x36"
Threshold:	½", mud set or anchoring adhesive required.
Construction:	Molded, four piece gelcoat/fiberglass
Finish:	Smooth, White
Reinforcement:	Integral full wood backing
Accessories:	Grab Bars at Control wall & Back Wall Soap Dish Folding Seat 1/2" Curtain Rod Shower Curtain by Owner

12 x 12 wall house



4 ENLARGED RESTROOM PLAN
3/8" = 1'-0"



ACT-MR, 24" x 24" ACOUSTICAL CEILING PANEL PER SPECIFICATION

2 x 2 LIGHT FIXTURE

2 x 2 LIGHT FIXTURE w/ EMERGENCY BALLAST

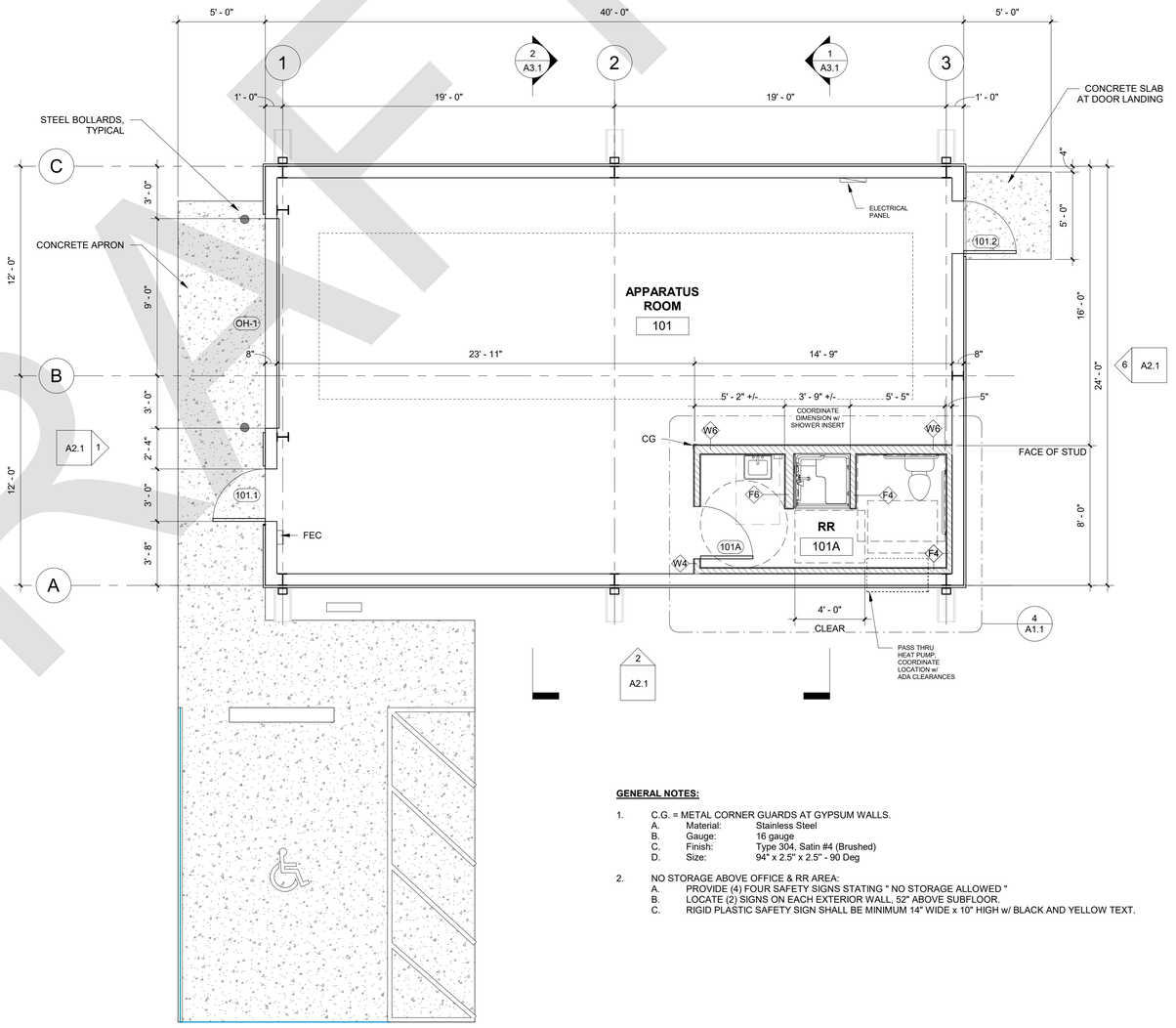
EF EXHAUST FAN

RECESSED CAN LIGHT

EMERGENCY LIGHTING ON BATTERY PACK

EXIT FIXTURE

2 REFLECTED CEILING PLAN
1/4" = 1'-0"



1 FLOOR PLAN
1/4" = 1'-0"

GENERAL NOTES:

1. C.G. = METAL CORNER GUARDS AT GYPSUM WALLS.
   - A. Material: Stainless Steel
   - B. Gauge: 16 gauge
   - C. Finish: Type 304, Satin #4 (Brushed)
   - D. Size: 94" x 2.5" x 2.5" - 90 Deg
2. NO STORAGE ABOVE OFFICE & RR AREA:
   - A. PROVIDE (4) FOUR SAFETY SIGNS STATING " NO STORAGE ALLOWED "
   - B. LOCATE (2) SIGNS ON EACH EXTERIOR WALL, 52" ABOVE SUBFLOOR.
   - C. RIGID PLASTIC SAFETY SIGN SHALL BE MINIMUM 14" WIDE x 10" HIGH w/ BLACK AND YELLOW TEXT.

100% CONSTRUCTION DOCUMENTS

DRAFT

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18003

SEAL

workshop131
architecture & interiors
Christopher A. Robinson FL AR95036
FL AA26002651 FL IB26001506

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida

NO.	DATE	BY

REVISIONS

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

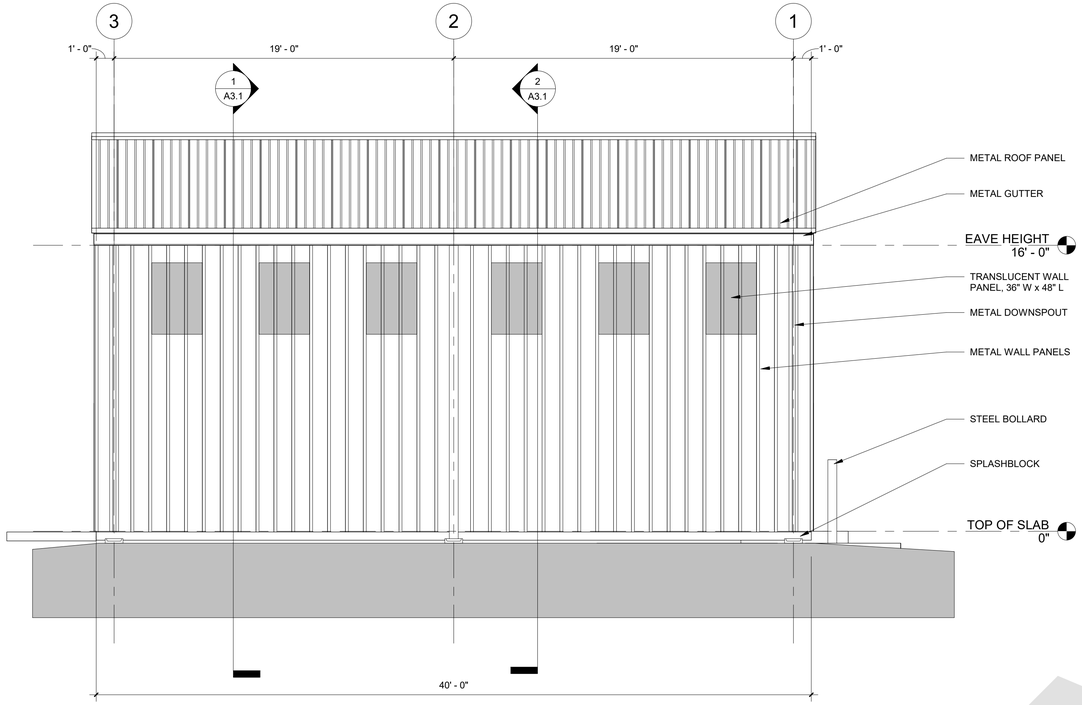
PROJECT		LEONT18003
DRAWN BY CAR	DATE 08/02/2019	APPROVED CAR
BUILDING	FLOOR	AREA

FLOOR, CEILING, AND ROOF PLANS

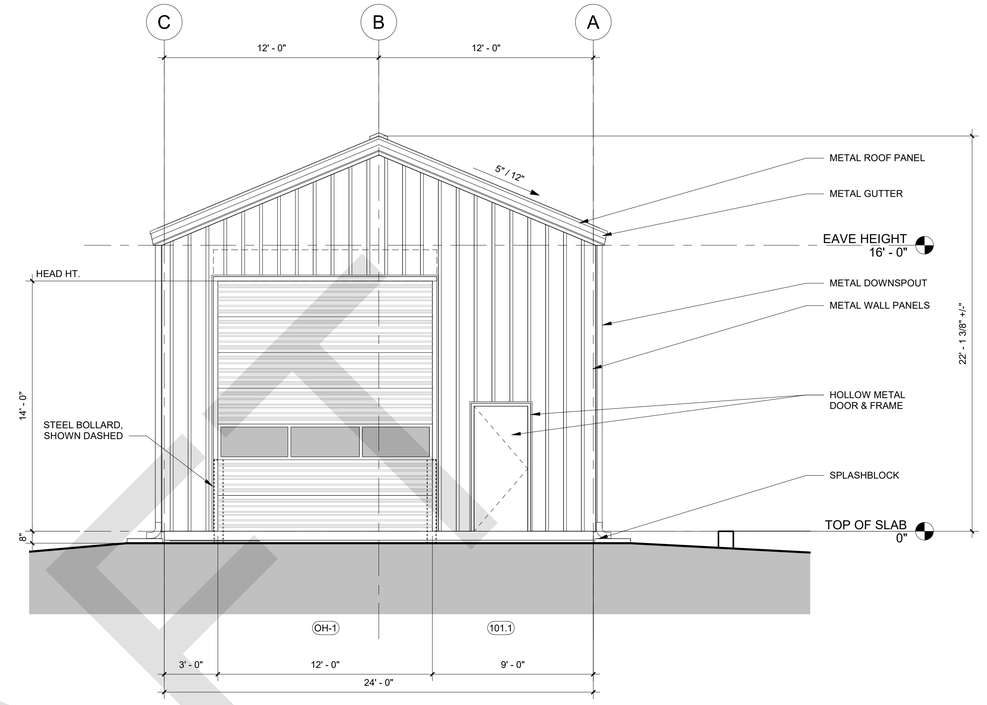
A1.1

SCALE	SHEET	REV
AS NOTED	OF	

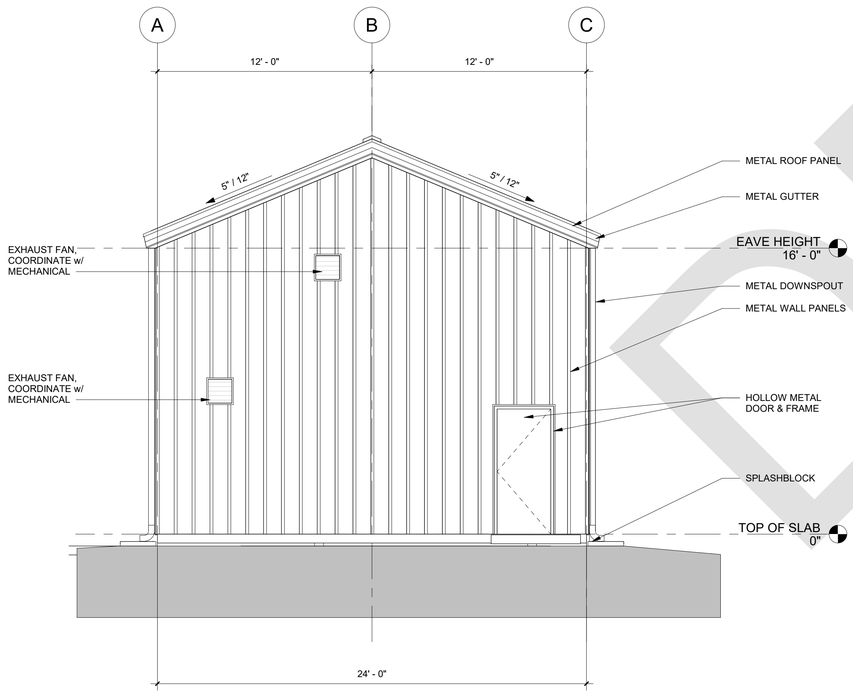
Posted June 8, 2020



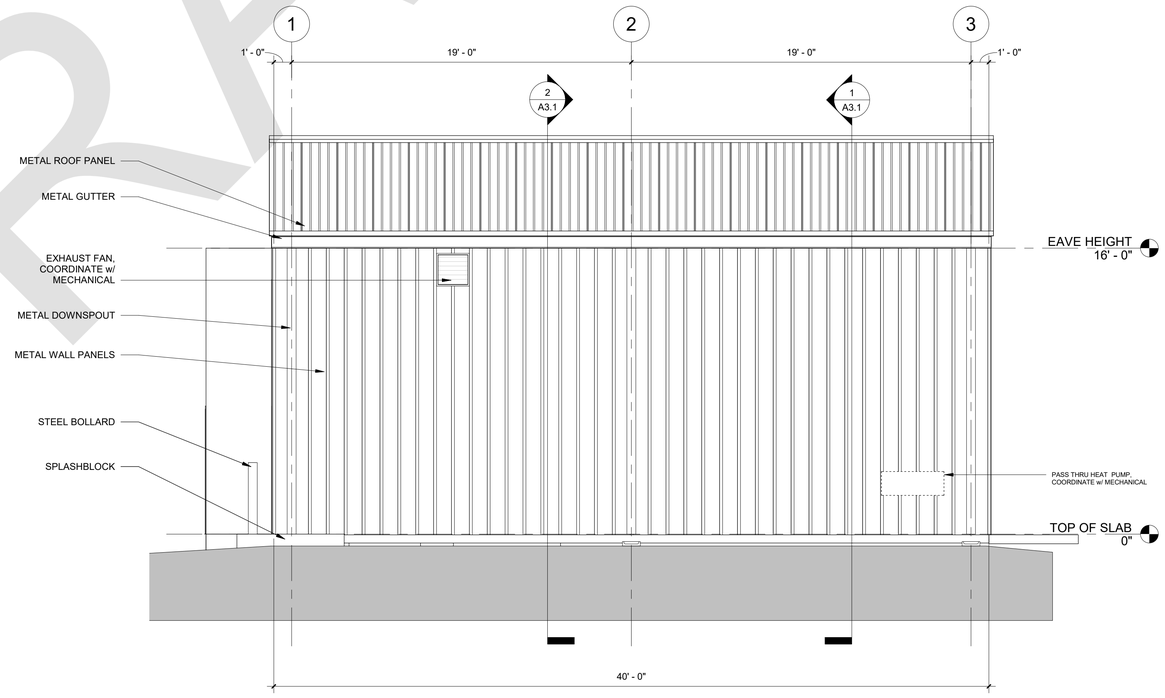
5 NORTH ELEVATION
1/4" = 1'-0"



1 WEST ELEVATION
1/4" = 1'-0"



6 EAST ELEVATION
1/4" = 1'-0"



2 SOUTH ELEVATION
1/4" = 1'-0"

100% CONSTRUCTION DOCUMENTS

DRAFT

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18003

SEAL

workshop131
architecture & interiors
Christopher A. Robinson FL AR95036
FL AA26002651 FL IB26001506

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

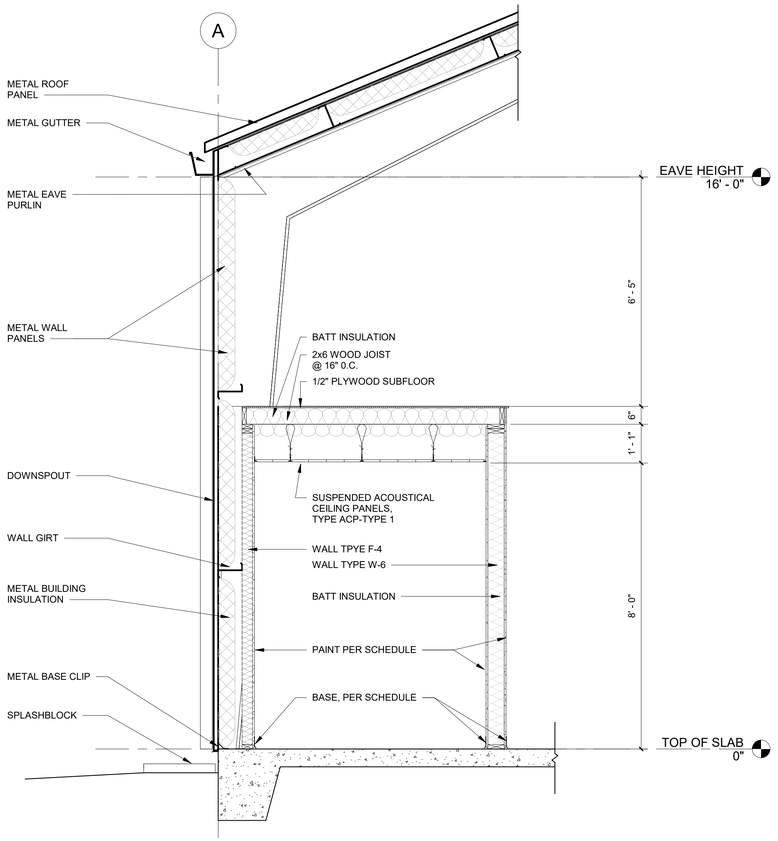
PROJECT		LEONT18003
DRAWN BY CAR	DATE 08/02/2019	APPROVED CAR
BUILDING	FLOOR	AREA

ELEVATIONS

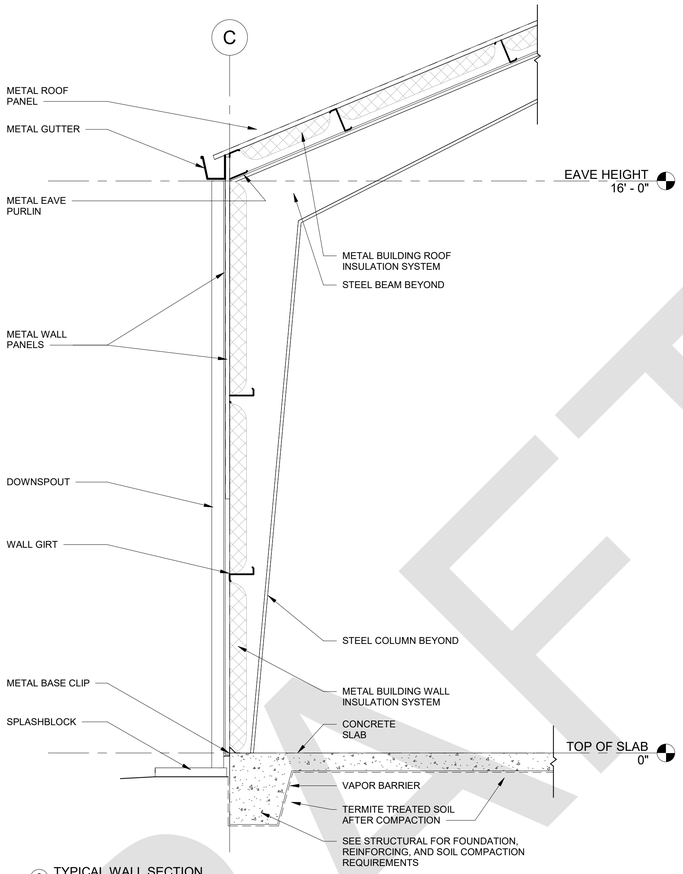
A2.1

SCALE	SHEET	REV
AS NOTED	OF	

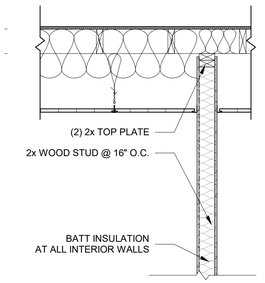
Posted June 8, 2020



4 WALL SECTION @ RR
1/2" = 1'-0"

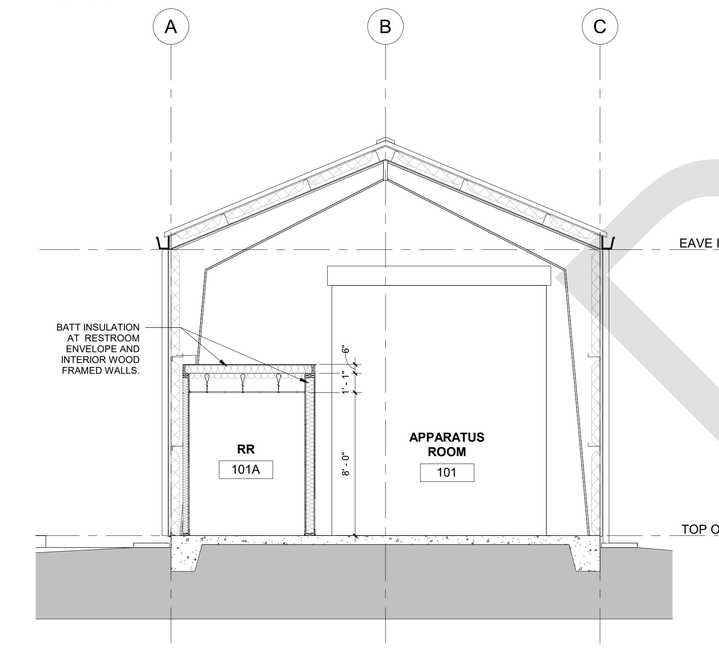


3 TYPICAL WALL SECTION
1/2" = 1'-0"

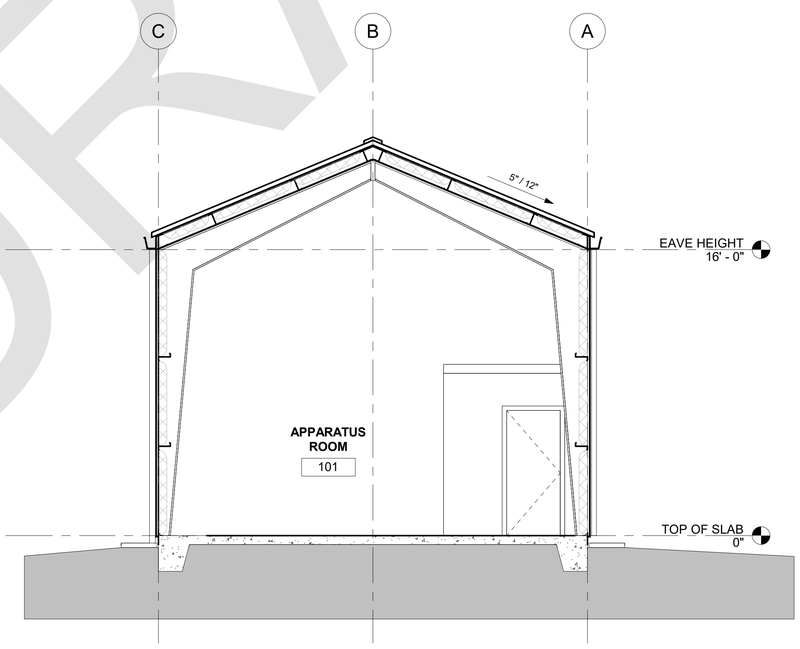


TYPICAL INTERIOR, NON-RATED WOOD PARTITION
TYPE W4 = 2x4 WOOD STUDS
TYPE W6 = 2x6 WOOD STUDS

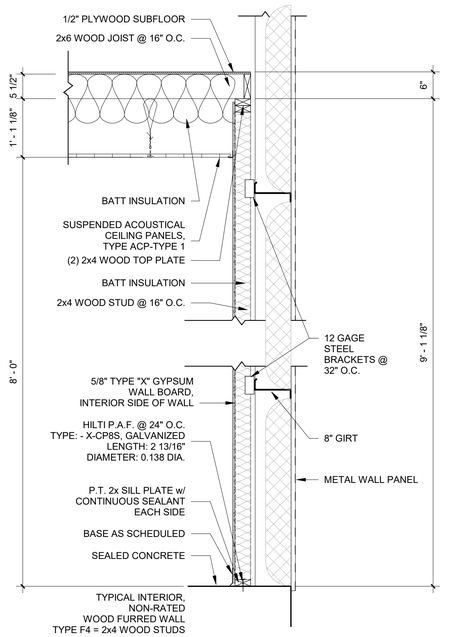
6 WALL TYPE W4 & W6
3/4" = 1'-0"



1 CROSS SECTION - RESTROOM
1/4" = 1'-0"



2 CROSS SECTION - TYPICAL
1/4" = 1'-0"



5 WALL TYPE F4
3/4" = 1'-0"

100% CONSTRUCTION DOCUMENTS

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18003

SEAL

workshop131
architecture & interiors
Christopher A. Robinson FL AR95036
FL AA26002651 FL IB26001506

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida

NO.	DATE	BY
	REVISIONS	

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18003
DRAWN BY CAR	DATE 08/02/2019	APPROVED CAR
BUILDING	FLOOR	AREA

BUILDING SECTIONS AND PARTITION TYPES

A3.1

SCALE	SHEET	REV
AS NOTED	OF	

Posted June 8, 2020

STRUCTURAL NOTES

1. GENERAL:

A. GENERAL: UNLESS OTHERWISE SPECIFIED, ALL WORK AND MATERIALS SHALL CONFORM TO THE REQUIREMENTS OF THE "2017 FLORIDA BUILDING CODE" (FBC), SIXTH EDITION.
B. ALL ELEVATIONS ON STRUCTURAL SHEETS ARE RELATIVE TO (STRUCTURAL DATUM) FINISHED FLOOR ELEVATION OF 0.00'.
C. DO NOT SCALE DRAWINGS. USE DIMENSIONS AND DETAILS.
D. THE GENERAL CONTRACTOR SHALL VERIFY THE DIMENSIONS AND SITE CONDITIONS BEFORE STARTING WORK. THE ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES PRIOR TO PROCEEDING WITH THE WORK. FOR DIMENSIONS NOT SHOWN, SEE ARCHITECTURAL DRAWINGS.
E. THE STRUCTURE SHOWN ON THESE DRAWINGS IS SELF-SUPPORTING ONLY IN ITS COMPLETED FORM. THE DESIGN, ADEQUACY, SAFETY AND STABILITY OF ERECTION BRACING, FORMWORK, SHORING, AND TEMPORARY SUPPORTS ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
F. FOUNDATIONS HAVE NOT BEEN DESIGNED FOR ANY CONDITION OF LOADING OTHER THAN THAT OF THE COMPLETED STRUCTURE. VERIFICATION OF ADEQUACY OF FOUNDATIONS TO RESIST ERECTION INDUCED FORCES IS SOLELY THE RESPONSIBILITY OF THE CONTRACTOR.
G. THE GENERAL CONTRACTOR IS SOLELY RESPONSIBLE FOR JOB SITE SAFETY AND FOR CONFORMANCE WITH THE HEALTH AND SAFETY PROVISIONS REQUIRED BY ANY REGULATORY AGENCIES. THE STRUCTURAL ENGINEER OF RECORD HAS NO AUTHORITY TO EXERCISE ANY CONTROL OVER ANY CONSTRUCTION CONTRACTOR, OR THEIR EMPLOYEES WITH THEIR WORK OR ANY HEALTH OR SAFETY PRECAUTIONS.
H. STRUCTURAL SUBMITTALS:
   (1) REPRODUCTION OF CONTRACT DOCUMENTS FOR ERECTION AND/OR SHOP DRAWINGS WILL NOT BE PERMITTED.
   (2) REVIEW OF SUBMITTALS AND/OR SHOP DRAWINGS BY THE STRUCTURAL ENGINEER OF RECORD DOES NOT RELIEVE THE CONTRACTOR OF THE SOLE RESPONSIBILITY TO REVIEW AND CHECK SHOP DRAWINGS PRIOR TO SUBMITTAL TO THE STRUCTURAL ENGINEER OF RECORD. THE CONTRACTOR REMAINS SOLELY RESPONSIBLE FOR ERRORS AND OMISSIONS ASSOCIATED WITH THE PREPARATION OF SHOP DRAWINGS AS THEY PERTAIN TO MEMBER SIZES, DETAILS, AND THE DIMENSIONS SPECIFIED IN THE CONTRACT DOCUMENTS. CONTRACTOR ALSO SHALL BE RESPONSIBLE FOR MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES OF CONSTRUCTION.

2. DESIGN LOADS:

A. LIVE LOADS
   (1) ROOF LOAD = 20 PSF (REDUCIBLE PER FBC 1607.12.2.1)

B. DEAD LOADS ON ROOF = ACTUAL EQUIPMENT LOADS PLUS COLLATERAL LOADS
   (1) CEILINGS AND ARCHITECTURAL FEATURES = 4 PSF
   (2) MECHANICAL / ELECTRICAL LOADS = 4 PSF

C. WIND LOAD:
   (1) ULTIMATE WIND VELOCITY = 125 MPH (3 SECOND GUST)
   (2) EQUIVALENT NOMINAL BASIC WIND VELOCITY = 97 MPH (3 SECOND GUST)
   (3) RISK CATEGORY = IV
   (4) WIND EXPOSURE CATEGORY = B
   (5) ENCLOSURE CLASSIFICATION = ENCLOSED
   (6) INTERNAL PRESSURE, GCpi = ±0.18
   (7) COMPONENTS AND CLADDING: SEE TABLE AND DIAGRAM ON THIS SHEET.
   (8) TO CONVERT THE (ASCE 7-10) ULTIMATE WIND CLADDING PRESSURES TO ALLOWABLE STRESS DESIGN (ASD) WIND PRESSURES, MULTIPLY EACH VALUE BY 0.60.

3. MATERIALS AND CONSTRUCTION:

A. SOIL:
   (1) ALLOWABLE SOIL BEARING CAPACITY TO BE 2,000 PSF ON COMPACTED SOILS OR STRUCTURAL FILLS.
   (2) ALL CAPILLARY WATER BARRIER (CWB) MATERIAL BELOW INTERIOR SLABS SHALL CONSIST OF CLEAN SAND WITH A FINENESS MODULUS OF 1.6 TO 3.1 AND CONTAIN NO MORE THAN 10% BY WEIGHT FINER THAN NO. 200 U.S. STANDARD SIEVE.
   (3) ALL SOIL BELOW SLABS-ON-GRADE AND FOOTINGS SHALL BE COMPACTED TO A DEPTH OF 12" AT OPTIMUM MOISTURE CONTENT TO 95% OF MODIFIED PROCTOR, ASTM D1557.
   (4) THE FOUNDATION DESIGN IS BASED ON THE GEOTECHNICAL REPORT DATED JULY 26, 2018 BY ARDAMAN & ASSOCIATES, INC.
   (5) SOILS TESTING WILL BE PERFORMED BY THE DESIGNATED TESTING LABORATORY SELECTED AND PAID FOR BY THE OWNER.
   (6) THE SITE PREPARATION WORK SHALL BE BASED ON THE RECOMMENDATIONS DEVELOPED BY THE DESIGNATED TESTING LABORATORY AS PRESENTED IN THE GEOTECHNICAL REPORT REFERENCED ABOVE. THE REPORT IS INCLUDED IN THE CONTRACT DOCUMENTS AND IS A PART OF THIS CONTRACT.
   (7) THE CONTRACTOR SHALL PROVIDE ACCESS AND COOPERATE WITH THE OWNER'S TESTING LAB.

B. CONCRETE:
   (1) ALL CONCRETE WORK SHALL CONFORM TO AMERICAN CONCRETE INSTITUTE'S "BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE" (A.C.I. 318, LATEST EDITION). CONCRETE SHALL HAVE THE FOLLOWING MINIMUM COMPRESSIVE STRENGTH AT 28 DAYS.

FOUNDATIONS:	3,000PSI
SLABS-ON-GRADE AND WATER TANK FOUNDATION:	4,000PSI
ALL OTHER CONCRETE:	3,000PSI

   (2) CHAMFER ALL CONCRETE EXPOSED EDGES ¾" UNLESS INDICATED OTHERWISE.
   (3) ALL SLABS-ON-GRADE CONSTRUCTION SHALL BE AS INDICATED ON THE PLANS.
   (4) WHERE PERMITTED ALL DRILLING AND EPOXYING OF ANCHOR BOLTS SHALL BE DONE WITH THE HILTI HIT HY 200 ADHESIVE ANCHORING SYSTEM, OR APPROVED EQUIVALENT.

C. REINFORCING STEEL:
   (1) ALL REINFORCING STEEL SHALL BE INTERMEDIATE GRADE BILLET STEEL CONFORMING TO ASTM A615, GRADE 60, WITH THE FOLLOWING MIN. SPLICE LENGTH OF 36 BAR DIAMETERS UNLESS INDICATED OTHERWISE.
   (2) WELDED WIRE FABRIC (W.W.F.) SHALL BE ASTM A185. MINIMUM LAP SHALL BE 8".

D. STRUCTURAL STEEL:
   (1) ALL STRUCTURAL STEEL WORK SHALL CONFORM TO AMERICAN INSTITUTE OF STEEL CONSTRUCTION'S (AISC) "SPECIFICATION FOR STRUCTURAL STEEL BUILDINGS", (LATEST EDITION).
   (2) STRUCTURAL STEEL SHAPES SHALL BE FABRICATED FROM THE FOLLOWING MATERIALS:
      a. ROLLED W AND WT SHAPES: ASTM A992, Fy=50 KSI.
      b. ROLLED HP SHAPES: ASTM A572, GRADE 50
      c. ALL OTHER ROLLED SHAPES: ASTM A36.
      d. HOLLOW TUBE (HSS): ASTM A500, GRADE B, Fy=46 KSI.
      e. STRUCTURAL PIPE: ASTM 53, TYPE E OR S, GRADE B, Fy=35.
   (3) ANCHOR BOLTS SHALL BE ASTM A307. ANCHOR RODS SHALL BE ASTM F1554, GRADE 55.
   (4) ALL WELDING WORK SHALL BE PERFORMED AS PER THE AMERICAN SOCIETY'S RECOMMENDATIONS BY CERTIFIED WELDERS USING E70XX WELDING ELECTRODES.
   (5) NONSHRINK GROUT SHALL BE NONMETALLIC SHRINKAGE-RESISTANT GROUT CONFORMING TO ASTM C 1107.

E. SHOP AND FIELD PAINT:
   (1) PRIMER: FABRICATOR'S STANDARD LEAD- AND CHROMATE-FREE, NON-ASPHALTIC, RUSTING INHIBITING PRIMER CONFORMING TO SSPC-PAINT 25, TYPE II.
   (2) SURFACE PREPARATION: CLEAN SURFACES TO BE PRIMED TO REMOVE LOOSE RUST AND MILL SCALE USING SSPC-SP 2, "HAND TOOL CLEANING" AND SSPC-SP 3 "POWER TOOL CLEANING".
   (3) IMMEDIATELY AFTER SURFACE PREPARATION, APPLY PRIMER TO PROVIDE A DRY FILM THICKNESS OF NOT LESS THAN 1.5 MILS.
   (4) FIELD TOUCHUP: RE-CLEAN AND REPAINT ALL PRIMED SURFACES (INCLUDING EXISTING STEEL SURFACES) DAMAGED BY ERECTION PROCESS, INCLUDING ALL FASTENERS AND OTHER STEEL SURFACES.

E. TIMBER FRAMING:
   (1) MISCELLANEOUS TIMBER FRAMING MEMBERS SHALL BE No. 2 SOUTHERN PINE, OR STRONGER.
   (2) PROVIDE PRESERVATIVE TREATED MEMBERS WHERE P.T. IS INDICATED AND AT OTHER LOCATIONS WHERE IN CONTACT WITH MASONRY/CONCRETE OR WHERE EXPOSED TO WEATHER.
   (3) WINDOW AND DOOR HEADERS SHALL BE PER F.B.C.
   (4) HEADERS AND BEAMS CONSTRUCTED OF MULTIPLE MEMBERS SHALL BE SECURED WITH 3-10d NAILS @ 12"o.c. (EACH SIDE) MINIMUM.
   (5) BLOCKING FOR WALL STUDS SHALL BE THE SAME DIMENSION AS THE WALL STUDS AND SPACED NO MORE THEN 4'-0"o.c. BLOCKING SHALL ALIGN WITH JOINTS IN THE SHEATHING.
   (6) EXCEPT WHERE FASTENERS ARE SPECIFIED, PROVIDE NAILING PATTERNS PER THE FBC. PROVIDE GALVANIZED FASTENERS WHERE INDICATED.
   (7) PRE-DRILL HOLES FOR THRU BOLTS AT NOMINAL BOLT DIAMETER PLUS 1/16".

PRE-ENGINEERED METAL BUILDING NOTES: (UNLESS NOTED OTHERWISE)

1. THE CONTRACTOR SHALL PROVIDE THE STRUCTURAL DESIGN OF THE METAL BUILDING AND ALL OTHER PRE-ENGINEERED COMPONENTS.
2. THE DESIGN SHALL BE IN ACCORDANCE WITH THE FLORIDA BUILDING CODE (FBC), AND THE "LOW RISE BUILDING SYSTEMS MANUAL" PUBLISHED BY THE METAL BUILDING MANUFACTURERS ASSOCIATION (MBMA), LATEST EDITION. WHEN THE REFERENCED CODES CONFLICT, THE F.B.C. SHALL GOVERN.
3. DESIGN LOADS
   a. DESIGN LOADS AND DESIGN LOAD COMBINATIONS SHALL CONFORM TO THE FBC AND THE STRUCUTRAL NOTES ON THESE DRAWINGS.
   b. THE DESIGN SHALL INCORPORATE ALL COLLATERAL LOADS INDICATED, INCLUDING SPECIAL MECHANICAL AND ELECTRICAL SYSTEMS, CEILINGS AND OTHER ARCHITECTURAL FEATURES. THE CONTRACTOR SHALL COORDINATE WITH EQUIPMENT MANUFACTURERS AND VERIFY DESIGN LOADS ARE BASED ON ACTUAL EQUIPMENT AND CONFIGURATIONS TO BE FURNISHED AND INSTALLED.
4. SUBMIT STRUCTURAL SHOP DRAWINGS AND ALL CALCULATIONS FOR REVIEW AND APPROVAL. ALL SHOP DRAWINGS AND CALCULATIONS SHALL BE PREPARED, SIGNED, AND SEALED BY A PROFESSIONAL STRUCTURAL ENGINEER REGISTERED IN THE STATE OF FLORIDA. CALCULATIONS SHALL INCLUDE BUT ARE NOT LIMITED TO:
   a. FRAME DESIGN
   b. BUILDING REACTIONS (INCLUDE LOAD CASES AND LOAD COMBINATIONS FOR ALL COLUMNS)
   c. SEE SPECIFICATIONS.
5. FOUNDATIONS AND ANCHOR BOLTS
   a. THE INDICATED FOUNDATION DESIGN SHALL BE CONSIDERED THE MINIMUM DESIGN FOR CONSTRUCTION.
   b. THE OWNER'S BUILDING ENGINEER WILL VERIFY THE DESIGN OF THE FOUNDATION SYSTEM AND REDESIGN AS NECESSARY, TO SUPPORT REACTIONS FOR THE BUILDING FURNISHED. A POST-BID ADDENDUM WILL BE ISSUED, IF MODIFICATIONS TO THE FOUNDATIONS ARE REQUIRED.
   c. WITHIN 30 DAYS OF NOTICE TO PROCEED WITH THE PROJECT, PREPARE AND SUBMIT A CERTIFIED REACTION TABLE FOR ALL LOAD CASES AND COMBINATIONS REQUIRED BY THE FLORIDA BUILDING CODE. INCLUDE ALL INPUT LOADINGS AND A CONSOLIDATED LIST OF FRAMES WITH COLUMN AND BRACING REACTIONS FOR ALL APPLICABLE LOAD COMBINATIONS TO BE USED TO VERIFY FOUNDATION DESIGN
   d. THE EMBEDMENT LENGTH OF THE ANCHOR BOLTS SHALL BE SPECIFIED BY THE OWNERS STRUCTURAL ENGINEER UPON APPROVAL OF THE PRE-ENGINEERED METAL BUILDING SHOP DRAWINGS. (BASED ON REACTIONS FURNISHED.)
6. MATERIALS AND COMPONENTS – ALL MATERIALS AND COMPONENTS SHALL BE THE MANUFACTURER'S STANDARD EXCEPT THE FOLLOWING:
   a. X-BRACING
      i. ALL BRACING SHALL BE STEEL RODS OR STRUCTURAL SHAPES. CABLE BRACING SHALL NOT BE USED.
      ii. COORDINATE THE LOCATIONS OF BRACES TO CLEAR WALL OPENINGS.
   b. PORTAL FRAMES
      i. PORTAL FRAMES SHALL BE LATERAL RIGID FRAMES INCLUDING A BEAM AND TWO COLUMNS (NESTLED INTO THE PRIMARY FRAME COLUMNS).
   c. ALL HIGH STRENGTH BOLTS BE INSTALLED TO "SNUG TIGHT" AND TIGHTENED USING THE "TURN-OF-THE-NUT" METHOD PER THE SPECIFICATION FOR STRUCTURAL JOINTS USING ASTM A325 OR A490 BOLTS.
   d. FOUNDATIONS ARE NOT DESIGNED TO RESIST ROTATION FORCES FROM THE METAL BUILDING COLUMNS. ALL METAL BUILDING FRAMES AND COLUMNS SHALL BE DESIGNED WITH A "PINNED BASE" CONNECTION.
   e. SEE ARCHITECTURAL DRAWINGS AND SPECIFICATIONS FOR METAL ROOFING, SIDING, SIDELITES AND LINER PANELS.
   f. ALL MECHANICAL, SKYLIGHT AND SIDELITE CURBS AND FRAMING SHALL BE INCLUDED IN THE METAL BUILDING MANUFACTURER'S CONTRACT AND WATERPROOFING WARRANTEES.
7. THESE DRAWINGS, NOTES, AND SPECIFICATIONS GOVERN OVER THE BUILDING SUPPLIER'S IN-HOUSE CRITERIA OR STANDARDS, INDUSTRY STANDARDS OR THE TERMS OF THE SUPPLIERS PURCHASE ORDER OR CONTRACT WITH THE CONTRACTOR OR OWNER.

ULTIMATE GROSS WIND LOADS MAIN ROOF
ROOFING MATERIALS

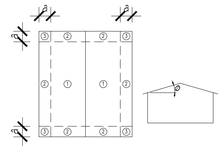
COMPONENTS AND CLADDING	ROOF ZONE 1	2	3
PRESSURE (psf)	18.9	18.9	18.9
SUCTION (psf)	(-) 30.0	(-) 52.3	(-) 77.3

ULTIMATE GROSS WIND LOADS MAIN ROOF
JOISTS OR TRUSSES

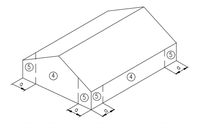
COMPONENTS AND CLADDING	ROOF ZONE 1	2	3
PRESSURE (psf)	13.3	13.3	13.3
SUCTION (psf)	(-) 27.2	(-) 38.4	(-) 60.6

COMPONENT AND CLADDING LOADING DIAGRAMS

1. 4'x2'-6"
2. THIS BUILDING IS DESIGNED AS AN ENCLOSED STRUCTURE. ALL EXTERIOR COMPONENTS (DOORS, WINDOWS, ETC.) MUST BE DESIGNED TO WITHSTAND THE WIND LOADINGS SPECIFIED FOR THE DESIGN OF COMPONENTS AND CLADDING IN THE TABLES IN ADDITION, ALL AREAS OF EXTERIOR GLAZING MUST BE CERTIFIED FOR MISSILE IMPACT OR PROTECTED BY WIND-BORNE DEBRIS BY A SCREEN BARRIER.
3. TO CONVERT THE (ASCE 7-10) ULTIMATE WIND PRESSURES IN THE TABLES ABOVE TO (ASD) WIND PRESSURES, MULTIPLY EACH VALUE BY 0.6.



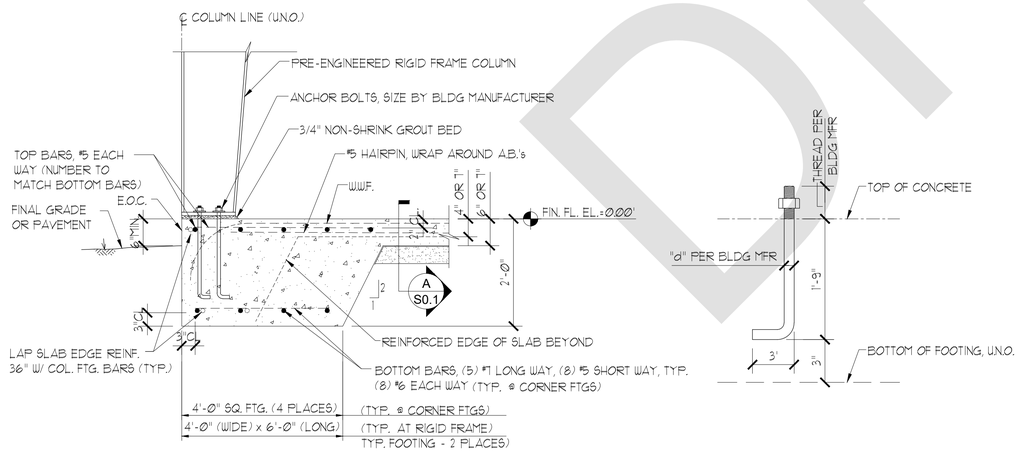
GABLE ROOF ($\emptyset < 7°$)



DOORS, WINDOWS AND WALLS

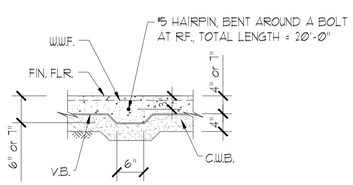
ULTIMATE WIND PRESSURES (PSF)
EXTERIOR DOORS, WINDOWS, WALLS

EFFECTIVE AREA (ft²)	ZONE 4 PRESSURE	ZONE 4 SUCTION	ZONE 5 PRESSURE	ZONE 5 SUCTION
1 TO 20	32.8	(-) 35.6	32.8	(-) 43.9
21 TO 50	31.1	(-) 33.9	31.1	(-) 40.9
51 TO 100	29.5	(-) 32.2	29.5	(-) 37.0
101 TO 150	27.8	(-) 30.6	27.8	(-) 34.2
151 TO 250	27.0	(-) 29.7	27.0	(-) 32.2
251 TO 500	25.9	(-) 28.6	25.9	(-) 30.3
501 + ABOVE	24.9	(-) 27.2	24.9	(-) 27.2

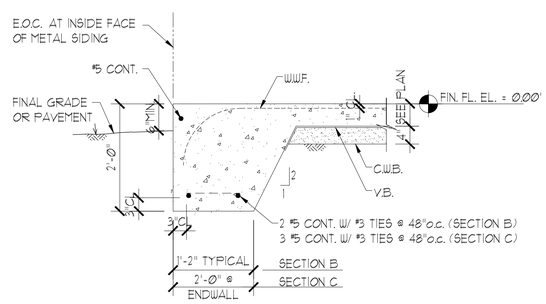


TYPICAL COLUMN, & FOOTING DETAIL
NO SCALE

TYPICAL ANCHOR BOLT DETAIL
NO SCALE



SECTION THRU #5 HAIRPIN BAR
NO SCALE
A S0.1



SECTION
SCALE: ¾"=1'-0"
B S0.1 C S0.1

DRAFT

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL
W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida
LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	BY	REVISIONS

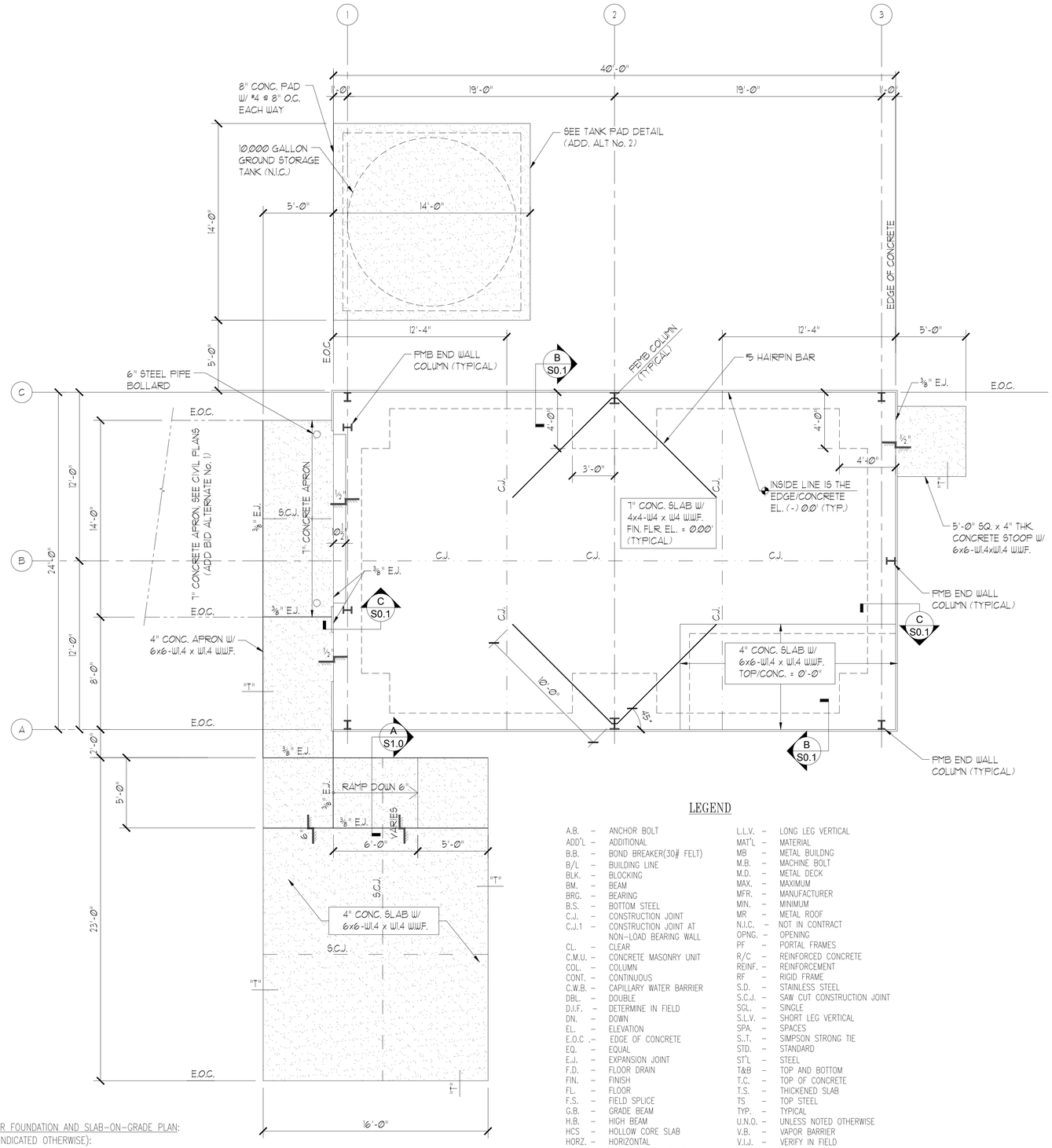
ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE. AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LEONT18004
DRAWN BY CLS	DATE August 2, 2019
APPROVED Rosenbaum	
BUILDING	FLOOR
AREA	

STRUCTURAL NOTES AND FOUNDATION DETAILS

S0.1

SCALE	SHEET	REV
AS NOTED	Posted June 8, 2020	####



NOTES FOR FOUNDATION AND SLAB-ON-GRADE PLAN:
(UNLESS INDICATED OTHERWISE):

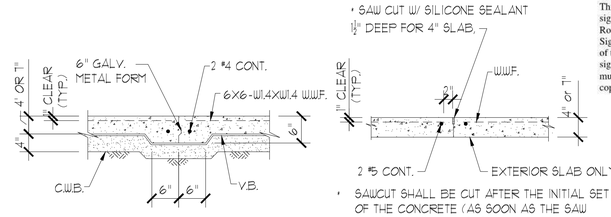
1. ALL ELEVATIONS ARE RELATIVE TO AN ASSUMED FINISHED FLOOR ELEVATION OF 0.00'.
2. TYPICAL SLAB-ON-GRADE CONSTRUCTION SHALL BE 4" THICK CONCRETE REINFORCED WITH 6X6-W1.4XW1.4 W.W.F. AS SPECIFIED. WHERE 7" SLAB-ON-GRADE IS SHOWN, PROVIDE 4x4-W4xW4.
3. SEE ARCHITECTURAL DRAWINGS FOR LOCATION OF WALLS FOR C.J.'S ALIGNED WITH FACE OF WALLS. U.N.O., ALL OTHER C.J.'S SHALL BE EQUALLY SPACED.
4. SEE ARCHITECTURAL AND PLUMBING DRAWINGS FOR DETAILS AND EXACT LOCATIONS OF FLOOR DRAINS AND OTHER FEATURES.

LEGEND

A.B.	– ANCHOR BOLT	L.L.V.	– LONG LEG VERTICAL
ADD'L	– ADDITIONAL	MAT'L	– MATERIAL
B.B.	– BOND BREAKER(30# FELT)	MB	– METAL BUILDNG
B/L	– BUILDING LINE	M.B.	– MACHINE BOLT
BLK.	– BLOCKING	M.D.	– METAL DECK
BM.	– BEAM	MAX.	– MAXIMUM
BRG.	– BEARING	MFR.	– MANUFACTURER
B.S.	– BOTTOM STEEL	MIN.	– MINIMUM
C.J.	– CONSTRUCTION JOINT	MR	– METAL ROOF
C.J.1	– CONSTRUCTION JOINT AT NON-LOAD BEARING WALL	N.I.C.	– NOT IN CONTRACT
		OPNG.	– OPENING
CL.	– CLEAR	PF	– PORTAL FRAMES
C.M.U.	– CONCRETE MASONRY UNIT	R/C	– REINFORCED CONCRETE
COL.	– COLUMN	REINF.	– REINFORCEMENT
CONT.	– CONTINUOUS	RF	– RIGID FRAME
C.W.B.	– CAPILLARY WATER BARRIER	S.D.	– STAINLESS STEEL
DBL.	– DOUBLE	S.C.J.	– SAW CUT CONSTRUCTION JOINT
D.I.F.	– DETERMINE IN FIELD	SGL.	– SINGLE
DN.	– DOWN	S.L.V.	– SHORT LEG VERTICAL
EL.	– ELEVATION	SPA.	– SPACES
E.O.C	– EDGE OF CONCRETE	S.T.	– SIMPSON STRONG TIE
EQ.	– EQUAL	STD.	– STANDARD
E.J.	– EXPANSION JOINT	ST'L	– STEEL
F.D.	– FLOOR DRAIN	T&B	– TOP AND BOTTOM
FIN.	– FINISH	T.C.	– TOP OF CONCRETE
FL.	– FLOOR	T.S.	– THICKENED SLAB
F.S.	– FIELD SPLICE	TS	– TOP STEEL
G.B.	– GRADE BEAM	TYP.	– TYPICAL
H.B.	– HIGH BEAM	U.N.O.	– UNLESS NOTED OTHERWISE
HCS	– HOLLOW CORE SLAB	V.B.	– VAPOR BARRIER
HORZ.	– HORIZONTAL	V.I.J.	– VERIFY IN FIELD
H.S.A.	– HIGH STRENGTH BOLT	W.P.	– WORKING POINT
I.D.	– INSIDE DIAMETER	W.W.F.	– WELDED WIRE FABRIC
L.B.	– LOW BEAM		
LG.	– LONG		

FOUNDATION AND SLAB ON GRADE PLAN

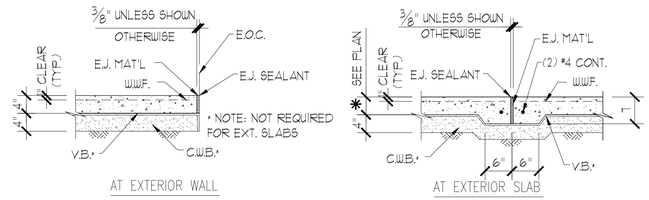
SCALE : ¼" - 1'-0"



* SAWCUT SHALL BE CUT AFTER THE INITIAL SET OF THE CONCRETE (AS SOON AS THE SAW DOES NOT KICK COARSE AGGREGATE OUT OF THE SURFACE), BUT NOT MORE THAN 6 HOURS AFTER THE CONCRETE IS PLACED.

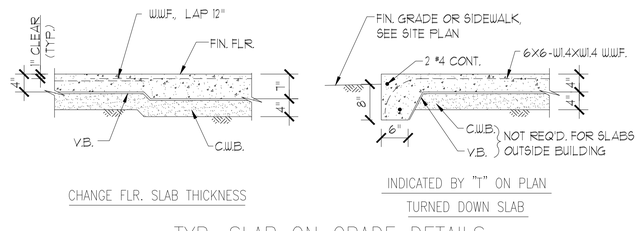
INDICATED BY C.J. ON PLAN — INDICATED BY S.C.J. ON PLAN

CONSTRUCTION JOINT DETAILS



INDICATED BY 3/8" E.J. ON PLAN

EXPANSION JOINTS

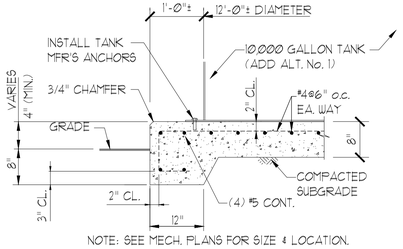


CHANGE FLR. SLAB THICKNESS

INDICATED BY "T" ON PLAN
TURNED DOWN SLAB

TYP. SLAB ON GRADE DETAILS

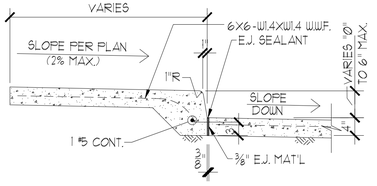
NO SCALE



NOTE: SEE MECH. PLANS FOR SIZE & LOCATION.

TANK PAD DETAIL

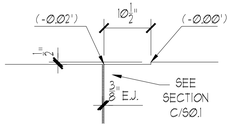
NO SCALE:



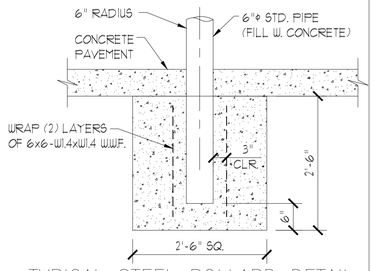
RAISED SIDEWALK PAVEMENT SECTION

NO SCALE:

A



TYPICAL RECESS AT GARAGE DOOR



TYPICAL STEEL BOLLARD DETAIL

NO SCALE:

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida 32308

BY	NO.	DATE	REVISIONS

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LEONT18004
DRAWN BY CLS	DATE August 2, 2019
APPROVED Rosenbaum	
BUILDING	FLOOR
AREA	

FOUNDATION AND SLAB ON GRADE PLAN

S1.0

SCALE	SHEET	REV
AS NOTED	OF	####

SCOPE OF WORK NOTES

General mechanical scope of work:
Furnish all labor, materials, equipment and incidentals required to complete all mechanical work shown on the contract drawings. The work required consists basically of, but is not limited to, the following:
- provide & install pass through heat pump
- provide & install new ductwork, grilles etc.
- provide & install new exhaust fans and unit heater
- provide & install new operable control louver/damper

Alternate Scope of Work:
No Alternates are identified.

GENERAL NOTES

General project notes:

All construction will conform to currently (as of Drawing date) adopted editions of the applicable code standards including but not limited to:

National Fire Protection Associations - Standards
NFPA 54, National Fuel Gas Code 2015
NFPA 70, National Electric Code 2014
NFPA 101, Life Safety Code 2015
NFPA 90-A Installation of Air Conditioning and Ventilating Systems 2015.
FL Building Code 2017
FL Mechanical Code 2017
FL Plumbing Code 2017
State And Local Codes And Ordinances
SMACNA Standards current edition

The work will be complete, fully operational, and suitable for the service required. Drawings indicate scope and do not show all details, devices and incidental materials necessary to accomplish the work. It is understood that such devices and incidental materials required will be furnished.

Installers are expected to provide professional work performed in accordance with industry standards and good practice.

Installers are expected to coordinate in order to avoid interference between trades. The installers are expected to verify critical dimensions and field fabricate piping as necessary to accommodate conditions. Installers are expected to install equipment such that proper maintenance clearances are maintained for equipment of all trades.

Upon completion of the work the installers will clean spaces that were occupied by temporary work and temporary facilities. Remove debris, rubbish and excess materials from the sites. Repair damages caused by installation or use of temporary facilities.

The installers will deliver to the owner, upon substantial completion of the work, two copies of descriptive literature related to the equipment installed under this contract, including parts lists, wiring diagrams, maintenance and operation manuals and warranties customarily supplied by manufacturers for equipment incorporated in this work. The literature will be neatly bound in a 3-ring binder and delivered prior to final acceptances

The Contractor shall give physical demonstration and verbal instructions for proper operation and maintenance of equipment to the Owner or his designated representative. Schedule these demonstrations and instructions at the Owner's convenience.

MECHANICAL GENERAL NOTES

General mechanical notes:

The contractor is expected to verify critical dimensions and field fabricate ductwork and piping as necessary to accommodate conditions.

Provide engraved plastic labels indicating equipment designation for each piece of equipment scheduled with a unique identification.

Provide dielectric isolation fittings to isolate dissimilar materials.

Coordinate any wall and floor cuts with the Architectural Drawings.

EQUIPMENT INSTALLATION

General Equipment Installation Requirements

Install unit in strict accordance with manufacturer's instructions. Contractors are required to have equipment installation instructions on site for all equipment that is on site.

All equipment shall be secured to pads or building structure. Insure that proper access to the unit is maintained. Do not run piping in front of access panels.

Install miscellaneous devices shipped loose.

Coordinate controls and power wiring installation.

Start-up all equipment in accordance with manufacturer's instructions.

Clean factory-finished surfaces. Repair any marred or scratched surfaces with manufacturer's touch-up paint. Turnover any special tools provided by the equipment manufacturer.

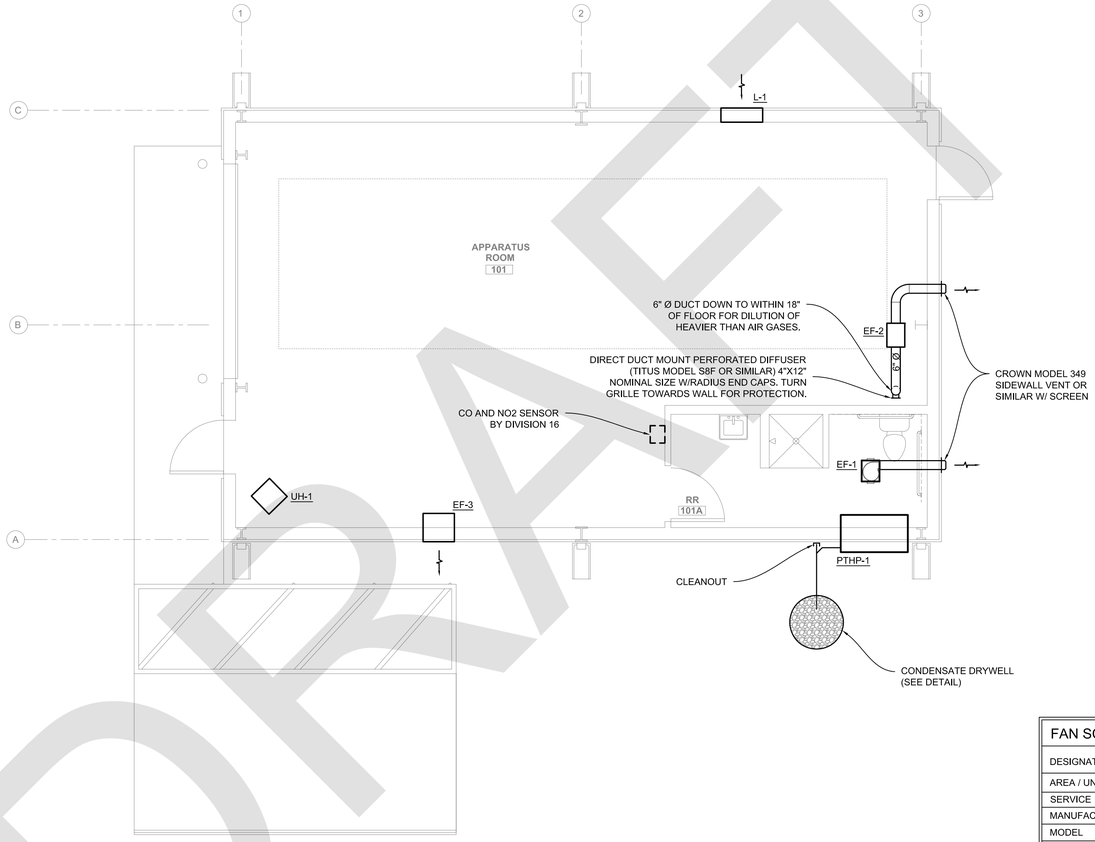
VENTILATION REQUIREMENTS:

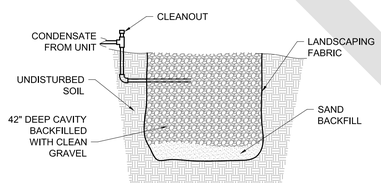
FBC Mechanical 404.2 requires continuous exhaust of not less than 0.05 cfm / sf or 40 CFM for this space. EF-2 provides for 100 cfm near the floor to dilute heavier than air gasoline or diesel fumes.

General Exhaust Fan EF-2 provides for continuous ventilation near the floor. Fan is wired by the electrical contractor to run full time, and is monitored via an electronic current transducer.

Section 404.2 also requires 0.75 cfm / sf or 600 cfm for this facility, high exhaust controlled by gas detection to remove Carbon Monoxide (CO) and Nitrogen Dioxide (NO2). EF-3 is capable of providing 1800 cfm. The gas monitoring system activates this fan upon detection of low levels of these gases. An intake air damper is interlocked with EF-3.

EF-3 can also provide ventilation for cooling. Fan may be activated by local control switch.





CONDENSATE DRYWELL DETAIL

SCALE: NTS

NOTES:
1. VERIFY EXISTING CONDITIONS AND UTILITIES PRIOR TO EXCAVATING.
2. LOCATE DRYWELL 3' MINIMUM FROM BUILDING FOUNDATION.

MECHANICAL HVAC PLAN

SCALE: 1/4"=1'-0"

N

PACKAGED TERMINAL HEAT PUMP

DESIGNATION		PTHP-1
TYPE OF UNIT		PASS THROUGH HEAT PUMP
MANUFACTURER		TRANE
MODEL		PTHF090
SUPPLY AIR (LOW, HIGH)	CFM	294/330
VENTILATION AIR	CFM	N/A
COOLING CAPACITY	MBH	9.2
HEATING CAPACITY	MBH	8.1
EER	BTUH/WATT	12.1
UNIT ELECTRICAL CHARACT.	V/Ø/HZ	230/1/60
COOLING RATED LOAD CURRENT	AMPS	3.9
MINIMUM CIRCUIT AMPS	AMPS	15
FAN COIL DIMENSIONS (LXWXH)	IN	45X25X19
NOTES		1

NOTES:
1. R-410A REFRIGERANT, SHORT CYCLE PROTECTION, 5-YR COMPRESSOR WARRANTY, FACTORY CORD SET.

UNIT HEATER SCHEDULE

DESIGNATION		UH-1
BLDG/ROOM SERVED		SHOP
UNIT TYPE		ELECTRIC
MOUNT TYPE & LOCATION		SUSPENDED/CEILING
MANUFACTURER		REZNOR
UNIT MODEL		EGHB-3
SUPPLY AIR	CFM	510
HEATING CAPACITY	MBH/KW	10.0 / 3.0
TEMPERATURE RISE	°F	18
ELECTRICAL CHARACTERISTICS	V/Ø/HZ	230/1/60
ELECTRICAL CURRENT	AMPS	12.5
UNIT DIMENSIONS (LxWxD)	IN	17X17X12
UNIT WEIGHT	LB	45

NOTES:
1. FACTORY INSTALLED AND WIRED DISCONNECT, FAN, AND THERMOSTAT
2. 50° F SETPOINT
3. 24-HOUR OPERATION

COMBINATION LOUVER / DAMPER SCHEDULE

DESIGNATION		L-1
SERVICE		INTAKE
NOMINAL SIZE (WXH)	IN	40x32
FREE AREA (DESIGN MINIMUM)	SQ FT	5
AIR FLOW RATE	CFM	1800
MAXIMUM PRESSURE DROP	IN	0.02
DEPTH	IN	6
MATERIAL/CONSTRUCTION		EXTRUDED ALUM
BASIS OF DESIGN MANUFACTURER		GREENHECK
BASIS OF DESIGN MODEL		EAD 635

NOTES:
1. ALUMINUM CONSTRUCTION
2. STATIONARY FRONT LOUVER
3. OPERABLE REAR BLADES
4. 120V ACTUATOR
5. BUG SCREEN
6. ANTI-CORROSION FINISH

FAN SCHEDULE

DESIGNATION		EF-1	EF-2	EF-3
AREA / UNIT SERVED		RESTROOM	SHOP	SHOP
SERVICE		GENERAL EXHAUST	GENERAL EXHAUST	GENERAL EXHAUST
MANUFACTURER		COOK	COOK	COOK
MODEL		GEMINI GC-128	70SQN10D	16A11D
TYPE		CEILING MOUNT	INLINE	WALL MOUNT
FAN TYPE/CONST.		CENTRIFUGAL	CENTRIFUGAL	PROPELLER
DRIVE TYPE		DIRECT	DIRECT	DIRECT
FLOWRATE (DESIGN)	CFM	70	100	1800
DESIGN STATIC PRESSURE	IN	0.2	0.2	0.05
DESIGN FAN SPEED	RPM	750	1355	1490
SOUND POWER	SONES	1.0	1.9	12.4
ELECTRICAL CHARACTERISTICS	V/Ø/HZ	120/1/60	120/1/60	120/1/60
MOTOR POWER	AMPS	1.0	-	-
OPTIONS / FEATURES		1, 3	5, 6	2, 4, 6
CONTROL NOTES		1	2	3

OPTIONS / FEATURES:
1. SEALED BALL BEARINGS
2. INTEGRAL BACKDRAFT
3. 5 YEAR WARRANTY
4. INLET AND OUTLET GUARDS
5. SPRING ISOLATOR HANGER KIT
6. FACTORY DISCONNECT

CONTROL NOTES (SEE ELECTRICAL):
1. OPERATES WHEN RESTROOM IS OCCUPIED
2. OPERATES CONTINUOUSLY (24 / 7 / 365) FOR GAS DILUTION.
3. AUTOMATICALLY-OPERATED UPON GAS DETECTION; CAN BE MANUALLY ACTIVATED AS DESIRED.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18003

SEAL

McGinniss & Fleming Engineering, Inc.
Mechanical • Electrical • Fire Protection • Plumbing
820 East Park Ave, Suite 1-200
Tallahassee, Florida 32301
EB-0005990

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT

Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT

2280 Miccosukee Road, Tallahassee, Florida 32308

BY								
REVISIONS								
NO.								
DATE								

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT LEONT18003

DRAWN BY	DATE	APPROVED
MWH	8/2/19	PJM
BUILDING	FLOOR	AREA

MECHANICAL HVAC PLAN AND NOTES

M1.0

SCALE	SHEET	REV
AS NOTED	Posted June 8, 2020	####

100% CONTRACT DOCUMENTS

GENERAL NOTES

1. PHASING SHALL BE COORDINATED AND IN COMPLIANCE WITH ALL PHASING DRAWINGS AND NOTES.
2. ALL CONDUCTORS SHALL BE INSTALLED IN METAL CONDUIT OR TUBING, CONDUIT FOR BURIAL IN SOIL OR UNDER CONCRETE SHALL BE PLASTIC. FLEXIBLE CONDUIT INSTALLED OUT-OF-DOORS, IN ANY MECHANICAL EQUIPMENT ROOM, OR IN NORMALLY WET AREAS, SHALL BE LIQUID TIGHT FLEX WITH SUITABLE FITTINGS.
3. FOR EXACT LOCATIONS OF MECHANICAL EQUIPMENT, SEE MECHANICAL PLANS.
4. CONDUIT SHALL BE INSTALLED TIGHT TO DECK WHERE INSTALLED ABOVE CEILING. CONDUIT SHALL BE INSTALLED TIGHT TO STRUCTURE WHERE EXPOSED. MAXIMIZE USE OF SPACE.
5. PROVIDE CONDUIT EXPANSION FITTINGS WITH BONDING JUMPERS FOR ALL CONDUITS PASSING THROUGH EXPANSION JOINTS.
6. SEE ARCHITECTURAL REFLECTED CEILING PLANS FOR EXACT LOCATION OF CEILING MOUNTED EQUIPMENT.
7. ALL CEILING MOUNTED AND WALL MOUNTED EQUIPMENT OR DEVICES SHALL BE LOCATED TO AVOID DOOR SWINGS WHERE REQUIRED.
8. ALL RECEPTACLES BESIDE SINKS SHALL BE LOCATED AT LEAST 6" HORIZONTALLY FROM THE TOWEL DISPENSER. UNDER NO CONDITION SHALL A RECEPTACLE BE LOCATED UNDER A TOWEL DISPENSER.
9. CONTRACTOR SHALL VERIFY & COORDINATE ALL MOUNTING HEIGHTS OF ALL DEVICES MOUNTED IN CASEWORK OR IN OR ABOVE COUNTERS WITH EXISTING EQUIPMENT AND EQUIPMENT FURNISHED.
10. DO NOT MOUNT OUTLETS BACK TO BACK. THEY SHALL BE INSTALLED IN SEPARATE STUD SPACES.
11. CONDUIT SHALL PASS THROUGH WALLS AT 90 DEGREES AND SHALL BE RUN PARALLEL AND PERPENDICULAR TO WALLS.
12. BRANCH CIRCUITS AND HOMERUNS SHALL BE #12 WIRE AND 3/4" CONDUIT MINIMUM. EVERY CONDUIT SHALL HAVE A GREEN GROUND WIRE (#12 MINIMUM).
13. ALL CONDUCTORS SHALL BE COPPER WITH THHN/THWN INSULATION. CONDUCTORS SIZE # 8 AWG AND LARGER SHALL BE STRANDED.
14. NO MORE THAN 3 PHASE CONDUCTORS SHALL BE INSTALLED IN ONE CONDUIT UNLESS NOTED OTHERWISE.
15. COLOR OF ALL NORMAL BRANCH RECEPTACLES, SWITCHES, ETC. TO BE LIGHT ALMOND. COVERPLATES SHALL BE STAINLESS STEEL. CEILING MOUNTED RECEPTACLES SHALL BE WHITE WITH MATCHING NYLON COVERPLATES.
16. MOUNTING HEIGHTS OF WALL OUTLETS ABOVE FINISHED FLOOR SHALL BE AS INDICATED IN THE LEGEND AND IN THE FOLLOWING TABLE UNLESS NOTED OTHERWISE ON THE PLANS (MOUNTING HEIGHTS ARE TO CENTERLINE OF DEVICE):

SWITCHES (GENERAL);	3'- 10" TO 4'-0"
RECEPTACLES (GENERAL):	1'- 6"
TELEPHONE AND DATA OUTLETS	1'- 6" (EXCEPT WHERE SHOWN AT COUNTERTOPS)
ALL OUTLETS IN CABINETS AND ABOVE COUNTERTOPS:	COORDINATE HEIGHT WITH CABINET PLANS
NEW OUTLETS WHERE EXISTING OUTLETS REMAIN ON ADJACENT WALL SPACES:	MATCH HEIGHT OF EXISTING

17. MAINTAIN NEC MINIMUM CLEARANCE IN FRONT OF ALL SAFETY SWITCHES AND PANELBOARDS.
18. PRIOR TO ANY ROUGH-IN CONTRACTOR SHALL PROVIDE SCALED DRAWINGS (WITH ACTUAL DIMENSIONS OF APPROVED EQUIPMENT), UPON ARCHITECTS REQUEST, SHOWING LOCATIONS AND PROPER CLEARANCES OF ALL ELECTRICAL PANELS, TRANSFORMERS, COMMUNICATION CABINETS, ETC. FOR APPROVAL. DRAWINGS WILL SHOW MECHANICAL, PLUMBING AND ARCHITECTURAL AS WELL AS ELECTRICAL EQUIPMENT.
19. PRIOR TO ROUGH-IN CONTRACTOR SHALL PROVIDE SCALED WALL ELEVATIONS, UPON ARCHITECT'S REQUEST, WHERE ALL ALARM, SIGNAL CABINETS, ETC ARE INSTALLED IN OTHER THAN MECHANICAL AND ELECTRICAL CLOSETS FOR APPROVAL.
20. ALL UNDERGROUND CONDUIT RUNS ENTERING THE BUILDING SHALL BE SEALED TO PREVENT THE ENTRANCE OF MOISTURE AND GASES.
21. CONDUIT FOR RECEPTACLE CIRCUITS SHALL BE RAN OVERHEAD UNLESS NOTED OTHERWISE.
22. PROVIDE CONDUIT AND OUTLET BOXES AS REQUIRED FOR THERMOSTATS AND SENSORS. THERMOSTATS AND SENSORS ARE SHOWN ON MECHANICAL DRAWINGS.
23. ALL CONDUITS PENETRATING ROOF SHALL BE SEALED BY THE ELECTRICAL CONTRACTOR, USING SEALING METHOD APPROVED BY THE ROOFING INSTALLER.
24. ALL WALL PENETRATIONS SHALL BE SEALED USING AN APPROPRIATE UL ASSEMBLY TO MAINTAIN THE RATING OF THE WALL.
25. WHERE RECEPTACLES ARE INDICATED TO BE EQUIPPED WITH GROUND FAULT INTERRUPTING CIRCUITRY, IT SHALL BE INTEGRAL TO THE DEVICE AND HAVE A TEST/RESET MECHANISM INTEGRAL WITH THE DEVICE. REMOTE TEST/RESET OR THE INTERWIRING OF ADDITIONAL RECEPTACLES UTILIZING GF SENSING OF A SINGLE RECEPTACLE IS NOT ACCEPTABLE.
26. ALL WALL AND CEILING DEVICES SHOWN ON THE NEW WORK PLANS REQUIRE CONCEALED RACEWAYS AND RECESSED METAL BOXES UNLESS NOTED OTHERWISE.
27. ALL SINGLE POLE CIRCUITS SHALL TERMINATE ON A SINGLE POLE CIRCUIT BREAKER ASSEMBLY. DO NOT USE MULTI-POLE CIRCUIT BREAKER OVERCURRENT PROVISIONS FOR 120 VOLT OR 277 VOLT CIRCUITS. PROVIDE INDIVIDUAL GROUNDED CONDUCTORS FOR ALL SINGLE POLE CIRCUITS.

SCOPE OF WORK

1. FURNISH ALL LABOR, MATERIALS, EQUIPMENT AND INCIDENTALS REQUIRED TO COMPLETE ALL ELECTRICAL WORK AS SHOWN ON THE CONTRACT DRAWINGS.
2. THIS SHALL INCLUDE THE INSTALLATION OF A COMPLETE AND PROPERLY OPERATING ELECTRICAL SYSTEM. THIS SYSTEM REQUIRED CONSISTS BASICALLY OF, AND IS NOT LIMITED TO, THE FOLLOWING:
   ΥΞΣΤΕΝΑ ΤΗΕ ΔΙΣΤΡΙΒΥΤΙΟΝ ΣΨΣΤΕΜ ΦΟΡ ΠΟΩΕΡ ΙΝΧΑΥΔΙΝΓ ΤΗΕ ΝΕΧΕΣΣΑΡΨ ΦΕΕΔΕΡΣ, BRANCH CIRCUITS, INSTALLATION OF AND CONNECTION TO DEVICES, PANELBOARDS, TRANSFORMERS, SWITCHES, AND ALL OTHER EQUIPMENT SHOWN, AND THE CONNECTION TO OTHER POWER LOADS THAT ARE EXISTING OR NEW, PROVIDED BY OTHER CONTRACTS OR THE OWNER.
   ΥΞΣΤΕΝΑ ΤΗΕ ΒΥΙΛΔΙΝΓ ΓΡΟΥΝΔ ΣΨΣΤΕΜ ΑΝΔ ΠΡΟΫΙΔΕ ΣΠΕΧΙΑΛ ΓΡΟΥΝΔΣ ΑΣ ΙΝΔΙΧΑΤΕΔ.
   ΥΙΝΣΤΑΛΛ ΩΩΝΕΡ ΦΥΡΝΙΣΗΕΔ ΧΟΝΔΥΧΤΟΡΣ ΦΟΡ ΑΛΛ ΧΟΝΤΡΟΛ ΑΝΔ ΑΝΝΥΝΧΙΑΤΙΝΓ ΔΕΫΙΧΕΣ AS INDICATED ON THESE DRAWINGS.
   ΥΙΝΣΤΑΛΛ Α ΣΨΣΤΕΜ ΟΝ ΕΜΠΙΤΨ ΡΑΧΕΟΑΨΣ, ΒΑΧΚΒΟΑΡΔΣ, ΓΡΟΥΝΔΙΝΓ ΑΠΠΑΡΑΤΥΣ ΑΝΔ ACCESSORIES FOR THE LOCAL AREA NETWORK CABLING SYSTEM. CABLING, JACKS, ACTIVE EQUIPMENT AND TERMINATIONS WILL BE BY OTHERS.
3. THE BIDDER SHALL INSPECT THE PRESENT JOBSITE CONDITIONS BEFORE PREPARING HIS BID. THE SUBMISSION OF A BID WILL BE CONSIDERED EVIDENCE THAT SUCH A VISIT AND INSPECTION WAS PERFORMED BY THE BIDDER AND THAT HE TAKES FULL RESPONSIBILITY FOR ALL FACTORS GOVERNING HIS WORK.
4. THE ELECTRICAL WORK SHALL BE COMPLETE, FULLY OPERATIONAL, AND SUITABLE IN EVERY WAY FOR THE SERVICE REQUIRED. DRAWINGS ARE GENERALLY DIAGRAMMATIC IN NATURE AND DO NOT SHOW ALL DETAILS, DEVICES AND INCIDENTAL MATERIALS NECESSARY TO ACCOMPLISH THEIR INTENT. THEREFORE, IT SHALL BE UNDERSTOOD THAT SUCH DEVICES AND INCIDENTAL MATERIALS REQUIRED SHALL BE FURNISHED AT NO COST TO THE OWNER.

CODES AND REQUIREMENTS

THE INSTALLATION SHALL COMPLY WITH THE INDICATED EDITION OF THE FOLLOWING CODES AND ORDINANCES. WHERE SPECIFIC EDITION IS NOT INDICATED, COMPLY WITH THE LATEST PUBLISHED EDITION.

NATIONAL FIRE PROTECTION ASSOCIATION - NFPA
NFPA 70 - 2014; THE NATIONAL ELECTRICAL CODE

FLORIDA BUILDING CODE
FBC-B 2017; THE FLORIDA BUILDING CODE 6TH EDITION
FPC 2017; THE FLORIDA FIRE PREVENTION CODE 6TH EDITION
INCLUDING NFPA 101 - 2015; THE LIFE SAFETY CODE
FBC-M 2017; THE FLORIDA MECHANICAL CODE 6TH EDITION
FBC-P 2017; THE FLORIDA PLUMBING CODE 6TH EDITION

NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION

SERVING UTILITY COMPANY POLICIES

STATE AND MUNICIPAL CODES AND REQUIREMENTS

SERVICE LOAD CALCULATION (NEC Article 220)

SQUARE FOOTAGE: Approx. 900 sf
CLASSIFICATION: Business

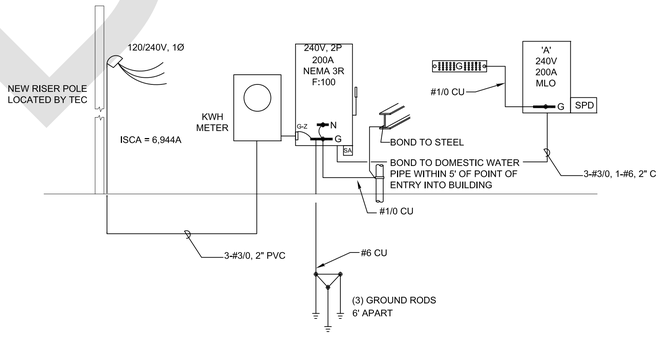
LOAD:	VOLT * AMPS	FACTOR	DEMAND
Lighting:	880	1.25	1,100
Devices:	2,880	10+50%	2,880
HVAC:	3,720	1.00	3,720
Misc.:	15,280	1.00	15,280
Total:			22,980 VA
Total Load (240 volt, 1 phase)			96A
Minimum Service Rating			100A

LIGHTING FIXTURE SCHEDULE

FIXTURE MARK	MOUNTING	LAMPS NO.	LAMPS WATTS	LAMPS TYPE	LAMPS LUMENS	DESCRIPTION
EM1	SURFACE	-	25	MR-16 HALOGEN	-	EMERGENCY BATTERY PACK. WHITE POWDERCOAT LOW PROFILE HOUSING, GALVANIZED STEEL BACK ENCLOSURE. TWO ADJUSTABLE HALOGEN LIGHTING UNITS. SELF DIAGNOSTICS, BROWN OUT PROTECTION, TEST SWITCH. 12 VOLT OPERATION. DAMP LOCATION, 120 VOLT. (GUIDE: CHLORIDE C4125LW2M7FDL)
EXIT	SURFACE	-	2	LIGHT EMITTING DIODE	-	THERMOPLASTIC LED EXIT FIXTURE. UNIVERSAL MOUNTING. RED LETTERING. CHEVRON ARROWS AS INDICATED ON PLANS. 120/277 DUAL VOLTAGE. PROVIDE WITH BATTERY PACK FOR EMERGENCY OPERATION. (GUIDE: BEGHELLI VA4 SERIES)
FL	TRUNNION SEE PLANS FOR MOUNTING HIGHT	-	105	LIGHT EMITTING DIODE 4000K	-	EXTERIOR HIGH PERFORMANCE WALL MOUNTED LED FLOODLIGHT. IP66 RATED, DIECAST HOUSING WITH DARK BRONZE FINISH, PASSTHRU CONVECTIVE COOLING THERMAL MANAGEMENT UL LISTED, 5 YEAR WARRANTY, 120 VOLT (GUIDE: PHILIPS STONCO LPF4-C-4K-FLT-120-BZ)
LS1	SURFACE	-	44	LIGHT EMITTING DIODE - 4000°K	5500	ALL METAL LED CHANNEL (STRIP) FIXTURE. POLYESTER OR BAKED ENAMEL PAINTED HOUSING, 4' NOMINAL LENGTH. SNAP ON FROSTED PLASTIC DIFFUSER/LENS. CHAIN SUSPENDED WITH HARDWARE FURNISHED, UNIVERSAL VOLTAGE 120/277 VOLT. (GUIDE: H.E. WILLIAMS 7SS-8-L95/840-VBY2-DRV)
LS2	SURFACE	-	85	LIGHT EMITTING DIODE - 4000°K	9500	ALL METAL LED CHANNEL (STRIP) FIXTURE. POLYESTER OR BAKED ENAMEL PAINTED HOUSING, 8' NOMINAL LENGTH. SNAP ON FROSTED PLASTIC DIFFUSER/LENS. CHAIN SUSPENDED WITH HARDWARE FURNISHED, UNIVERSAL VOLTAGE 120/277 VOLT. (GUIDE: H.E. WILLIAMS 7SS-8-L95/840-VBY2-DRV)
LT41	RECESSED	-	34	LIGHT EMITTING DIODE - 4000°K	3700	2X2' RECESSED TROFFER, PATTERN 12 ACRYLIC DIFFUSER, NOMINAL 0.125", FLAT WHITE STEEL DOOR WITH MITERED CORNERS, 25 DEG C OPERATING TEMPERATURE. 120/277 DUAL VOLTAGE. *PROVIDE FLANGE KIT. (GUIDE: HE WILLIAMS 50 SERIES)
SL	RECESSED	-	22	LIGHT EMITTING DIODE - 4000°K	2000	ARCHITECTURAL RECESSED DOWNLIGHT WITH NARROW FLANGE TRIM. ALL ALUMINUM CONSTRUCTION INCLUDING HOUSING, THROUGH THE APERTURE SERVICE. LIGHT ENGINE DIRECT MOUNTED TO DIE-CAST ALUMINUM HEAT SINK. WIDE DISTRIBUTION. CLEAR REFLECTOR. 120 VOLT. (GUIDE: CALCULITE C7RN/C6L205940WU/C7RDWCL)
WP1	WALL 7'-6" AFF	-	30	LIGHT EMITTING DIODE - 4000°K	3000	ENERGY EFFICIENT LOW PROFILE WALL FIXTURE, SLIM PROFILE - MOUNTS TO A STANDARD 3 1/2" OR 4" JUNCTION BOX. DURABLE CONSTRUCTION OF DIE-CAST ALUMINUM WITH UV STABILIZED LENS AND STAINLESS STEEL HARDWARE. EXTERIOR WET LOCATION WITH INTEGRAL PHOTOSWITCH. 120 VOLT. (GUIDE: PHILLIPS STONCO PW 30NW-618BZ)

POWER RISER DIAGRAM

NO SCALE



LEGEND

ABBREVIATIONS

A	AMPERE
AC	ABOVE CEILING, ABOVE COUNTERTOP, ALTERNATING CURRENT
AFF	MOUNTING HEIGHT ABOVE FINISHED FLOOR OR GRADE TO CENTERLINE
B	ADJACENT TO LIGHT FIXTURE INDICATES FIXTURE TO BE EQUIPPED WITH EMERGENCY BATTERY PACK.
BFC	BELOW FINISHED CEILING
CKT	CIRCUIT
CLG	CEILING, CEILING MOUNTED
CW	DEVICE MOUNTS IN CASEWORK BUT NOT FURNISHED WITH CASEWORK.
DC	DIRECT CURRENT
EC	EMPTY CONDUIT (3/4" MINIMUM) WITH NYLON PULLWIRE
EM	EMERGENCY
EWC	ELECTRIC WATER COOLER LOCATION
EX	EXISTING - RECONNECT AS REQUIRED AT EXISTING LOCATION. REMOVE AND REINSTALL IF REQUIRED
EMCS	ENERGY MANAGEMENT CONTROL SYSTEM
ETR	EXISTING TO REMAIN
FA	FIRE ALARM
GFI	GROUND FAULT INTERRUPTER
HG	HOSPITAL GRADE
HP	HORSE POWER
IC	INTERCOM
J	JUNCTION
MCC	MOTOR CONTROL CENTER
NL	NIGHT LIGHT
PNL	PANEL
R	RELAY
REF	REFRIGERATOR
T	TRANSFORMER, THERMOSTAT
TS	AUTOMATIC TRANSFER SWITCH
V	VOLT
VA	VOLT-AMPS
VSD	VARIABLE SPEED DRIVE
W	WATT
WP	WEATHERPROOF (NEMA 3R)

LIGHTING CONTROLS

- S — WALL SWITCH, 20A, 120/277V AC ONLY, QUIET TYPE, SINGLE POLE SWITCH
- S_3 — WALL SWITCH, 20A, 120/277V AC ONLY, QUIET TYPE, 3 WAY SWITCH
- S_M — MOTOR SNAP SWITCH WITH THERMAL OVERLOAD PROTECTION - 20A, 1 POLE UNLESS NOTED OTHERWISE.
- OS — WALL SWITCH OCCUPANCY SENSOR, DUAL TECHNOLOGY, 120/277VAC, 800/1200W
- OS — WIDE VIEW CEILING MOUNT OCCUPANCY SENSOR, DUAL TECHNOLOGY, 12 TO 24 VDC/VAC
- OS_B — CEILING MOUNT OCCUPANCY SENSOR, DUAL TECHNOLOGY, 120/277VAC, 600/1200W

CONTROLS & MECHANICAL EQUIPMENT

- N3R 30A — DISCONNECT SWITCH, NON-FUSIBLE, SIZE AND NEMA TYPE AS NOTED.
- N3R 30A — DISCONNECT SWITCH, FUSIBLE, SIZE AND NEMA TYPE AS NOTED, FUSE AS NOTED OR PER MANUFACTURER'S RECOMMENDATION FOR EQUIPMENT SERVED. NON-FUSED SWITCH MAY BE USED IF UNIT IS UL TESTED WITH BREAKER PROTECTION
- R — RELAY - RATING AS SHOWN
- WH — WATER HEATER - SEE PLUMBING
- EF-1 — CONNECT TO EXHAUST FAN, EXHAUST FAN 1 INDICATED
- M — POWER CONNECTION, FA CONTROL OF SMOKE DAMPER, DAMPER PROVIDED BY OTHERS
- M — MOTOR
- CO — CARBON MONOXIDE/ OXIDES OF NITROGEN DETECTOR, WALL MOUNTED
- S_V — OIL-TIGHT NEMA 4X OPERATOR CONFIGURED PER CONTROL DIAGRAM

LIGHTING OUTLETS

- LIGHTING FIXTURE - MOUNTING AND TYPE AS SHOWN IN FIXTURE SCHEDULE. SEE SCHEDULE FOR SPECIFIC REQUIREMENTS.
- WALL MOUNTED LIGHTING FIXTURE, SEE FIXTURE SCHEDULE
- WALL MOUNTED EXIT LIGHT - NUMBER AND DIRECTION OF FACES AS SHOWN BY COLORED IN SECTION. SHOWN DOUBLE FACE. PROVIDE ARROWS AS INDICATED ON ELECTRICAL PLANS OR LIFE SAFETY PLANS. SEE FIXTURE SCHEDULE.
- BATTERY POWERED EMERGENCY LIGHTS

WALL OUTLETS

- DUPLEX RECEPTACLE, 20A, 125V, 2 POLE, 3 WIRE, MOUNT 1'-6" AFF, NEMA 5-20R.
- DOUBLE DUPLEX RECEPTACLE, 20A, 125V, 2 POLE, 3 WIRE,MOUNT 1'-6"AFF, NEMA 5-20R.
- 5-30 — SPECIAL RECEPTACLE - NEMA CONFIGURATION AS SHOWN ON FLOOR PLANS OR IN EQUIPMENT SCHEDULE - SHOWN NEMA 5-30R.

HOMERUNS TO PANELS

- ARROW INDICATES CIRCUIT HOMERUNS IN CONDUIT
- LPA-2,4 — INDICATES HOMERUN TO CIRCUIT NUMBERS 2 & 4 IN PANEL "LPA"

NOTE:
NUMBER OF HOMERUNS SHOWN ON THE PLANS ARE THE NUMBER OF HOMERUNS REQUIRED. DO NOT RUN MORE THAN THREE HOMERUNS IN ONE CONDUIT. DO NOT RUN 2 CIRCUITS ON THE SAME PHASE IN ONE CONDUIT.

- INDICATES CONTINUATION OF RUN SHOWN ON ANOTHER PLAN VIEW
- R — THRU CONTACTS OF RELAY.
- T — THRU CONTACTS OF TIME SWITCH.
- GFI — TO GROUND FAULT INTERRUPTING BREAKER.

GROUNDING

- G-Z — 3/4" X 10'-0" GROUND ROD.
- G — COPPER GROUND BAR.

POWER, PANELS & POWER EQUIPMENT

- PANELBOARD 240 VOLT - SURFACE MOUNTED - SEE PANELBOARD SCHEDULE
- T — TRANSFORMER - RATING AS INDICATED

PANELBOARD ASSEMBLIES

- SPD — TRANSIENT VOLTAGE AND SURGE SUPPRESSION ASSEMBLY
- SA — SURGE ARRESTOR

JUNCTION BOXES, FLOOR AND CEILING OUTLETS

- J — JUNCTION BOX IN OR ABOVE CEILING
- J — JUNCTION BOX IN WALL - MOUNT 1'-6" UNLESS NOTED OTHERWISE.
- J_T — THERMOSTAT LOCATION - PROVIDE RECESSED METALLIC BOX WITH APPROPRIATE TRIM RING, 1/2" EMT TO UNIT CONTROL BOX WITH PULL STRING. MOUNT 4'-0" AFF HEIGHT TO MATCH WALL SWITCHES

PANELBOARD SCHEDULE

APPARATUS BUILDING
Bradfordville VFD

Panel 'A'
Location APPARATUS 101
Service 1 Phase 3 Wire
☐ 208/120V
■ 240/120V

Main Brk. - A - P
Lugs Only 200 A
10,000 AIC Min.
60 Hz.
■ Surface mounted panel
☐ Flush mounted panel
☐ 200% Neutral Bar

Remarks
-

LOAD / REMARKS	CIR. NO.	BREAKERS AMPS	POLES	AMPS PER PHASE L1	AMPS PER PHASE L2	BREAKERS AMPS	POLES	CIR. NO.	LOAD / REMARKS
RECEPTACLES	1	20	1	8					
						20	1	2	LIGHTING
RECEPTACLES	3	20	1		8				
						20	1	4	LIGHTING
RECEPTACLES	5	20	1	11					
						35	2	6	WATER HEATER
SPARE	7	20	1		-				
						-	-	8	-
SPARE	9	20	1	-					
						35	2	10	WATER HEATER
SPARE	11	20	1		-				
						-	-	12	-
SPARE	13	20	1	-					
						20	2	14	UNIT HEATER
SPARE	15	20	1		-				
						-	-	16	-
SPARE	17	20	1	-					
						15	2	18	PTHP-1
SPARE	19	20	1		-				
						-	-	20	-
SPARE	21	20	1	-					
						20	1	22	EF-3
SPARE	23	20	1		-				
						20	1	24	FLOODLIGHTS
SPARE	25	20	1	-					
						20	1	26	EF-2
SPARE	27	20	1		-				
						-			TRANSFORMER/CO DETECTOR
SPARE	29	20	1	-					
						20	1	30	SPARE
SPARE	31	20	1		-				
						20	1	32	SPARE
SPARE	33	20	1	-					
						20	1	34	SPARE
SPARE	35	20	1		-				
						20	1	36	SPARE
SPARE	37	20	1	-					
						20	1	38	SPARE
SPARE	39	20	1		-				
						20	1	40	SPARE
SPARE	41	20	1	-					
						20	1	42	SPARE
TOTAL CONNECTED LOAD (AMPS)				111	92				

100% CONTRACT DOCUMENTS

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18003

SEAL

McGinniss & Fleming Engineering, Inc.
Mechanical · Electrical · Fire Protection · Plumbing
820 East Park Ave, Suite 1-300
Tallahassee, Florida 32301
EB-0005960

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida 32308

BY	REVISIONS	NO.	DATE

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT LEONT18003

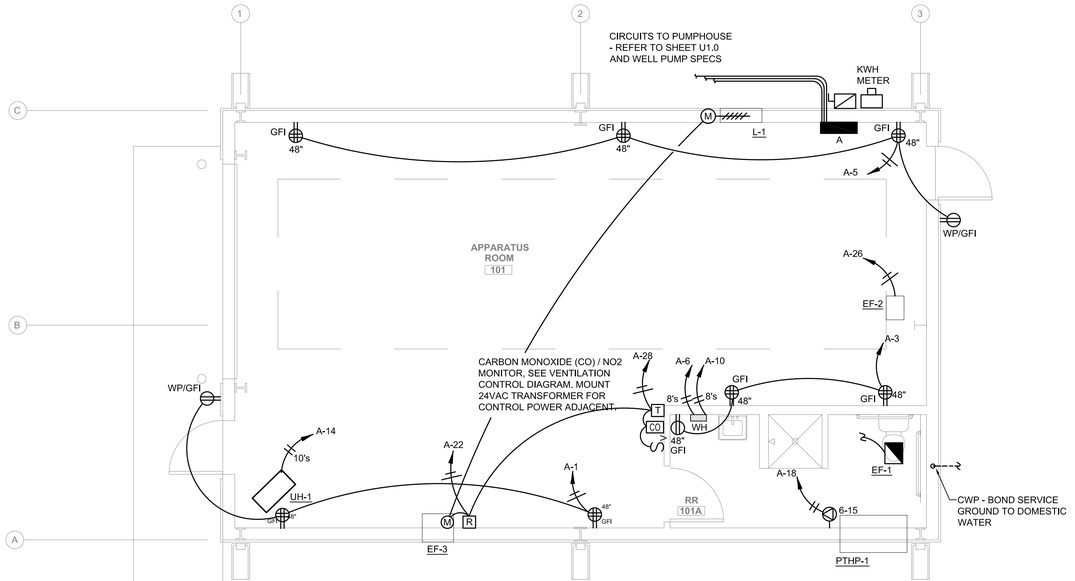
DRAWN BY	DATE	APPROVED
TEB	8/2/19	CKF
BUILDING	FLOOR	AREA

ELECTRICAL LEGEND AND NOTES

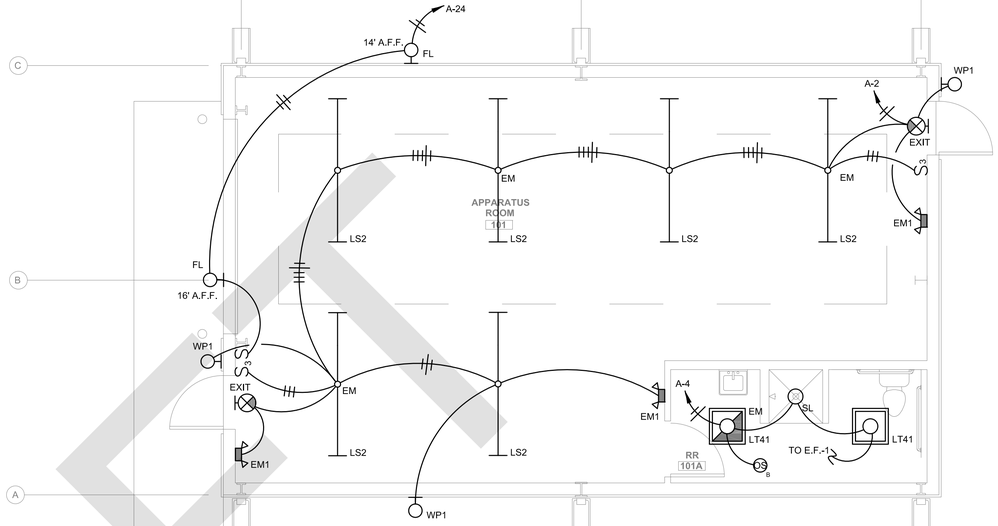
E1.0

SCALE AS NOTED | SHEET OF | REV ####

Posted June 8, 2020



ELECTRICAL POWER PLAN
SCALE: 1/4"=1'-0"



ELECTRICAL LIGHTING PLAN
SCALE: 1/4"=1'-0"

DRAFT

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18003

SEAL

McGinniss & Fleming Engineering, Inc.
Mechanical - Electrical - Fire Protection - Plumbing
820 East Park Ave, Suite I-200
Tallahassee, Florida 32301
EB-0005990

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18003
DRAWN BY TEB	DATE 8/2/19	APPROVED CKF
BUILDING	FLOOR	AREA

ELECTRICAL
POWER AND
LIGHTING PLANS

E2.0

SCALE	SHEET	REV
AS NOTED	Posted June 8, 2020	####

100% CONTRACT DOCUMENTS

JUNCTION BOX IDENTIFICATION

NOT TO SCALE



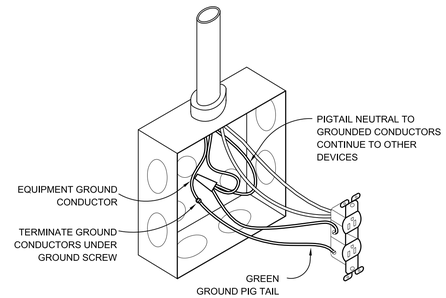
EACH JUNCTION BOX COVER SHALL BE LABELED WITH A PERMANENT "MAGIC" MARKER OR OTHER PERMANENT MEANS TO IDENTIFY THE CIRCUITS OR SYSTEMS CABLES WITHIN. INCLUDE THE PANEL AND CIRCUIT BREAKER NUMBER FOR ALL POWER CIRCUITS WITHIN. FOR EXAMPLE, A JUNCTION BOX CONTAINING LIGHTING CIRCUITS 21, 23, 25 FROM PANEL "HF" WOULD BE LABELED "HF-21,23,25" AS SHOWN.

FIRE ALARM JUNCTION BOXES SHALL BE LABELED "FA" AND PAINTED RED.

SEE SPECIFICATION SECTION 26100 FOR ADDITIONAL COLOR CODING REQUIREMENTS.

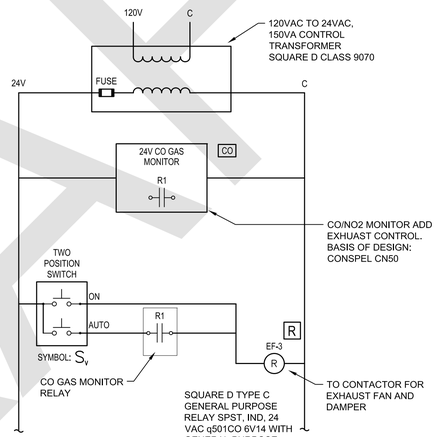
RECEPTACLE WIRING DIAGRAM

NOT TO SCALE



VENTILATION CONTROL DIAGRAM

NOT TO SCALE



VENTILATION CONTROL OPERATOR

NOT TO SCALE

OPERATOR: SQUARE D, TYPE K, CLASS 9001, 2 POSITION SELECTOR SWITCH, BLACK STANDARD KNOB, WITH CONTACT BLOCK, 90 DEGREE SEQUENCE WITH "ON - AUTO" ALUMINUM LEGEND PLATE

* LABELS SHALL BE ENGRAVED PLASTIC - 3/8" x 1" WITH 1/8" BLOCK LETTERING - ATTACHED TO COVER PLATE WITH HIGH STRENGTH CLEAR RTV ADHESIVE

SYMBOL: S_v

DRAFT

100% CONTRACT DOCUMENTS

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18003

SEAL

McGinniss & Fleming Engineering, Inc.
Mechanical - Electrical - Fire Protection - Plumbing
820 East Park Ave, Suite I-200
Tallahassee, Florida 32301
EB-0005993

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18003
DRAWN BY TEB	DATE 8/2/19	APPROVED CKF
BUILDING	FLOOR	AREA

ELECTRICAL DETAILS

E3.0

SCALE	SHEET	REV
AS NOTED	Posted June 8, 2020	####

FIXTURE UNIT CALCULATIONS

FIXTURE TYPE		QUANTITY	DRAINAGE FIXTURE UNITS		WATER SUPPLY FIXTURE UNITS					
			PER FIXTURE	TOTAL	COLD	SUBTOTAL	HOT	SUBTOTAL	HOT & COLD	SUBTOTAL
	WATER CLOSET (FLUSH TANK)	1	4	4	5	5	0	0	5	5
	LAVATORY (PUBLIC)	1	1	1	1.5	1.5	1.5	1.5	2	2
	SHOWER	1	2	2	1.5	1.5	1.5	1.5	2	2
	HOSE BIBB	1	0	0	2.5	2.5	0	0	2.5	2.5
SUBTOTAL				7.0		10.5		3.0		11.5
DEMAND (GPM)						15		7		16

WATER HAMMER ARRESTER SCHEDULE

CHART A - FOR GROUPED FIXTURES		CHART B - FOR LONG PIPE RUNS						
		P.D.I. WATER HAMMER ARRESTERS						
P.D.I. SIZE	FIXTURE UNITS	LENGTH OF PIPE	NOMINAL PIPE DIAMETER					
			1/2"	3/4"	1"	1 1/4"	1 1/2"	2"
A	1-11	25'	A	A	B	C	D	E
B	12-32	50'	A	B	C	D	E	F
C	33-60	75'	B	C	D	AE	F	EF
D	61-113	100'	C	D	E	F	CF	FF
E	114-154	125'	C	D	F	AF	EF	EFF
F	155-330	150'	D	E	F	DF	FF	FFF

NOTES:

1. WATER HAMMER ARRESTERS SHALL BE INSTALLED IN ACCORDANCE WITH STANDARD PDI-WH201.

PLUMBING LEGEND

4"S	SANITARY PIPING
2"V	VENT PIPING
¾"CW	COLD WATER PIPING
¾"HW	HOT WATER PIPING
2"CD	CONDENSATE PIPING
TP	TRAP PRIMER LINE (½" U.N.O.)
WCO	WALL CLEANOUT
	CAP
	ELBOW TURNED UP
	ELBOW TURNED DOWN
	TEE, OUTLET UP
	TEE, OUTLET DOWN
	BALL VALVE
	PRESSURE REGULATOR
	FIRE ALARM SHUT-OFF VALVE
	SWING CHECK VALVE
	WATER HAMMER ARRESTER
	CONNECTION, PLUMBING TO CIVIL

ABBREVIATIONS

AC	ABOVE CEILING
AF	ABOVE FLOOR
AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISED GRADE
AS	ABOVE SLAB
BFF	BELOW FINISHED FLOOR
BFP	BACKFLOW PREVENTER
BG	BELOW GRADE
BS	BELOW SLAB
CFH	CUBIC FEET PER HOUR
CO	CLEANOUT
CW	COLD WATER
CWS	COLD WATER SERVICE
DN	DOWN
EXIST	EXISTING
FCO	FLOOR CLEANOUT
FD	FLOOR DRAIN
GPF	GALLONS PER FLUSH
GPM	GALLONS PER MINUTE
GPH	GALLONS PER HOUR
H/C	HOT AND COLD WATER
HW	HOT WATER
INV EL	INVERT ELEVATION
MBH	THOUSAND BTU PER HOUR
N.C.	NORMALLY CLOSED
N.O.	NORMALLY OPEN
NG	NATURAL GAS
N/A	NOT APPLICABLE
PDI	PLUMBING DRAINAGE INSTITUTE
PH	PHASE
S	SOIL
SAN	SANITARY
SK	SINK
TP	TRAP PRIMER
TYP	TYPICAL
U.N.O.	UNLESS NOTED OTHERWISE
V	VENT
W	WASTE
WCO	WALL CLEANOUT
XT	EXPANSION TANK

PLUMBING NOTES

GENERAL CONDITIONS

1. SEE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
2. CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS, EQUIPMENT AND INCIDENTALS REQUIRED TO COMPLETE ALL WORK SHOWN ON THE CONTRACT DRAWINGS.
3. ALL CONSTRUCTION SHALL CONFORM TO APPLICABLE CODE STANDARDS INCLUDING:

   FLORIDA BUILDING CODE, BUILDING (FBC-B) 6TH EDITION (2017)
   FLORIDA BUILDING CODE, PLUMBING (FBC-P) 6TH EDITION (2017)
   FLORIDA BUILDING CODE, FUEL GAS (FBC-G) 6TH EDITION (2017)
   NFPA 70, NATIONAL ELECTRIC CODE (NEC) 2014 EDITION
   STATE AND LOCAL CODES AND ORDINANCES
4. THE BIDDERS SHALL INSPECT THE PRESENT JOB SITE CONDITIONS BEFORE PREPARING A BID. THE SUBMISSION OF A BID WILL BE CONSIDERED EVIDENCE THAT SUCH A VISIT AND INSPECTION WAS PERFORMED BY THE BIDDER AND THAT HE TAKES FULL RESPONSIBILITY FOR ALL FACTORS GOVERNING HIS WORK.
5. THE CONTRACTOR IS EXPECTED TO PROVIDE PROFESSIONAL WORK PERFORMED IN ACCORDANCE WITH INDUSTRY STANDARDS AND GOOD PRACTICE. WORK SHALL CONFORM TO THE MANUFACTURER'S INSTRUCTIONS AND THE REQUIREMENTS OF THE LOCAL HEALTH DEPARTMENT.
6. THE CONTRACTORS ARE EXPECTED TO FIELD VERIFY ALL DIMENSIONS. CONTRACTORS ARE EXPECTED TO ACCOUNT FOR FIELD CONDITIONS. CONTRACTORS ARE EXPECTED TO COORDINATE IN ORDER TO AVOID INTERFERENCE BETWEEN TRADES. CONTRACTORS ARE EXPECTED TO INSTALL EQUIPMENT SUCH THAT PROPER MAINTENANCE CLEARANCES ARE MAINTAINED FOR EQUIPMENT OF ALL TRADES. IF CHANGES TO THE CONTRACT DOCUMENTS ARE NECESSARY TO AVOID CONFLICTS, THE CONTRACTOR IS RESPONSIBLE FOR REQUESTING CLARIFICATION IN A TIMELY FASHION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DEFICIENCIES ASSOCIATED WITH WORK PERFORMED BEFORE OBTAINING CLARIFICATION.
7. UPON COMPLETION OF THE WORK THE CONTRACTOR SHALL CLEAN SPACES THAT WERE OCCUPIED BY TEMPORARY WORK AND TEMPORARY FACILITIES. REMOVE DEBRIS, RUBBISH AND EXCESS MATERIALS FROM THE SITES. REPAIR DAMAGES CAUSED BY INSTALLATION OR USE OF TEMPORARY FACILITIES.

GENERAL PLUMBING NOTES

1. PLUMBING PLANS ARE SCHEMATIC. LOCATE PIPING TO AVOID FIELD INTERFERENCES. CHANGES IN THE PIPING SCHEMATIC REQUIRE PRIOR APPROVAL OF THE ENGINEER.
2. TRANSITION CONNECTION BETWEEN SITE PIPING AND BUILDING PLUMBING SHALL OCCUR IN AN ACCESSIBLE GREEN SPACE.
3. THE CONTRACTOR IS EXPECTED TO VERIFY DIMENSIONS AND FIELD FABRICATE PIPING AS NECESSARY TO ACCOMMODATE CONDITIONS.
4. PRIOR TO ANY NEW WORK THE CONTRACTOR SHALL VERIFY BY ALL MEANS AVAILABLE THE DIRECTION OF FLOW OF ALL EXISTING PIPING THAT WILL BE TIED INTO FOR THE NEW WORK. REPORT TO THE ENGINEER ANY DIFFERENCES FROM WHAT THE CONTRACT DOCUMENTS SHOW.

MATERIALS AND DEVICES

1. ALL MATERIALS, EQUIPMENT AND APPARATUS COVERED BY THIS SPECIFICATION SHALL BE NEW, OF CURRENT MANUFACTURE.
2. SEE PROJECT SPECIFICATIONS FOR MATERIALS.
3. CONNECTION JOINTS BETWEEN PLASTIC AND METALLIC PIPE SHALL BE MADE WITH TRANSITION FITTING FOR THE SPECIFIC PURPOSE.
4. CONNECTIONS TO WATER HEATERS AND BETWEEN FERROUS AND NONFERROUS METALLIC PIPE SHALL BE MADE WITH DIELECTRIC FITTINGS.

PIPING NOTES

1. INSTALL GRAVITY LINES AT UNIFORM GRADES.
2. INSTALL SLEEVES AT ALL PENETRATIONS WHERE CONCRETE MIGHT CONTACT COPPER PIPING. PROVIDE SLEEVES AND SEAL ALL PENETRATIONS OF FULL HEIGHT WALLS AIR TIGHT. PROVIDE SLEEVES AT ALL PENETRATIONS OF FLOOR. PROVIDE POLY PIPE COVER OR INSULATION WHERE COPPER PIPING IS ENCASED WITHIN CMU WALLS.
3. LOCATE ALL VALVES AND OTHER DEVICES WHICH REQUIRE MAINTENANCE IN ACCESSIBLE LOCATIONS. PROVIDE ACCESS PANELS IF NECESSARY.
4. PIPING INSTALLATIONS ARE EXPECTED TO BE RIGID. SUPPORT AND SECURE PIPING IN ACCORDANCE WITH GOOD PRACTICE.
5. SEE SPECIFICATIONS FOR HOT WATER PIPING INSULATION REQUIREMENTS. PROFESSIONAL INSTALLATION IS EXPECTED.
6. LABEL ALL HOT, TEMPERED & COLD DOMESTIC WATER SUPPLY & RETURN PIPING AT EACH VALVE LOCATION & NO LESS THAN 20' O.C.

FIXTURES AND TRIM:

1. EQUIPMENT SHALL BE UNDAMAGED AND CLEANED.
2. ALL EXPOSED SINK AND LAVATORY DRAIN PIPING SHALL BE CHROME PLATED BRASS NO LESS THAN 17 GAUGE. TRAPS SHALL BE 17 GAUGE FULLY CAST BRASS WITH CLEANOUT PLUGS.
3. PVC PIPING IS ALLOWED FOR SKULLERY SINK DRAINS.
4. ESCUTCHEONS SHALL BE CHROME PLATED CAST BRASS WITH SET SCREW.

CLOSEOUT, TESTING AND INSPECTIONS

1. COORDINATE INSPECTIONS WITH THE SPECIFICATIONS.
2. ALL DOMESTIC WATER PIPING SHALL BE STERILIZED IN ACCORDANCE WITH THE PROCEDURE OUTLINED IN THE FBC, PLUMBING CODE.
3. ALL WATER SUPPLY PIPING SHALL BE LEAK TESTED IN ACCORDANCE WITH THE FBC, PLUMBING CODE BUT NOT LESS THAN 100 PSI.
4. ALL WASTE AND VENT PIPING SHALL BE LEAK TESTED IN ACCORDANCE WITH THE FBC, PLUMBING CODE BUT NOT LESS THAN 10' OF HEAD.
5. CONTRACTOR SHALL CAMERA SEWER LINES AND PROVIDE SMOKE TEST OF THE ENTIRE WASTE AND VENT SYSTEM.
6. NO PIPING SHALL BE COVERED OR CLOSED UP BEFORE INSPECTION AND APPROVAL. PROVIDE TEST TEES AT CONNECTION TO EXISTING AT EACH FLOOR & AS NEEDED FOR COMPLETE TESTING.

DRAFT

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

McGinniss & Fleming Engineering, Inc.
Mechanical - Electrical - Fire Protection - Plumbing
820 East Park Ave, Suite L200
Tallahassee, Florida 32301 EB-0000983

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT 18004
DRAWN BY TEP	DATE 8/2/19	APPROVED PJM
BUILDING	FLOOR	AREA

PLUMBING LEGEND AND NOTES

P1.0

SCALE	SHEET	REV
AS NOTED	OF	###

Posted June 8, 2020

100% CONTRACT DOCUMENTS

DRAIN FIXTURE SCHEDULE

TYPE	DESCRIPTION	MODEL	TRIM & ACCESSORIES	FIXTURE CONNECTIONS		
				CW	WASTE	VENT
FD-1	CAST IRON GENERAL SERVICE FLOOR DRAIN WITH ROUND TOP AND AUXILLARY TRAP PRIMER FITTING.	J.R. SMITH FIG. 2005	DUCO COATED CAST IRON BODY W/ FLASHING COLLAR AND ADJUSTABLE 6" ROUND POLISHED BRONZE STRAINER HEAD. J R SMITH 2695 AUXILLARY CAST IRON TRAP PRIMER FITTING 1/2" NPT TAPPING.	1/2"	3"	2"
FD-2	CAST IRON HEAVY DUTY FLOOR DRAIN WITH TRACTOR GRATE.	J.R. SMITH FIG. 2340	DUCO COATED CAST IRON BODY W/ FLASHING COLLAR AND ADJUSTABLE 12" ROUND NICKEL BRONZE TOP, TRACTOR GRATE, SEDIMENT BUCKET. PROVIDE PROVENT TRAP GUARD IN LIEU OF TRAP PRIMER CONNECTION.		4"	
SD-1	SHOWER DRAIN. CAST IRON WITH SQUARE TOP AND AUXILLARY TRAP PRIMER FITTING.	J.R. SMITH FIG. 2010	DUCO COATED CAST IRON BODY W/ FLASHING COLLAR AND ADJUSTABLE 5" SQUARE POLISHED BRONZE STRAINER HEAD. J R SMITH 2695 AUXILLARY CAST IRON TRAP PRIMER FITTING 1/2" NPT TAPPING.	1/2"	2"	2"
HD-1	CAST IRON NO-HUB AIR GAP FITTING.	J.R. SMITH 3955S	DUCO CAST IRON WITH SET SCREW.	0"	2"	2"

PLUMBING FIXTURE SCHEDULE

TYPE	DESCRIPTION	MODEL	TRIM & ACCESSORIES	FIXTURE CONNECTIONS			
				CW	HW	WASTE	VENT
WC-1	TANK TYPE WATER CLOSET, FLOOR MOUNT, VITREOUS CHINA, 17⅞" RIM HGT. TWO PIECE, ELONGATED BOWL, 1.6 GALLON FLUSH. ADA COMPLIANT.	KOHLER HIGHLINE K-3493	BEMIS 1955SSCT ELONGATED SOLID PLASTIC OPEN FRONT SEAT WITH SELF-SUSTAINING CHECK HINGE AND BOLT CAPS, STA-TITE FASTENING SYSTEM, NON-CORROSIVE 300 SERIES S.S. POST, PINTLES AND HARDWARE INCLUDING CLOSET BOLTS AND WASHERS. ESCUTCHEON PLATE W/ SET SCREW.	1"		4"	2"
L-1	20x18 WALL HUNG VITREOUS CHINA LAVATORY, 3 HOLE INSTALLATION, 2" CENTERS. ADA COMPLIANT.	KOHLER CHESAPEAKE K-1729	MOEN 8422F05 SINGLE LEVER DECK MOUNT FAUCET, CHROME PLATED WITH 4" LEVER, 0.5 GPM AERATOR, GRID DRAIN, WITHOUT POP-UP ASSEMBLY, MCGUIRE 1-1/4" TRAP W/ PRODRAIN OFFSET ASSEMBLY, PRE-WRAPPED CHROME PLATED HEAVY CAST BRASS ADJUSTABLE P-TRAP W/ CLEANOUT, TAILPIECE, SLIP NUTS, 17A. SEAMLESS TUBULAR BRASS WALL BEND. MCGUIRE 167LK ANGLE SUPPLY STOPS, FLEXIBLE CHROME PLATED RISERS, CHROME ESCUTCHEON PLATES W/ SET SCREWS. PROVIDE WITH TMV-1.	1/2"	1/2"	2"	1 1/2"
SH-1	ADA COMPLIANT SINGLE HANDLE PRESSURE BALANCING VALVEWITH 1/4 TURN STOPS. 1.5 GPM WATER SENSE CERTIFIED. 3 FUNCTION TRANSFER VALVE.	MOEN 8342EP15	CHROME PLATED METAL CONSTRUCTION. VANDAL RESISTANT SCREWS. SHOWER HEAD, HAND-HELD SHOWER WITH NON-POSITIVE PAUSE, 69" METAL HOSE WITH 30" SLIDE BAR. ADJUSTABLE TEMPERATURE LIMIT STOP. 1222HD BRASS CARTRIDGE DESIGN AND CONSTRUCTION WITH S.S. MATERIALS.	1/2"	1/2"		
BFP-1	REDUCED PRESSURE ZONE ASSEMBLY	WATTS LF009 SERIES	INTERNAL PRESSURE DIFFERENTIAL RELIEF VALVE, CAPTURED SPRINGS, AND SILICONE SEAT DISCS. SEATS AND SEAT DISCS SHALL BE REPLACEABLE IN BOTH CHECK MODULES AND THE RELIEF VALVE. BODY AND SHUTOFFS SHALL BE CONSTRUCTED USING LEAD FREE CAST COPPER SILICON ALLOY MATERIALS. RESILIENT SEATED ISOLATION VALVES. FOUR RESILIENT SEATED TEST COCKS, AIR GAP DRAIN FITTING. THE ASSEMBLY SHALL MEET THE REQUIREMENTS OF: USC; ASSE STD. 1013; AWWA STD. C511; CSA B64.4.	1"			
PRV-1	WATER PRESSURE REDUCING VALVE	WATTS LF223S	PROVIDE WITH STRAINER. LEAD-FREE BRASS BODY CONSTRUCTION. ASSE 1003, CSA B356 CERTIFIED. REDUCED PRESSURE SETTING: 75 PSI	1"			
TMV-1	WATER TEMPERATURE LIMITING VALVE. 105° SET TEMP.	SYMMONS MODEL 7-225	INTEGRAL CHECK VALVES AND DUAL STAINLESS STEEL STRAINERS. LEAD FREE METAL COMPONENTS. CONFORMS TO ASSE 1070.	1/2"	1/2"		
TP-1	PRESSURE DROP ACTIVATED TRAP PRIMER	PPP PR-500	PROVIDE DISTRIBUTION UNIT DU-U AS REQUIRED	1/2"			
FCO	CAST IRON FLOOR CLEANOUT WITH ROUND ADJUSTABLE SCORIATED HEAVY DUTY NICKEL BRONZE TOP.	J.R. SMITH 4100-NB SERIES	FLASHING CLAMP AND FLASHING FLANGE, BRONZE PLUG.	SEE PLANS FOR SIZES			
WCO	CAST IRON CLEANOUT TEE AND COUNTERSUNK PLUG WITH STAINLESS STEEL ROUND COVER AND SCREW.	J.R. SMITH 4530 SERIES	MODEL 4436 NICKEL BRONZE FRAME & COVER. BRONZE PLUG.	SEE PLANS FOR SIZES			
HB-1	WALL FAUCET, POLISHED CHROME	T&S BRASS B-0737-POL	3/4" NPT FEMALE INLET, ¾" GARDEN HOSE MALE OUTLET, LOOSE TEE KEY, VACUUM BREAKER	3/4"			
WH-1	ANTI-SIPHON FREEZELESS WALL HYDRANT	WOODFORD MODEL 65	AUTOMATIC DRAINING WITH ANTI-SIPHON VACUUM BREAKER. ¾" INLET AND OUTLET. HARDENED STAINLESS STEEL OPERATING STEM AND ONE PIECE VALVE PLUNGER LOOSE TEE KEY TO BE FURNISHED WITH EACH HYDRANT. MOUNT 48" ABOVE FINISHED GRADE/SLAB.	3/4"			

ELECTRIC TANKLESS WATER HEATER SCHEDULE

TYPE	MANUFACTURER/ MODEL NO.	GPM @ 51°F RISE	MAXIMUM FLOW (GPM)	ACTIVATION GPM	KW	AMPS	VOLTS/ PHASE	RECOMMENDED WIRE SIZE	NOTES
EWH-1	EEMAX SERIES TWO EX144TC ML	2.0	3.0	0.3	15.0	64	240/1	10 AWG	WALL-MTD, HIGH TEMPERATURE SET SWITCH, FLOW SWITCH ACTIVATES HEATER ONLY ON DEMAND. SET TEMPERATURE 105°

DRAFT

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

McGinniss & Fleming Engineering, Inc.
Mechanical - Electrical - Fire Protection - Plumbing
820 East Park Ave, Suite L200
Tallahassee, Florida 32301 EB-0000983

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT 18004
DRAWN BY TEP	DATE 8/2/19	APPROVED PJM
BUILDING	FLOOR	AREA

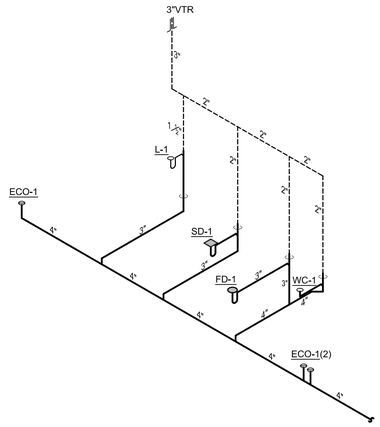
PLUMBING EQUIPMENT SCHEDULES

P1.1

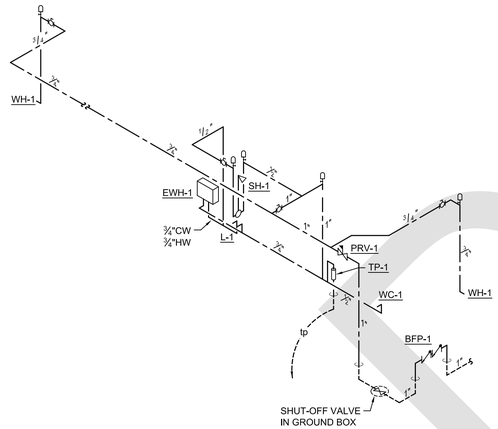
SCALE	SHEET	REV
AS NOTED	OF	####

100% CONTRACT DOCUMENTS

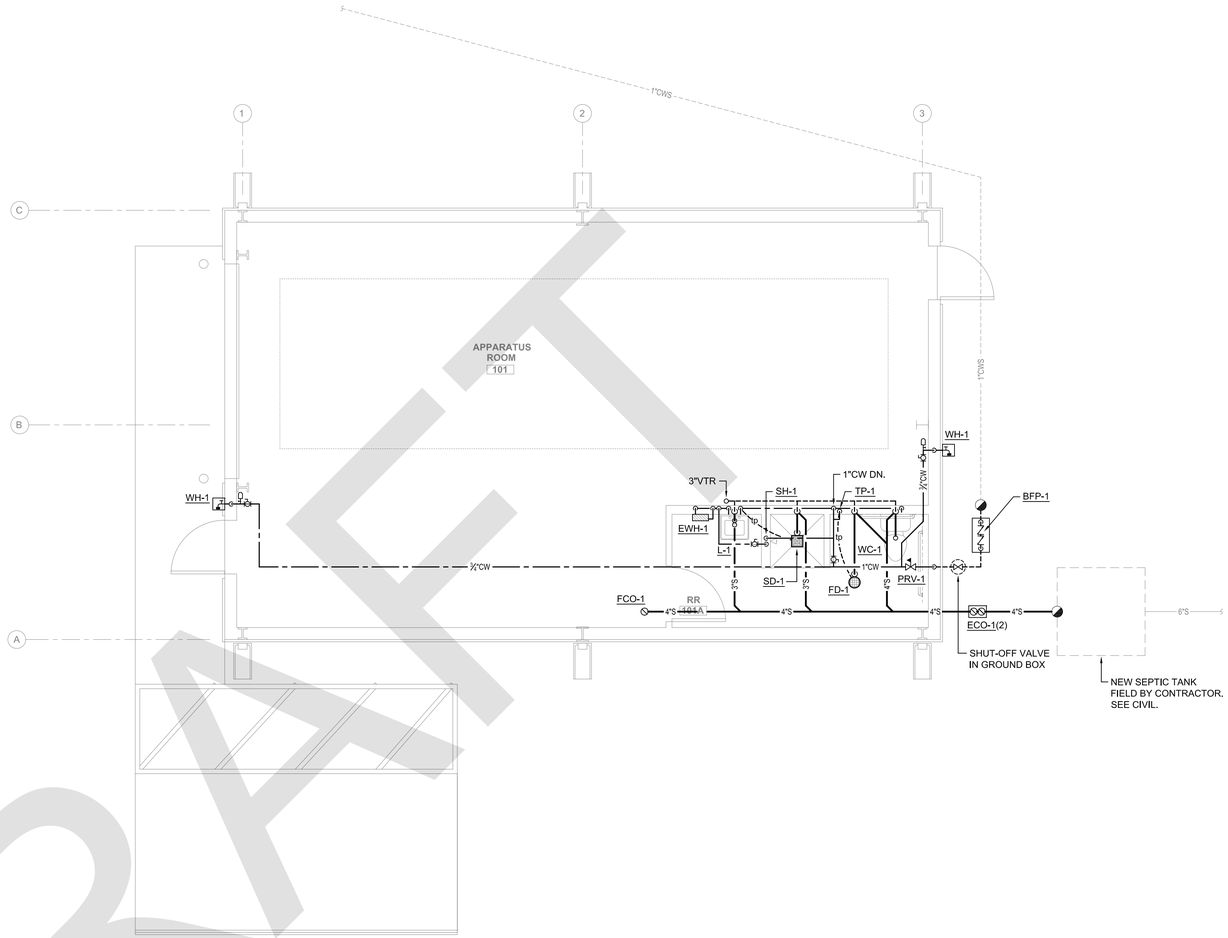
Posted June 8, 2020



PLUMBING RISER - SANITARY
NTS



PLUMBING RISER - DOMESTIC WATER
NTS



FLOOR PLAN - PLUMBING
SCALE: 1/4"=1'-0"

DRAFT

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

McGinniss & Fleming Engineering, Inc.
Mechanical - Electrical - Fire Protection - Plumbing
820 East Park Ave, Suite 1-200
Tallahassee, Florida 32301
EB-0000983

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida
LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT 18004
DRAWN BY TEP	DATE 8/2/19	APPROVED PJM
BUILDING	FLOOR	AREA

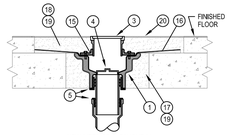
FLOOR PLAN - PLUMBING

P2.0

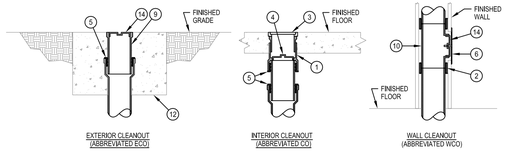
SCALE	SHEET	REV
AS NOTED	OF	####

100% CONTRACT DOCUMENTS

Posted June 8, 2020



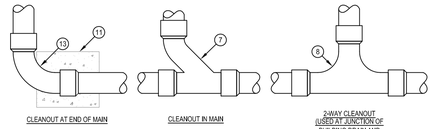
NEW INTERIOR CLEANOUT IN EXISTING FLOOR SLAB



EXTERIOR CLEANOUT (ABBREVIATED ECO)

INTERIOR CLEANOUT (ABBREVIATED CO)

WALL CLEANOUT (ABBREVIATED WCO)



CLEANOUT AT END OF MAIN

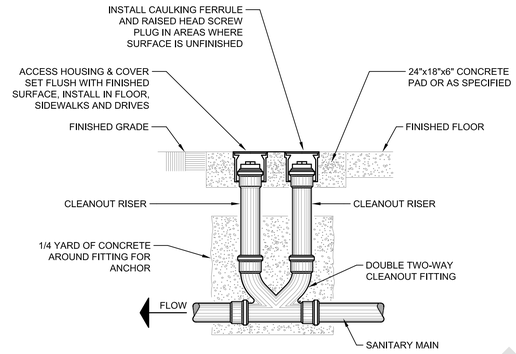
CLEANOUT IN MAIN

2-WAY CLEANOUT (USED AT JUNCTION OF BUILDING DRAIN AND BUILDING SEWER)

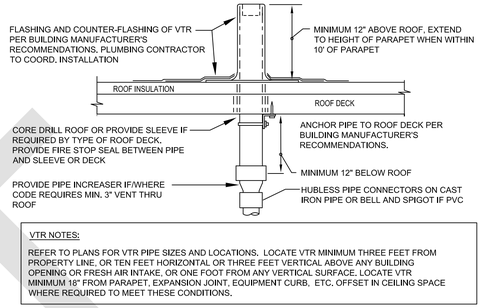
KEY NOTES: (THIS DETAIL ONLY)

1. CAST IRON 2-PIECE CLEANOUT BODY WITH ADJUSTABLE HEAD.
2. NO-HUB COUPLING (FOR ABOVE GROUND APPLICATION ONLY).
3. POLISHED NICKEL BRONZE SCORIATED TOP (PROVIDE CARPET MARKER FOR CARPETED FLOORS).
4. BRONZE TAPERED THREAD, RAISED HEAD CLEANOUT PLUG.
5. PUSH-ON NEOPRENE RUBBER COMPRESSION GASKET.
6. STAINLESS STEEL ROUND WALL ACCESS COVER.
7. COMBINATION WYE AND EIGHTH BEND FITTING.
8. TWO-WAY CLEANOUT FITTING.
9. CAST IRON CLEANOUT FERRULE.
10. CAST IRON CLEANOUT TEE.
11. 12" x 12" x 12" CONCRETE THRUST BLOCK.
12. 24" x 24" x 12" CONCRETE PAD FLUSH WITH GRADE.
13. LONG SWEEP ELBOW.
14. BRONZE TAPERED THREAD, RECESSED HEAD CLEANOUT PLUG.
15. CAST IRON INVERTIBLE CLAMPING COLLAR.
16. NEW LEAD PAN FLASHING CLAMPED TIGHTLY TO DRAIN BODY. SEE ARCHITECTURAL PLANS.
17. BREAK OUT EXISTING STRUCTURAL CONCRETE FLOOR SLAB.
18. CUT TOPPING MINIMUM 12" BEYOND BROKEN-OUT STRUCTURAL FLOOR SLAB TO NEAREST FLOOR TILE JOINT TO ALLOW FOR INSTALLATION OF NEW LEAD PAN FLASHING.
19. GROUT SOLID AROUND NEW FLOOR DRAIN.
20. NEW FLOOR FINISH TO MATCH EXISTING.

1 P3.0 CLEANOUT DETAIL
NTS



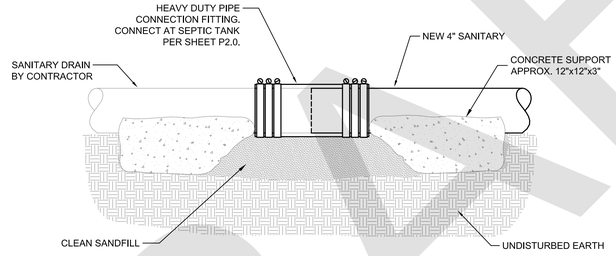
3 P3.0 DOUBLE TWO-WAY CLEANOUT
NTS



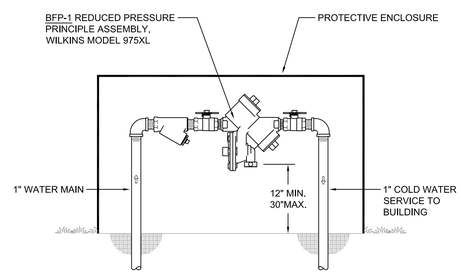
VTR NOTES:

REFER TO PLANS FOR VTR PIPE SIZES AND LOCATIONS. LOCATE VTR MINIMUM THREE FEET FROM PROPERTY LINE, OR TEN FEET HORIZONTAL OR THREE FEET VERTICAL ABOVE ANY BUILDING OPENING OR FRESH AIR INTAKE, OR ONE FOOT FROM ANY VERTICAL SURFACE. LOCATE VTR MINIMUM 10' FROM PARAPET, EXPANSION JOINT, EQUIPMENT CURB, ETC. OFFSET IN CEILING SPACE WHERE REQUIRED TO MEET THESE CONDITIONS.

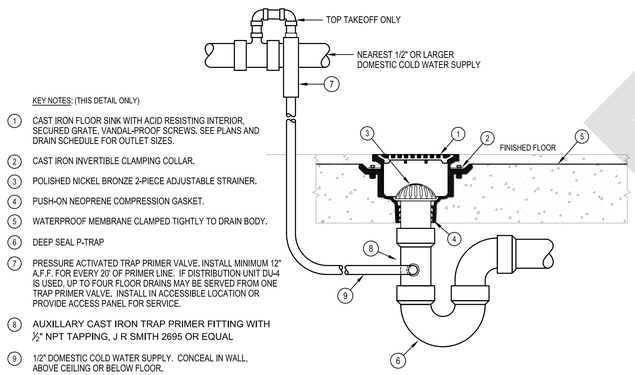
6 P3.0 VENT THROUGH ROOF (VTR) DETAIL
NTS



4 P3.0 SANITARY MAIN CONNECTION DETAIL
NTS



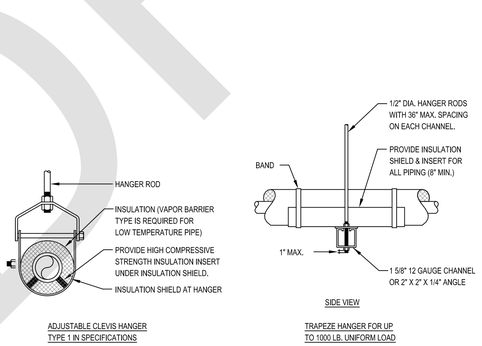
6 P3.0 DOMESTIC WATER BACKFLOW PREVENTER
NTS



KEY NOTES: (THIS DETAIL ONLY)

1. CAST IRON FLOOR SINK WITH ACID RESISTING INTERIOR, SECURED GRATE, VANDAL-PROOF SCREWS. SEE PLANS AND DRAIN SCHEDULE FOR OUTLET SIZES.
2. CAST IRON INVERTIBLE CLAMPING COLLAR.
3. POLISHED NICKEL BRONZE 2-PIECE ADJUSTABLE STRAINER.
4. PUSH-ON NEOPRENE COMPRESSION GASKET.
5. WATERPROOF MEMBRANE CLAMPED TIGHTLY TO DRAIN BODY.
6. DEEP SEAL P-TRAP
7. PRESSURE ACTIVATED TRAP PRIMER VALVE, INSTALL MINIMUM 12" A.F.F. FOR EVERY 20' OF PRIMER LINE. IF DISTRIBUTION UNIT DU-4 IS USED, UP TO FOUR FLOOR DRAINS MAY BE SERVED FROM ONE TRAP PRIMER VALVE. INSTALL IN ACCESSIBLE LOCATION OR PROVIDE ACCESS PANEL FOR SERVICE.
8. AUXILLARY CAST IRON TRAP PRIMER FITTING WITH ½" NPT TAPPING, J R SMITH 2695 OR EQUAL
9. 1/2" DOMESTIC COLD WATER SUPPLY. CONCEAL IN WALL, ABOVE CEILING OR BELOW FLOOR.

2 P3.0 TYPICAL FLOOR DRAIN TRAP PRIMER TAPPING INSTALLATION DETAIL
NTS



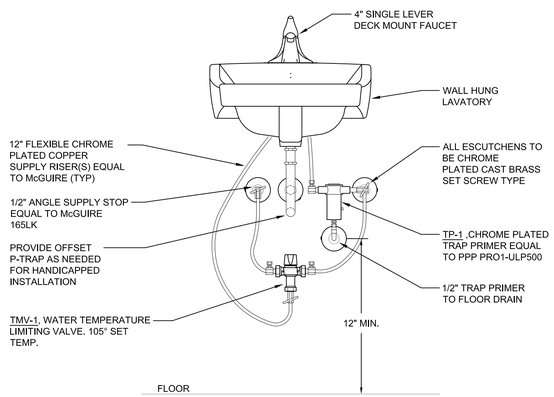
ADJUSTABLE CLEVIS HANGER TYPE 1 IN SPECIFICATIONS

SIDE VIEW

TRAPEZE HANGER FOR UP TO 1000 LB. UNIFORM LOAD

NOTES:
1. SEE SPECIFICATIONS FOR SPACING OF HANGERS.
2. PROVIDE SPRING ISOLATORS FOR FIRST 3 HANGERS UP TO AND BEYOND EQUIPMENT CONNECTION AND/OR THROUGH OUT MECHANICAL ROOMS OR MEZZANINE AREAS.

5 P3.0 TYPICAL PIPE HANGERS
NTS



7 P3.0 LAVATORY INSTALLATION DETAIL
NTS

DRAFT

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

McGinniss & Fleming Engineering, Inc.
Mechanical - Electrical - Fire Protection - Plumbing
820 East Park Ave, Suite L200
Tallahassee, Florida 32301 EB-0000983

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

BY	REVISIONS	NO.	DATE

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT 18004
DRAWN BY TEP	DATE 8/2/19	APPROVED PJM
BUILDING	FLOOR	AREA

PLUMBING DETAILS

P3.0

SCALE	SHEET	REV
AS NOTED	OF	#####

100% CONTRACT DOCUMENTS

Posted June 5, 2020

LEON COUNTY
DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

ENVIRONMENTAL MANAGEMENT PERMIT

TO SPEAK TO AN ENVIRONMENTAL INSPECTOR, CALL (850) 606-1300.

PERMIT EXPIRES THIRTY-SIX (36) MONTHS FROM ISSUANCE PER ARTICLE 5, SECTION 7-41(4)(A)(1), ENVIRONMENTAL MANAGEMENT ACT

PERMIT EXPIRES: 08/12/2022

PERMIT #:	**LEM1800086**
PROJECT NAME:	**BRADFORDVILLE VOLUNTEER FIRE**
LOCATION:	**DEPARTMENT**
PERMITTEE:	**13803 Hanna Hammock Rd**
DATE ISSUED:	**08/12/2019**
PARCEL TAX ID:	**1717200120000**

FEE INFORMATION

Stormwater SF B Low	1,216.78
Env Tree Removal Permit Fee	114.00
Env Landscaping Permit Fee	818.80
TOTAL FEES:	2,149.58
TOTAL PAYMENTS	2,149.58
BALANCE:	0.00

John P. Kraynak, Director Environmental Compliance Division

John P. Kraynak, Director
Environmental Services Division

ACCEPTANCE OF THIS PERMIT ACKNOWLEDGES PREMISIONS FOR LEON COUNTY PERSONNEL TO INSPECT AT REASONABLE TIMES THE PROPERTY AND WORK ASCRIBED IN THIS PERMIT. FAILURE TO POST THE PERMIT PLACARD IN A CONSPICUOUS PLACE ON-SITE OR FAILURE TO HAVE THE APPROVED PERMIT AND PLANS AVAILABLE ON-SITE MAY RESULT IN THE IMMEDIATE ISSUANCE OF A STOP WORK ORDER.

DRAFT

Posted June 8, 2020

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY

DEPARTMENT OF DEVELOPMENT SUPPORT
AND ENVIRONMENTAL MANAGEMENT

(*BRADFORDVILLE*)
VOLUNTEER
FIRE STATION

ENVIRONMENTAL MANAGEMENT PERMIT
LEM 18-00086

A pre-construction meeting is required call Mr. David Graham at 606-1378 to schedule.

This environmental management permit authorizes the construction of infrastructure associated with a proposed fire house (building) for the volunteer fire department within Parcel ID. No.: 17-17-20-012-000 0 in Leon County consistent with the following attachments and exhibits:

Attachment A:	Permit Conditions
Exhibit A1:	Cover Sheet of Permit Plan Set (Dual Signatures/Seals)
Exhibit A2:	Approved Plan (Permit Plan Set)
Exhibit B:	Cultural Resource Assessment Letter

The permittee should be familiar with the permit conditions and all other attachments and exhibits included in this permit prior to the commencement of development activity. Failure to conform to this permit may cause appropriate enforcement action to be taken that could include a "Stop Work Order" or a "Notice of Violation".

Approved By:

Approved By: Nawfal Ezzagaghi 8/12/2019

_____ _____

John Kraynak, P.E., Director
Environmental Services
M.A.H.

Date

DRAFT

ATTACHMENT "A"
PERMIT CONDITIONS:
Bradfordville Volunteer Fire Station

GENERAL CONDITIONS:

1. The permittee shall conduct all development activity consistent with the "Environmental Management Act," Chapter 10 of the Leon County Land Development Code. **Reference Section 10-4.105**.

2. *Posting of placards.* A placard indicating issuance of a valid permit shall be posted in a conspicuous place on site at all times during the development activity. **Reference Section 10-4.203(c)(1)**.

3. *Permit and plans on-site.* A copy of the approved permit and plans (Exhibit "A" and subsequent approved contractor "Shop Drawings") shall be available on site at all times when any development activity is occurring on the site. **Reference Section 10-4.203(c)(2)**.

4. *Notice of intent to proceed and Pre-Construction Conference.* A notice of intent to proceed shall be filed with the Director at least three (3) working days prior to initiation of any physical development activity on the site. The notice shall specify the site location and the permit number(s) applicable to the activity and shall specify the date and approximate time at which such physical development activity is to commence. A pre-construction conference will be scheduled and required prior to the commencement of any development activity. **Reference Section 10-4.203(c)(3)**.

5. *Environmental Management Officer.* This individual shall be in responsible charge of all on-going work on the site and ensure that all work is proceeding according to the approved plans and permit. The designated environmental management officer must ensure that during such time as the officer is not personally present on the site a designated alternate remains in responsible charge of the project. For this project, the Environmental Management Officer shall be determined at the pre-construction conference. **Reference Section 10-4.203(c)(6)**.

6. *Permit Expiration.* This Environmental Management Permit expires 36 months after issuance. **Reference Section 10-4.214(a)(1)**.

7. *Extensions.* Permits may be extended, by request of the applicant and approval of the Director, for successive periods of time not to exceed 36 months each, provided the request for extension is made prior to the expiration of the prior approval and provided continuous good faith efforts have been made to complete the development. **Reference Section 10-4.214(a)(2)**.

8. *Early expiration for cause.* If no substantial and readily observable site development activity has taken place within 18 months of the issuance of the permit or, once development is started, if no such development activity occurs for any 12 consecutive months, the Director may, after notifying the permittee and providing an opportunity for hearing, determine the permit to be expired and shall so notify the permittee. Such a permit may not thereafter be extended. **Reference Section 10-4.214(a)(3)**.

DRAFT

9. *Effect of permit expiration.* Once a permit has expired, no further development activity may proceed on the permitted development site unless and until a new permit is received for the development site and activity. **Reference Section 10-4.214(c)**.

10. *Continued responsibility under expired permit.* An expired permit shall not relieve the permittee from the responsibility of continued compliance with this permit and the Code. Where development has commenced and no final inspection completed before expiration of a permit, the permittee may be required to submit, and obtain the Director's approval of a new environmental management permit application or an application for amendment of the expired permit. As an option, the permittee may be required to complete and maintain the landscaping, trees, or stormwater management systems and facilities which were required by the expired permits, as necessary to prevent significant adverse environmental impacts as a result of development activity which has occurred on the site. **Reference Section 10-4.214(c)**.

11. *Notice of transfer of permit.* No later than ten (10) days after the sale or legal transfer of property upon which a stormwater management facility has been, or is approved to be, constructed pursuant to a permit issued by the County, a notice of transfer of permit shall be submitted to the Director. The notice shall be made using a form provided by the Director. **Reference Section 10-4.214(e)(1)**.

12. *Transfer liability*. Until a proper notice of permit transfer is provided to the Director, the permittee and any other person constructing, operating, or maintaining the permitted facility shall be liable for compliance with the terms of the permit. The permittee transferring the permit shall remain liable for corrective actions required as a result of any violations occurring prior to transfer. For facilities that have received final inspection approval prior to the time of legal transfer, the original permittee shall remain liable for performance of warranty obligations as set forth in **Section 4.208(d)**, absent an express assumption of liability as to such warranty obligations by the subsequent holder of the property. **Reference Section 10-4.214(e)(2)**.

13. *Amendments.* Any minor change or deviation from the approved plans shall require an amendment to this permit. Substantial changes, including significant increases in impervious area, changes in intended land use, modification of stormwater management system, new phases of development, or other additions, shall not be treated as amendments, but shall require a new permit application. **Reference Section 10-4.215**.

14. *During development*. All environmental management controls and facilities shall be maintained in a manner which will ensure proper functioning and protection from unnecessary environmental degradation, throughout the development process. **Reference Section 10-4.210(a)**.

15. *Post-development.* Upon completion of development activities and construction, the permittee shall ensure that each site is properly stabilized, and that swales and other stormwater management features shown in the permit are in place in a manner consistent with the permit, approved plans and specifications. **Reference Section 10-4.210(b)**.

16. *Post-construction inspection.* Prior to requesting a final inspection by the Director, the permittee shall have a qualified professional to personally inspect the site and facilities and certify as provided for in **Section 10-4.208(b)**.

DRAFT

SPECIFIC CONDITIONS:

1. *Permit Scope.* As shown in Exhibit "A" (the permit plan set), this permit authorizes: the development activity associated with the infrastructure for a 960-sf volunteer fire station including landscaping, driveway connection (LDR19-0088), and a natural vegetative buffer to accommodate stormwater treatment for the development within parcel ID. No.: 17-17-20-012-000 0.

2. *Licensed contractors.* All excavation, grading work, and other site work shall be performed under the supervision of a certified or registered general contractor, building contractor, residential contractor, commercial or residential pool/spa contractor, or underground utility contractor, or by an excavation, grading and site contractor duly licensed by the County Contractors Licensing Board. **Reference Section 10-4.203(c)(5)**.

3. *Notification of Easements*. A copy of any required easements, with proof of recording, shall be provided to the Director prior to final inspection. Where transfer of title for any affected parcel is proposed, the owner shall provide clear information to each prospective buyer prior to execution of any contracts, about the existence, impacts, and responsibilities associated with any easements on the property. A copy of the applicable easements shall be provided by the owner to each prospective purchaser prior to closing, and the copy shall be initialed by the parties and attached to such closing documents upon execution. **Reference Section 10-4.203(c)(8)**.

4. *Stormwater management facility operating permit.* No stormwater management facility shall be utilized until a stormwater management operating permit is obtained. An operating permit is not required for facilities which have as their primary function the conveyance of stormwater, facilities under construction as part of an approved development plan, and temporary facilities which are part of an erosion and sediment control plan. **Reference Section 10-4.209(a)**.

5. *Required disclaimers*. Any contract for the conveyance of title to land for which stormwater management is provided by a system or facility not maintained by the County or the City of Tallahassee shall contain the following statement: "Neither Leon County nor the City of Tallahassee is responsible for the maintenance, upkeep or improvement of any stormwater management facility utilized by the land described herein. Title to this property carries with it the requirement that the current and all subsequent owners or their authorized agent obtain a stormwater management facility operating permit from the County. The owner of this property shall be legally responsible, jointly with other owners using the facility and based on pro rata share, for compliance with all stormwater management facility operating permit maintenance and operation requirements, as well as all other permit conditions, unless such maintenance and operation obligations have been specifically assumed by some other entity pursuant to Director approval and appropriate documentation recorded in the public records of Leon County." **Reference Section 10-4.210(d)**.

6. *Landscape and tree maintenance, if applicable.* All landscaping, landscaped areas, landscape development, buffer areas, and trees required as part of this permit shall be maintained and used pursuant to **Sections 10-4.348(b)**, **10-4.355**, **10-4.209(f)(1)(h)** , **10-4.209(g)(7)** and **10-4** of the Land Development Code and shall be checked for compliance during the operating permit renewal process.

7. *Stormwater Facility Performance.* The stormwater management system for the development activity permitted herein shall conform to the "Stormwater Management Plan" (Exhibit A).

DRAFT

8. *System Evaluation & Redesign*. At any time, should the County determine that the stormwater management system, stormwater pollution prevention plan, landscape plan, or any maintenance program is not functioning as designed, the County may request a system evaluation to determine compliance. The Permittee shall have thirty (30) days to evaluate the discrepancy and respond. Should the Permittee verify that a discrepancy exists, then the Permittee shall have sixty (60) days to redesign and implement the appropriate redesign necessary to correct the discrepancy. This process does not apply to any event of noncompliance with the permit and approved plans, in which case the enforcement provisions of the Environmental Management Act shall apply.

9. *Intergovernmental Transfer*. If at any time, the City of Tallahassee (the "City") annexes the permitted development into its corporate boundary, then this permit shall be transferred to the City with all provisions fully enforceable by the City. The City shall assume the role of the County in each provision of this permit.

10. *Termination of Permit*. The requirements, responsibilities and obligations of the Permittee in the General Conditions, Specific Conditions, and Special Conditions shall never expire with this permit. The Permittee may terminate such requirements, responsibilities and obligations either by an appropriate transfer as prescribed in Paragraph 12 of the General Conditions or by closing the development in a manner guaranteeing the preservation of natural areas, conservation easement areas, and/or other protected areas. Such closure shall require the submittal and approval of a short form environmental management permit which states appropriate plans to close the project in manner that will ensure compliance with the Environmental Management Act upon and after termination of responsibility. **Reference Section 10-4.214**.

11. *Other Permits*. This permit is issued with the condition that the applicant procure and comply with all other necessary federal, state, and local agency permits, including but not limited to the Florida Department of Environmental Protection (FDEP) permit, Florida Department of Transportation (FDOT) drainage and/or access connection permits, NPDES permit and Leon County driveway connection permit. These permits must be provided prior to the start of construction. **Reference Section 10-4.201(f)**.

12. *Construction Sequence*. All stormwater facilities shall be constructed and functioning prior to any clearing (with the exception of clearing for the stormwater ponds), and prior to the start of the building construction, roadway construction or any other development activity as defined in the Environmental Management Act. Phased stormwater facility construction may be allowed with prior written consent by the Director provided that each phase is fully sustainable, meets the applicable stormwater standards and provides no adverse downstream impacts. This condition supersedes any other permit conditions and plans related to this topic. In the event of a conflict between this condition and any other condition in the permit or plans, this condition will overrule.

13. *Noise Ordinance No. 25-56 (10)*. Construction or repair of buildings, excavation of streets and highways: The construction, demolition, alteration or repair of any building or the excavation of streets and highways other than between the hours of 7:00 am and 8:00 pm on weekdays and Saturdays. This prohibition does not apply to delivery and installation of concrete and other materials associated with residential slab installation. In cases of emergency, construction or repair noises are exempt from this provision.

14. *Noise Ordinance No. 25-57(9)*. Exemptions: Non-residential and multi-family residential construction projects approved and permitted by the County.

DRAFT

SPECIAL CONDITIONS:

1. As used herein, the term "permittee" shall refer to the current owner of parcel tax ID No. 17-17-20-012-000 0. This permit may be transferred to another party in accordance with the General Conditions. Upon the Director's approval of a Notice of Transfer of Permit, the term "permittee" shall refer to the new property owner(s) identified in this approved notice. The permittee shall ensure that all contractors and other agents authorized by the permittee to conduct the permitted development activities abide by the terms and conditions of this permit.

2. The permittee or permittee's authorized agent shall contact the County Environmental Inspector to arrange a pre-construction conference. The County Environmental Inspector for this project will be **Mr. David Graham who may be contacted at (850) 606-1378 or 544-0827.**
    a. During the pre-construction conference, and prior to commencement of construction, copies of permits from other agencies as required (example, NPDES, etc…) shall be submitted to the environmental inspector.
    b. Additional tree barricades, silt fences, or other sediment/erosion control devices and measures maybe required during project construction, as specified by the County Environmental Inspector.
    c. The signs designating the buffer area shall be installed prior to the construction activity to prevent encroachment or impacts to the area, references C1.0 and details on Sheet L1.0.
    d. No staging outside the two parcels is permitted.

3. If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the vicinity of the discovery. The applicant shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section at (850)245-6333. Project activities shall not resume without verbal and/or written authorization. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Section 872.05, Florida Statutes.

4. The Notes on Sheet C0.1 stated no unsuitable or waste materials shall be buried or burned onsite. The location of the disposal site shall be provided to verify the material is legally disposed of by the contractor.

5. In the event, that any condition of the permit is subject to multiple interpretations and becomes the source of conflict that cannot be resolved onsite by the contractor and the environmental inspector, the matter shall be forwarded to the Director of Environmental Services for clarification/interpretation.

6. Notwithstanding the general and specific conditions contained in this permit, this project will require submittal of as-built plans (record drawings), and an operating permit. The operating permit must include the natural area and landscaping. These should be submitted to the Director at least 20 days prior to the permittee/applicant's request for final inspection.
    a. As-Built survey (signed and sealed) which includes the landscaping and grading;
        1. All landscaping shall be in place and the site stabilized prior to the request for a final inspection.
        2. All the landscaping shall be maintained by the permittee in association with the operating permit; unless notified and approved by the Director;
    b. Engineer of record compliance statement (signed and sealed);
    c. Operating permit application, signed and sealed, with fee including a maintenance plan for the buffer.

DRAFT

NEW FIRE STATION
BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
HANNA HAMMOCK ROAD AND COUNTY ROAD 12

William B Rosenbaum
Digitally signed by William B Rosenbaum
Date: 2019.07.08 08:47:23-04'00'

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

LEON COUNTY
PUBLIC WORKS DEPARTMENT

2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850) 606-1500 * FAX (805) 606-1501

DRAFT

William B Rosenbaum
Digitally signed by William B Rosenbaum
Date: 2019.07.08 08:47:54-04'00'

W. BRICK ROSENBAUM, P.E.
FL REGISTRATION NO. 31301

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY W. BRICK ROSENBAUM, PE USING A DIGITAL SIGNATURE AND DATE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
Florida CoA 7819
W. Brick Rosenbaum, P.E. No. 31301

THE ABOVE NAMED PROFESSIONAL ENGINEER WILL BE RESPONSIBLE FOR THE FOLLOWING SHEETS AND ENGINEERING INPUT IN ACCORDANCE WITH RULE 61G15-23.004. F.A.C.

X0.1 TITLE SHEET
C0.1 EXISTING CONDITIONS & REMOVAL PLAN
C1.0 SITE LAYOUT & GRADING PLAN
C2.0 EROSION CONTROL & EROSION CONTROL PLAN
C3.1 SITE DETAILS
C3.2 PAVEMENT DETAILS
U1.0 UTILITY PLAN
L1.0 LANDSCAPING PLAN
L3.1 LANDSCAPING DETAILS
T1.0 TREE AUDIT

Cheryl L Poole
2019.07.15 10:49:23 -04'00'

CHERYL L. POOLE, P.E.
FL REGISTRATION NO. 42037

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY CHERYL CHAMBERS POOLE PE USING A DIGITAL SIGNATURE AND DATE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

Poole Engineering and Surveying, Inc.
2145 Delta Blvd., Suite 100
Tallahassee, FL. 32303
Florida CoA 6246
Cheryl L. Poole, P.E. No. 42037

THE ABOVE NAMED PROFESSIONAL ENGINEER WILL BE RESPONSIBLE FOR THE FOLLOWING SHEETS AND ENGINEERING INPUT IN ACCORDANCE WITH RULE 61G15-23.004. F.A.C.

FIELD SURVEYS
DRAINAGE CALCULATIONS
TREE AUDIT CALCULATIONS
ENVIRONMENTAL PERMITTING SUBMITTALS
LANDSCAPING DESIGN AND DETAILS

EXHIBIT "A1"

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL
W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida
LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

BY	REVISIONS	NO.	DATE

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LEONT18004

DRAWN BY	DATE	APPROVED
CLS	July 1, 2019	Rosenbaum
BUILDING	FLOOR	AREA

SIGNATURE SHEET

SCALE	SHEET	REV
AS NOTED	Posted June 8, 2020	####

THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.

NEW FIRE STATION
BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
HANNA HAMMOCK ROAD AND COUNTY ROAD 12

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

William B Rosenbaum

Digitally signed by William B Rosenbaum
Date: 2019.07.31 18:17:46-04'00'

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

LEON COUNTY
PUBLIC WORKS DEPARTMENT

2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850) 606-1500 * FAX (805) 606-1501



VICINITY MAP

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
PRIME CONSULTANT, CIVIL & STRUCTURAL ENGINEERS
1705 SOUTH GADSDEN STREET, SUITE 100
TALLAHASSEE, FL 32301
PHONE: 850-671-7230

Consultants
Architecture: Workshop 131, Inc.
Environmental Permitting and Surveying: Poole Engineering and Surveying, Inc.
Mechanical & Plumbing Engineer: McGinniss & Fleming Engineering, Inc.
Electrical Engineer: McGinniss & Fleming Engineering, Inc.

INDEX TO DRAWINGS

X0.1 TITLE SHEET
C0.1 EXISTING CONDITIONS AND REMOVAL PLAN
C1.0 SITE LAYOUT PLAN
C2.0 SITE GRADING & EROSION CONTROL PLAN
C3.1 SITE DETAILS
C3.2 PAVEMENT DETAILS
U1.0 UTILITY PLAN
L1.0 LANDSCAPING PLAN
L3.1 LANDSCAPING DETAILS
T0.1 TREE AUDIT

APPROVED
PERMIT NO. LEM1800086
DATE 8/12/2019

Approved By: Nawfal Ezzagaghi 8/12/2019

PROPERTY INFORMATION
LEON COUNTY TAX PARCEL NUMBER: 17-17-20-012-000-0
PROPERTY ADDRESS: 13803 HANNA HAMMOCK ROAD
ACREAGE:
TOTAL PARCEL: 596.90 ACRES
PROPOSED LEASE TO LEON COUNTY: 1.54 ACRES
UTILITY PROVIDERS:
WATER SERVICE: EXISTING WELL TO BE UPGRADED
ELECTRICAL SERVICE: TALQUIN ELECTRIC COOPERATIVE
SEWER SERVICE: PROPOSED SEPTIC TANK

EXHIBIT "A2"
ENVIRONMENTAL MANAGEMENT PERMIT PLANS
(LEM 18-00086)

PERMIT SET

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida
LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

BY	REVISIONS	NO.	DATE

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE. AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18004
DRAWN BY CLS	DATE July 1, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

COVER SHEET

X0.1

SCALE	SHEET	REV
AS NOTED	Posted June 8, 2020	####

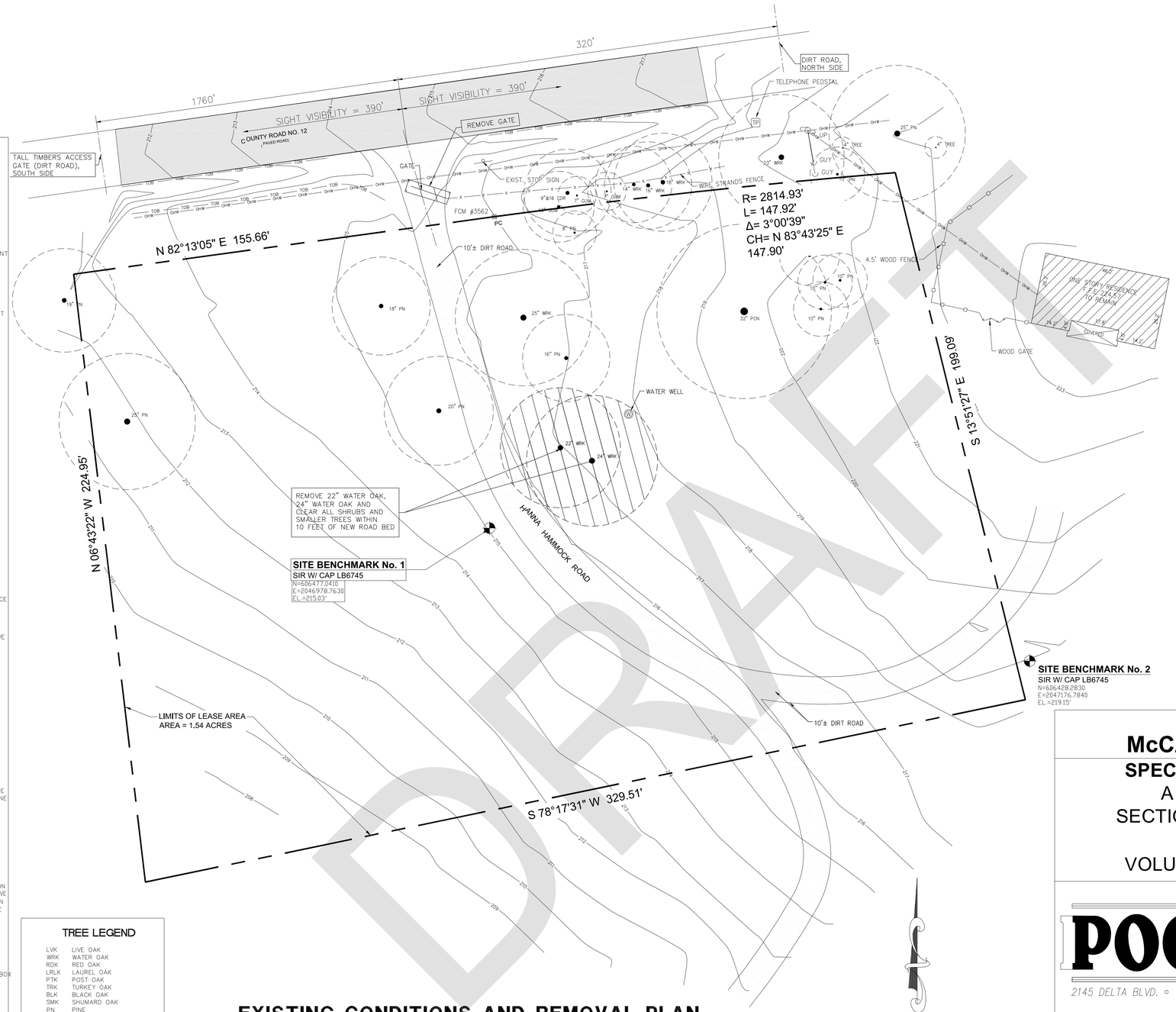
THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER



LEGEND

■	SCM	SET CONCRETE MONUMENT LB NO. 6745 (4"x4")
◉	SIR	SET IRON ROD LB NO. 6745 (5/8")
◉	SNC	SET NAIL & CAP LB NO. 6745
◉	REF.PT	REFERENCE POINT LB NO. 6745
◉	WIT.PT	WITNESS POINT LB NO. 6745
⊡	FCM	FOUND CONCRETE MONUMENT (4"x4")
○	FTCM	FOUND TERRA COTTA MONUMENT
○	FIR	FOUND IRON ROD
○	FNC	FOUND NAIL & CAP
○	FIP	FOUND IRON PIPE
○	FPP	FOUND PINCH PIPE
	PCP	PERMANENT CONTROL POINT
	PRM	PERMANENT REFERENCE MONUMENT
	LB. NO.	LICENSED BUSINESS NUMBER
	BM	BENCH MARK
	TBM	TEMPORARY BENCH MARK
	NAD	NORTH AMERICAN DATUM DATUM, 1983
	NAVD	NORTH AMERICAN VERTICAL DATUM, 1988
	NGVD	NATIONAL GEODETIC VERTICAL DATUM, 1929
	PES	POOLE ENGINEERING & SURVEYING
	DOT	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
	COT	CITY OF TALLAHASSEE
	ALTA	AMERICAN LAND TITLE ASSOCIATION
	ACSM	AMERICAN CONGRESS ON SURVEYING & MAPPING
	NSPS	NATIONAL SOCIETY OF PROFESSIONAL SURVEYORS
	(S)	SURVEY INFORMATION
	(D)	DEED INFORMATION
	(P)	PLATTED DATA
	(C)	CALCULATED DATA
	POC	POINT OF COMMENCEMENT
	POB	POINT OF BEGINNING
	SEC.	SECTION
	T___	TOWNSHIP
	R___	RANGE
	O.R.	OFFICIAL RECORDS
	△	CENTRAL ANGLE
	R	RADIUS
	L	LENGTH
	CH	CHORD BEARING & DISTANCE
	PI	POINT OF INTERSECTION
	PT	POINT OF TANGENCY
	POT	POINT OF TANGENT
	PC	POINT OF CURVE
	PCC	POINT OF COMPOUND CURVE
	PRC	POINT OF REVERSE CURVE
	R\W	RIGHT-OF-WAY
	℄	CENTER LINE
	R\R	RAILROAD
	SR	STATE ROAD
	SRD	STATE ROAD DEPARTMENT
	EL	ELEVATION
	FFE	FINISH FLOOR ELEVATION
	INV	INVERT ELEVATION
	OHW	OVERHEAD WIRE
	UP	UTILITY POLE
	TELE	TELEPHONE
	CONC	CONCRETE
	CO	CLEAN OUT
WM	WM	WATER METER
WV	WV	WATER VALVE
FH	FH	FIRE HYDRANT
GV	GV	GAS VALVE
	CMP	CORRUGATED METAL PIPE
	RCP	REINFORCED CONCRETE PIPE
	HDPE	HIGH DENSITY POLYETHYLENE
SSMH	SSMH	SANITARY SEWER MANHOLE
SDMH	SDMH	STORM DRAIN MANHOLE
TEMH	TEMH	TELEPHONE MANHOLE
	CLF	CHAIN LINK FENCE
	MB	MAIL BOX
	C-PED	CABLE PEDESTAL
	T-PED	TELEPHONE PEDESTAL
	⊦	SIGN
		CONCRETE
		WOOD DECK
	D.E.P.	DEPARTMENT OF ENVIRONMENTAL PROTECTION
	T.E.C.	TALQUIN ELECTRIC COOPERATIVE
	H.O.A.	HOME OWNERS ASSOCIATION
	I.C.V.	IRRIGATION CONTROL VALVE
	G.A.	GUY ANCHOR
	T.C.	TERRA COTTA
	RE:	REAL ESTATE PARCEL
	(TYP.)	TYPICAL
	COMM.	COMMUNICATIONS
	ELEC.	ELECTRIC
	BFP	BACKFLOW PREVENTER
	TSCB	TRAFFIC SIGNAL CONTROL BOX
	◀	YARD SPOTLIGHT
E	E	UNDERGROUND ELECTRIC/POWER
FO	FO	UNDERGROUND FIBER OPTIC
G	G	UNDERGROUND GAS
OHW	OHW	OVERHEAD WIRES
SAN	SAN	UNDERGROUND SANITARY PIPES
SL	SL	UNDERGROUND STREET LIGHTS WIRE
STM	STM	UNDERGROUND STORM DRAIN PIPES
T	T	UNDERGROUND TELEPHONE
W	W	UNDERGROUND WATER

TREE LEGEND

LVK	LIVE OAK
WRK	WATER OAK
RDK	RED OAK
LRLK	LAUREL OAK
PTK	POST OAK
TRK	TURKEY OAK
BLK	BLACK OAK
SMK	SHUMARD OAK
PN	PINE
LGLP	LONGLEAF PINE
SDP	SAND PINE
SLP	SHORTLEAF PINE
LBYP	LOBLOLLY PINE
SRUP	SPRUCE PINE
CPH	CAMPHOR
DOG	DOGWOOD
GUM	SWEETGUM
RMPL	RED MAPLE
CHY	CHERRY
HKY	HICKORY
MAG	MAGNOLIA
CDR	CEDAR
PCN	PECAN
SYC	SYCAMORE
MUL	MULBERRY
BAY	BAY
CYP	CYPRESS
POP	POPLAR
CHLL	CHERRY LAUREL
X	UNIDENTIFIED
Y	UNIDENTIFIED
ORN	ORNAMENTAL TREE

EXISTING CONDITIONS AND REMOVAL PLAN

SCALE : 1" = 20'-0"

SURVEYOR'S NOTES:

1) THE SOLE PURPOSE OF THIS AS-BUILT SURVEY IS TO SHOW THE EXISTING CONDITIONS AS REQUESTED BY CLIENT.
2) ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM 1988 (NAVD 88) AS STATED ON THE RECORD PLANS PROVIDED.
3) ALL MEASUREMENTS ARE IN U.S. SURVEY FEET AND ARE HORIZONTAL DISTANCES.
4) STATE PLANE COORDINATES SHOWN HEREON ARE BASED ON FLORIDA STATE PLANE COORDINATE SYSTEM (NAD 83/2011) FLORIDA NORTH.

"NOT A BOUNDARY SURVEY"

LEGEND:
REMOVALS

SITE DEMOLITION NOTES

1. COORDINATE WITH LEON COUNTY PROJECT MANAGER PRIOR TO DEMOLITION.
2. SITE MAY CONTAIN EXISTING FACILITIES NOT SHOWN OR LOCATED ON THIS PLAN.
3. REMOVE EXISTING TREES AS DENOTED ON THE PLAN. IF ADDITIONAL TREES NOT INDICATED TO BE REMOVED CONFLICT WITH NEW CONSTRUCTION, OBTAIN ADDITIONAL DIRECTION FROM THE ENGINEER AND REMOVE AS DIRECTED AT NO ADDITIONAL COST.
4. REMOVE EXISTING ENTRANCE GATE TO FULL DEPTH.
5. UTILITIES:
   A. PROTECT ALL UTILITIES TO REMAIN FROM DISTURBANCE OR DAMAGE DURING CONSTRUCTION. REPAIR ANY DAMAGE IMMEDIATELY AT NO ADDITIONAL COST.
   B. AVOID UNANNOUNCED INTERRUPTIONS OF SERVICE. IF AN INTERRUPTION IN SERVICE IS NECESSARY, NOTIFY AND COORDINATE WITH LEON COUNTY PROJECT MANAGER A MINIMUM OF 72 HOURS PRIOR TO SHUTTING OFF SERVICE.
   C. CONTRACTOR SHALL VERIFY/DETERMINE THE LOCATIONS AND DEPTHS OF ALL UTILITIES WITHIN THE LIMITS OF CONSTRUCTION PRIOR TO BEGINNING ANY WORK ON THE SITE. NOTIFY ENGINEER IF ANY EXISTING UTILITIES ARE IN CONFLICT WITH THE WORK OR DO NOT HAVE AT LEAST 12" OF COVER. ENGINEER WILL PROVIDE DIRECTION TO RESOLVE ANY CONFLICTS.
6. ALL EXISTING FEATURES NOT SPECIFICALLY IDENTIFIED FOR REMOVAL, BUT WHICH REQUIRE REMOVAL FOR CONSTRUCTION OF THE PROPOSED FEATURES, SHALL BE DEEMED APPURTENANCES TO THE FEATURES DESIGNATED FOR REMOVAL, AND SHALL BE REMOVED AT NO ADDITIONAL COST TO THE OWNER.
7. ALL FEATURES, INCLUDING UTILITIES, NOT TO BE PERMANENTLY REMOVED BUT REQUIRE TEMPORARY REMOVAL OR ARE DISTURBED BY THE CONSTRUCTION SHALL BE RECONSTRUCTED OR REINSTALLED AT THE COMPLETION OF THE PROJECT AT NO ADDITIONAL COST TO THE OWNER.

DISPOSAL OF WASTE AND UNSUITABLE MATERIALS:

1. ALL MATERIALS REMOVED BY EXCAVATION, WHICH ARE SUITABLE FOR THE PURPOSE SHALL BE USED TO THE EXTENT POSSIBLE FOR BACKFILLING PIPE TRENCHES AND FOR MAKING EMBANKMENT FILLS OR FOR SUCH OTHER PURPOSES AS MAY BE SHOWN ON THE DRAWINGS. ALL MATERIALS NOT USED FOR SUCH PURPOSES SHALL BE CONSIDERED AS WASTE MATERIALS AND THE DISPOSAL THEREOF SHALL BE MADE BY THE CONTRACTOR.
2. ALL WASTE MATERIALS SHALL BE REMOVED FROM THE WORK SITE AND DISPOSED OF BY THE CONTRACTOR.
3. UNSUITABLE MATERIALS, CONSISTING OF WOOD, VEGETABLE MATTER, DEBRIS, SOFT OR SPONGY CLAY, PEAT, AND OTHER OBJECTIONABLE MATERIAL SHALL BE REMOVED FROM THE WORK SITE AND LEGALLY DISPOSED OF BY THE CONTRACTOR.
4. NO UNSUITABLE OR WASTE MATERIALS SHALL BE BURIED OR BURNED ONSITE.

PREPARED FOR:

McCARTHY and ASSOCIATES

SPECIFIC PURPOSE SURVEY OF
A PORTION OF LANDS IN
SECTION 17, TOWNSHIP 3 NORTH,
RANGE 1 EAST
VOLUNTEER FIRE DEPARTMENT

POOLE ENGINEERING & SURVEYING, Inc.
2145 DELTA BLVD. ∘ TALLAHASSEE, FL. 32303 ∘ (850)386-5117 ∘ LICENSE NO: 6745 ∘ WWW.POOLE-ENG.COM ∘

	REV No.	DATE	REMARKS
DRAWN BY : BRP			
CHECKED BY : JAK			
DATE : JUNE 5, 2018			
REVISED:			
SCALE 1" = 30'			
FIELD BOOK: 261, PAGES 68-69			
SURVEY DATE: 05/31/18			
BASE OF SURVEY: DEED RECORDED IN OFFICIAL RECORDS BOOK 1306, PAGE 373, PUBLIC RECORDS OF LEON COUNTY, FLORIDA.			

PERMIT SET

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

BY	NO.	DATE	REVISIONS

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18004
DRAWN BY CLS	DATE July 1, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

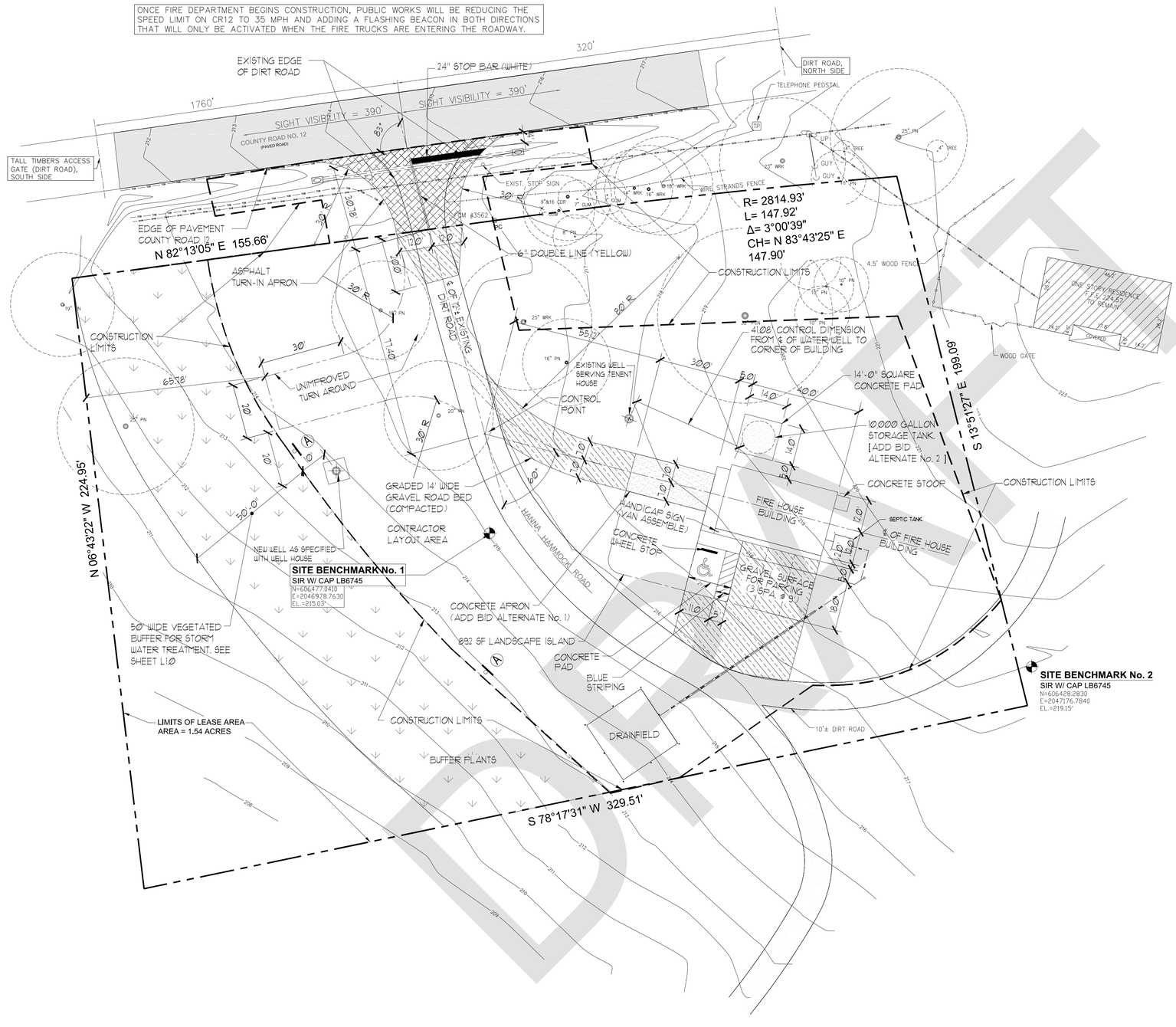
EXISTING CONDITIONS AND REMOVAL PLAN

C0.1

SCALE	SHEET	REV
AS NOTED	OF	####

Posted June 8, 2020

ONCE FIRE DEPARTMENT BEGINS CONSTRUCTION, PUBLIC WORKS WILL BE REDUCING THE SPEED LIMIT ON CR12 TO 35 MPH AND ADDING A FLASHING BEACON IN BOTH DIRECTIONS THAT WILL ONLY BE ACTIVATED WHEN THE FIRE TRUCKS ARE ENTERING THE ROADWAY.



SITE LAYOUT PLAN

SCALE : 1" = 20'-0"

THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

NORTH

20 10 0 20 40 60

GRAPHICAL SCALE: 1" = 20'

LEGEND

- CONSTRUCTION LIMITS
- 121 EXISTING CONTOURS
- 122 PROPOSED CONTOURS
- +) 123.00 PROPOSED SPOT ELEVATIONS
- NEW GRAVEL SURFACES
- PAVEMENT STRIPING
- CONCRETE APRON / PAD
- ASPHALT PAVEMENT

GENERAL NOTES:

1. PAVED PARKING PAD AND WALKWAYS TO FRONT ENTRY OF THE FIRE HOUSE SHALL CONFORM TO THE LATEST REQUIREMENTS OF THE AMERICAN DISABILITIES ACT AND FDOT.
2. REFUSE COLLECTION AT THE NEW FIRE HOUSE WILL BE BY ROLLOUT CONTAINERS.
3. PROJECTED BUILD-OUT DATE IS AUGUST 1, 2019.
4. SITE AREA DATA:

BUILDING & SLAB (CONCRETE)		
BLDG =	960	SF
PARKING =	288	SF
APRON =	120	SF
WALKS & STOOP =	105	SF
TANK FDN =	196	SF
PARKING APRON =	420	SF
WELL BLDG =	64	SF
TOTAL CONCRETE =	2,153	SF
GRAVEL ROADBED =	3,171	SF
TURN AROUND ** =	1,770	SF
ASPHALT ENTRY =	1,200	SF

** (POSSIBLE FUTURE GRAVEL)

PERMIT SET

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT

Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT

2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY
1	07/27/19	ADDED NEW WELL	

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

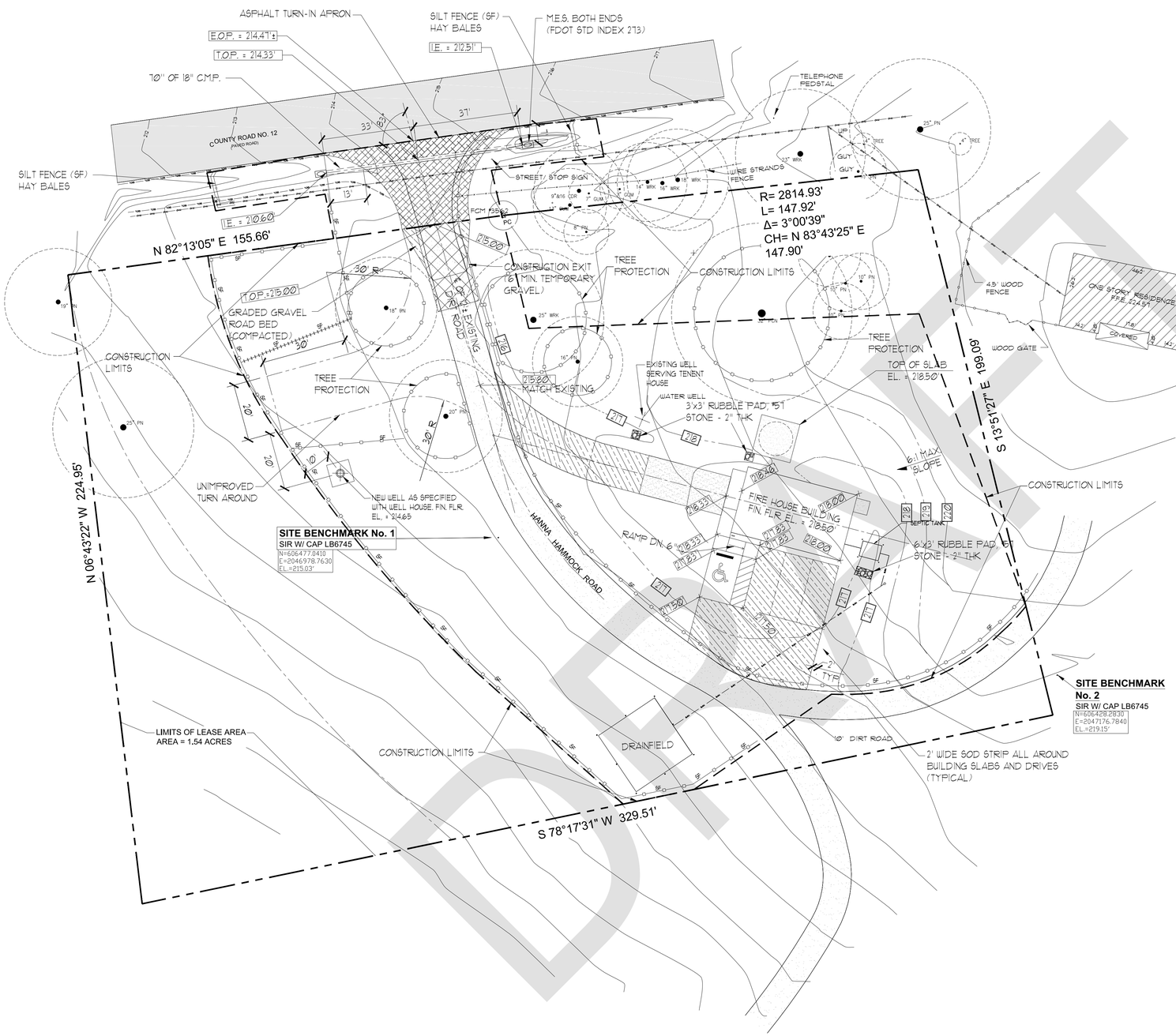
PROJECT		LEONT18004
DRAWN BY CLS	DATE July 1, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

SITE LAYOUT PLAN

C1.0

SCALE	SHEET	REV
AS NOTED	9F	####

Posted June 8, 2020



THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

NORTH

20 10 0 20

GRAPHICAL SCALE: 1" = 10'

LEGEND

- CONSTRUCTION LIMITS
- 121 EXISTING CONTOURS
- 122 PROPOSED CONTOURS
- PROPOSED SPOT ELEVATIONS
- NEW GRAVEL SURFACES
- PAVEMENT STRIPING
- CONCRETE APRON / PAD
- SILT FENCE
- HAY BALES
- ASPHALT PAVEMENT

EROSION CONTROL NOTES:

1. ALL CONSTRUCTION SHALL CONFORM TO LEON COUNTY STANDARDS AND SPECIFICATIONS.
2. BMP'S MUST BE IN PLACE PRIOR TO CLEARING, REGARDLESS OF PLAN REQUIREMENTS. NO GRADING MAY BE DONE UNTIL BMP INSTALLATION IS COMPLETE.
3. CONTRACTORS ARE RESPONSIBLE TO REMOVE OR CLEAN OUT ANY SILT, DIRT, MUD OR ANY OTHER TYPE OF DEBRIS THAT COMES OFF THEIR SITE AND FINDS ITS WAY INTO A PRIVATE POND, ONTO PRIVATE PROPERTY, INTO A CITY/COUNTY OWNED POND OR CITY/COUNTY OWNED PROPERTY TO INCLUDE RIGHTS-OF-WAY.
4. THE CONTRACTOR WILL ADHERE TO THE WEIGHT LIMITS PRESCRIBED ON CITY/COUNTY MAINTAINED ROADS FOR HAULING EQUIPMENT AND/OR MATERIALS TO AND FROM THIS SITE. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGES TO THE STREETS AND/OR UTILITIES DUE TO NON-COMPLIANCE OF WEIGHT LIMIT REGULATIONS.
5. INSTALLATION STATEMENT: THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND-DISTURBING ACTIVITIES.
6. MAINTENANCE STATEMENTS: ALL EROSION AND SEDIMENT CONTROL MEASURES WILL BE CHECKED DAILY AND ANY DEFICIENCIES NOTED WILL BE CORRECTED BY THE END OF THE DAY. ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES WILL BE INSTALLED IF DEEMED NECESSARY BY THE ENGINEER.
7. SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS, AND LEON COUNTY STANDARDS.
8. EROSION CONTROL MEASURES SHALL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLANS DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.
9. IMMEDIATELY AFTER THE ESTABLISHMENT OF CONSTRUCTION ENTRANCES AND EXITS, ALL PERIMETER EROSION CONTROL DEVICES AND STORM-WATER MANAGEMENT DEVICES SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITIES. THE LOCATION OF CERTAIN EROSION CONTROL DEVICES MAY REQUIRE ALTERING FROM THE LOCATIONS SHOWN ON THE DRAWING IF DRAINAGE PATTERNS DURING CONSTRUCTION DIFFER FROM THE FINAL GRADING PLANS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ACCOMPLISH EROSION CONTROL FOR DRAINAGE PATTERNS CREATED AT VARIOUS STAGES DURING CONSTRUCTION.
10. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CONTINUOUSLY MAINTAINED BY THE CONTRACTOR DURING THE CONSTRUCTION PHASE OF THIS PROJECT. FAILURE TO PROPERLY INSTALL AND MAINTAIN EROSION CONTROL PRACTICES WILL RESULT IN CONSTRUCTION BEING HALTED.
11. CONSTRUCT CONSTRUCTION EXITS AT LOCATIONS SHOWN ON THE EROSION CONTROL PLAN. EXIT SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE FOLLOWING:

    WASHING: WHEELS MUST BE CLEANED TO REMOVE MUD PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE.

    MAINTENANCE: THE EXIT SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHT-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH 1.5-3.5 INCH STONE, AS CONDITIONS DEMAND, AND REPAIR AND/OR CLEAN OUT OF ANY STRUCTURES USED TO TRAP SEDIMENT. ALL MATERIALS SPILLED, DROPPED, WASHED, OR TRACKED FROM VEHICLES OR SITE ONTO ROADWAYS OR INTO STORM DRAINS MUST BE REMOVED IMMEDIATELY.

12. TEMPORARY MEASURES INCLUDING SILT FENCING SHALL BE REMOVED AND DISPOSED OF BY THE CONTRACTOR ONCE THE SITE IS STABILIZED AS DETERMINED BY THE ENGINEER.

SITE GRADING & EROSION CONTROL PLAN

SCALE : 1" = 20'-0"

PERMIT SET

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT

Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT

2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY
1	07/27/19	ADDED NEW WELL	

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18004
DRAWN BY CLS	DATE July 1, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

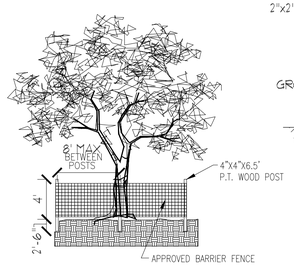
SITE GRADING & EROSION CONTROL PLAN

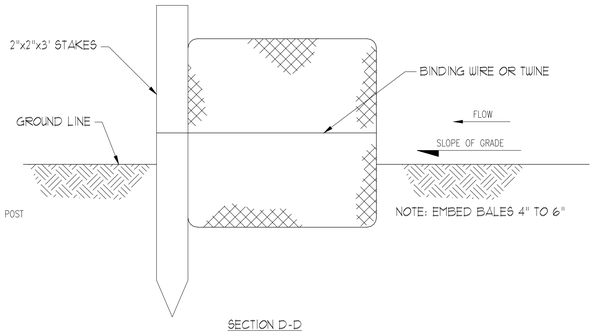
C2.0

SCALE	SHEET	REV
AS NOTED	05	####

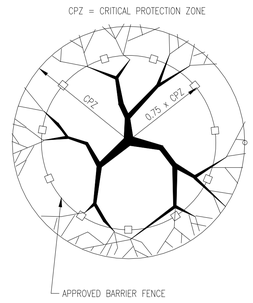
Attachment #1
Exhibit A
Attachment Page 266 of 325

THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.



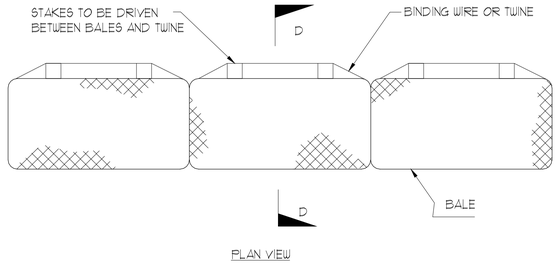


TREE BARRIER



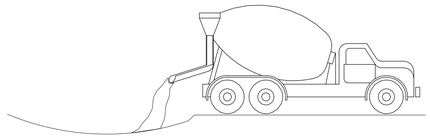
TREE PROTECTION DETAILS

NO SCALE



BALED STRAW SEDIMENT BARRIER

NO SCALE



DESIGNATE WASHDOWN AREA AND EXCAVATE PIT LARGE ENOUGH TO CONTAIN WASHDOWN WATER. THIS MUST BE AWAY FROM STORM DRAINS AND WATERWAYS.

ADVISE CONCRETE TRUCK DRIVERS OF THE DESIGNATED WASH-OUT AREAS BEFORE THEY START THE JOB.

WASHDOWN CHUTE, HOPPER AND REAR OF VEHICLE ONLY. NO NOT WASH OUT DRUM.

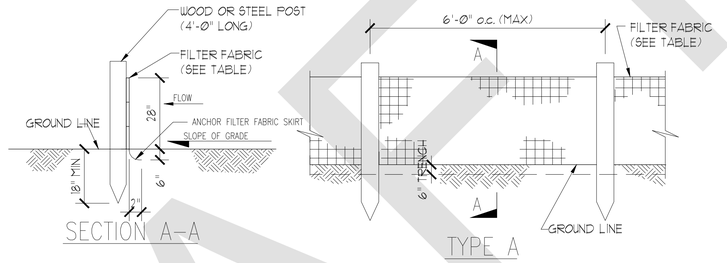
ENSURE THAT ALL WASHDOWN WATER STAYS IN PIT.

DISPOSE OF SETTLED, HARDENED CONCRETE IN GARBAGE WITH OTHER CONSTRUCTION DEBRIS.

NEVER DISPOSE OF WASHDOWN WATER IN STREETS, STORM DRAINS OR STREAMS.

SEE SHEETS C1.0B AND C1.1C FOR DESIGNATED WASHDOWN AREA

CONCRETE TRUCK WASHDOWN



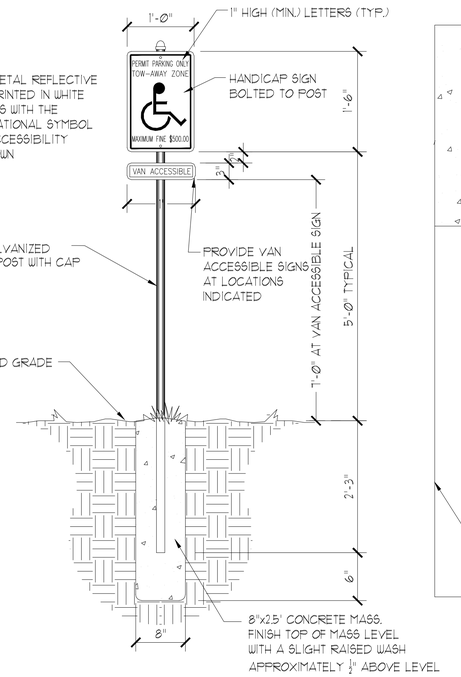
SILT FENCE SEDIMENT BARRIER

NO SCALE

SILT FENCE PROP

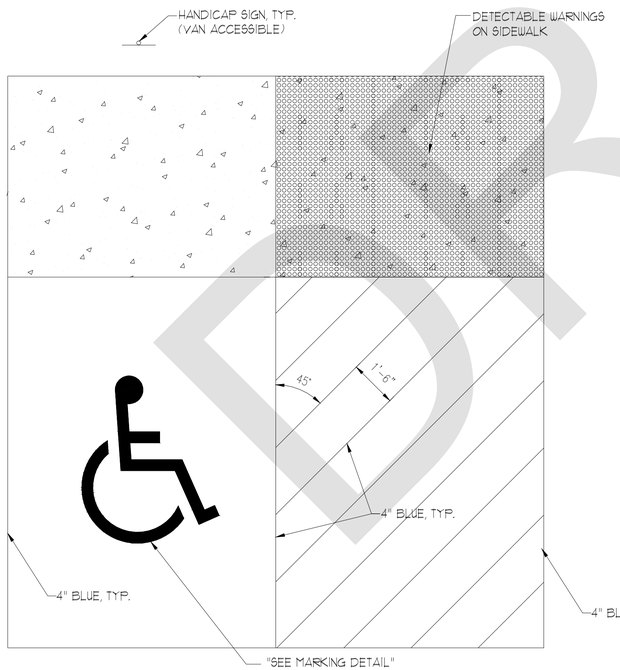
TYPE FENCE	A
Tensile Strength (Lbs. Min.) (ASTM D-4632)	WARP – 120 FILL – 100
Elongation (% MAX.) (ASTM D-4632)	40
AOS (Apparent Opening Size) (Max. Sieve Size)(ASTM D-4751)	#30
Flow Rate (Gal/Min/Sq. Ft.) (GDT-87)	25
Ultraviolet Stability (2) (ASTM D-4632 after 300 hours weathering in accordance with ASTM D-4355)	80
Bursting Strength (PSI Min.) (ASTM D-3786 Diaphragm Bursting Strength Tester)	175
Minimum Fabric Width (Inches)	36
Fabric Reinforcement	NONE
Type of Post	SOFT WOOD (3"ø) SOFT WOOD (2"x4") OAK (1.5"x1.5") STEEL (1.3#/FT MIN)

NOTE: ALL SILT FENCE SHALL CONFORM TO FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS.



SIGN DETAIL

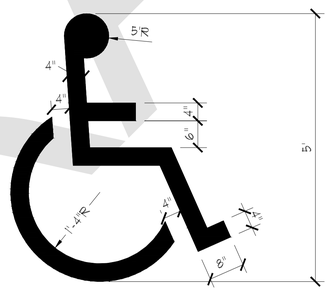
NO SCALE



HANDICAP PARKING PLAN

NO SCALE

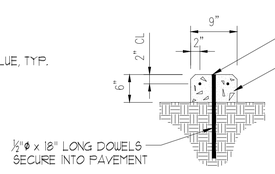
NOTES:
1. PROVIDE DETECTABLE WARNING TEXTURE CONSISTING OF RAISED TRUNCATED DOMES PER FDOT STANDARD INDEX 304. DETECTIBLE WARNINGS SHALL CONTRAST VISUALLY WITH ADJOINING SURFACES.
2. PROVIDE EDGE SEALER (GLUE) AND MECHANICAL ANCHORS AT CORNERS OF TACTILE SURFACE TO ENSURE EDGES AND CORNERS DO NOT LIFT.



NOTE:
"UNIVERSAL SYMBOL OF ACCESSIBILITY" SHALL BE IN ACCORDANCE WITH THE FDOT ROADWAY AND TRAFFIC DESIGN STANDARDS, STANDARD INDEX 17346 AND THE MANUAL UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITIONS.

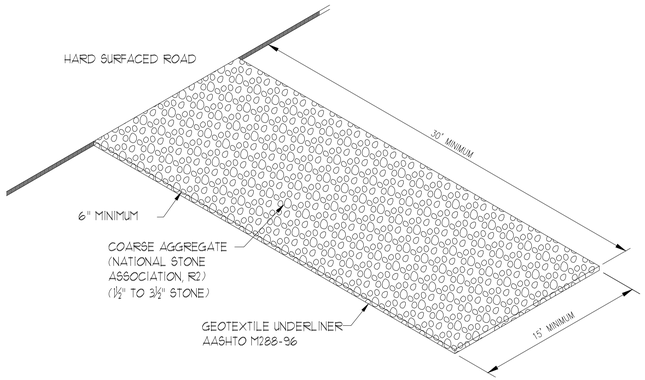
HANDICAP PAVEMENT MARKINGS

NO SCALE



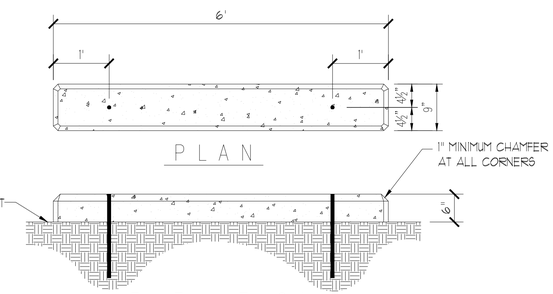
CONCRETE WHEEL STOP DETAIL

NO SCALE



CONSTRUCTION EXIT DETAIL

NO SCALE



PERMIT SET

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL



This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS; DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18004
DRAWN BY CLS	DATE July 1, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

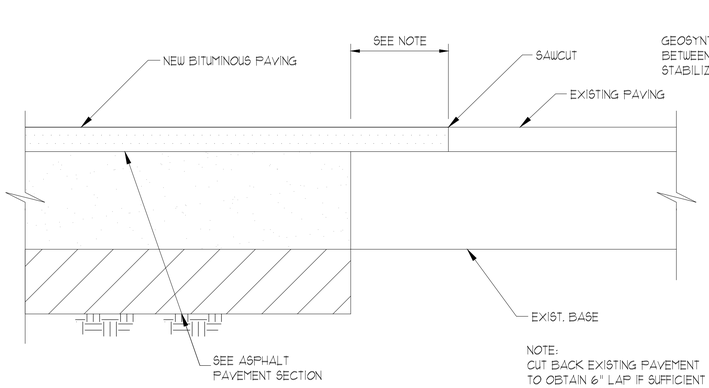
SITE DETAILS

C3.1

SCALE	SHEET	REV
AS NOTED	OF	#####

Posted January 6, 2020

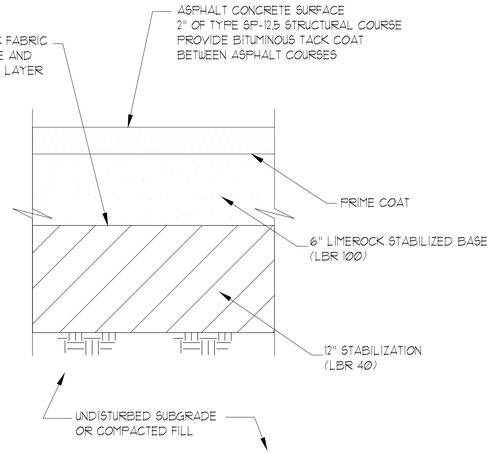
THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.



NOTE:
CUT BACK EXISTING PAVEMENT TO OBTAIN 6" LAP IF SUFFICIENT EXISTING BASE COURSE IS NOT AVAILABLE TO PROVIDE LAP.

INTERFACE BETWEEN NEW & EXIST. FLEXIBLE PAVEMENTS

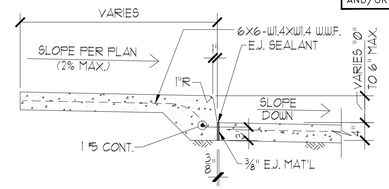
NO SCALE



ASPHALT PAVEMENT SECTION

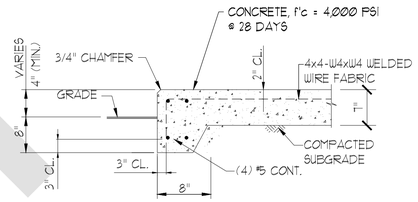
NO SCALE

NOTES FOR ASPHALT SECTIONS:
1. MATERIALS AND INSTALLATION SHALL BE IN ACCORDANCE WITH THE LATEST FDOT STANDARDS AND SPECIFICATIONS.
2. PROVIDE BITUMINOUS TACK COAT BETWEEN ASPHALT COURSES.
3. PROVIDE BITUMINOUS PRIME COAT BETWEEN STRUCTURAL ASPHALT COURSE AND LIMEROCK BASE.
4. SURFACE COURSE SHALL NOT BE CONSTRUCTED UNTIL HEAVY EQUIPMENT HAS BEEN REMOVED FROM SITE.



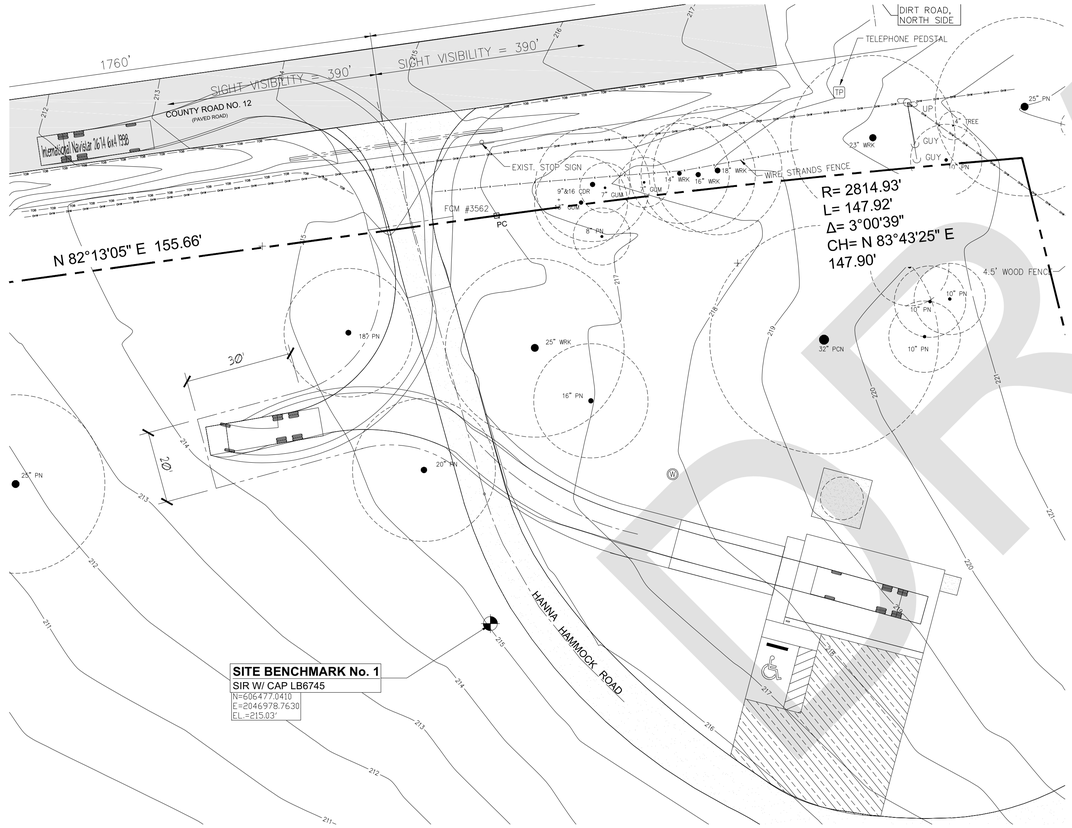
PARKING & WALKWAY SECTION

NO SCALE



CONCRETE APRON SECTION

NO SCALE

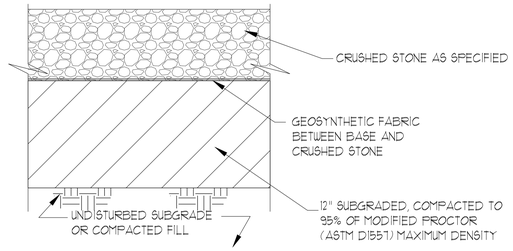


NOTES:
1. AUTOTURN GRAPHIC PROVIDED BY LEON COUNTY PUBLIC WORKS DEPARTMENT, ENGINEERING SERVICES DIVISION.
2. GRAPHIC BASED ON INTERNATIONAL NAVISTAR 2674 6X4 (1998) FIRE TRUCK.

AUTOTURN GRAPHIC

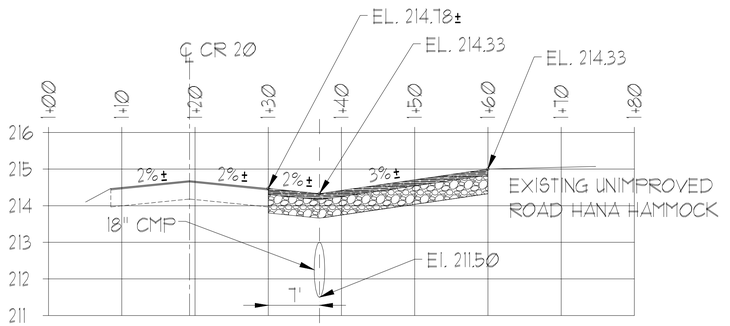
NO SCALE

GRADED GRAVEL ROADBED CONSTRUCTION NOTES:
1. FINE GRADE ROADBED SUBGRADE TO 5" BELOW CONTOURS AND ELEVATIONS INDICATED AND COMPACT TO 95% OF MODIFIED PROCTOR (ASTM D1557) TO A DEPTH OF 12" BELOW SUBGRADE SURFACE.
2. PLACE GEOTEXTILE FABRIC PER FDOT STANDARDS.
3. PLACE APPROVED GRAVEL ROADBED SURFACE MATERIAL (3/8" TO 3/4" CRUSHED STONE) WITHIN THE AREA INDICATED.
4. GRADE GRAVEL SURFACE TO CONTOURS AND ELEVATIONS INDICATED.
5. COMPACT WITH A HEAVY ROLLER TO OBTAIN A GRAVELCOMPACTED SURFACE WITH A COMPACTED THICKNESS OF 5"



GRAVEL SURFACE SECTION

NO SCALE



CR20 PAVED TURN-IN PROFILE

HORIZONTAL SCALE: 1" = 10'-0"
VERTICAL SCALE: 1" = 2'-0"

DRAFT

PERMIT SET

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SEAL



BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road, Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

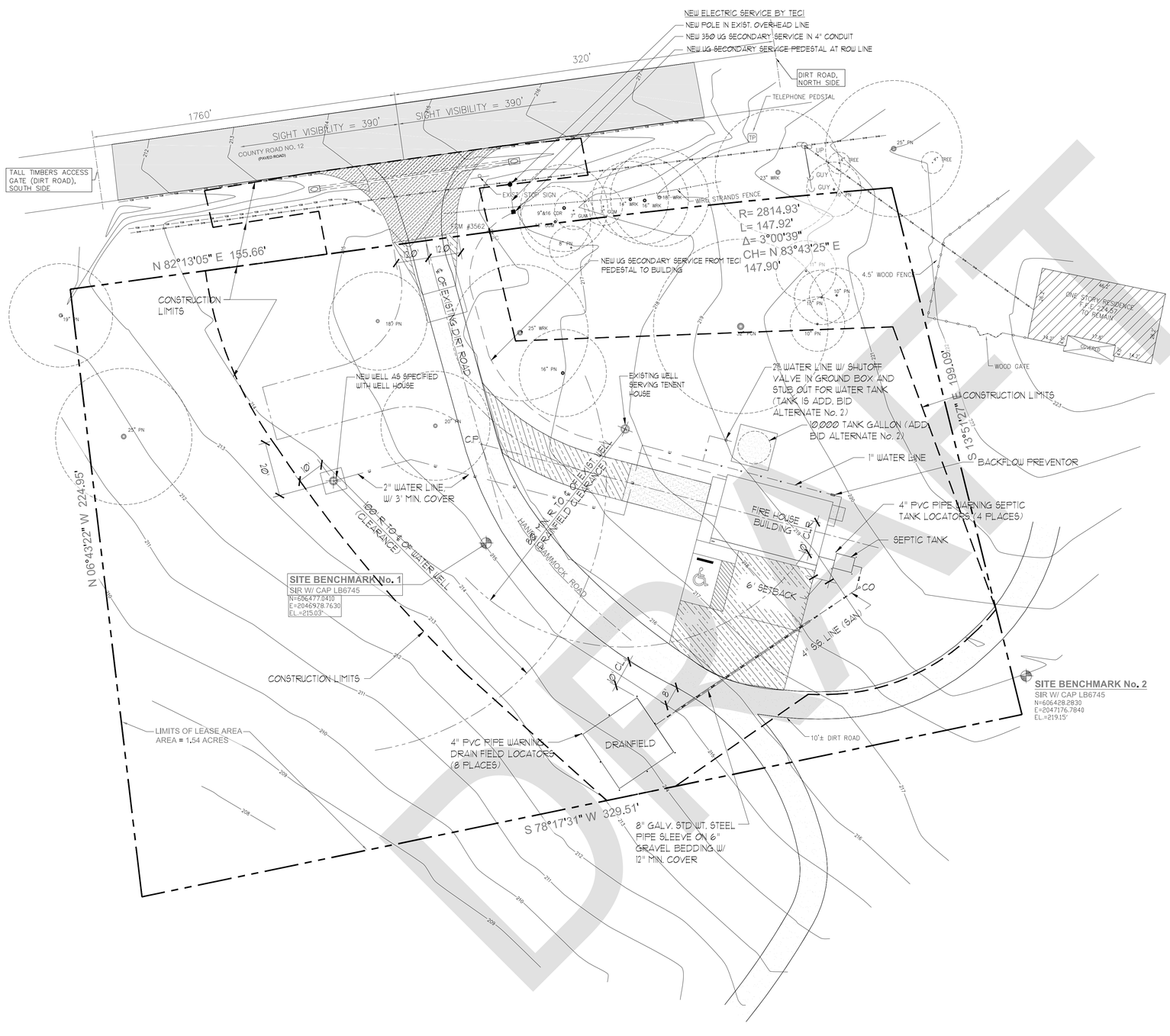
PROJECT		LEONT18004
DRAWN BY CLS	DATE July 1, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

PAVEMENT DETAILS

C3.2

SCALE	SHEET	REV
AS NOTED	OF	

Posted January ##### 2020



UTILITY PLAN

SCALE : 1" = 20'-0"

DRAFT

THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.

NORTH

20 10 0 20 40 60

GRAPHICAL SCALE: 1" = 20'

LEGEND

- WATERLINE
- SANITARY SEWER
- ELECTRIC LINE

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT

Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT

2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY
1	07/27/19	ADDED NEW WELL	

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LEONT18004
DRAWN BY: CLS	DATE: July 1, 2019
APPROVED: Rosenbaum	
BUILDING	FLOOR
AREA	

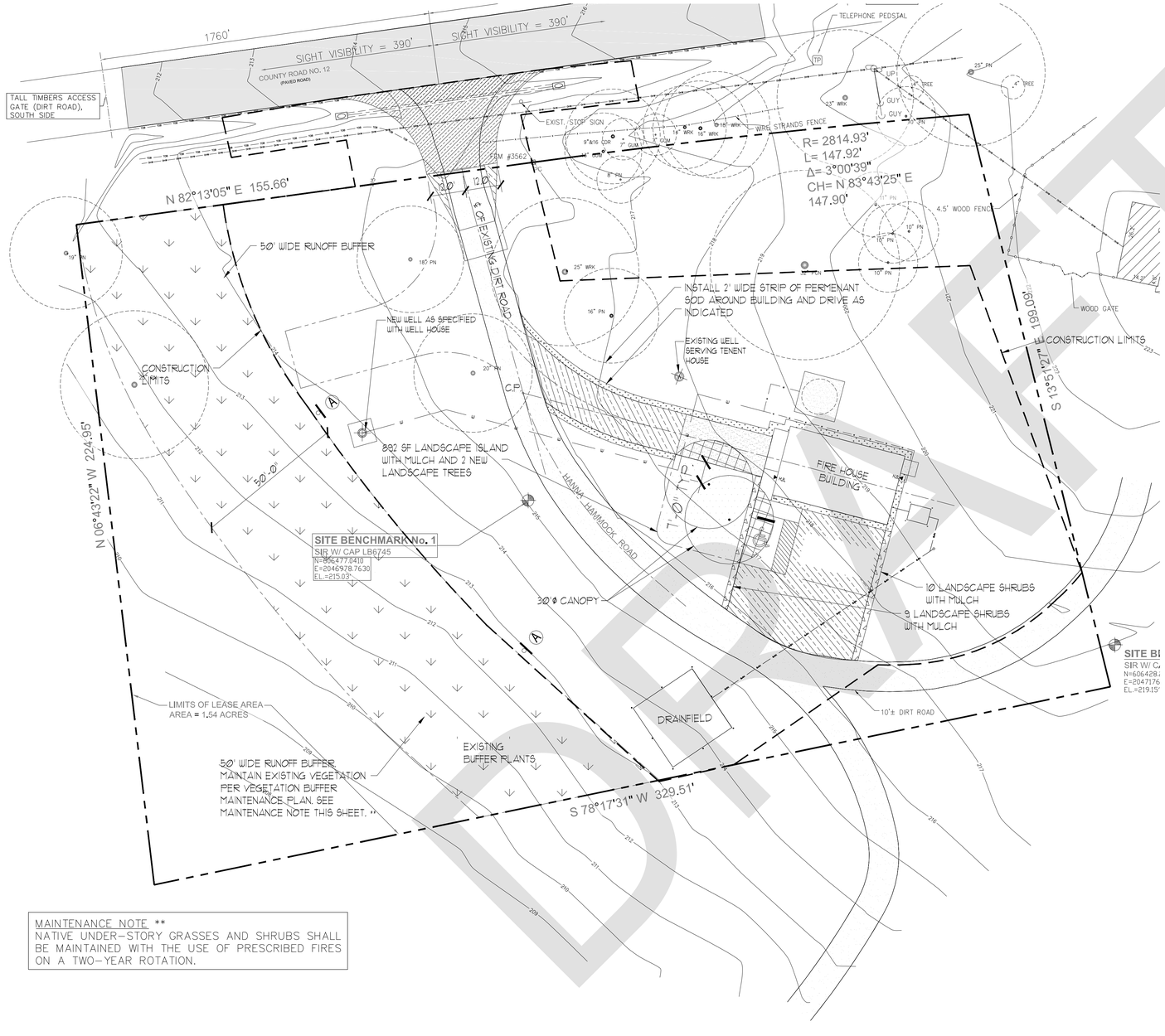
UTILITY PLAN

U1.0

SCALE	SHEET	REV
AS NOTED	9F	####

Posted June 8, 2020

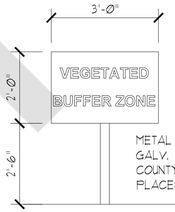
PERMIT SET



MAINTENANCE NOTE **
NATIVE UNDER-STORY GRASSES AND SHRUBS SHALL BE MAINTAINED WITH THE USE OF PRESCRIBED FIRES ON A TWO-YEAR ROTATION.

LANDSCAPE PLAN

SCALE : 1" = 20'-0"



SIGN DETAIL A

LEGEND

- LANDSCAPE TREES
- LANDSCAPE SHRUBS
- BUFFER PLANTS
- CANOPY COVERAGE
- PERMANENT SOD
- GRAVEL SURFACE
- (A) SIGN (SEE DETAIL A)
- H.B. HOSE BIB

PLANT SCHEDULE

LANDSCAPE SHRUBS:
COMMON NAME: PITTOSPORUM
SCIENTIFIC NAME: PITTOSPORUM TOBIRA "WHEELER'S DWARF"
SIZE: 18" HT, 15" SPREAD, 5' O.C.
QUANTITY: 19 PLANTS

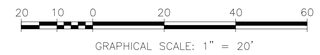
LANDSCAPE TREES:
COMMON NAME: AMERICAN HORNBEAM
SCIENTIFIC NAME: CARPINUS CAROLINIA
QUANTITY – 2 TREES

NOTES:
1. LANDSCAPE SHRUBS SHALL BE 18" HT, 15" Spread, 5' o.c.
2. TREES SHALL BE 2" CALIPER BY 8' TO 10' TALL.

CANOPY COVERAGE:
REQUIRED = 40% OF PAVED PARKING AREA = 115 SF
PROVIDED = 2 TREES X 151 SF = 302 SF.

THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.





GRAPHICAL SCALE: 1" = 20'

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL



BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT
2280 Miccosukee Road,Tallahassee, Florida 32308

NO.	DATE	REVISIONS	BY
1	07/27/19	ADDED NEW WELL	

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LEONT18004
DRAWN BY: CLS	DATE: July 1, 2019
APPROVED: Rosenbaum	
BUILDING	FLOOR
AREA	

LANDSCAPING PLAN

L1.0

SCALE	SHEET	REV
AS NOTED	9F	####

Posted June 8, 2020

PERMIT SET

PLANTING NOTES

A. LANDSCAPE INSTALLER SHALL VERIFY LOCATION OF ALL POSSIBLE LANDSCAPING CONFLICTS (UNDERGROUND UTILITIES, STORM SEWERS, FILTER SYSTEMS, ETC.) BEFORE COMMENCEMENT OF ANY PLANTING INSTALLATION.

B. ALL PLANTS SHALL BE GRADED AS FLORIDA NO. 1 OR BETTER AS DESCRIBED IN THE LATEST VERSION OF F.D.A.C.S. "GRADES AND STANDARDS FOR NURSERY PLANTS" PARTS 1 AND 2. PLANTS SHALL BE PLANTED SO THAT THE MOST PLEASING SIDE IS MOST VISIBLE.

C. ALL WORK PERFORMED SHALL MEET OR EXCEED THE ENVIRONMENTAL MANAGEMENT ORDINANCE AND THE STANDARDS OF GOOD NURSERY PRACTICE.

D. MULCH TO A MINIMUM OF 3" COMPACTED THICKNESS WITH PINE STRAW, PINE BARK OR APPROVED EQUAL. SEE PLANTING DETAILS.

E. LANDSCAPE INSTALLER SHALL VERIFY ALL QUANTITIES IN THE PLANT SCHEDULE AND SHALL FILL ALL PLANTING BEDS AT SPACING SPECIFIED.

F. LANDSCAPE INSTALLER SHALL GUARANTEE ALL PLANTS FOR ONE YEAR. AFTER ONE YEAR'S TIME. THE OWNER WILL MAINTAIN THE LANDSCAPING AND TREES IN PERPETUITY.

G. NO SUBSTITUTIONS OR CHANGES SHALL BE MADE TO THE DESIGN WITHOUT APPROVAL BY MCCARTHY AND ASSOCIATES, OWNER & THE ENVIRONMENTAL INSPECTOR. MAJOR CHANGES WILL REQUIRE A REVISION TO THE ENVIRONMENTAL MANAGEMENT PERMIT.

H. THE PLANTING VOLUME FOR ONE OR MORE TREES SHALL BE A MINIMUM OF 1200 CUBIC FEET WITH A MINIMUM WIDTH OF 12 FEET AND DEPTH OF 3 FEET. CONSTRUCTION GRADE FILL MATERIAL WITHIN PLANTING AREAS SHALL BE EXCAVATED TO A DEPTH OF THREE FEET BELOW THE FINISHED GRADE OF THE PLANTING AREA AND REPLACED WITH A NONCOMPACTED "FRIABLE" TOPSOIL. NUTGRASS INFESTED SOIL IS NOT ACCEPTABLE AND MAY NOT BE USED IN ANY MANNER.

I. WHERE UNDERGROUND UTILITIES CONFLICT WITH PROPOSED PLANTINGS, TREE PLACEMENT SHALL BE A MINIMUM OF TEN FEET FROM THE UNDERGROUND UTILITY OR A ROOT BARRIER OF TWO FEET DEEP SHALL BE INSTALLED USING NDS EP SERIES ROOT BARRIER OR EQUIVALENT.

J. SHRUBS SHALL NOT BE PLANTED CLOSER THAN 3 FEET FROM THE EDGE OF ANY IMPERVIOUS AREA.

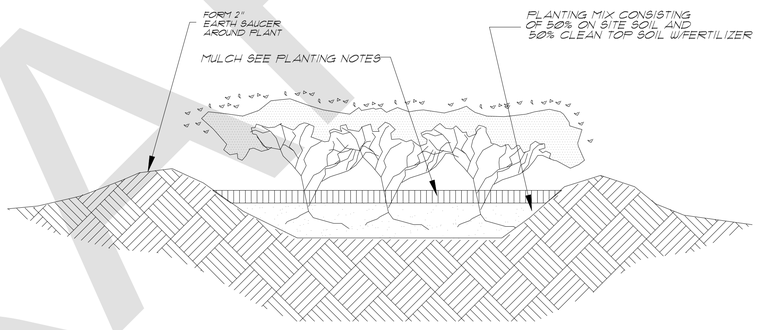
WATERING REQUIREMENTS:

WATERING FOR PLANT ESTABLISHMENT – WATER ALL PLANTS EVERY DAY FOR TWO WEEKS, EVERY OTHER DAY FOR TWO WEEKS, AND TWICE WEEKLY FOR TWO MONTHS, AT A RATE OF 1" PER APPLICATION. WATERING MAY BE SKIPPED WHEN LOCAL RAIN CONDITIONS EQUAL THE ABOVE RATES. AFTER THE INITIAL 90 DAY ESTABLISHMENT PERIOD, PLANTS SHOULD ONLY BE WATERED WHEN LOCAL RAIN CONDITIONS ARE LESS THAN 1" PER WEEK FOR AN EXTENDED PERIOD.

FERTILIZATION REQUIREMENTS:

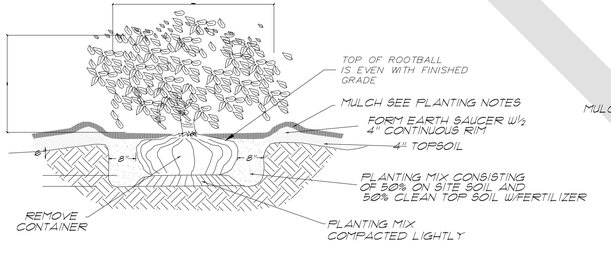
FERTILIZE ALL PLANTS AT TIME OF INSTALLATION WITH A BALANCED, COMPLETE FERTILIZER OF NEUTRAL CHARACTER WITH AN 18–6–12 FORMULATION, AT THE MANUFACTURERS RECOMMENDED RATE OF APPLICATION. NO OTHER FERTILIZATION IS REQUIRED, BUT MAY BE CONTINUED AS ABOVE, WITH ANNUAL APPLICATIONS IN MARCH OF EACH YEAR.

NOTE: PLANT SPECIES HAVE BEEN SELECTED WHICH ARE CAPABLE OF THRIVING IN THE LOCAL ENVIRONMENT WITHOUT CONTINUOUS IRRIGATION AND FERTILIZATION. AFTER THE INITIAL 90 DAY ESTABLISHMENT PERIOD, WATERING AND FERTILIZING SHOULD ONLY OCCUR WHEN LOCAL CONDITIONS DETERIORATE TO THE POINT THAT NATIVE/NATURALIZED PLANTS WILL NOT THRIVE.



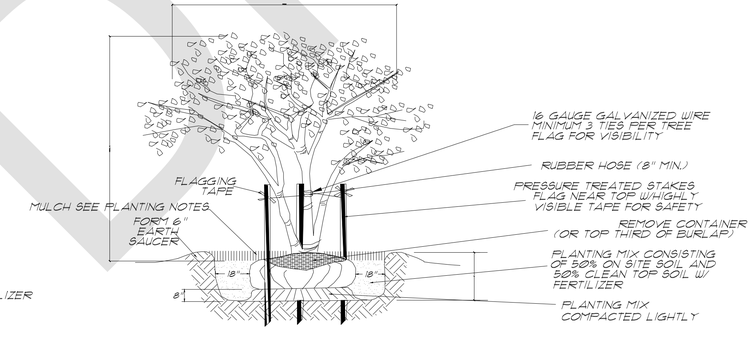
GROUNDCOVER PLANTING DETAIL

NOT TO SCALE



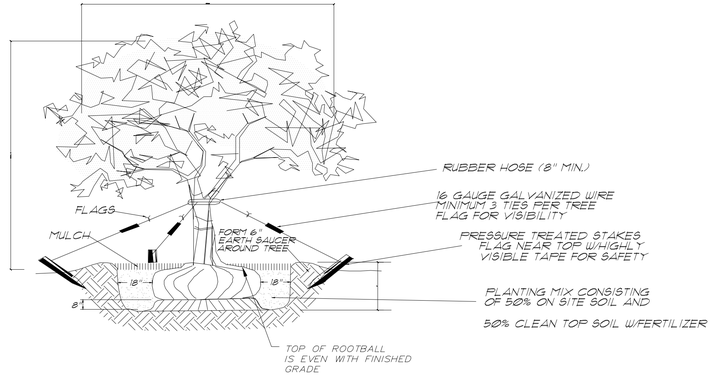
SHRUB PLANTING DETAIL

NOT TO SCALE



MULTI-TRUNK TREE PLANTING DETAIL

NOT TO SCALE



TREE PLANTING DETAIL

NOT TO SCALE

DRAFT

THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT

Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT

2280 Miccosukee Road,Tallahassee, Florida 32308

BY	REVISIONS	NO.	DATE

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT		LEONT18004
DRAWN BY CLS	DATE July 1, 2019	APPROVED Rosenbaum
BUILDING	FLOOR	AREA

LANDSCAPING DETAILS

L3.1

SCALE	SHEET	REV
AS NOTED	9F	####

Posted June 8, 2020

PERMIT SET

THIS DRAWING IS NOT FOR CONSTRUCTION. IT HAS BEEN ISSUED FOR GOVERNMENTAL REVIEW AND/OR PRELIMINARY PRICING ONLY.

This item has been electronically signed and sealed by W. Brick Rosenbaum PE using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

McCarthy and Associates
A DIVISION OF PENNONI ASSOCIATES, INC.
1705 South Gadsden Street, Suite 100
Tallahassee, FL. 32301
(850) 671-7230
Florida Coa 7819
W. Brick Rosenbaum, P.E.
Florida P.E. 31301
McCarthy Project No. LEONT18004

SEAL

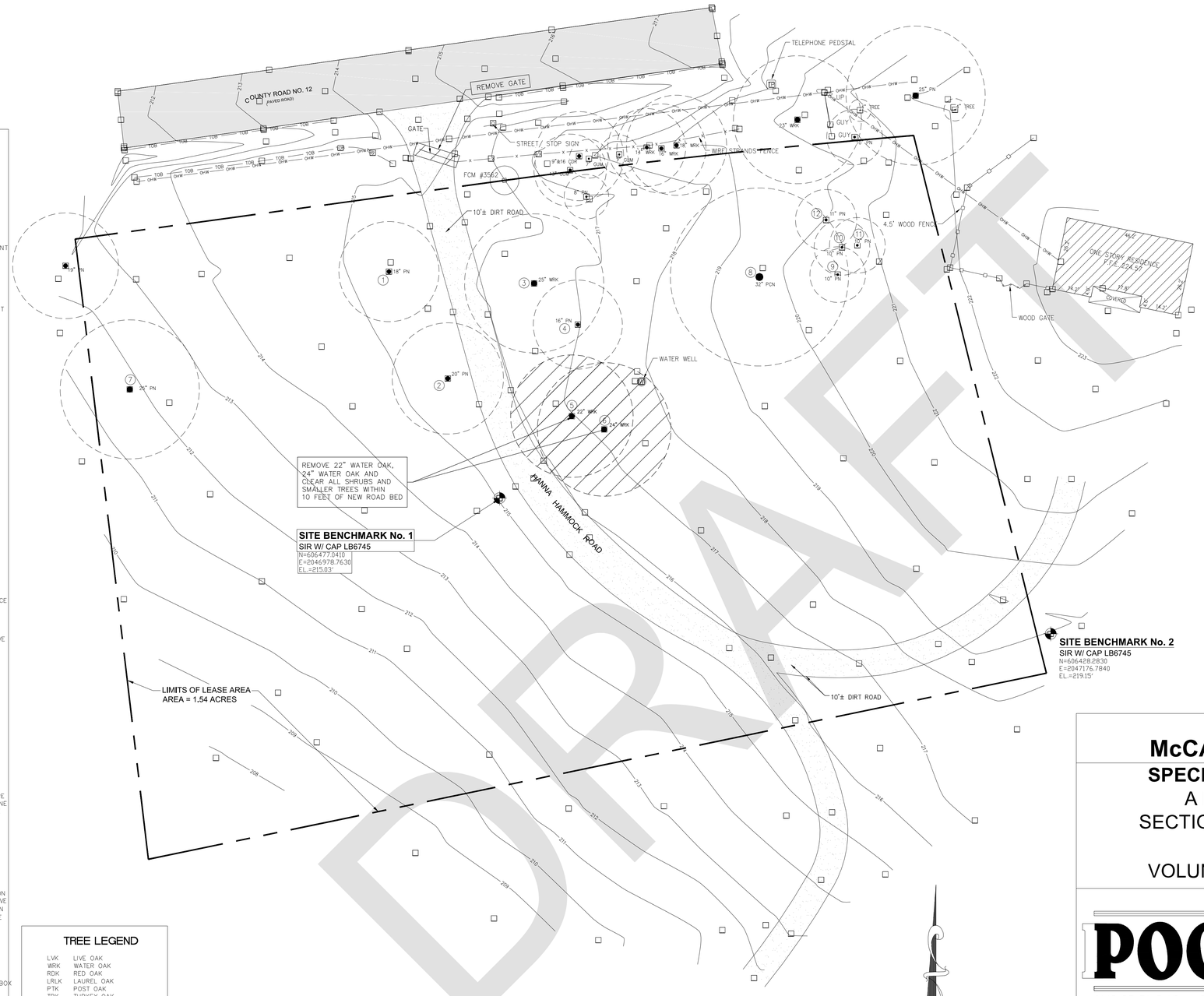
W. BRICK ROSENBAUM LICENSE No 31301 STATE OF FLORIDA PROFESSIONAL ENGINEER

BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT

Hanna Hammock Road at County Road 12, Leon County, Florida

LEON COUNTY PUBLIC WORKS DEPARTMENT

2280 Miccosukee Road,Tallahassee, Florida 32308



LEGEND

■	SCM	SET CONCRETE MONUMENT LB NO. 6745 (4"x4")
◉	SIR	SET IRON ROD LB NO. 6745 (5/8")
◉	SNC	SET NAIL & CAP LB NO. 6745
◉	REF.PT	REFERENCE POINT LB NO. 6745
◉	WIT.PT	WITNESS POINT LB NO. 6745
☐	FCM	FOUND CONCRETE MONUMENT (4"x4")
○	FTCM	FOUND TERRA COTTA MONUMENT
○	FIR	FOUND IRON ROD
○	FNC	FOUND NAIL & CAP
○	FIP	FOUND IRON PIPE
○	FPP	FOUND PINCH PIPE
	PCP	PERMANENT CONTROL POINT
	PRM	PERMANENT REFERENCE MONUMENT
	LB. NO.	LICENSED BUSINESS NUMBER
	BM	BENCH MARK
	TBM	TEMPORARY BENCH MARK
	NAD	NORTH AMERICAN DATUM DATUM, 1983
	NAVD	NORTH AMERICAN VERTICAL DATUM, 1988
	NGVD	NATIONAL GEODETIC VERTICAL DATUM, 1929
	PES	POOLE ENGINEERING & SURVEYING
	DOT	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
	COT	CITY OF TALLAHASSEE
	ALTA	AMERICAN LAND TITLE ASSOCIATION
	ACSM	AMERICAN CONGRESS ON SURVEYING & MAPPING
	NSPS	NATIONAL SOCIETY OF PROFESSIONAL SURVEYORS
	(S)	SURVEY INFORMATION
	(D)	DEED INFORMATION
	(P)	PLATTED DATA
	(C)	CALCULATED DATA
	POC	POINT OF COMMENCEMENT
	POB	POINT OF BEGINNING
	SEC.	SECTION
	T____	TOWNSHIP
	R____	RANGE
	O.R.	OFFICIAL RECORDS
	Δ	CENTRAL ANGLE
	R	RADIUS
	L	LENGTH
	CH	CHORD BEARING & DISTANCE
	PI	POINT OF INTERSECTION
	PT	POINT OF TANGENCY
	POT	POINT OF TANGENT
	PC	POINT OF CURVE
	PCC	POINT OF COMPOUND CURVE
	PRC	POINT OF REVERSE CURVE
	R\W	RIGHT-OF-WAY
	℄	CENTER LINE
	R\R	RAILROAD
	SR	STATE ROAD
	SRD	STATE ROAD DEPARTMENT
	EL	ELEVATION
	FFE	FINISH FLOOR ELEVATION
	INV	INVERT ELEVATION
	OHW	OVERHEAD WIRE
	UP	UTILITY POLE
	TELE	TELEPHONE
	CONC	CONCRETE
	CO	CLEAN OUT
WM	WM	WATER METER
WV	WV	WATER VALVE
FH	FH	FIRE HYDRANT
GV	GV	GAS VALVE
	CMP	CORRUGATED METAL PIPE
	RCP	REINFORCED CONCRETE PIPE
	HDPE	HIGH DENSITY POLYETHYLENE
(S)	SSMH	SANITARY SEWER MANHOLE
(D)	SDMH	STORM DRAIN MANHOLE
(T)	TEMH	TELEPHONE MANHOLE
	CLF	CHAIN LINK FENCE
	MB	MAIL BOX
	C-PED	CABLE PEDESTAL
	T-PED	TELEPHONE PEDESTAL
	⊢	SIGN
		CONCRETE
		WOOD DECK
	D.E.P.	DEPARTMENT OF ENVIRONMENTAL PROTECTION
	T.E.C.	TALQUIN ELECTRIC COOPERATIVE
	H.O.A.	HOME OWNERS ASSOCIATION
	I.C.V.	IRRIGATION CONTROL VALVE
	G.A.	GUY ANCHOR
	T.C.	TERRA COTTA
	RE:	REAL ESTATE PARCEL
	(TYP)	TYPICAL
	COMM.	COMMUNICATIONS
	ELEC.	ELECTRIC
	BFP	BACKFLOW PREVENTER
	TSCB	TRAFFIC SIGNAL CONTROL BOX
	◀	YARD SPOTLIGHT
E	E	UNDERGROUND ELECTRIC/POWER
FO	FO	UNDERGROUND FIBER OPTIC
G	G	UNDERGROUND GAS
OHW	OHW	OVERHEAD WIRES
SAN	SAN	UNDERGROUND SANITARY PIPES
SL	SL	UNDERGROUND STREET LIGHTS WIRE
STM	STM	UNDERGROUND STORM DRAIN PIPES
T	T	UNDERGROUND TELEPHONE
W	W	UNDERGROUND WATER

TREE LEGEND

LVK	LIVE OAK
WRK	WATER OAK
RDK	RED OAK
LRLK	LAUREL OAK
PTK	POST OAK
TRK	TURKEY OAK
BLK	BLACK OAK
SMK	SHUMARD OAK
PN	PINE
LGLP	LONGLEAF PINE
SDP	SAND PINE
SLP	SHORTLEAF PINE
LBYP	LOBLOLLY PINE
SRUP	SPRUCE PINE
CPH	CAMPHOR
DOG	DOGWOOD
GUM	SWEETGUM
RMPL	RED MAPLE
CHY	CHERRY
HKY	HICKORY
MAG	MAGNOLIA
CDR	CEDAR
PCN	PECAN
SYC	SYCAMORE
MUL	MULBERRY
BAY	BAY
CYP	CYPRESS
POP	POPLAR
CHLL	CHERRY LAUREL
X	UNIDENTIFIED
Y	UNIDENTIFIED
ORN	ORNAMENTAL TREE

TREE AUDIT CALCULATION

REFORESTATION: (40 TREE CREDITS / ACRE)
=40 (1.54 ACRES) = 62 REPLANT DEBITS

TREE DEBITS

① 18" PINE (TR) - 6 DEBITS
② 20" PINE (TR) - 8 DEBITS
⑤ 22" WATER OAK - 8 DEBITS
⑥ 24" WATER OAK - 8 DEBITS
=30 TOTAL

TREE CREDITS

⑧ 32" PECAN - 16 CREDITS
④ 16" PINE - 6 CREDITS
③ 25" PECAN - 10 CREDITS
⑦ 25" PECAN - 10 CREDITS
⑨ 10" PINE - 4 CREDITS
⑩ 10" PINE - 4 CREDITS
⑪ 10" PINE - 4 CREDITS
⑫ 11" PINE - 4 CREDITS
=66 TOTAL

CREDITS - DEBITS = 36 CREDITS

TR - TECHNICAL REMOVAL

EXISTING CONDITIONS AND REMOVAL PLAN

SCALE : 1" = 20'-0"

SURVEYOR'S NOTES:

1) THE SOLE PURPOSE OF THIS AS-BUILT SURVEY IS TO SHOW THE EXISTING CONDITIONS AS REQUESTED BY CLIENT.
2) ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM 1988 (NAVD 88) AS STATED ON THE RECORD PLANS PROVIDED.
3) ALL MEASUREMENTS ARE IN U.S. SURVEY FEET AND ARE HORIZONTAL DISTANCES.
4) STATE PLANE COORDINATES SHOWN HEREON ARE BASED ON FLORIDA STATE PLANE COORDINATE SYSTEM (NAD 83/2011) FLORIDA NORTH.

"NOT A BOUNDARY SURVEY"

NORTH

20 10 0 20 40 60

GRAPHICAL SCALE: 1" = 20'

LEGEND:
REMOVALS

PREPARED FOR:

McCARTHY and ASSOCIATES

SPECIFIC PURPOSE SURVEY OF
A PORTION OF LANDS IN
SECTION 17, TOWNSHIP 3 NORTH,
RANGE 1 EAST
VOLUNTEER FIRE DEPARTMENT

POOLE ENGINEERING & SURVEYING, Inc.
2145 DELTA BLVD. ∘ TALLAHASSEE, FL. 32303 ∘ (850)386-5117 ∘ LICENSE NO: 6745
∘ WWW.POOLE-ENG.COM ∘

DRAWN BY : BRP	REV No.	DATE	REMARKS
CHECKED BY : JAK			
DATE : JUNE 5, 2018			
REVISED:			
SCALE 1" = 30'			
FIELD BOOK: 261, PAGES 68-69 SURVEY DATE: 05/31/18 BASE OF SURVEY: DEED RECORDED IN OFFICIAL RECORDS BOOK 1306, PAGE 373, PUBLIC RECORDS OF LEON COUNTY, FLORIDA.			

PERMIT SET

BY | REVISIONS | NO. | DATE

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	LEONT18004
DRAWN BY CLS / DATE July 1, 2019 / APPROVED Rosenbaum	
BUILDING / FLOOR / AREA	

TREE AUDIT

T0.1

SCALE AS NOTED	SHEET OF	REV ####

FLORIDA DEPARTMENT of STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

Cheryl L. Poole, P.E.
Vice President / Corporate Engineer
2145 Delta Boulevard, Suite 100
Tallahassee, Florida 32303

July 2, 2018

RE: DHR Project File No.: 2018-3128, Received by DHR: June 25, 2018
Project: *Cultural Resource Assessment – Bradfordville Volunteer Fire Department, CR 12 Tall Timbers Property, Leon County, FL (PES Project No. 18-150)*
County: Leon

Ms. Poole:

In accordance with the procedures contained in the City of Tallahassee / Leon County's Natural Features Inventory requirements, we reviewed the referenced property for possible impact to cultural resources (any prehistoric or historic district, site, building, structure, or object) listed, or eligible for listing, in the *National Register of Historic Places*, or otherwise of historical, archaeological, or architectural value.

Based on the information provided, it is the opinion of this office that the proposed project will have no effect on historic properties listed, or eligible for listing, in the *National Register of Historic Places*. However, since the project includes ground disturbance activities the following special condition regarding unexpected discoveries should be included during project activities:

- If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time within the project site area, the project shall cease all activities involving subsurface disturbance in the vicinity of the discovery. The applicant shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section at (850)-245-6333. Project activities shall not resume without verbal and/or written authorization. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Section 872.05, Florida Statutes.

DRAFT

Division of Historical Resources
R.A. Gray Building • 500 South Bronough Street• Tallahassee, Florida 32399
850.245.6300 • 850.245.6436 (Fax) FLHeritage.com

If you have any questions, please contact Corey Lentz, Historic Sites Specialist, by email at *Corey.Lentz@dos.myflorida.com*, or by telephone at 850.245.6339 or 800.847.7278.

Sincerely,

Jason Aldridge
For
Timothy A Parsons, Ph.D.
Director, Division of Historical Resources
& State Historic Preservation Officer

DRAFT

STATE OF FLORIDA
DEPARTMENT OF HEALTH
ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM

PERMIT #: **37-S1-1880454**
APPLICATION #: AP1366228
DATE PAID:
FEE PAID:
RECEIPT #:
DOCUMENT #: **PR1195083**

CONSTRUCTION PERMIT FOR: OSTDS New
APPLICANT: (LEON COUNTY) LB
PROPERTY ADDRESS: 13803 Hanna Hammock Rd Tallahassee, FL 32309
LOT: BLOCK: SUBDIVISION:
PROPERTY ID #: 1717200120000 [SECTION, TOWNSHIP, RANGE, PARCEL NUMBER] [OR TAX ID NUMBER]

SYSTEM MUST BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AND STANDARDS OF SECTION 381.0065, F.S., AND CHAPTER 64E-6, F.A.C. DEPARTMENT APPROVAL OF SYSTEM DOES NOT GUARANTEE SATISFACTORY PERFORMANCE FOR ANY SPECIFIC PERIOD OF TIME. ANY CHANGE IN MATERIAL FACTS, WHICH SERVED AS A BASIS FOR ISSUANCE OF THIS PERMIT, REQUIRE THE APPLICANT TO MODIFY THE PERMIT APPLICATION. SUCH MODIFICATIONS MAY RESULT IN THIS PERMIT BEING MADE NULL AND VOID. ISSUANCE OF THIS PERMIT DOES NOT EXEMPT THE APPLICANT FROM COMPLIANCE WITH OTHER FEDERAL, STATE, OR LOCAL PERMITTING REQUIRED FOR DEVELOPMENT OF THIS PROPERTY.

SYSTEM DESIGN AND SPECIFICATIONS

T [900] GALLONS / GPD Proposed Septic Tank CAPACITY
A [ ] GALLONS / GPD N/A CAPACITY
N [ ] GALLONS GREASE INTERCEPTOR CAPACITY [MAXIMUM CAPACITY SINGLE TANK:1250 GALLONS]
K [ ] GALLONS DOSING TANK CAPACITY [ ]GALLONS @[ ]DOSES PER 24 HRS #Pumps [ ]

D [400] SQUARE FEET Proposed Drainfield SYSTEM
R [ ] SQUARE FEET N/A SYSTEM
A TYPE SYSTEM: [x] STANDARD [ ] FILLED [ ] MOUND [ ]
I CONFIGURATION: [x] TRENCH [ ] BED [ ]
N
F LOCATION OF BENCHMARK: Nail with ribbon on pine tree.
I ELEVATION OF PROPOSED SYSTEM SITE [54.00] [INCHES / FT] [ABOVE / BELOW] BENCHMARK/REFERENCE POINT
E BOTTOM OF DRAINFIELD TO BE [84.00] [INCHES / FT] [ABOVE / BELOW] BENCHMARK/REFERENCE POINT
L
D FILL REQUIRED: [0.00] INCHES EXCAVATION REQUIRED: [ ] INCHES

O T H E R: Install a minimum 900 gal septic tank with an outlet filter device. The licensed contractor installing the system is responsible for installing the minimum category of tank in accordance with s. 64E-6.013(3)(f), FAC. Install a minimum 400 sqft drainfield, the bottom of which shall not exceed 30" below natural grade at any location. The system is sized for 1 bedrooms with a maximum occupancy of 2 persons (2 per bedroom), for a total estimated flow of 200 gpd. Install within required setbacks.

SPECIFICATIONS BY: Chris McAllister TITLE: Private Evaluator
APPROVED BY: Timothy J Thibault TITLE: Environmental Specialist I Leon CHD
DATE ISSUED: 12/17/2018 EXPIRATION DATE: 06/17/2020

DH 4016, 08/09 (Obsoletes all previous editions which may not be used)
Incorporated: 64E-6.003, FAC

v 1.1.4 AP1366228 SE1144838

DRAFT

NOTICE OF RIGHTS

A party whose substantial interest is affected by this order may petition for an administrative hearing pursuant to sections 120.569 and 120.57, Florida Statutes. Such proceedings are governed by Rule 28-106, Florida Administrative Code. A petition for administrative hearing must be in writing and must be received by the Agency Clerk for the Department, within twenty-one (21) days from the receipt of this order. The address of the Agency Clerk is 4052 Bald Cypress Way, BIN A-02, Tallahassee, Florida 32399. The Agency Clerk's facsimile number is 850-413-8743.

Mediation is not available as an alternative remedy.

Your failure to submit a petition for hearing within 21 days from receipt of this order will constitute a waiver of your right to an administrative hearing, and this order shall become a 'final order'.

Should this order become a final order, a party who is adversely affected by it is entitled to judicial review pursuant to Section 120.68, Florida Statutes. Review proceedings are governed by the Florida Rules of Appellate Procedure. Such proceedings may be commenced by filing one copy of a Notice of Appeal with the Agency Clerk of the Department of Health and a second copy, accompanied by the filing fees required by law, with the Court of Appeal in the appropriate District Court. The notice must be filed within 30 days of rendition of the final order.

DRAFT

STATE OF FLORIDA
DEPARTMENT OF HEALTH
ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM
SITE EVALUATION AND SYSTEM SPECIFICATIONS

PERMIT #. 18-0883-N
AP1366226

APPLICANT: Leon Co. Public Works / Bradfordville Volunteer Fire Dept. **AGENT:** n/a

LOT: n/a **BLOCK:** n/a **SUBDIVISION:** n/a

PROPERTY ID #: 1717200120000 [Section/Township/Parcel No.]

TO BE COMPLETED BY ENGINEER, HEALTH DEPARTMENT EMPLOYEE,OR OTHER QUALIFIED PERSON. ENGINEERS MUST PROVIDE REGISTRATION NUMBER AND SIGN AND SEAL EACH PAGE OF SUBMITTAL. COMPLETE ALL ITEMS.

PROPERTY SIZE CONFORMS TO SITE PLAN: [✔] YES [ ] NO **NET USABLE AREA AVAILABLE:** 1.54 ACRES
TOTAL ESTIMATED SEWAGE FLOW: 200 GALLONS PER DAY [OTHER-TABLE 2]
AUTHORIZED SEWAGE FLOW: 2310 GALLONS PER DAY [1500 GPD/ACRE]
UNOBSTRUCTED AREA AVAILABLE: 10000 SQFT **UNOBSTRUCTED AREA REQUIRED:** 600 SQFT

BENCHMARK/REFERENCE POINT LOCATION: NAIL WITH RIBBON ON PINE TREE
ELEVATION OF PROPOSED SYSTEM SITE IS 54 [INCHES] [BELOW] **BENCHMARK/REFERENCE POINT**

THE MINIMUM SETBACK WHICH CAN BE MAINTAINED FROM THE PROPOSED SYSTEM TO THE FOLLOWING FEATURES
SURFACE WATER: N/A FT **DITCHES/SWALES:** N/A FT **NORMALLY WET?** [ ] YES [✔] NO
WELLS: PUBLIC: N/A FT **LIMITED USE:** N/A FT **PRIVATE:** 95 FT **NON-POTABLE:** N/A FT
BUILDING FOUNDATIONS: 5 FT **PROPERTY LINES:** 5 FT **POTABLE WATER LINES:** 5 FT

SITE SUBJECT TO FREQUENT FLOODING: [ ] YES [✔] NO **10 YEAR FLOODING?** [ ] YES [✔] NO
10 YEAR FLOOD ELEVATION FOR SITE: N/A FT MSL/NGVD **SITE ELEVATION:** N/A FT MSL/NGVD

SOIL PROFILE INFORMATION SITE 1

MUNSELL #/COLOR	TEXTURE	DEPTH
10YR 4/2	LFS	0 TO 8
10YR 5/3	LFS	8 TO 15
10YR 5/6	FSL	15 TO 30
7.5YR 5/6	SCL.	30 TO 72
w/ 5YR 4/6	SCL	42 TO 72
w/ 2.5YR 4/6	SCL	48 TO 72
10YR 6/2	CMN PRM RF	60 TO 72
		TO
54" BELOW BM		TO

USDA SOIL SERIES: MAPPED AS FACEVILLE

SOIL PROFILE INFORMATION SITE 2

MUNSELL #/COLOR	TEXTURE	DEPTH
10YR 4/2	LFS	0 TO 9
10YR 5/3	LFS	9 TO 18
10YR 5/6	FSL	18 TO 27
7.5YR 5/6	SCL	27 TO 72
w/ 5YR 4/6	SCL	39 TO 72
w/ 2.5YR 4/6	SCL	45 TO 72
10YR 6/2	CMN PRM RF	57 TO 72
		TO
64" BELOW BM		TO

USDA SOIL SERIES: MAPPED AS FACEVILLE

OBSERVED WATER TABLE: >72 **INCHES** [BELOW] **EXISTING GRADE. TYPE:** [PERCHED]
ESTIMATED WET SEASON WATER TABLE ELEVATION: 57 **INCHES** [BELOW] **EXISTING GRADE**
HIGH WATER TABLE VEGETATION: [ ] YES [✔] NO **MOTTLING:** [✔] YES [ ] NO **DEPTH:** 57 **INCHES**

SOIL TEXTURE/LOADING RATE FOR SYSTEM SIZING: SCL/.50 **DEPTH OF EXCAVATION:** N/A **INCHES**
DRAINFIELD CONFIGURATION: [✔] TRENCH [ ] BED [ ] OTHER (SPECIFY)
REMARKS/ADDITIONAL CRITERIA: MINIMUM SEPTIC SPECS: 900 GALLON SEPTIC TANK W/ 400 SQ FT OF DRAINFIELD; BOTTOM OF DRAINFIELD ABSORPTION SURFACE TO BE NO DEEPER THAN 30" BELOW EXISTING GRADE.

SITE EVALUATED BY: CHRIS MCALLISTER 17-1667 **DATE:** 11/06/18

DRAFT

5' waterline to septic tank
5' waterline to septic tank
5' Buried Line
UTILITY PLAN
SCALE 1" = 20'-0"
SITE BENCHMARK No. 1
SITE BENCHMARK No. 2
SEPTIC TANK
DRAINFIELD
PINE HOME BUILDING
CONSTRUCTION LIMITS
LIMITS OF LEASE AREA
AREA = 1.54 ACRES
155.61' ALONG CURVE
155.61
224.95'
329.91'
60.66'
6' OF EXISTING DIRT ROAD
DRAIN PIPE WARNING
TELEPHONE PEDISAL
BACKFLOW PREVENTOR
SEE SHEET P2.0
4" PVC PIPE WARNING SEPTIC TANK LOCATORS (4 PLACES)
4" PVC PIPE WARNING DRAIN FIELD LOCATORS (8 PLACES)
2" WATER LINE
1" WATER LINE
WATER WELL
UPGRADE EXISTING WELL DESCRIBED IN NEW WELL BUILDING
2" WATER LINE W/ 90 DEG. HP VALVE IN GROUND BOX AND STUB OUT FOR WATER TANK (TANK IS ADD BID ALTERNATE No. 2)
6" PVC PIPE SLEEVE ON 6" GRAVEL BEDDING W/ 12" MIN. COVER
DRAFT

BID RESPONSE COVER 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

Bryan Desloge, Chairman
Leon County Government

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

Tip Top Construction, Inc.
(Firm Name)

BY _____
(Authorized Representative)

Jeff Diekman
(Printed or Typed Name)

ADDRESS 1559 FL GA Highway
Havana, FL 32333

EMAIL ADDRESS jeff@tiptopconstruction.net

TELEPHONE Mobile:(850) 528-8932 Office: (850) 562-1269

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated 5/11/2020 Initials JD

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

BID PRICE: $278,167.56

DRAFT

Tip Top Construction, Inc.

P.O. Box 1167 1559 Fl-Ga Hwy
Havana, Florida
Phone: 850-528-8932 * Fax: (850) 562-1289
Email: jeff@tiptopconstruction.net
Website: www.tiptopconstruction.net

Date: 05/13/2020

Submitted To:

Leon County Public Works Department
2280 Miccosukee RD Tallahassee FL, 32308
Geri M. Forslund, Procurement Administrator

Proposal Expires On:
06/12/2020

Project ID: Bradfordville Fire Station

Project Description: Leon County Bradfordville Fire Station

Tip Top Construction is pleased to submit this detailed propoasl to Leon County Public Works.

Section	Code	Item Description	Price
(none)		General Conditions	5,712.00
01510		Construction Facilities	1,370.88
(none)		Project Supervision	20,563.20
(none)		Site Work	76,252.92
02920		Landscape	6,283.20
(none)		Sidewalk and parking pads	11,880.96
03310		Concrete Slab	14,554.18
03310		Rebar	3,006.80
05120		Pre-fabricated Metal Building System	35,300.16
06110		Wood Framing	7,941.96
(none)		Interior Doors & Hardware	1,400.58
08360		Roll Up Door	3,873.88
09250		Drywall & ACT	3,427.20
09650		Rubber Cove Base	228.48
09910		Paint	3,884.16
10820		Bathroom Accessories	612.33
(none)		Septic Tank	7,402.75
(none)		Water Well	19,905.18
15410		Plumbing Fixtures & Equipment	18,758.21
15710		Mechanical	8,910.72
(none)		Electrical	26,897.81
		Total Price	$278,167.56

DRAFT

Alt #1 concrete aprin was deleted per addendum #1 issued on 5-11-2020
Alt #2 14X14 Tank pad will be an add for $6559.00 to the base bid

Offered By:		**Accepted By:**	
Signature:		**Signature:**	
Name (print):	Jeff Diekman	**Name (print):**	
Title:	President	**Title:**	
Company:	Tip Top Construction, Inc.	**Company:**	
Date:	05/21/2020	**Date:**	

DRAFT

RESPONDENT AND TEAM SUMMARY FORM

RESPONDENT: Tip Top Construction, Inc.

SOLICITATION NUMBER: BC-05-21-20-46 **DATE:** 5/20/2020

PROJECT TITLE: Bradfordville Fire Station

Complete the following Table identifying your firm or company and ALL subcontractors or subconsultants you anticipate utilizing for purposes of responding to this solicitation. **Both** sections of this form must be completed. Use additional pages if needed.

Section A	RESPONDENT IDENTIFICATION														
Respondent intends to utilize the following Vendors in connection with this project. In the spaces provided below, list the firms and corresponding information.															
				Indicate the Category that Best Describes Each Organization Listed											
				Non-MWBE		Certified MWBE					Non-Certified MWBE				
Firm Name (Prime and Subcontractor(s) or Subconsultant(s))	Vendor Phone & Email	Total Dollar Amount of Services	Scope of Work	Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American	Non-Minority Female
Reiff Electrical Services	(850) 544-2846	$26,897.81	Electrical	x											
Terry W Forrest LLC	(850) 766-9398	$8,910.72	HVAC	x											
Advanced Plumbing	(850) 778-9434	$ 18,758.21	Plumbing	x											
Mills Well Drilling	(850) 562-2906	$19,905.18	Well	x											
Apalachee Septic	(850) 877-2824	$7,402.75	Septic Tank	x											
Door Products	(850) 681-0849	$2,012.91	interior doors, toilet accs. fire extenguishers	x											
Berigan Painting Contractors	(850) 787-3988	$3,884.16	Paint	x											

DRAFT

RESPONDENT AND TEAM SUMMARY FORM

RESPONDENT: Tip Top Construction, Inc.

SOLICITATION NUMBER: BC-05-21-20-46 **DATE:** 5/19/2020

PROJECT TITLE: Bradfordville Fire Station

Complete the following Table identifying your firm or company and ALL subcontractors or subconsultants you anticipate utilizing for purposes of responding to this solicitation. **Both** sections of this form must be completed. Use additional pages if needed.

Section A	**RESPONDENT IDENTIFICATION**														
Respondent intends to utilize the following Vendors in connection with this project. In the spaces provided below, list the firms and corresponding information.															
Firm Name (Prime and Subcontractor(s) or Subconsultant(s))	**Vendor Phone & Email**	**Total Dollar Amount of Services**	**Scope of Work**	**Indicate the Category that Best Describes Each Organization Listed**											
				Non-MWBE		**Certified MWBE**					**Non-Certified MWBE**				
				Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American	Non-Minority Female
Big Bend Rebar	(850) 875-8000	$3,006.80	Rebar							x					
Concete Services Unlimited	(850) 514-5380	$26,435.14	Concrete			x									
North Florida Asphalt	(850) 575-7228	$74,252.92	site work	x											
GM Construction	(850) 284-4755	$11,369.16	framing acoustical ceiling drywall								x				
Rose City Garage Door	(229) 226-8387	$3,873.88	garage door	x											
Allen Industrial Contractors	(229) 377-8484	$35,300.16	prefabricated metal bldg	x											
Evan's Landscaping	(850) 508-0096	$6,283.20	landscaping								x				

DRAFT

RESPONDENT AND TEAM SUMMARY FORM

RESPONDENT: Tip Top Construction, Inc.

SOLICITATION NUMBER: BC-05-21-20-46 **DATE:** 5/19/2020

PROJECT TITLE: Bradfordville Fire Station

Complete the following Table identifying your firm or company and ALL subcontractors or subconsultants you anticipate utilizing for purposes of responding to this solicitation. **Both** sections of this form must be completed. Use additional pages if needed.

Section A	**RESPONDENT IDENTIFICATION**														
Respondent intends to utilize the following Vendors in connection with this project. In the spaces provided below, list the firms and corresponding information.															
Firm Name (Prime and Subcontractor(s) or Subconsultant(s))	**Vendor Phone & Email**	**Total Dollar Amount of Services**	**Scope of Work**	**Indicate the Category that Best Describes Each Organization Listed**											
				Non-MWBE		**Certified MWBE**					**Non-Certified MWBE**				
				Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American	Non-Minority Female
National Flooring Specialists	(850) 575-3600	$228.48	flooring			x									
Gains Striping	(850) 893-4084	$2,000.00	signage & striping			x									
Mooney Containers	(850) 877-9477	$1,370.88	construction facility rolloffs							x					
TOTAL															

DRAFT

Section B	ACKNOWLEDGEMENT (to be completed by the Respondent)

I hereby certify that, as Respondent to this Solicitation, that the information provided herein is true and correct.

Tip Top Construction, Inc.	
Name of Bidder/Respondent	
Signature	5/21/2020
	Date
Jeff Diekman	President/ Owner
Print Name	Title

DRAFT

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: Tip Top Construction, Inc.

Signature: _____ Title: President/ Owner

STATE OF Florida
COUNTY OF Gadsden

Sworn to and subscribed before me this 21 day of May, 2020

Personally known x

Brandy D Davidson
NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of Florida

_____
(Type of identification)

My commission expires: 04/2024

BRANDY D. DAVIDSON
MY COMMISSION # GG 942859
EXPIRES: April 7, 2024
Bonded Thru Notary Public Underwriters

Print, type, or stamp 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.

DRAFT

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: Tip Top Construction, Inc.

Address: 1559 FL GA Highway, Havana, FL 32333

DRAFT

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.)

x 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/ Owner
_____
Title

5/21/2020
_____
Date

DRAFT

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name: Tip Top Construction, Inc.	
Street Address: 1559 FL GA Highway	
City, State, Zip: Havana, FL 32333	
Taxpayer ID Number: 59-3091308	
Telephone: (850) 562-1269, (850) 528-8932	Fax:
Trade Style Name:	

TYPE OF BUSINESS ORGANIZATION (*check one*)

	Sole Proprietorship		Limited Liability Company
	General Partnership		Joint Venture
	Limited Partnership		Trust
	Corporation		Other *(specify)*
x	Sub-chapter S Corporation		

State of Incorporation: Florida Date Established: 9-6-1991

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
Jeff Diekman	President	(850)528-8932	jeff@tiptopconstruction.net

DRAFT

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: Jeff Diekman	
License Type: Building Contractor	
License Number: CBC059784	Expiration Date: 8/31/2020
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	Nielson, Wojtowicz, Neu & Associates
Contact's Name	Daniel Oaks
Telephone	(850) 912-9940
Fax	(727) 209-1335
Address	810 Scenic Highway Unit B Pensacola, FL 32503

Surety Company 2

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

DRAFT

Present Amount of Bonding Coverage ($):	Has your application for surety bond ever been declined? ☐ Yes ☒ No (*If yes, please provided 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? ☐ Yes ☒ No (*If yes, please provided 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 21st **DAY OF** May, **20**20.

By: _____ Title: President

Printed Name and Title: Jeff Diekman, President

DRAFT

license:

STATE OF FLORIDA DEPARTMENT
OF BUSINESS AND PROFESSIONAL
REGULATION

CBC059784

ISSUED: 07/27/2018

BUILDING CONTRACTOR
DIEKMAN, JEFFREY FRANCIS
TIP TOP CONSTRUCTION INC

Signature

LICENSED UNDER CHAPTER 489, FLORIDA STATUTES
EXPIRATION DATE: AUGUST 31, 2018

DRAFT

Licensee Details

Licensee Information

Name:	**DIEKMAN, JEFFREY FRANCIS (Primary Name)** **TIP TOP CONSTRUCTION INC (DBA Name)**
Main Address:	**PO BOX 1167** **HAVANA Florida 32333**
County:	**GADSDEN**
License Mailing:	
LicenseLocation:	**338 TALL TIMBERS RD** **HAVANA FL 32333**
County:	**GADSDEN**

License Information

License Type:	**Certified Building Contractor**
Rank:	**Cert Building**
License Number:	**CBC059784**
Status:	**Current,Active**
Licensure Date:	**11/03/2000**
Expires:	**08/31/2020**

Special Qualifications	Qualification Effective
Construction Business	**02/20/2004**

Alternate Names

View Related License Information

View License Complaint

DRAFT

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: Customer Contact Center :: Customer Contact Center: 850.487.1395

The State of Florida is an AA/EEO employer. Copyright 2007-2010 State of Florida. Privacy Statement

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.

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 Leon County Government, 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,

   Tip Top Construction, Inc.
   (Name of Corporation, Partnership, Individual, etc.)

   a S Corporation, formed under the laws of Florida
   (Type of Business) (State or Province)

   of which he/she is President/ Sole Owner.
   (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.

Jeff Diekman — President/ Owner
AFFIANT'S NAME — AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 21st Day of May, 2020.

Personally Known _____ Or Produced Identification

Type of Identification

BRANDY D. DAVIDSON
MY COMMISSION # GG 942859
EXPIRES: April 7, 2024
Bonded Thru Notary Public Underwriters

Brandy D Davidson
NOTARY PUBLIC
(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: 04/2024

DRAFT

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:	A+
	Indicate Best Financial Classification:	XV
Business Auto:	Indicate Best Rating:	A++
	Indicate Best Financial Classification:	XV
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: A++
Indicate Best Financial Classification: XV

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.

DRAFT

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 Jeff Diekman
Typed or Printed

Signature _____

Date 5/21/2020

Title President
(Company Risk Manager or Manager with Risk Authority)

DRAFT

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 statues 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

Tip Top Construction, Inc.
Contractor/Firm

1559 FL Ga Highway, Havana, FL 32333
Address

DRAFT

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: Tip Top Construction, Inc.	
Current Local Address: 1559 FL GA Highway Havana, FL 3233	Phone: (850) 562-1269 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 — 5/21/2020 Date

STATE OF Florida
COUNTY OF Gadsden

The foregoing instrument was acknowledged before me this 21st day of May, 2020
By Jeff Diekman (Name of officer or agent, title of officer or agent) of Tip Top Construction, Inc. (Name of corporation acknowledging)
a Florida (State or place of incorporation) Corporation, on behalf of the corporation. He/she is personally known to me
or has produced _____ as identification.

Brandy D Davidson
Signature of Notary

Print, Type / Stamp Name of Notary

Title or Rank

Serial Number, If Any

BRANDY D. DAVIDSON
MY COMMISSION # GG 942859
EXPIRES: April 7, 2024
Bonded Thru Notary Public Underwriters

Return Completed form with supporting documents to:

Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

DRAFT

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

5/21/2020
Date

DRAFT

Posted June 8, 2020

GOOD FAITH EFFORT DOCUMENTATION FORM

RESPONDENT: Tip Top Construction INC

SOLICITATION NUMBER: BC-05-21-20-46 **DATE:** 5-21-2020

PROJECT TITLE: Bradfordville Volunteer Fire Department Building

When Respondent will not meet the project specific goals identified in the solicitation, Respondent must complete this Good Faith Documentation Effort Form. Failure to do so may result in the response being deemed non-responsive and rendering Respondent ineligible for award.

The list of acceptable Good Faith Effort documentation complies with the Minority, Women, and Small Business Enterprise Policy adopted by the Blueprint Intergovernmental Agency, City of Tallahassee, and Leon County Government. Respondent can demonstrate Good Faith Effort to secure MBE and WBE participation by completing this Form and providing documentation of the activities on the list.

Documentation of each of the following activities is necessary to receive credit for the Good Faith Effort Activity. **A minimum of five (5) activities with documentation are necessary to establish Good Faith Effort.** Failure to provide documentation of all activities completed by Respondent at the time of submission may result in Respondent being deemed non-responsive to the solicitation. Please check the appropriate boxes that apply to your good faith activities and provide acceptable documentation as an attachment to this Form. Documentation should be marked with the attachment number identified in the Good Faith Effort Activity Chart on page 2. To document Good Faith Effort Activities 4, 6, 7, 8, 9, and 10, please complete the Good Faith Effort Spreadsheet, available here: https://secure.procurenow.com/portal/leoncounty/projects/3214?section=14150, and include the spreadsheet in Attachment 3 to this form. Please provide documentation supporting the information in the Good Faith Effort Spreadsheet as exhibits to the Good Faith Effort Spreadsheet. If you are unsure what documentation is acceptable to support your Good Faith Effort Activity, descriptions of acceptable documentation are available here: https://secure.procurenow.com/portal/leoncounty/projects/3214?section=14150.

Attachment #1
Exhibit 3300 of 325

Posted June 8, 2020

Y/N	GOOD FAITH EFFORT ACTIVITY	ATTACHMENT NUMBER	EXPLAIN
x Yes ☐ No	1. Attendance at a pre-bid or pre-proposal meeting.	NONE	
x Yes ☐ No	2. Copies of written correspondence sent to the MWSBE Division no later than fifteen (15) business days before the solicitation response deadline seeking help in identifying firms available to meet the project specific goals.	1	Attached are TTCI ITB
☐ Yes x No	3. Copies of advertisements placed by the respondent in the local newspaper and minority publications in the Market Area announcing the project and seeking MBE or WBE participation.	2	
x Yes ☐ No	4. Copies of written correspondence sent to a certified MBE or WBE firm.	3	See Spreadsheet
x Yes ☐ No	5. Documentation that the respondent selected economically feasible portions of work to be performed by MBE and/or WBE firms, including, where appropriate, breaking down contracts or combining elements of work into economically feasible units.	4	All ITB were awarded to the respective WBE/MBE
x Yes ☐ No	6. Documentation that the respondent negotiated in good faith with interested MBE and/or WBE firms and did not reject any interested MBE and/or WBE firms without sound business reasons.	3	See Spreadsheet/ Below
x Yes ☐ No	7. Documentation that the respondent reviewed all quotations received from MBE and/or WBE firms, and for those quotations not accepted, an explanation of why the MBE and/or WBE will not be used during the course of the contract.	3	See Spreadsheet
x Yes ☐ No	8. Documentation detailing respondent's effort to contact MBE and/or WBE firms who provide the services needed for the solicitation and indicating that the respondent provided ample time for potential MBE and/or WBE firms to respond, including a chart outlining the methods of contact and schedule or time frame in which respondent conducted its good faith effort.	3	See Spreadsheet
x Yes ☐ No	9. Documentation that the respondent offered to provide interested MBE and/or WBE firms with assistance in reviewing the solicitation plans and specifications at no charge to the MBE and/or WBE firms.	3	See Spreadsheet
x Yes ☐ No	10. Documentation of follow-up telephone calls with potential MBE and/or WBE firms encouraging their participation.	3	See Spreadsheet

Page 568 of 799

ACKNOWLEDGEMENT

I hereby certify that, as Respondent to this Solicitation, that the information provided herein is true and correct. I aver that I have authority to bind Respondent to contractual agreements.

Respondent certifies that Respondent completed Good Faith Effort activities to identify MBE and/or WBE firms to participate in the project advertised in this solicitation. Respondent has communicated with the subcontractors and subconsultants identified herein. Nevertheless, Respondent was unable to meet or exceed the project specific goal identified for MBE and/or WBE participation in this solicitation. Where Respondent contacted MBE and/or WBE firms, those firms were unavailable, unable, or otherwise unacceptable for sound business reasons to perform the work necessary for the project. Respondent has included documentation of all Good Faith Effort activities in attachments 1 through 5 to this Form. Respondent further avers that all information submitted in this Form and associated documentation is true, correct, and, in the case of documented correspondence, has not been altered from its original form.

Respondent agrees that bad faith or dishonesty in the information provided on this Good Faith Effort Form is a violation of MWSBE Policy Section VIII.G. If awarded, Respondent agrees to continue to negotiate with the firms identified herein and to endeavor to meet the project specific goals for this solicitation, to monitor the work of its subcontractor or subconsultant firms, to provide subcontractor or subconsultant payment information to the MWSBE Division, and to abide by the MWSBE Policy.

Jeff Diekman	President of Tip Top Construction
Name of Respondent	Title of Signatory
Signature	5-21-2020
	Date
Jeff Diekman	
Print Name	

DRAFT

Attachment #1
Exhibit B
Page 302 of 325

GOOD FAITH EFFORT FORM ATTACHMENT 3

RESPONDENT: Tip Top Construction **SOLICITATION NUMBER: BC-05-21-20-46**

DATE: 5-21-2020

Complete the Good Faith Effort Spreadsheet. Include as exhibits to the spreadsheet documentation supporting the information in the Good Faith Effort Spreadsheet. This Form and the Good Faith Effort Spreadsheet correspond to Good Faith Effort Activities 4, 6, 7, 8, 9, and 10.

The MBE and/or WBE Firms contacted and identified in the Good Faith Effort Spreadsheet are not suitable to perform the work for the following sound business reasons. Price alone does not constitute a sound business reason unless the respondent can demonstrate that no reasonable price can be obtained from an MBE and/or WBE firm. This information is necessary to demonstrate Good Faith Effort Activity 6.

All WMSBE quotes that TTCI received are reasonable and will be used for this project.

Posted June 8, 2020
Page 500 of 799

DRAFT

Good Faith Effort Activity #	Subcontractor Name	Email Address	Telephone Number	Scope of Work	Contact Person	Classification (MBE/WBE)
4,6,7,8,9,10	Concrete Services Unlimited Inc	cj@concreteservicesunlimited.com	850-251-6492	Concrete Work	Calvin Singleton	MBE
4,6,7,8,9,10	Big Bend Rebar INC.	Sales@bigbendrebar.com	850-875-8000	Rebar	Shannon Blanchard	WBE
4,6,7,8,9,10	National Flooring	Kennyjandula@comcast.net	850-933-5209	Baseboards	Kenny Jandula	MBE
4,6,7,8,9,10	GM Construction of Gadsden LLC	gilarriasa@gmail.com	850-284-4755	framing, insulation, drywall, ACT	Gilbert Arrisa	MBE
4,6,7,8,9,10	Mooney Container Service, INC	lmooney45@centurylink.net	850-877-9477	Construction Dumpster	Lisa Mooney	WBE
4,6,7,8,9,10	DeLacy Sod Farm, INC	delacyfarmsod@yahoo.com	850-539-5008	Sod Provider	Lynda Pickles	WBE
4,6,7,8,9,10	Evans Landscaping	N/A	850-508-0096	Landscape	John Evans	MBE
4,6,7,8,9,10	Hale Contracting INC	c.hale@halecontracting.net	850-575-2506	Sitework	Christi Hale	WBE
4,6,7,8,9,10	Gaines and Son Striping, INC	gainesandsons@hotmail.com	850-893-4084	Striping	Willie Gaines	MBE

DRAFT

Posted June 8, 2020

Good Faith Effort Activity #	Subcontractor Name	QUOTE RECEIVED	Type of Contact/Date/Comments	Other Comments/Explanations
4,6,7,8,9,10	Concrete Services Unlimited Inc	Yes	Emailed ITB on 4-27-2020 Emailed addendum Bid received 5-20-2020	Lowest bid- intent to award
4,6,7,8,9,10	Big Bend Rebar INC.	Yes	Emailed ITB on 4-27-2020 Emailed addendum Bid received 5-20-2020	Lowest bid- intent to award
4,6,7,8,9,10	National Flooring	None Required	Emailed ITB on 4-27-2020 Emailed addendum No Bid received	Was discused over the phone and decided the scope was too small for a quote and could be budgeted for.
4,6,7,8,9,10	GM Construction of Gadsden LLC	Yes	Emailed ITB on 4-27-2020 Emailed addendum Bid received 5-19-2020	Lowest bid- intent to award
4,6,7,8,9,10	Mooney Container Service, INC	None Required	They will provide the container services which was budgeted by TTCI	
4,6,7,8,9,10	DeLacy Sod Farm, INC	None Required	They will supply the sod which was budgeted by TTCI	
4,6,7,8,9,10	Evans Landscaping	None Required	The sod installation has been budgeted by TTCI	
4,6,7,8,9,10	Hale Contracting INC	No	Quote was not submitted	
4,6,7,8,9,10	Gaines and Son Striping, INC	None Required	They provided a quote to the site contractor	

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

RESPONDENT: Tip Top Construction, Inc.

SOLICITATION NUMBER: BC-05-21-20-46 **DATE:** 5/21/2020

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit this MWBE Participation Plan Form with their responses. Through submission of its response, Respondent certifies, acknowledges, and agrees that Respondent will utilize MBE and WBE firms in compliance with the participation levels specified herein, and that those participation levels are accurate and true.

For the purposes of MWBE participation in Leon County Government, City of Tallahassee, and Blueprint Intergovernmental Agency projects, certified MBE and WBE firms are certified by the Office of Economic Vitality Minority, Women, and Small Business Enterprise (MWSBE) Division.

The project specific goals for this solicitation are located in Section 1 below. To receive points for MWBE Participation, Respondents must meet or exceed the project specific goals. If Respondents fail to meet or exceed the project specific goals, Respondents are responsible for completing the Good Faith Effort Documentation Form to remain responsive to the solicitation. The Good Faith Effort Documentation Form is available at: https://secure.procurenow.com/portal/leoncounty/projects/3214?section=14150

To be eligible for points, this form and all other necessary MWBE Forms must be included in Respondent's MWBE Section in the tab or section specified in this solicitation. MWBE Sections, Forms, or other documentation included in a different tab or section will not be scored. All MWBE Forms can be found here: https://secure.procurenow.com/portal/leoncounty/projects/3214?section=14150

SECTION 1 – Project Specific Goals

The Project Specific Goals for this solicitation are as follows:

	Project Specific Goal
Certified MBE Participation	14%
Certified WBE Participation	9%

DRAFT

SECTION 2 – MWBE Participation

Complete the following table. The Respondent and Team Summary Form must include documentation supporting the totals below. The Total Percentage is calculated by dividing the Total Dollar Amount of Certified Firm Participation by the Total Project Amount. The Certified MBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified MBE Firms on the Respondent and Team Summary Form. The Certified WBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified WBE Firms on the Respondent and Team Summary Form. Round to the nearest whole dollar.

	Total Dollar Amount	Total Percentage (Firm Participation ÷ Total Project Amount)
Total Project Amount	$ 278,167.56	100%
Certified MBE Firm Participation	$ 46,088.00	16.6%
Certified WBE Firm Participation	$ 4,378.00	2.00%

If there are alternates, please complete a table and Respondent and Team Summary Form for each alternate.

Alternate 1	Total Dollar Amount	Total Percentage
Total Project Amount	N/A per addendum # 1	
Certified MBE Firm Participation		
Certified WBE Firm Participation		

Alternate 2	Total Dollar Amount	Total Percentage
Total Project Amount	$ 284,726.56	100%
Certified MBE Firm Participation	$ 6,559.00	2.00%
Certified WBE Firm Participation	$	

Alternate 3	Total Dollar Amount	Total Percentage
Total Project Amount	$	100%
Certified MBE Firm Participation	$	
Certified WBE Firm Participation	$	

DRAFT

SECTION 3 – Mentor-Protégé; Joint Venture, Partnership, and Association, and Apprenticeship or Externship

☐ Respondent is participating in a Mentor-Protégé relationship in accordance with the MWSBE Policy with one or more firms identified in the Respondent and Team Summary Form. A Mentor-Protégé Development Plan is attached to this form.

☐ Respondent is participating in a Joint Venture, Partnership, or Association in accordance with the MWSBE Policy with one of the firms identified in the Respondent and Team Summary Form. A Joint Venture, Partnership, and Association Affidavit is attached to this form.

☐ Respondent or one or more of the firms identified in the Respondent and Team Summary Form are participating in an Apprenticeship or Externship Program in accordance with the MWSBE Policy. An Apprenticeship or Externship Affidavit is attached to this form.

Respondent will include documentation to support all participation identified above as an attachment to this Form. Necessary forms are available at:
https://secure.procurenow.com/portal/leoncounty/projects/3214?section=14150

ACKNOWLEDGEMENT

I hereby certify, as Respondent to this Solicitation, that the information provided herein is true and correct. I affirm that I have authority to bind Respondent to contractual agreements.

Respondent has communicated with the subcontractors and subconsultants identified herein, and those subcontractors and subconsultants understand that Respondent intends to utilize them on this project, if awarded. Respondent agrees that bad faith or dishonesty in the information provided on this MWBE Participation Plan Form is a violation of MWSBE Policy Section VIII.G. If awarded, Respondent agrees to utilize the firms identified herein, to endeavor to pay those firms the amounts identified herein to meet the project specific goals for this solicitation, to monitor the work of the firms, to provide subcontractor or subconsultant payment information to the MWSBE Division, and to abide by the MWSBE Policy.

Tip Top Construction, Inc.	President/ Owner
Name of Respondent	Title of Signatory
Signature	5/21/2020
	Date
Jeff Diekman	
Print Name	

DRAFT

Justin Diekman

From: Justin Diekman
Sent: Monday, April 27, 2020 9:51 AM
To: cj@concreteservicesunlimited.com
Subject: Bradfordville Fire Station

Good Afternoon,

We would like to invite your company to submit a bid for the upcoming project, Bradfordville Fire Station in Leon County. Please have a detailed proposal submitted by Wednesday, May 20th 2020.

See the Dropbox link for the full set of plans and project manual. These plans are also available at Seminole Blueprint Shop.

https://www.dropbox.com/sh/9eqp21t9p3yx0my/AADwVtUAIH5YHP7ez7YPxhWea?dl=0

Let us know if there are any questions.

Thank you, and we look forward to working with you.

Justin Diekman
Project Manager at Tip Top Construction, Inc.

M (850) 591-4881
E justin@tiptopconstruction.net
W www.tiptopconstruction.net

DRAFT

Justin Diekman

From: Justin Diekman
Sent: Wednesday, April 29, 2020 2:37 PM
To: sales@bigbendrebar.com
Subject: Bradfordville Fire Station Rebar Estimate

Good Afternoon,

We would like to invite your company to submit a bid for the upcoming project, Bradfordville Fire Station in Leon County. Please have a detailed proposal submitted by Wednesday, May 20th 2020.

See the Dropbox link for the full set of plans and project manual. These plans are also available at Seminole Blueprint Shop.

https://www.dropbox.com/sh/9eqp21t9p3yx0my/AADwVtUAIH5YHP7ez7YPxhWea?dl=0

Let us know if there are any questions.

Thank you, and we look forward to working with you.

Justin Diekman
Project Manager at Tip Top Construction, Inc.

M (850) 591-4881
E justin@tiptopconstruction.net
W www.tiptopconstruction.net

DRAFT

Justin Diekman

From: Justin Diekman
Sent: Monday, April 27, 2020 9:42 AM
To: Kenny Jandula
Subject: Bradfordville Fire Station

Good Afternoon,

We would like to invite your company to submit a bid for the upcoming project, Bradfordville Fire Station in Leon County. Please have a detailed proposal submitted by Wednesday, May 20th 2020.

See the Dropbox link for the full set of plans and project manual. These plans are also available at Seminole Blueprint Shop.

https://www.dropbox.com/sh/9eqp21t9p3yx0my/AADwVtUAIH5YHP7ez7YPxhWea?dl=0

Let us know if there are any questions.

Thank you, and we look forward to working with you.

Justin Diekman
Project Manager at Tip Top Construction, Inc.

M (850) 591-4881
E justin@tiptopconstruction.net
W www.tiptopconstruction.net

DRAFT

Justin Diekman

From: Justin Diekman
Sent: Monday, April 27, 2020 9:53 AM
To: Gilarriasa@gmail.com
Subject: Bradfordville Fire Station

Good Afternoon,

We would like to invite your company to submit a bid for the upcoming project, Bradfordville Fire Station in Leon County. Please have a detailed proposal for the sheetrock, finishing, and ACT submitted by Wednesday, May 20th 2020.

See the Dropbox link for the full set of plans and project manual. These plans are also available at Seminole Blueprint Shop.

https://www.dropbox.com/sh/9eqp21t9p3yx0my/AADwVtUAlH5YHP7ez7YPxhWea?dl=0

Let us know if there are any questions.

Thank you, and we look forward to working with you.

Justin Diekman
Project Manager at Tip Top Construction, Inc.

M (850) 591-4881
E justin@tiptopconstruction.net
W www.tiptopconstruction.net

DRAFT

Jeff Diekman

From: Jeff Diekman
Sent: Thursday, May 21, 2020 10:11 AM
To: Christi Hale
Subject: RE: Bradfordville FD

No I don't have that information.

Jeff Diekman
President of Tip Top Construction, Inc.

M (850) 528-8932
E jeff@tiptopconstruction.net
W www.tiptopconstruction.net

From: Christi Hale <C.hale@halecontracting.net>
Sent: Thursday, May 21, 2020 10:10 AM
To: Jeff Diekman <jeff@tiptopconstruction.net>
Subject: RE: Bradfordville FD

Do you by chance have a take off on the site quantities?

Christi Hale Sparkman
President
Hale Contracting, Inc.
1736 Commerce Boulevard
Midway, FL 32343
850-575-2506 Phone
850-575-0836 Fax
850-508-5950 Cell

WBE/DBE Certified
2013 Woman Business Enterprise of the Year

Big Bend Contractors Association

This email and any attached files are confidential and intended solely for the intended recipient(s). If you are not the named recipient you should not read, distribute, copy or alter this email. Any views or opinions expressed in this email are those of the author and do not represent those of the company. Warning: Although precautions have been taken to make sure no viruses are present in this email, the company cannot accept responsibility for any loss or damage that arise from the use of this email or attachments.

DRAFT

From: Jeff Diekman
Sent: Thursday, May 21, 2020 9:54 AM
To: Christi Hale <C.hale@halecontracting.net>
Subject: RE: Bradfordville FD

Any update on your bid being completed?

Jeff Diekman
President of Tip Top Construction, Inc.

M (850) 528-8932
E jeff@tiptopconstruction.net
W www.tiptopconstruction.net

From: Christi Hale <C.hale@halecontracting.net>
Sent: Wednesday, May 20, 2020 4:28 PM
To: Jeff Diekman <jeff@tiptopconstruction.net>
Subject: RE: Bradfordville FD

They are due on line at 11:30. We will have numbers out asap!

Christi Hale Sparkman
President
Hale Contracting, Inc.
1736 Commerce Boulevard
Midway, FL 32343
850-575-2506 Phone
850-575-0836 Fax
850-508-5950 Cell

WBE/DBE Certified
2013 Woman Business Enterprise of the Year

BIG BEND CONTRACTORS ASSOCIATION

This email and any attached files are confidential and intended solely for the intended recipient(s). If you are not the named recipient you should not read, distribute, copy or alter this email. Any views or opinions expressed in this email are those of the author and do not represent those of the company. Warning: Although precautions have been taken to make sure no viruses are present in this email, the company cannot accept responsibility for any loss or damage that arise from the use of this email or attachments.

From: Jeff Diekman
Sent: Wednesday, May 20, 2020 4:25 PM
To: Christi Hale <C.hale@halecontracting.net>
Subject: RE: Bradfordville FD

DRAFT

I not sure I have spoke with Sid in the past. I will be happy to get with you about a price.
You do know this bids at 10 am right?

Jeff Diekman
President of Tip Top Construction, Inc.

M (850) 528-8932
E jeff@tiptopconstruction.net
W www.tiptopconstruction.net

From: Christi Hale <C.hale@halecontracting.net>
Sent: Wednesday, May 20, 2020 4:23 PM
To: Jeff Diekman <jeff@tiptopconstruction.net>
Subject: RE: Bradfordville FD

No sir, still waiting on my estimator to get back in the office. It will be first thing in the morning.

Just curious, I have been contemplating building a warehouse on the 5 acres next to our property in the 10/90 commercial park. Are you the same contract that Sid Gray mentioned does metal buildings?

Christi Hale Sparkman
President
Hale Contracting, Inc.
1736 Commerce Boulevard
Midway, FL 32343
850-575-2506 Phone
850-575-0836 Fax
850-508-5950 Cell

WBE/DBE Certified
2013 Woman Business Enterprise of the Year

This email and any attached files are confidential and intended solely for the intended recipient(s). If you are not the named recipient you should not read, distribute, copy or alter this email. Any views or opinions expressed in this email are those of the author and do not represent those of the company. Warning: Although precautions have been taken to make sure no viruses are present in this email, the company cannot accept responsibility for any loss or damage that arise from the use of this email or attachments.

From: Jeff Diekman
Sent: Wednesday, May 20, 2020 4:21 PM
To: Christi Hale <C.hale@halecontracting.net>
Subject: RE: Bradfordville FD

DRAFT

Will it be today

Jeff Diekman
President of Tip Top Construction, Inc.

M (850) 528-8932
E jeff@tiptopconstruction.net
W www.tiptopconstruction.net

From: Christi Hale <C.hale@halecontracting.net>
Sent: Wednesday, May 20, 2020 4:07 PM
To: Jeff Diekman <jeff@tiptopconstruction.net>
Subject: RE: Bradfordville FD

Thank you, we will send you Sitework numbers!

Christi Hale Sparkman
President
Hale Contracting, Inc.
1736 Commerce Boulevard
Midway, FL 32343
850-575-2506 Phone
850-575-0836 Fax
850-508-5950 Cell

WBE/DBE Certified
2013 Woman Business Enterprise of the Year

Big Bend Contractors Association

This email and any attached files are confidential and intended solely for the intended recipient(s). If you are not the named recipient you should not read, distribute, copy or alter this email. Any views or opinions expressed in this email are those of the author and do not represent those of the company. Warning: Although precautions have been taken to make sure no viruses are present in this email, the company cannot accept responsibility for any loss or damage that arise from the use of this email or attachments.

From: Jeff Diekman
Sent: Wednesday, May 20, 2020 4:06 PM
To: Christi Hale <C.hale@halecontracting.net>
Subject: Re: Bradfordville FD

Yes

Sent from my Verizon, Samsung Galaxy smartphone

DRAFT

From: Christi Hale <C.hale@halecontracting.net>
Sent: Wednesday, May 20, 2020 4:04:32 PM
To: Jeff Diekman <jeff@tiptopconstruction.net>
Subject: Bradfordville FD

Hello,
Are you bidding this project tomorrow?
Thank you,

Christi Hale Sparkman
President
Hale Contracting, Inc.
1736 Commerce Boulevard
Midway, FL 32343
850-575-2506 Phone
850-575-0836 Fax
850-508-5950 Cell

HALE CONTRACTING, INC. HCI MIDWAY, FLORIDA

WBE/DBE Certified
2013 Woman Business Enterprise of the Year

ABC BIG BEND CONTRACTORS ASSOCIATION

This email and any attached files are confidential and intended solely for the intended recipient(s). If you are not the named recipient you should not read, distribute, copy or alter this email. Any views or opinions expressed in this email are those of the author and do not represent those of the company. Warning: Although precautions have been taken to make sure no viruses are present in this email, the company cannot accept responsibility for any loss or damage that arise from the use of this email or attachments.

DRAFT

Justin Diekman

From: Concrete Services Unlimited, Inc. <quickbooks@notification.intuit.com>
Sent: Wednesday, May 20, 2020 10:30 AM
To: Justin Diekman
Subject: Estimate 1242 from Concrete Services Unlimited Inc.
Attachments: Estimate_1242_from_Concrete_Services_Unlimited_Inc.pdf

Tip Top Construction,

Please review the estimate below. Feel free to contact us if you have any questions.
We look forward to working with you.

Thanks for your business!
Concrete Services Unlimited Inc.

---------- Estimate Summary ----------
Estimate # : 1242
Estimate Date: 05/11/2020
Total: $27,285.00
The complete version has been provided as an attachment to this email.

DRAFT

Justin Diekman

From: gil arriasa <gilarriasa@gmail.com>
Sent: Tuesday, May 19, 2020 5:01 AM
To: Justin Diekman
Subject: BID FOR BRADFORDVILLE VOLUNTEER FIRE DEPARTMENT
Attachments: pdfshare.pdf

DRAFT

Leon County Bradfordville Fire Station

MBE/WBE Attachment 3

In our attachment 1 we show our ITB for all of our contractors. These ITB's were all sent out within a week of each other starting on Monday April 27, with the deadline to respond being Wednesday May 20th, 2020. In the ITB Tip Top Construction clearly says to detail any proposal so we can go over the project with the subcontractor, call TTCI anytime if questions need to be asked, and link a full set of plans and specifications in the email with no cost to the sub-contractor. This project was a hard-bid project with no negotiations for any sub-contractor. All three MWSBE contractors that submitted a price for this project had the lowest responsible number and will be used by TTCI. TTCI reviewed every proposal to ensure fairness of scope and what will be expected for this project. After TTCI preformed our inhouse scope review, we contacted every subcontractor and communicated the responsibly for the project with them.

DRAFT

ECONOMIC VITALITY

July 24, 2018

Calvin Singleton, Jr.
Concrete Services Unlimited, Inc.
5125 Woodlane Circle
Suite G5
Tallahassee, FL 32303

RE: Minority Business Enterprise (MBE) Certification Approval

Dear Calvin Singleton, Jr.:

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 **July 24, 2018 through July 31, 2020**. This Certification is applicable when business is conducted consistent with the following specialty(s):

Concrete Contractor

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@oevforbusiness.org.

Sincerely,

Darryl Jones, Deputy Director
MWSDBE Division

DRAFT

OFFICE OF ECONOMIC VITALITY

Certifies that

Concrete Services Unlimited, Inc.

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:

July 24, 2018 - July 31, 2020

By: Darryl Jones, Deputy Director
Office of Economic Vitality MWSDBE Division

By: Al Latimer, Director
Office of Economic Vitality MWSDBE Division

DRAFT

ECONOMIC VITALITY

Certifies that

National Flooring Specialist, Inc.

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:

August 3, 2018 - August 31, 2020

By: Darryl Jones, Deputy Director
Office of Economic Vitality MWSDBE Division

By: Al Latimer, Director
Office of Economic Vitality MWSDBE Division

LEAD

Certified Profile

CLOSE WINDOW

Print

Business & Contact Information

BUSINESS NAME	**Gaines and Sons Striping, Inc.**
OWNER	**Mr. Willie J. Gaines**
ADDRESS	**5036 WITHERS HILL ROAD** **TALLAHASSEE, FL 32312**
PHONE	**850-893-4084**
FAX	**850-668-7798**
EMAIL	**gainesandsons@hotmail.com**

Map This Address

Certification Information

CERTIFYING AGENCY	**Tallahassee-Leon County**
CERTIFICATION TYPE	**MBE - Minority Business Enterprise**
RENEWAL DATE	**8/31/2020**
CERTIFIED BUSINESS DESCRIPTION	**Traffic Control, Painting, Thermoplastic Traffic Marking, Highway Signage, Asphalt Patching, Concrete and Landscaping**

Commodity Codes

Code	Description
TLH-Leon 07	Asphalt
TLH-Leon 08	Concrete
TLH-Leon 13	Landscaping
TLH-Leon 18	Other Construction Services
TLH-Leon 27	Maintenance of Traffic

DRAFT

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Tip Top Construction, Inc.
1559 FL-GA Hwy
Havana, FL 32333

SURETY:
(Name, legal status and principal place of business)

The Ohio Casualty Insurance Company
175 Berkeley Street
Boston, MA 02116

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

Leon County Board of Commissioners
301 S. Monroe
Tallahassee, FL 32301

BOND AMOUNT: $ 5% Five Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

New Fire Station Bradfordville Volunteer Fire Department, Bid BC-05-21-20-46, 13803 Hanna Hammock Rd.,

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 21st day of May, 2020

Brandy D Davidson
(Witness)

Tip Top Construction, Inc.
(Principal) *(Seal)*

By:
(Title)

Eileen Heard
(Witness) Eileen Heard

The Ohio Casualty Insurance Company
(Surety) *(Seal)*

By:
(Title) Kevin Wojtowicz
Attorney-in-Fact & FL Licensed Resident Agent

S-0054/AS 8/10

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8198058-964008**

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Laura D. Mosholder; Brett Rosenhaus; Tracey Boone-Brown; Emily Golecki; John R. Neu; Daniel F. Oaks; Becky Stanton; Kevin Wojtowicz

all of the city of Saint Petersburg state of FL each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 29th day of November, 2018.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: _____
David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 29th day of November, 2018 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 21st day of May 2020

By: _____
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

DRAFT

LEON COUNTY PURCHASING DIVISION

BID TABULATION SHEET
BC-05-21-20-46

Bid Title: Bradfordville Volunteer Fire Department Building

Opening Date: Thursday, May 21, 2020 at 11:30 AM

Item/Vendor	Wescott Const. Inc.	TipTop Const.		
Response Sheet with Manual Signature	✓	✓		
Respondent and Team Summary Form	✓	✓		
Affidavit Immigration	✓	✓		
Equal Opportunity and Affirmative Action	✓	✓		
Identical Tie Bid	✓	✓		
Insurance Certification Form	✓	✓		
Contractor's Business Information	✓	✓		
Non-Collusion Affidavit	✓	✓		
Certification/Debarment		✓		
MWBE Participation Plan Form	✓	✓		
MWBE Good Faith Effort Form		✓		
MWBE Good Faith Effort Spreadsheet		✓		
Local Vendor Certification	✓	✓		
E-Verify	✓	✓		
Base Bid	$348,600.00	$278,167.56		
Bid Bond	✓	✓		

RECEIVED
2020 MAY 21 AM 11:31
PURCHASING DIVISION
LEON COUNTY

Tabulated By: Lee M Forslund

Jim Kirkland

OFFICE OF ECONOMIC VITALITY

Inter-Office Memorandum

Date: May 27, 2020

To: Tom Brantley
PW/Engineering

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Bradfordville Volunteer Fire Department Building Project - Bid (BC-05-21-20-46)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of two bid respondents to determine if the 14% MBE and 9% WBE Aspirational Goals for Construction Subcontracting were achieved for the Bradfordville Volunteer Fire Department Building project.

The submitted MWBE Participation Plans for each bidder are as follows:

Tip Top Construction, Inc. – met the MBE Aspirational Goal; however they did not meet the WBE Aspirational Goal for Construction. A satisfactory Good Faith Effort Form and supporting documentation was provided. *If Tip Top Construction, Inc., is selected, staff is recommending that Tip Top Construction continue its Good Faith Efforts to increase their WBE participation*. The MWBE firms listed below are the firms Tip Top Construction, Inc. intends to utilize on this project.

Total Bid Amount	**$278,167.56**				
Name of MWBE	**Race/Gender**	**Certifying Agency**	**Goods & Services**	**MWBE Dollars**	**MWBE Utilization Percentage**
Concrete Services Unlimited, Inc.	African American Male	Tallahassee-Leon County OEV	Concrete	$46,088	17%
National Flooring	Non-Minority Female	Tallahassee-Leon County OEV	Flooring	$4,378	2%
Total MWBE Dollars					$50,466
Total MWBE Utilization Percentage					19%

Westscott Construction, Inc. - did not meet the MWBE Aspirational Goals for Construction; and a Good Faith Effort Form and supporting documentation were not provided. Since W*estscott Construction, Inc., did not meet the MWBE goal and submit the Good Faith Effort form along with supporting documentation, the MWSBE Division is recommending to Purchasing that Westcott Construction is not responsive to the MWBE Section, and that under the MWSBE Policy, Purchasing may deem Westcott Construction non-responsive to the solicitation* The MWBE firms listed below are the firms Westscott Construction, Inc. intends to utilize on this project.

Total Bid Amount	**$348,600**				
Name of MWBE	**Race/Gender**	**Certifying Agency**	**Goods & Services**	**MWBE Dollars**	**MWBE Utilization Percentage**
Anchor Construction	African American Male	Tallahassee Leon County OEV	Concrete	$8,500	2%
Link Floors	Non-Minority Female	Tallahassee Leon County OEV	Flooring	$650	.2%
Total MWBE Dollars					$9,150
Total MWBE Utilization Percentage					2.2%

Leon County
Board of County Commissioners

Notes for Agenda Item #15

Leon County Board of County Commissioners

Agenda Item #15

June 16, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Negotiate a Development Agreement with Golden Oak Land Group, LLC, and Cawthon Family Properties, LLC

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management
Lead Staff/ Project Team:	Barry Wilcox, Chief Development Resources Officer Ryan Culpepper, Director, Development Services Emily R. Pepin, Assistant County Attorney

Statement of Issue:

This item seeks authorization to negotiate a Development Agreement pursuant to Florida Statutes and the Land Development Code, to provide for development of the 180-acre property located on the south side of Bannerman Road and east of Bull Headley Road, in addition to the donation of right-of-way for the Bannerman Road widening and the establishment of a regional stormwater facility.

Fiscal Impact:

This item has no fiscal impact. Should the Board approve a final Development Agreement that includes the donation of property for the widening of Bannerman Road and the establishment of a regional stormwater facility, local taxpayer funds will be saved on the right-of-way acquisition costs for future public infrastructure projects.

Staff Recommendation:

Option # 1: Authorize the County Administrator, with the assistance of the County Attorney, to negotiate a Development Agreement with Golden Oak Land Group, LLC, and Cawthon Family Properties, LLC, for the donation of property needed for the widening of Bannerman Road to establish a regional stormwater facility to support the future development of the Property and the widening of Bannerman Road.

Report and Discussion

Background:

This item seeks authorization to negotiate a Development Agreement with Golden Oak Land Group, LLC, and Cawthon Family Properties, LLC, pursuant to Ch. 163, Florida Statutes, and Article II, Section 5 of the Land Development Code, to provide for development of the 180-acre property in addition to the donation of right-of-way for the Bannerman Road widening and the establishment of a regional stormwater facility.

Leon County Development Support and Environmental Management (DSEM) has received an application from Gary K. Hunter, Jr., of Hopping, Green & Sams, representing Golden Oak Land Group, LLC, and Cawthon Family Properties, LLC (collectively the "Applicant") to enter into a Development Agreement with the County for the development of 180 acres of land located on the south side of Bannerman Road and east of Bull Headley Road (the "Property"). A location map has been provided for reference (Attachment #1).

The Property is currently owned by Cawthon Family Properties, LLC, who is under contract with Golden Oak Land Group, LLC, for the sale of the Property.

The northwest 30 acres of the Property is zoned Lake Protection Node and authorizes multi-family residential up to 8 units per acre and commercial and community service uses at an intensity of 10,000 square feet per acre. Additionally, one building per node may have a maximum footprint not to exceed 50,000 square feet. The remaining 150 acres of the Property is zoned Lake Protection ("LP") which allows single-family residential development at one dwelling unit per two gross acres or clustered on 40 percent of the property at two dwelling units per gross acre, consistent with environmental and infrastructure constraints.

The process by which the County may enter into a Development Agreement is governed by Ch. 163, Florida Statutes, and Article II, Division 5, of the Land Development Code ("LDC"). Pursuant to the LDC, County staff is required to seek Board authorization to negotiate a Development Agreement. Following the determination by staff that the application is sufficiently complete, the LDC requires notice of the application to be mailed within seven calendar days to all property owners and registered business and homeowner associations within 800 feet of the subject property. County staff has determined that the application is sufficient, all required fees have been paid by the Applicant, and the notice requirements have been satisfied for this application.

This agenda item does not seek Board approval of any development at this stage. Rather, it seeks the Board's approval, as part of the development review and approval process, to negotiate an agreement with the developer for the donation of ROW and the development of a stormwater facility to serve future public projects. Site plan approval will occur at a later stage in the development process and a separate public notice will be provided once a site and development plan has been filed with Leon County.

Analysis:

A development agreement is a tool for developers and a local government to negotiate the provision of needed infrastructure for a future development, while providing for concurrency credits to a developer for those contributions. Additionally, a development agreement operatively vests the development of property in the code provisions existing at the time of execution. A development agreement does not require a site plan. The development plan review will be conducted at a later stage in the development process.

This item seeks authorization to negotiate a Development Agreement with Golden Oak Land Group, LLC, and Cawthon Family Properties, LLC, pursuant to Ch. 163, Florida Statutes, and Article II, Section 5 of the Land Development Code, to enter into a Development Agreement with the County for the development of 180 acres of land located on the south side of Bannerman Road and east of Bull Headley Road, and provide for the donation of right-of-way for the Bannerman Road widening and the establishment of a regional stormwater facility. To date, only conceptual negotiations have taken place in order to bring this item forward.

Incorporating right-of-way donations into a Development Agreement at this time, prior to the commencement of any private development or public infrastructure, is ideal and will result in a cost savings to the taxpayer for future infrastructure needs. The Blueprint Intergovernmental Agency (Blueprint) has allocated 2020 sales tax funds for the widening of Bannerman Road from Quail Common Drive to Tekesta Road which is currently in the design phase. A feasibility study is also underway to understand the existing and future transportation infrastructure needs and cost implications for widening Bannerman Road from Tekesta Road to Meridian Road which abuts the Applicant Property.

The Applicant proposes to construct a regional stormwater facility on the LP-zoned portion of the Property with all necessary conveyance systems in exchange for the rights and future concurrency credit as guaranteed by the Development Agreement. The size and details of such donations will be a subject of the authorized negotiations, however, the regional stormwater facility is intended to be designed with a total planned capacity to accommodate the attenuation and treatment of the Cawthon Property's post-development condition, as well as to provide attenuation and treatment for the expanded portion of Bannerman Road that abuts the Cawthon Property. Upon completion, the regional stormwater facility will be conveyed to and be maintained by the County or by an alternative public entity.

The Applicant is not requesting any rezoning or other amendment as part of this Development Agreement. Future development of the Cawthon property will be subject to the applicable provisions of the Leon County Land Development Code which includes, but is not limited to, the Lake Protection and Lake Protection Node zoning district standards. The proposed regional stormwater management facility will also be subject to compliance with the Environmental Management Act, which includes the Bradfordville stormwater standards and the Lake Jackson stormwater standards.

A copy of the proposed Development Agreement is included in the application with comments from the Applicant identifying some of the items to be negotiated (Attachment #2). Exhibits A, B, and C of the Development Agreement (Attachments #3, 4, and 5) have been attached. All other Exhibits will be developed and finalized through the negotiation phase.

Negotiation of the Development Agreement will secure the donation of right-of-way associated with the widening of Bannerman Road and requirements for the proposed regional stormwater facility. The Development Agreement will not include any details on the site plan or authority to commence development. Site plan approval will occur at a later stage in the development process and a separate public notice will be provided once a site and development plans has been filed with Leon County.

Upon authorization by the Board, staff will conduct a review of the Development Agreement, including consistency with the Comprehensive Plan and all land development regulations, and negotiate all outstanding terms of the Development Agreement. Once the negotiation phase is complete, the Development Agreement will be brought back to the Board for consideration at two public hearings. Pursuant to Florida Statute and the LDC, two public hearings are required for the Board to approve the Development Agreement.

Options:

1. Authorize the County Administrator, with the assistance of the County Attorney, to negotiate a Development Agreement with Golden Oak Land Group, LLC, and Cawthon Family Properties, LLC, for the donation of property needed for the widening of Bannerman Road to establish a regional stormwater facility to support the future development of the Property and the widening of Bannerman Road.
2. Do not authorize the County Administrator to negotiate a Development Agreement with Golden Oak Land Group, LLC, and Cawthon Family Properties, LLC, for the donation of property needed for the widening of Bannerman Road to establish a regional stormwater facility to support the future development of the Property and the widening of Bannerman Road.
3. Board direction.

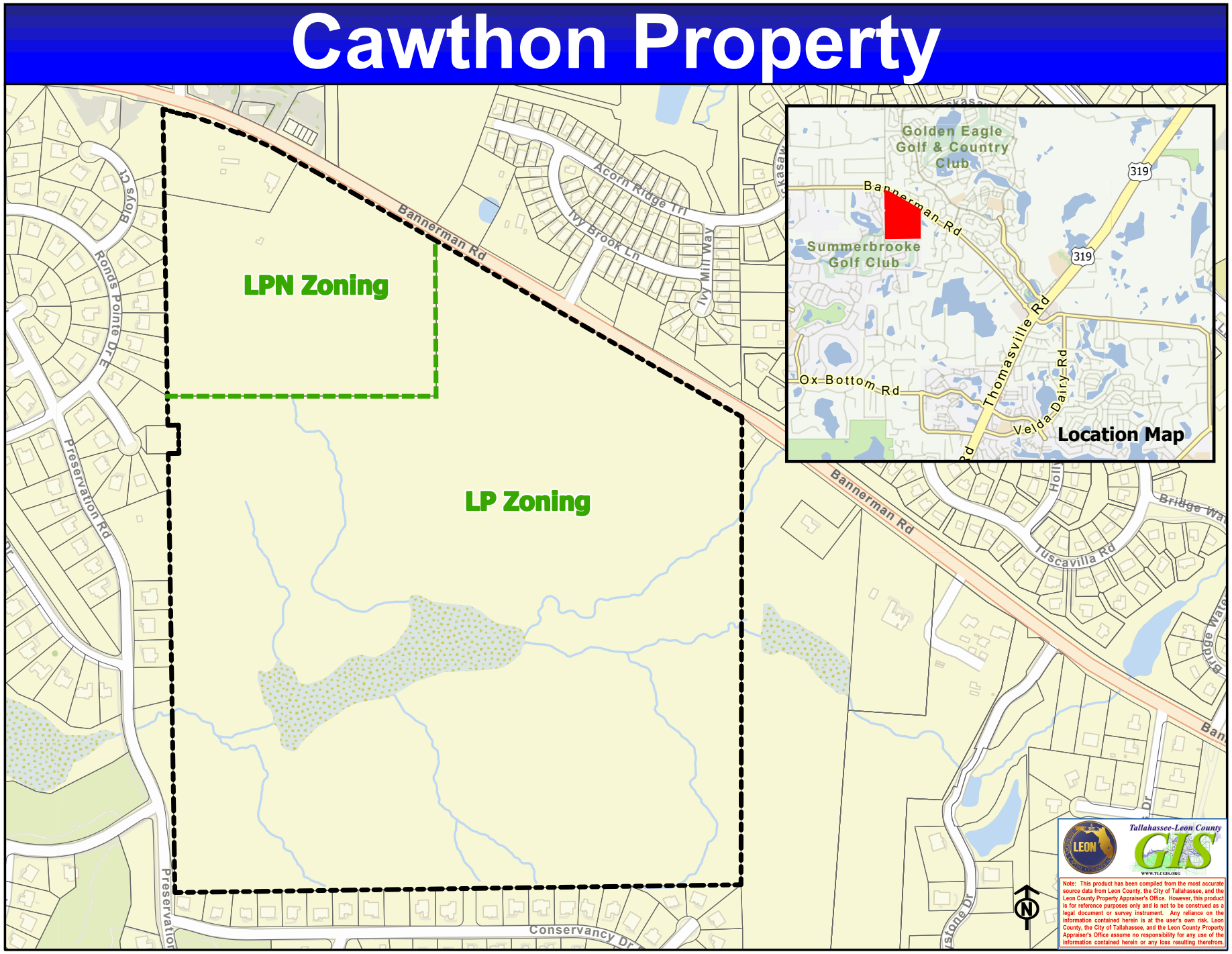
Recommendation:

Option # 1

Attachments:

1. Location Map
2. Application with Proposed Development Agreement
3. Exhibit A to the Development Agreement, Legal Description of Tracts
4. Exhibit B to the Development Agreement, Permitted Use Verification for LPN (VC1900056)
5. Exhibit C to the Development Agreement, Permitted Use Verification for LP (VC1900185)

Cawthon Property



Hopping Green & Sams

Attorneys and Counselors

May 28, 2020

VIA HAND DELIVERY AND EMAIL

Vincent S. Long
Leon County Administrator
301 South Monroe Street
Tallahassee, Florida 32301
LongV@LeonCountyFL.gov

RE: Cawthon Family Properties, LLC / Golden Oak Land Group, LLC
Application for Regional Stormwater Facility Development Agreement

Dear ~~Mr. Long~~ Vince:

On behalf of Cawthon Family Properties, LLC (the "Cawthon Family") and Golden Oak Land Group, LLC ("Developer"), and pursuant to section 10-2.501 of the County's Land Development Code, please find attached the required application materials to request consideration of a Development Agreement for the Cawthon Property.

The Developer is the contract purchaser of 180 acres +/- of property located on the south side of Bannerman Road and east of Bull Headley Road owned by the Cawthon Family. A 30-acre portion of the northwest corner of the Cawthon Property is zoned Lake Protection Node, supporting both residential and commercial uses, while the remaining 150 acres are zoned Lake Protection. In furtherance of development of the property, and in support of the future expansion of Bannerman Road along the 3,000-foot property line, this Development Agreement proposes construction of a Regional Stormwater Facility to provide treatment and attenuation for both projects.

Enclosed you will find a draft Development Agreement, a description of the proposed development, a comprehensive plan consistency statement, a description of any additional land development code amendments needed, ownership affidavits and agent authorizations, a list of all property owners within 800 feet of the Cawthon Property, and a check payable to Leon County in the amount of $10,200.00 for the required application fee.

The Cawthon Family and the Developer respectfully submit that the materials provided herein demonstrate that this application meets the requirements set forth in section 10-2.502 of the County's Land Development Code, and request the County's approval. We look forward to working with you on the review and processing of this application. If you have any questions or require additional information, please do not hesitate to contact me. With kind regards, I remain.

Post Office Box 6526 Tallahassee, Florida 32314 119 South Monroe Street, Suite 300 (32301) 850.222.7500 850.224.8551 fax www.hgslaw.com

Sincerely,

Gary K. Hunter, Jr.

Enclosures

cc: County Attorney
Cawthon Family Properties, LLC (c/o George Gwynn)
Golden Oak Land Group, LLC

Hopping Green & Sams
Attorneys and Counselors

CAWTHON FAMILY PROPERTIES, LLC / GOLDEN OAK LAND GROUP, LLC
APPLICATION FOR DEVELOPMENT AGREEMENT FOR CAWTHON PROPERTY

DESCRIPTION OF THE PROPOSED DEVELOPMENT

The Cawthon Property totals approximately 180 acres located on the south side of Bannerman Road and east of Bull Headley Road in unincorporated Leon County. A 30-acre portion of the northwest corner of the Cawthon Property is zoned Lake Protection Node (the "LPN Parcel"), which allows development of multi-family residential up to 8 units per acre and commercial development up to 12,500 square feet per acre. The remaining 150 acres of the Cawthon Property are zoned Lake Protection (the "LP Parcel"), which allows single-family clustered residential subdivisions up to 2 dwelling units per acre.

The Developer is in the process of obtaining comprehensive authorizations and permits from Leon County and other state and federal agencies to authorize multi-family and commercial development on the LPN Parcel, as well as a single-family clustered residential subdivision on the LP Parcel. The Developer received Leon County Permitted Use Verification Certificate Number VC1900056 for its request to develop up to 309,100 square feet of non-residential and 247 multi-family dwelling units on the LPN Parcel, and Leon County Permitted Use Verification Certificate Number VC1900185 for its request to develop up to 300 single-family detached clustered residential dwelling units on the LP Parcel.

Recently, the Leon County-City of Tallahassee Blueprint Intergovernmental Agency ("Blueprint") allocated funding from the 2020 sales tax extension program to fund the expansion of a portion of Bannerman Road from Thomasville Road to Tekesta Road. Blueprint also allocated funding for a feasibility study to understand the cost implications and practicality of expanding an additional segment of Bannerman Road from Tekesta Road to Meridian Road. The Developer plans to dedicate right-of-way required for the future expansion of Bannerman Road as it abuts the Cawthon Property. The Developer further proposes to create a Regional Stormwater Facility on the LP Parcel.

The proposed development described in this Development Agreement is the creation of the Regional Stormwater Facility on the LP Parcel with all necessary conveyance structures. The Regional Stormwater Facility will be designed and constructed with a total planned capacity to accommodate attenuation and treatment of the Cawthon Property's post-development condition, as well as to provide attenuation and treatment for the expanded portion of Bannerman Road that abuts the Cawthon Property. Upon completion, the Regional Stormwater Facility will be maintained (and later owned) by the County or by an alternative public entity.

Hopping Green & Sams
Attorneys and Counselors

STATEMENT OF COMPREHENSIVE PLAN CONSISTENCY

The proposed development is consistent with all applicable goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan. The Cawthon Property is located within the Urban Service Area, which is where the Comprehensive Plan directs new development and growth to be concentrated. *See* Policy 1.1.1 [L]. It is also located within the Lake Protection Future Land Use category, the intent of which is "to ensure that development within the Lake Jackson basin occurs in a sustainable and environmentally sound manner with minimal impact to water quality." *See* Policy 2.2.18 [L]. This category encourages compact and efficient development, and expressly authorizes clustered subdivisions like the one Developer proposes for the LP Parcel. It also encourages Lake Protection Node uses (i.e., multi-family and commercial uses) to be developed at four specific intersections within the City or County, one of which is the intersection of Bannerman Road and Bull Headley Road where the Cawthon Property is located.

The proposed Regional Stormwater Facility is consistent with the goal of "providing a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface and groundwater quality." *See* Goal 1 [SM]. It is also consistent with the policy that stormwater management facilities be provided in a manner which promotes orderly, compact growth, because without the Regional Stormwater Facility separate on-site ponds would be required to accommodate the LPN and LP Parcels and an entirely separate stormwater solution would be required for the widening of Bannerman Road. *See* Policy 1.4.4 [SM]. Further, by providing treatment and attenuation for the widening of Bannerman Road, the proposed Regional Stormwater Facility is consistent with the requirement that transportation facilities be designed, constructed, and maintained in a manner that prevents flooding, minimizes pollution, and maintains natural stormwater quantity. *See* Policy 1.3.4 [M].

DESCRIPTION OF NEEDED LAND DEVELOPMENT CODE AMENDMENTS

No rezoning or other amendment to the County's Land Development Code will be necessary to complete the proposed development.

This instrument prepared by:
Gary K. Hunter, Jr.
Erin J. Tilton
Hopping Green & Sams, P.A.
119 South Monroe Street, Suite 300
Tallahassee, Florida 32301
(850) 222-7500

DEVELOPMENT AGREEMENT FOR CAWTHON PROPERTY

This Development Agreement for Cawthon Property ("Development Agreement") is made this _____ day of _____, 2020, by and between **Golden Oak Land Group, LLC**, a Florida limited liability corporation, whose mailing address is 4708 Capital Circle NW, Tallahassee, Florida 32303 (the "Developer"); **Cawthon Family Properties, LLC**, a Florida limited liability corporation, whose mailing address is 2504 Harriman Circle, Tallahassee, Florida 32308 (the "Seller"); and **Leon County**, a political subdivision of the State of Florida, whose mailing address is 301 South Monroe Street, Tallahassee, Florida 32301 (the "County") (collectively, the "Parties").

WITNESSETH:

WHEREAS, the Developer is the contract purchaser of approximately 180 acres located on the south side of Bannerman Road and east of Bull Headley Road in unincorporated Leon County, Florida, which is specifically described in the attached Exhibit "A" (the "Property"); and

WHEREAS, the Seller is the fee simple owner and has agreed to sell the Property to the Developer pursuant to the terms and conditions provided in that certain Commercial Contract for Sale and Purchase dated October 3, 2017, as amended (the "Purchase Agreement"); and

WHEREAS, the Purchase Agreement requires the Seller to execute any documents necessary for developmental permitting of the Property; and

DRAFT

WHEREAS, the development of the Property is governed by the *Tallahassee-Leon County 2030 Comprehensive Plan* ("Comprehensive Plan") and the Leon County Land Development Code ("Code") existing as of the Effective Date of this Development Agreement; and

WHEREAS, a 30-acre portion of the northwest corner of the Property is zoned Lake Protection Node, which allows development of multi-family residential up to 8 units per acre and commercial development up to 12,500 square feet per acre (the "LPN Parcel"); and

WHEREAS, the Developer obtained Leon County Permitted Use Verification Certificate Number VC1900056 dated April 19, 2019, which is attached hereto as Exhibit "B", for its request to develop up to 309,100 square feet of non-residential and 247 multi-family dwelling units on the LPN Parcel; and

WHEREAS, the remaining 150 acres of the Property are zoned Lake Protection, which allows single-family clustered residential subdivisions up to 2 dwelling units per acre (the "LP Parcel"); and

WHEREAS, the Developer obtained Leon County Permitted Use Verification Certificate Number VC1900185 dated October 31, 2019, which is attached hereto as Exhibit "C", for its request to develop a maximum of 300 single-family detached clustered residential lots on the LP Parcel; and

WHEREAS, the Developer is in the process of obtaining comprehensive authorizations and permits from the County and other state and federal agencies to approve and authorize development of a single-family clustered residential subdivision on the LP Parcel, as well as multi-family and commercial development on the LPN Parcel (collectively, "Development Authorizations"); and

DRAFT

WHEREAS, the County has determined that construction of a Regional Stormwater Facility on the Property will provide significant benefits to the public health, safety, and welfare of the citizens of the County; and

WHEREAS, the Leon County-City of Tallahassee Blueprint Intergovernmental Agency ("Blueprint") allocated funding from the 2020 sales tax extension program to fund the expansion of a portion of Bannerman Road from Thomasville Road to Tekesta Road; and

WHEREAS, Blueprint has also allocated funding for a feasibility study to understand the cost implications and practicality of expanding a portion of Bannerman Road from Tekesta Road to Meridian Road; and

WHEREAS, further public benefit will be derived from the Developer's future dedication of right-of-way for the Bannerman Road expansion where Bannerman Road is contiguous to the Property as provided herein; and

WHEREAS, further public benefit will be derived from the development and construction of the Regional Stormwater Facility to provide for stormwater treatment and storage capacity to accommodate the future expansion of Bannerman Road as provided herein;

WHEREAS, the Parties recognize the benefits of public-private cooperation and are desirous of finalizing an agreement which secures a plan for the permitting and development of the Property, including the permitting and construction of the Regional Stormwater Facility, as provided for below.

NOW, THEREFORE, in consideration of the mutual terms, covenants and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed as follows:

DRAFT

1. Recitals. The recitals set forth above are true and correct and are incorporated herein by reference.

2. Purpose. The purpose of this Development Agreement is to set forth the rights and obligations of the Parties regarding the future development of the Property.

3. Authority for Development Agreement. This Development Agreement is being entered into pursuant to authority provided in Sections 163.3220-163.3243, *Florida Statutes*, otherwise known as the *Florida Local Government Development Agreement Act* ("FLGDA Act"), and Section 2-2 of the Code. Accordingly, as provided by the FLGDA Act, the development of the Property shall not be subject to any County laws or policies governing development of the Property, including but not limited to Code regulations, policies, and/or impact fees, adopted after the Effective Date of this Development Agreement, except as provided for by Section 163.3233(2), *Florida Statutes*, or as otherwise agreed to by the Parties.

4. Term and Duration. The term and duration of this Development Agreement shall be for a period of fifteen (15) years from the Effective Date of this Development Agreement. The term of this Development Agreement may be extended by mutual consent of the Parties, or their respective successors and/or assigns, subject to public hearings being held in accordance with the FLGDA Act.

5. Approved Land Uses. The Property may be developed with those land uses, densities, and intensities approved by the County, as reflected in the Development Authorizations, and as may be amended by the Parties from time to time. It is anticipated that the LP Parcel will be developed with a single-family clustered residential subdivision and that the LPN Parcel will be developed with multi-family and commercial development. Allowable density and intensity for the Property will be calculated based upon gross acreage, inclusive of the Regional Stormwater

DRAFT

Facility and the right-of-way reserved for the future expansion of Bannerman Road along the Property line, as described in Paragraphs 6 and 7 below.

6. **Future Right-of-Way Dedication.** The Developer agrees to reserve for future dedication to the County or its designee the right-of-way required for the expansion of Bannerman Road along the Property line (approximately 3,000 linear feet). The final right-of-way alignment shall be agreeable to both the County and the Developer. The exact amount of land area for the dedication shall be calculated at the time of dedication, but in no event shall the width of right-of-way to be dedicated by the Developer exceed thirty-five (35) feet. The land area reserved for the dedication shall not be taken into consideration in calculating the minimum open space requirements for the Property. Additionally, the market value of the dedication shall be calculated at the time of dedication by a Member Appraisal Institute (MAI) appraiser for the uses described in Paragraph 9 below. A 35-foot width shall be reserved at the time of recording the first plat on the portion of the Property contiguous to Bannerman Road; however, dedication shall not be required until the County completes the Project Design and Engineering Report for the expansion and secures an Environmental Management Permit (EMP) to construct the same.

Commented [GH1]: Still verifying this width with County staff; however, ability to provide additional width is limited by Developer site.

7. **Regional Stormwater Facility.** The Developer will be responsible for design, permitting and construction of the Regional Stormwater Facility on the Property and will bear all costs associated therewith. The proposed general location and design of the Regional Stormwater Facility is shown on attached Exhibit "D". The Regional Stormwater Facility shall be designed and constructed with a total planned capacity to accommodate attenuation and treatment of the Property's post-development condition, as well as to provide attenuation and treatment for the expanded portion of Bannerman Road that abuts the Property, which capacity shall not exceed 206,000 square feet of impervious area (the "Bannerman Road Capacity").

Commented [GH2]: Needs to be confirmed pending verification of ROW width.

Upon completion, the Regional Stormwater Facility will be maintained by the County, or by an alternative public entity, subject to a drainage and maintenance easement benefitting the County to convey the Bannerman Road Capacity as agreed upon by both the County and the Developer. The Parties agree that upon issuance of the one-hundredth building permit for development of the LP Parcel, ownership of the Regional Stormwater Facility will be transferred to the County or an alternative public entity. The ownership and maintenance entity, whether the County or an alternative entity, will reserve the Bannerman Road Capacity and the capacity needed for development of the Property, as described above; will accept and convey the Bannerman Road Capacity and stormwater from the Property into the Regional Stormwater Facility; and will provide attenuation and water quality treatment in conformance with all regulatory requirements in effect as of the date of this Development Agreement. The Regional Stormwater Facility qualifies as open space for purposes of the single-family clustered residential subdivision anticipated to be developed on the LP Parcel.

The Developer shall design, permit, and construct the Regional Stormwater Facility no later than two years from issuance of an EMP for same; however, in the event the Developer has not done so by this date then the County or its designee shall have the right to design, permit and construct the Regional Stormwater Facility and all necessary conveyance structures to deliver the Bannerman Road Capacity and Developer shall not be entitled to secure any development permits associated with the Property until the County or its designee is reimbursed all costs and expenses associated with the design, permitting and construction of the Regional Stormwater Facility. If the County or its designee is required to permit and construct the conveyance structures, the Developer will forego any credit associated with the permitting, design, and construction costs of

DRAFT

the conveyance structures permitted and constructed by the County or its designee, as well as the cost of upsizing the conveyance structures, as detailed in Paragraph 9 below.

8. **Conveyance Structures.** The design, permitting, and construction of stormwater conveyance structures for the Property and for the Bannerman Road Capacity will be phased as follows: a.) the stormwater conveyance system from Connection Point 1 and Connection Point 2 shown on Exhibit E to the Regional Stormwater Facility will be designed and constructed as part of the single-family clustered residential subdivision anticipated to be developed on the LP Parcel; and b.) the stormwater conveyance system from Connection Point 2 to Connection Point 3 shown on Exhibit E will be designed and constructed as part of either the multi-family residential development or the commercial development anticipated to be developed on the LPN Parcel, whichever occurs first. Easements associated with these conveyance structures will be recorded within thirty (30) days of permit issuance. The Developer and its engineers will assume a maximum peak discharge rate of 35 cubic feet per second for Connection Point 1 and 18 cubic feet per second for Connection Point 3 shown on Exhibit E for the Bannerman Road Capacity to ensure that downstream conveyance structures are appropriately sized.

Commented [GH3]: Pending verification with County staff tied into right of way width and road design.

9. **Developer Credits.** The County shall provide the Developer with credit toward any impact fee or exaction, including but not limited to transportation concurrency, mobility fees, or any form of transportation impact fee imposed by local ordinance upon the Property in the amount of: 1.) the market value of the right-of-way dedicated for the expansion of Bannerman Road pursuant to Paragraph 6 above; 2.) the pro-rata share of permitting, design, and construction costs of the Regional Stormwater Facility and associated conveyance structures based upon the Bannerman Road Capacity; and 3.) the cost associated with upsizing the conveyance structures identified in Paragraph 8 above to accommodate the Bannerman Road Capacity.

This Development Agreement does not reserve concurrency for any of the development contemplated for the Property. All concurrency obligations will be determined and satisfied as part of the site plan application and approval process. At that time, the Developer in its discretion may apply any portion of the credit provided in accordance with this Paragraph to satisfy its concurrency obligations. If the credit provided in accordance with this Paragraph does not satisfy the Developer's concurrency obligation, the Developer will be responsible for paying the remaining amount due. If the credit provided in accordance with this Paragraph exceeds the Developer's concurrency obligation, the Developer may elect to use the excess credit, in its sole discretion, on other projects located within Significant Benefit District 1 as defined in the Significant Benefit Memorandum of Agreement between the City of Tallahassee, the County, and the Florida Department of Transportation dated January 27, 2009.

The intent of this Paragraph is that the Developer shall be entitled to the credits and contributions described herein to the extent not prohibited by the current Code. The County agrees that future changes to the Code notwithstanding, this Paragraph shall continue to be interpreted according to the Code as it exists on the Effective Date of this Development Agreement and shall remain in effect for the duration of this Development Agreement according to the terms of Paragraph 4 above.

10. Development Process. At the Developer's request, development of the Property may be phased and permitted under separate applications. Regardless of whether the Developer elects to pursue development in phases, the natural area required by the Code may be master planned for the entire Property as part of the first development application (excluding the Regional Stormwater Facility permit application). Necessary conservation easements associated with the natural area shown on the master plan shall be recorded concurrent with the phase of development

DRAFT

in which the natural area is located. Natural area boundaries may be altered at the time of permitting for the phase in which the natural area is located, subject to the Developer demonstrating compliance with total natural area acreage requirements, unless otherwise approved by the County Engineer.

Pursuant to the Code, the Developer will be required to obtain an approved Natural Features Inventory (NFI), an approved Environmental Impact Assessment (EIA), and an EMP for the Regional Stormwater Facility. The Developer anticipates that the EMP for the Regional Stormwater Facility will be submitted, processed, and issued as a stand-alone permit. Prior to obtaining an operating permit for the Regional Stormwater Facility, the Developer may submit and the County agrees to process additional EMP applications for development of the Property or any phase thereof. The County shall issue these EMPs subject to the Developer demonstrating compliance with the approved Regional Stormwater Facility design calculations.

In constructing the Regional Stormwater Facility, the Developer may utilize onsite soils where feasible. The Developer will include a mass grading plan with the EMP for the Regional Stormwater Facility showing the proposed onsite grading.

11. **Consistency with Comprehensive Plan.** This Development Agreement and the development activities proposed herein are consistent with the Comprehensive Plan and the Code.

12. **Other Permits.** Failure of this Development Agreement to address a particular permit, condition, term, or restriction shall not relieve the Developer of the necessity of complying with the applicable law governing said permitting requirements, conditions, terms, or restrictions.

13. **Binding Effect.** The burdens of this Development Agreement shall be binding upon, and the benefits of this Development Agreement shall inure to the benefit of, all successors in interest to and assigns of the Parties to this Development Agreement.

DRAFT

14. **Applicable Law, Jurisdiction, Venue.** This Development Agreement, and the rights and obligations of the Parties hereunder, shall be governed by, construed under and enforced in accordance with the laws of the State of Florida. Additionally, in the event of any breach or default under this Development Agreement by a party, the non-defaulting or non-breaching party shall have the right to exercise any and all remedies at law or in equity, including specific performance, or which are otherwise provided in this Development Agreement against the defaulting or breaching party. No remedy available to any party shall exclude any other remedy available to such party under this Development Agreement or at law or in equity. All remedies shall be cumulative of other remedies. Venue for any litigation pertaining to this Development Agreement shall be exclusively in Leon County, Florida.

15. **Severability.** If any provision of this Development Agreement, or the application thereof to any person or circumstances, shall to any extent be held invalid or unenforceable by any court of competent jurisdiction, then the remainder of this Development Agreement shall be valid and enforceable to the fullest extent provided by law.

16. **Attorney's Fees.** In the event that it becomes necessary for any party to this Development Agreement to enforce its rights under the terms of this Development Agreement, then in that event, the prevailing party in such proceeding shall be entitled to recover reasonable attorney's fees and court costs, including all trial and appellate litigation.

17. **Captions or Paragraph Headings and Exhibits.** Captions and paragraph headings contained in this Development Agreement are for convenience and reference only, and in no way define, describe, extend, or limit the scope or intent of this Development Agreement, nor the intent or any provision thereof. All exhibits are made a part of this Development Agreement by incorporation as though they were restated herein.

DRAFT

18. **Joint Preparation.** Preparation of this Development Agreement has been a joint effort of the Parties and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against a party to this Development Agreement.

19. **Approval, Recording, Filing, and Effective Date.** Within fourteen (14) days of approval of this Development Agreement, the County shall record the Development Agreement in the public records of Leon County. The Development Agreement shall become effective upon recording.

20. **Termination.** If, for any reason, closing does not occur as contemplated in the Purchase Agreement between the Seller and the Developer, or if either party terminates the Purchase Agreement for any reason, the Developer or Seller may elect to terminate this Development Agreement. If the Developer or Seller elects to terminate, the terminating party will provide the Parties with written notice in accordance with Paragraph 24 below and the Development Agreement will become null and void upon receipt of the notice.

If, for any reason, closing under the Purchase Agreement does not occur on or before January 1, 2021, the County may elect to terminate this Development Agreement. If the County elects to terminate, the County will provide the Parties with written notice in accordance with Paragraph 24 below and the Development Agreement will become null and void upon receipt of the notice.

21. **Amendment.** This Development Agreement may be amended if in writing by mutual consent of the Parties, and consistent with the procedural requirements of the FLGDA Act.

22. **Approvals and Duration of Permits.** The Developer acknowledges that this Development Agreement does not extend the duration of any permits or approvals, nor does it obligate the County to approve development that is not consistent with the Comprehensive Plan

DRAFT

and the Code. This Development Agreement shall not limit or impede the County in the exercise of its governmental authority for purposes of review and final action on the Development Authorizations as defined herein.

23. **Further Assurances.** The Parties hereto agree to do, execute, acknowledge, and deliver, or cause to be done, executed, acknowledged, and delivered all other further acts and assurances as shall be reasonably requested by the other party in order to carry out the intent of this Development Agreement and give effect thereto. Without in any manner limiting their specific rights and obligations set forth in this Development Agreement, the Parties hereby declare their intention to cooperate with each other in effecting the terms of this Development Agreement, and to coordinate the performance of their respective obligations under the terms of this Development Agreement.

24. **Notices.** Any notice that is to be delivered hereunder shall be in writing and shall be deemed to be delivered (whether or not actually received) when (i) hand delivered to the official hereinafter designated; (ii) upon receipt of such notice when deposited in the United States mail, postage prepaid, certified mail, return receipt requested; or (iii) upon receipt of such notice when deposited with Federal Express or other nationally recognized overnight or next day courier, addressed to the parties as follows (facsimile transmission is not acceptable as a form of notice in this Agreement):

As to the County: Vincent S. Long
County Administrator
Leon County Courthouse
301 South Monroe Street
Tallahassee, FL 32301

With copy to: Chasity O'Steen
County Attorney
Leon County Courthouse
301 South Monroe Street

DRAFT

Tallahassee, FL 32301

As to Developer: Steve Ghazvini
Golden Oak Land Group, LLC
4708 Capital Circle NW
Tallahassee, FL 32303

With copy to: Gary K. Hunter, Jr.
Hopping Green & Sams, P.A.
119 South Monroe St., Suite 300
Tallahassee, FL 32301

As to Seller: Genevieve Rosenberg
Cawthon Family Properties, LLC
2504 Harriman Circle
Tallahassee, FL 32308

With copy to: George H. Gwynn
Williams, Gautier, Gwynn, DeLoach & Kiker, P.A.
2010 Delta Blvd.
Tallahassee, FL 32303

25. **Public Hearings.** The County Commission approved this Development Agreement on _____, after two public hearings before the County Commission, the first of which was on _____, and the second of which was on _____.

26. **Counterparts.** This Development Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which taken together, shall constitute on and the same document. Approval of this Development Agreement shall expire unless, within thirty (30) days after approval, the Development Agreement is fully executed by all of the Parties.

DRAFT

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representative, have executed this Development Agreement as of the date set forth below.

WITNESSES:

_____
WITNESS SIGNATURE

_____
WITNESS PRINT NAME

_____
WITNESS SIGNATURE

_____
WITNESS PRINT NAME

GOLDEN OAK LAND GROUP, LLC:

By: _____

_____
PRINT NAME

Date:_____

STATE OF FLORIDA
COUNTY OF LEON

The foregoing Development Agreement was acknowledged before me this _____ day of _____, _____, by _____ of Golden Oak Land Group, LLC, a Florida limited liability company, on behalf of the company. He is personally known to me [__] or produced _____ as identification [__].

_____
NOTARY PUBLIC

_____
Name (Typed, printed, or stamped)
(Seal)

DRAFT

WITNESSES:

_____
WITNESS SIGNATURE

_____
WITNESS PRINT NAME

_____
WITNESS SIGNATURE

_____
WITNESS PRINT NAME

CAWTHON FAMILY PROPERTIES, LLC:

By: _____

_____
PRINT NAME

Date:_____

STATE OF FLORIDA
COUNTY OF LEON

The foregoing Development Agreement was acknowledged before me this _____ day of _____, _____, by _____ of Cawthon Family Properties, LLC, a Florida limited liability company, on behalf of the company. He is personally known to me [__] or produced _____ as identification [__].

_____
NOTARY PUBLIC

_____
Name (Typed, printed, or stamped)
(Seal)

DRAFT

LEON COUNTY:

By:_____
Chairman Bryan Desloge
Board of County Commissioners

Date:_____

ATTEST:

By: _____
Vincent S. Long
County Administrator

APPROVED AS TO FORM:

By: _____
Chasity O'Steen
County Attorney

STATE OF FLORIDA
COUNTY OF LEON

The foregoing Development Agreement was acknowledged before me this _____ day of _____, _____, by Bryan Desloge, as Chairman of the Board of County Commissioners, on behalf of the Leon County Commission and Leon County. He is personally known to me [__] or has produced _____ as identification [__].

_____
NOTARY PUBLIC

_____
Name (Typed, printed or stamped)
(Seal)

DRAFT

List of Property Owners Within 800 Feet of Cawthon Property

Parcel ID	Location	Owner	Street Address	City, State & Zip Code
1403500006	8301 PEGWOOD WAY	KILLEARN LAKES HOMEOWNERS	7110 BEECH RIDGE TRL	TALLAHASSEE FL 32312
1408190001	0 BANNERMAN RD	BANNERMAN OFFICE CONDOMINIUM ASSOCIATION	7118 BEECH RIDGE TRL	TALLAHASSEE FL 32312
1408260001	INDIAN TOWN LN	KILLEARN LAKES HOMEOWNERS ASSOCIATION IN	17110 BEECH RIDGE TRL	TALLAHASSEE FL 32312
1408350001		SUMMERBROOKE PROPERTY OWNERS ASSOC INC	PO BOX 13565	TALLAHASSEE FL 32317
1408350002	8074 LONGMEADOW LN	SUMMERBROOKE H.O.A	PO BOX 13565	TALLAHASSEE FL 32317
1408350003		CITY OF TALLAHASSEE	300 S ADAMS ST BOX A-15	TALLAHASSEE FL 32301
1408380001		CAPITAL FIRST HOLDINGS INC	PO BOX 13565	TALLAHASSEE FL 32317
1418350001		SUMMERBROOKE HOME OWNERS	PO BOX 13565	TALLAHASSEE FL 32317
1418350002	7505 PRESERVATION RD	GOLF CLUB AT SUMMERBROOK LLC	7505 PRESERVATION RD	TALLAHASSEE FL 32312
1418350003	0 SUMMERBROOKE DR	CITY OF TALLAHASSEE	300 S ADAMS ST BOX A-15	TALLAHASSEE FL 32301
1408200010000	RONDS POINTE CT	SCOTT CEMETERY	6287 HEARTLAND CIR	TALLAHASSEE FL 32312
1408204080000	1665 BANNERMAN RD	CAWTHON FAMILY PROPERTIES LLC	2504 HARRIMAN CIR	TALLAHASSEE FL 32308
1408204090000	0 BANNERMAN RD	CAWTHON FAMILY PROPERTIES LLC	2504 HARRIMAN CIR	TALLAHASSEE FL 32308
1408204110000	0 BANNERMAN RD	BUTLER SEDRA GAINES	2147 BANNERMAN RD	TALLAHASSEE FL 32312
1408204120000	0 BANNERMAN RD	SMITH MCKINLEY JR	2207 BANNERMAN RD	TALLAHASSEE FL 32312
1408204130000	0 BANNERMAN RD	SMITH MCKINLEY JR	2207 BANNERMAN RD	TALLAHASSEE FL 32312
1408204150000	1760 BANNERMAN RD	SMITH MCKINLEY JR	2207 BANNERMAN RD	TALLAHASSEE FL 32312
1408204180000	0 BANNERMAN RD	SMITH MCKINLEY JR	2207 BANNERMAN RD	TALLAHASSEE FL 32312
1408210000002	INDIAN TOWN LN	LEON COUNTY	301 S MONROE ST STE 202	TALLAHASSEE FL 32301
1408480000010	8511 BULL HEADLEY RD	YIELD REAL ESTATE LLC	8511 BULL HEADLEY RD	TALLAHASSEE FL 32312
1408490000010	1506 BANNERMAN RD	NORTH POINT CHRISTIAN CHURCH INC	2506 BANNERMAN RD	TALLAHASSEE FL 32312
1408490000020	1572 BANNERMAN RD	BANNERMAN INVESTMENTS LLC	5698 BURNSIDE CIR	TALLAHASSEE FL 32312
1409206080000	2001 BANNERMAN RD	C H HENRY LODGE # 43	3115 OLSEN RD	TALLAHASSEE FL 32308
1409206100000	2207 BANNERMAN RD	SMITH MCKINLEY JR	2207 BANNERMAN RD	TALLAHASSEE FL 32312
1409206110000	2211 BANNERMAN RD	BOWLING CARL	2211 BANNERMAN RD	TALLAHASSEE FL 32312
1409206120000	0 BANNERMAN RD	BUTLER SEDRA GAINES	2147 BANNERMAN RD	TALLAHASSEE FL 32312
1409206140000	2147 BANNERMAN RD	BUTLER SEDRA G	2147 BANNERMAN RD	TALLAHASSEE FL 32312
1417200080000	0 BANNERMAN RD	CAWTHON FAMILY PROPERTIES LLC	2504 HARRIMAN CIR	TALLAHASSEE FL 32308
140350AQ0070	1733 BROKEN BOW TRL	REHOR ANTHONY RICHARD	1733 BROKEN BOW TRL	TALLAHASSEE FL 32312
140350AQ0080	1729 BROKEN BOW TRL	GOODIN JESSICA A	1729 BROKEN BOW TRL	TALLAHASSEE FL 32312-5219
140350AQ0090	1725 BROKEN BOW TRL	SNYDER QUINTON RAY	1725 BROKEN BOW TRL	TALLAHASSEE FL 32312
140350AQ0100	1721 BROKEN BOW TRL	STEWART BRIAN	1721 BROKEN BOW TRL	TALLAHASSEE FL 32312
140350AQ0120	1713 BROKEN BOW TRL	HOLLOWAY GREGORY LUCAS	1713 BROKEN BOW TRL	TALLAHASSEE FL 32312
140350AQ0130	1709 BROKEN BOW TRL	MURPHREE MATTHEW C	1709 BROKEN BOW TRL	TALLAHASSEE FL 32312

List of Property Owners Within 800 Feet of Cawthon Property

140350AQ0140	1705 BROKEN BOW TRL	PLAZA RAFAEL L	1705 BROKEN BOW TRL	TALLAHASSEE FL 32312
140350AQ0150	1701 BROKEN BOW TRL	CUTRELL NIKOLAUS L	1701 BROKEN BOW TRL	TALLAHASSEE FL 32312
140730B0370	1467 ROBIN KAY RD	VAUSE PAULA DIANE	1467 ROBIN KAY RD	TALLAHASSEE FL 32312
140730B0380	1466 BANNERMAN RD	ADE 719 LLC	PO BOX 2300	THOMASVILLE GA 31799
140826A0010	8413 IVY BROOK LN	CHUNN ANGELA C	8413 IVY BROOK LN	TALLAHASSEE FL 32312
140826A0020	8409 IVY BROOK LN	XIE GERRY C	8409 IVY BROOK LN	TALLAHASSEE FL 32312
140826A0030	8405 IVY BROOK LN	REHOR IRLANDA	8405 IVY BROOK LN	TALLAHASSEE FL 32312
140826A0040	8401 IVY BROOK LN	KUMARASAMY PANDIARAJAN	9129 COBALT RIDGE WAY	CARY NC 27519
140826A0050	8397 IVY BROOK LN	DATTA SANJIT KUMAR	8397 IVY BROOK LN	TALLAHASSEE FL 32312
140826A0060	8393 IVY BROOK LN	FORD-JONES MARVA	8393 IVY BROOK LN	TALLAHASSEE FL 32312-7037
140826A0070	8389 IVY BROOK LN	ZABALA JOSE J	8389 IVY BROOK LN	TALLAHASSEE FL 32312
140826A0080	8385 IVY MILL WAY	MCCALL RICHARD THOMAS	8385 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0090	8381 IVY MILL WAY	WESTPHAL KIMBERLY J	8381 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0100	8377 IVY MILL WAY	MCCORMICK JEREMY	8377 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0110	8373 IVY MILL WAY	DORN JOSEPH W	8373 IVY MILL WAY	TALLAHASSEE FL 32312-7039
140826A0120	8369 IVY MILL WAY	KIRKLAND JOHN EUGENE JR	8369 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0130	8366 IVY MILL WAY	HUGGINS CAMERON BLAIR	8366 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0150	8374 IVY MILL WAY	CIFRODELLI TONIANNE REVOCABLE TRUST	4044 MCLAUGHLIN DR	TALLAHASSEE FL 32309
140826A0160	8378 IVY MILL WAY	SULEIMAN HAMDI	8378 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0170	8382 IVY MILL WAY	WI SUNGSOOL	8382 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0180	8386 IVY MILL WAY	REGISTER AMANDA C	8386 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0190	8390 IVY MILL WAY	ROSIER REBECCA	8390 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0200	8394 IVY MILL WAY	KUCZWANSKI JOHN	8394 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0210	8398 IVY MILL WAY	CLEMENTS VIRGINIA L	8398 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0220	8402 IVY MILL WAY	TAYWADE SACHIN G	8402 IVY MILL WAY	TALLAHASSEE FL 32312
140826A0230	8406 IVY MILL WAY	VARNER NANCY	8406 IVY MILL WAY	TALLAHASSEE FL 32312
140826B0010	1862 ACORN RIDGE TRL	GINES ANTHONY BRICE	1862 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0020	1858 ACORN RIDGE TRL	GROVES ROBERT J TRUST DATED 11/29/2017	533 E 7TH AVE	TALLAHASSEE FL 32303
140826B0030	1854 ACORN RIDGE TRL	ROCKWELL MARK W	1854 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0040	1850 ACORN RIDGE TRL	WULFEKUHL STEPHANIE NICOLE	1850 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0050	1846 ACORN RIDGE TRL	MAXWELL WINSTON GARRET	1846 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0060	1842 ACORN RIDGE TRL	HALL JARON	1842 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0070	1838 ACORN RIDGE TRL	LIN HUI RU	1838 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0080	1834 ACORN RIDGE TRL	VASQUEZ MICHELLE	1834 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0090	1830 ACORN RIDGE TRL	ENDARA MAURICIO R	1830 ACORN RIDGE TRL	TALLAHASSEE FL 32312

List of Property Owners Within 800 Feet of Cawthon Property

140826B0100	1826 ACORN RIDGE TRL	YOUNG STERLING	1826 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0110	1822 ACORN RIDGE TRL	LANGEWISCH CHRISTOPHER CARL	PO BOX 180204	TALLAHASSEE FL 32318
140826B0130	1814 ACORN RIDGE TRL	FRASER NICHOLAS W	1814 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0140	1810 ACORN RIDGE TRL	BARBER JAY	6351 BELGRAND DR	TALLAHASSEE FL 32312
140826B0160	1802 ACORN RIDGE TRL	VILLOTA MIGUEL ALEJANDRO	1802 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0170	1798 ACORN RIDGE TRL	BURNS YEN	1798 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0180	1794 ACORN RIDGE TRL	HARKNESS DEBRA SUE	1794 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826B0190	1790 ACORN RIDGE TRL	WATSON SHANE R	1790 ACORN RIDGE TRL	TALLAHASSEE FL 32312-5140
140826C0010	8421 IVY BROOK LN	ROSE ELAINE	1268 B TIMBERLANE RD	TALLAHASSEE FL 32312
140826C0040	8433 IVY BROOK LN	MERCADO GUILLERMO F	8433 IVY BROOK LN	TALLAHASSEE FL 32312
140826C0050	8437 IVY BROOK LN	WRIGHT MICHAEL L	8437 IVY BROOK LN	TALLAHASSEE FL 32312
140826C0060	8441 IVY BROOK LN	KUDALE SANGRAM A	340 S LEMON AVE APT 2656	WALNUT CA 91789-2706
140826C0070	8445 IVY BROOK LN	REDFISH TROUT LLC	3228 WHITMAN WAY	TALLAHASSEE FL 32311
140826C0080	8449 IVY BROOK LN	PELHAM VIRGINIA T	8449 IVY BROOK LN	TALLAHASSEE FL 32312
140826C0090	8453 IVY BROOK LN	HONG SAM HOON	8453 IVY BROOK LN	TALLAHASSEE FL 32312-7035
140826C0100	1811 ACORN RIDGE TRL	ARVEST CENTRAL MORTGAGE COMPANY	801 JOHN BARROW RD STE 1	LITTLE ROCK AR 72205
140826C0110	1807 ACORN RIDGE TRL	LENOX FAMILY LIMITED PARTNERSHIP	PO BOX 13119	TALLAHASSEE FL 32317
140826C0120	1803 ACORN RIDGE TRL	CHEN HAIZHI	2200 GREYSTONE LN	TALLAHASSEE FL 32312
140826C0130	1799 ACORN RIDGE TRL	MILLIKIN MELISSA DAWN	7892 GREYSTONE DR	TALLAHASSEE FL 32312
140826C0140	1795 ACORN RIDGE TRL	HANSON ROBERT WILFRED	1795 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826C0150	1791 ACORN RIDGE TRL	DUGLAS IGOR	1791 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826D0010	8440 IVY BROOK LN	XIE GERRY C	8409 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0020	8436 IVY BROOK LN	RISSINGER MARK	8436 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0030	8432 IVY BROOK LN	MILAZZO WILLIAM	8432 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0040	8428 IVY BROOK LN	SPURLOCK RICHARD JASON	8428 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0050	8424 IVY BROOK LN	GREENFIELD LEE M	8424 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0060	8420 IVY BROOK LN	SERPICO ANGELA T MATIYOW	8420 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0070	8416 IVY BROOK LN	EDWARDS BRENT A	8416 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0080	8412 IVY BROOK LN	DONATO ANDREW CHRISTOPHER	8412 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0090	8408 IVY BROOK LN	SLAUGHTER DIANE	3440 JONATHANS LANDING	TALLAHASSEE FL 32309
140826D0100	8404 IVY BROOK LN	CAUSEY DARIN M	8404 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0110	8400 IVY BROOK LN	WHITE IAN C	8400 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0120	8396 IVY BROOK LN	KAISER SHERYL L	8396 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0130	8392 IVY BROOK LN	SU YI-FENG	8392 IVY BROOK LN	TALLAHASSEE FL 32312
140826D0140	8395 IVY MILL WAY	LENOX FAMILY LIMITED PARTNERSHIP	PO BOX 13119	TALLAHASSEE FL 32317

List of Property Owners Within 800 Feet of Cawthon Property

140826D0150	8399 IVY MILL WAY	WILLIAMS STEVEN T	8399 IVY MILL WAY	TALLAHASSEE FL 32312
140826D0160	8403 IVY MILL WAY	BODDIE DARAH L	8403 IVY MILL WAY	TALLAHASSEE FL 32312
140826D0170	8407 IVY MILL WAY	CASPI CHAIM	789 TAFT AVE	ALBANY CA 94706
140826D0180	1865 ACORN RIDGE TRL	DEHNER RYAN A	1865 ACORN RIDGE TRL	TALLAHASSEE FL 32312-5143
140826D0190	1861 ACORN RIDGE TRL	JESTER LAUREN N	1861 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826D0200	1857 ACORN RIDGE TRL	ASAD LANA M	1857 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826D0210	1853 ACORN RIDGE TRL	CHEN GANG	1853 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826D0220	1849 ACORN RIDGE TRL	ZHAO JIGUANG	1849 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826D0240	1841 ACORN RIDGE TRL	JAMES TURQUOISE	1841 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826D0250	1837 ACORN RIDGE TRL	ROBINSON ANTHONY	1837 ACORN RIDGE TRL	TALLAHASSEE FL 32312
140826D0260	1833 ACORN RIDGE TRL	ALEMAN JENNIFER	1833 ACORN RIDGE TRL	TALLAHASSEE FL 32312-5143
140835N0010	8097 PRESERVATION RD	SYKES JAMES DAVID REVOCABLE TRUST	8097 PRESERVATION RD	TALLAHASSEE FL 32312
140835N0020	1157 RONDS POINTE DR E	SMITH KATHRYN	1157 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835N0030	1153 RONDS POINTE DR E	LACIVITA ROBERT G	1153 RONDS POINTE DR	TALLAHASSEE FL 32312
140835N0040	8091 PRESERVATION RD	OLSON KENT RUSSELL	8091 PRESERVATION RD	TALLAHASSEE FL 32312
140835N0050	8085 PRESERVATION RD	BECKHAM FRED T JR	8085 PRESERVATION RD	TALLAHASSEE FL 32312
140835N0060	8079 PRESERVATION RD	GRIFFIN ALBERT S JR & GRIFFIN SANDRA H	3741 TERRAMAR CT	ATLANTA GA 30341
140835N0070	8073 PRESERVATION RD	KELLY DAVID D	8073 PRESERVATION RD	TALLAHASSEE FL 32312
140835N0080	8067 PRESERVATION RD	2019 T N MARSHALL REVOCABLE TRUST	2825 EGANRIDGE LN	ROCKWALL TX 75087
140835N0090	8061 PRESERVATION RD	BERNARD TONY A	8061 PRESERVATION RD	TALLAHASSEE FL 32312
140835O0020	1156 RONDS POINTE DR E	QUINTON LINCOLN	1154 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835O0030	1160 RONDS POINTE DR E	HOLMAN VICTOR G	1160 RONDS POINTE DR W	TALLAHASSEE FL 32312
140835O0040	1157 SISKEN CT	GOLDING NICOLE	1157 SISKEN CT	TALLAHASSEE FL 32312-6818
140835O0050	1158 SISKEN CT	BUEHLER MARY T	1158 SISKEN CT	TALLAHASSEE FL 32312
140835OO0010	8060 PRESERVATION RD	LANGDON PHILLIP N	8060 PRESERVATION RD	TALLAHASSEE FL 32312
140835OO0020	8054 PRESERVATION RD	REEDER DENISE M	8054 PRESERVATION RD	TALLAHASSEE FL 32312
140835S0050	8168 PARTERRE CT	SADBERRY JENNIFER	8168 PARTERRE CT	TALLAHASSEE FL 32312
140835S0060	8169 PARTERRE CT	PAULI LEE J JR	8169 PARTERRE CT	TALLAHASSEE FL 32312
140835S0070	8157 PARTERRE CT	HALL AARON	8157 PARTERRE CT	TALLAHASSEE FL 32312
140835S0080	8151 PARTERRE CT	KERRISON JEROME A	8151 PARTERRE CT	TALLAHASSEE FL 32312
140835S0090	8139 PARTERRE CT	MANNING JONAH	1235 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835S0100	1229 RONDS POINTE DR E	PARRISH ROBBIE W	1229 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835S0110	1223 RONDS POINTE DR E	LANGLEY MERLIN R	1223 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835S0130	8150 BLOYS CT	PEADEN KIMBERLY R	8150 BLOYS CT	TALLAHASSEE FL 32312

List of Property Owners Within 800 Feet of Cawthon Property

140835S0140	8162 BLOYS CT	HOOD MICHELE	8162 BLOYS CT	TALLAHASSEE FL 32312
140835S0150	8168 BLOYS CT	FOSTER SHARRON CECILE	8168 BLOYS CT	TALLAHASSEE FL 32312
140835S0170	1445 BANNERMAN RD	CITY OF TALLAHASSEE	300 S ADAMS ST BOX A-15	TALLAHASSEE FL 32301
140835S0190	8149 BLOYS CT	HICKMAN CARTER L	8149 BLOYS CT	TALLAHASSEE FL 32312
140835S0270	1175 RONDS POINTE DR E	ZHANG RONG	1175 RONDS POINTE DR E	TALLAHASSEE FL 32312-6800
140835S0280	1169 RONDS POINTE DR E	TAWFIQ KAMAL S	1169 RONDS POINTE	TALLAHASSEE FL 32312
140835S0290	RONDS POINTE CT	SCOTT EUGENIA H REVOCABLE TRUST	3069 SHAMROCK NORTH	TALLAHASSEE FL 32309
140835S0310	8080 RONDS POINTE CT	KOEHLER JOHN	8080 RONDS POINTE CT	TALLAHASSEE FL 32312
140835S0320	8086 RONDS POINTE CT	OLAVES JORGE L	8086 RONDS POINTE CT	TALLAHASSEE FL 32312
140835S0330	8092 RONDS POINTE CT	KIRK JOHN KENNETH III	8092 RONDS POINTE CT	TALLAHASSEE FL 32312
140835S0340	8098 RONDS POINTE CT	BOYLES SCOTT T	8098 RONDS POINTE CT	TALLAHASSEE FL 32312
140835S0350	1165 RONDS POINTE DR E	KELLY CATHERINE J	1165 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835T0060	1166 RONDS POINTE DR E	JIANG JIANYI	1166 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835T0080	1176 RONDS POINTE DR E	SHAW LATICIA	1176 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835T0090	1188 RONDS POINTE DR E	CRISS THOMAS R	1188 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835T0100	1200 RONDS POINTE DR E	SIRDEVAN TIMOTHY J	1200 RONDS POINTE DR E	TALLAHASSEE FL 32312
140835T0110	1212 RONDS POINTE DR E	PATERSON CORY	1212 RONDS POINTE DR E	TALLAHASSEE FL 32312
140838M0010	8047 LONGMEADOW LN	RAZON HAYIM VIKTOR	PO BOX # 802324	MIAMI FL 33280
140838M0020	8053 LONGMEADOW LN	EARLS LYNDA J	8053 LONGMEADOW DR	TALLAHASSEE FL 32312
140838M0030	8059 LONGMEADOW LN	STONE MELVIN M	8059 LONGMEADOW DR	TALLAHASSEE FL 32312
140838M0040	8065 LONGMEADOW LN	TRUDEAU MARK L	PO BOX 13525	TALLAHASSEE FL 32317
140838M0050	8071 LONGMEADOW LN	TUCKER DALLAS E	8071 LONGMEADOW LN	TALLAHASSEE FL 32312
140838M0060	8077 LONGMEADOW LN	MILLER JUDY M	8077 LONGMEADOW DR	TALLAHASSEE FL 32312
140838M0070	8083 LONGMEADOW LN	JACOBS TAYLOR	8083 LONGMEADOW LN	TALLAHASSEE FL 32312
140838M0080	8089 LONGMEADOW LN	TEMPLAR MELISSA VOIGT	8089 LONGMEADOW LN	TALLAHASSEE FL 32312
140838M0090	8095 LONGMEADOW LN	NGUYEN HUNG H	8095 LONGMEADOW LN	TALLAHASSEE FL 32312
140838OO0030	8048 PRESERVATION RD	HUANG NINGY	8048 PRESERVATION RD	TALLAHASSEE FL 32312
141835HH0010	1391 CONSERVANCY DR E	COLLINS CHARLES	1391 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0030	1383 CONSERVANCY DR E	PEARCE JENNIFER N	1383 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0040	1379 CONSERVANCY DR E	MARISCAL MATTHEW E	1379 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0050	1375 CONSERVANCY DR E	WHITNEY PAUL R	1375 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0060	1371 CONSERVANCY DR E	WANG YANCHANG	1371 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0070	1367 CONSERVANCY DR E	STRIPLIN PATRICIA C	1367 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0080	1365 CONSERVANCY DR E	MUSGROVE MICHAEL K	1365 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0090	1363 CONSERVANCY CT E	ENGLAND WILLIAM ROGERS	1363 CONSERVANCY CT E	TALLAHASSEE FL 32312

List of Property Owners Within 800 Feet of Cawthon Property

141835HH0100	1361 CONSERVANCY CT E	GIARITELLI CHRIS	1361 CONSERVANCY CT E	TALLAHASSEE FL 32312
141835HH0110	1359 CONSERVANCY CT E	SIDHU SUDEEP SINGH	1359 CONSERVANCY CT E	TALLAHASSEE FL 32312
141835HH0120	1357 CONSERVANCY CT E	GIARITELLI MARY	1357 CONSERVANCY CT E	TALLAHASSEE FL 32312
141835HH0130	1355 CONSERVANCY DR E	BARBACCI JEFFREY E	1355 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0140	1353 CONSERVANCY DR E	KUHLO CHERYL C	1353 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0150	1351 CONSERVANCY DR E	CHOWDHURY MOHAMMAD R	1351 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0160	1349 CONSERVANCY DR E	WILLIAMS CHARLIE	1349 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0170	1345 CONSERVANCY DR E	COHEN FLORENCE	1345 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835HH0180	1341 CONSERVANCY DR E	PHILLIPS JAMES H	1341 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835JJ0010	1443 CONSERVANCY DR E	HADDEN MICHAEL G	1443 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835JJ0020	1439 CONSERVANCY DR E	SCARLETT THOMAS T	1439 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835JJ0030	1435 CONSERVANCY DR E	YUTZY MARY E	1435 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835JJ0040	1431 CONSERVANCY DR E	MENENDEZ ERNEST M JR	1431 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835JJ0060	1423 CONSERVANCY DR E	BYINGTON MARK	1423 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835JJ0070	1419 CONSERVANCY DR E	COPE CHRISTOPHER J	1419 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835JJ0080	1415 CONSERVANCY DR E	PRATT LORIN A	1415 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835JJ0090	1411 CONSERVANCY DR E	TRUMBOWER HYLA BROOK	1411 E CONSERVANCY DR	TALLAHASSEE FL 32312
141835JJ0100	1407 CONSERVANCY DR E	NASH JOHNNY	1407 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835JJ0110	1403 CONSERVANCY DR E	HUANG WENRUI	1403 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0010	1426 STOURHEAD CT	HARTSFIELD RICHARD C	1426 STOURHEAD CT	TALLAHASSEE FL 32312
141835KK0020	1422 STOURHEAD CT	BRACKETT DANIEL	1422 STOURHEAD CT	TALLAHASSEE FL 32312
141835KK0030	1420 STOURHEAD CT	SANCHEZ EDRIC	1420 STOURHEAD CT	TALLAHASSEE FL 32312
141835KK0040	1418 STOURHEAD CT	ZHANG ZHENGHAO	1418 STOURHEAD CT	TALLAHASSEE FL 32312
141835KK0050	1416 STOURHEAD CT	CHRISTENSON THOMAS D	1416 STOURHEAD CT	TALLAHASSEE FL 32312
141835KK0060	1414 STOURHEAD CT	BASS ROBERT ALLEN	1414 STOURHEAD CT	TALLAHASSEE FL 32312
141835KK0070	1412 CONSERVANCY DR E	BOYD LAURA M	1412 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0090	1404 CONSERVANCY DR E	LUCIANI DOUGLAS A	1404 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0100	1400 CONSERVANCY DR E	GREER ROBERT W REVOCABLE TRUST	1400 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0110	1390 CONSERVANCY DR E	TANG TE	1390 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0120	1386 CONSERVANCY DR E	LIU GUOSHENG	1386 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0130	1382 CONSERVANCY DR E	LIU XIUWEN	1382 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0140	1378 CONSERVANCY DR E	BROWN ROWLAND W	1378 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0150	1374 CONSERVANCY DR E	MUELLER DAVID H	1374 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0160		JOHNSON BONNY B	1816 LOG RIDGE TRL	TALLAHASSEE FL 32312

List of Property Owners Within 800 Feet of Cawthon Property

141835KK0170	1356 CONSERVANCY DR E	SAUNDERS CHARLES N III	1356 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0180	1352 CONSERVANCY DR E	ANDERSON REX W	1352 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0190	1348 CONSERVANCY DR E	KUMAR SANJAY	1348 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0200	1344 CONSERVANCY DR E	TANG TO-HA'	1344 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835KK0210	1340 CONSERVANCY DR E	SWORDS BRIAN	1340 CONSERVANCY DR E	TALLAHASSEE FL 32312
141835LL0010	7978 PRESERVATION RD	HENDRICKS ELI	7978 PRESERVATION RD	TALLAHASSEE FL 32312
141835LL0020	7972 PRESERVATION RD	YANG ZHEN	7972 PRESERVATION RD	TALLAHASSEE FL 32312
141835LL0030	7966 PRESERVATION RD	ZHOU HUAN-XIANG	815 W COLLEGE PKWY	CHICAGO IL 60608
141835U0200	1157 SUMMERBROOKE DR	MCKISSACK TODD E	1157 SUMMERBROOKE DR	TALLAHASSEE FL 32312

Approved as to form: Leon County Attorney's Office 301 South Monroe St., Suite 217 Tallahassee, FL 32303 Date: _____	**Applicant's Affidavit of Ownership & Designation of Agent**	E - 1 Leon County Board of County Commissioners Department of Development Support & Environmental Management 435 North Macomb St. Tallahassee, FL 32301 Phone#: (850) 606-1300 Fax#: (850) 606-1301

I. OWNER INFORMATION

OWNER'S (S') NAME : Cawthon Family Properties, LLC

OWNER'S (S') ADDRESS: 2504 Harriman Circle

CITY: Tallahassee COUNTY: Leon STATE: Florida ZIP CODE: 32308

PARCEL I.D.# (For each additional parcel, a separate affidavit form is required): 1408204080000

II. DESIGNATION OF APPLICANT'S (S') AGENT

As the owner(s) of the above-designated property and the applicant(s) 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 and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: Hopping Green & Sams, P.A.

Address: 119 South Monroe Street, Suite 300

Contact Phone: 850-222-7500 Email Address: garyh@hgslaw.com

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.).

limited to negotiating and obtaining approval of development agreement

III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, air conditioners, etc. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

Deed Restrictions and Covenants

Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application.

GCR Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.

Do you or your spouse fall into one of these protected categories? Yes____ No X

If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes _____ No _____ N/A

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department.

GCR Owner's (s') Initials

Access to Property
By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

GCR Owner's (s') Initials

Modifications
Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

GCR Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), Genevieve Rosenberg, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1): GCR

OWNER SIGNATURE (2): _____

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF: FLORIDA **COUNTY OF:** LEON

☐ **For an individual or individuals acting in his, her or their own right; or**
Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ____ day of _____, 20 ___, by _____, who is personally known to me or who has produced
(name of person acknowledging)
_____ as identification.
(type of identification produced)

☒ **For Corporation or Governmental Entity; or**
Sworn to (or affirmed) and subscribed before me by means of ✓ physical presence or ___ online notarization this 20th day of May, 20 20, by Genevieve Rosenberg, as Registered Agent/Authorized Representative of
(name of officer or agent, title of officer or agent) *(office held)*
Cawthon Family Properties, LLC, a Florida corporation, on behalf of the corporation.
(name of corporation) *(state)*
He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

☐ **For Partnership**
Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ____ day of _____, 20 ___, by _____, partner on behalf of _____
(name of acknowledging partner) *(name of partnership)*
a partnership. He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

Maelene Tyson
Signature of Notary

Print Name of Notary

Title or Rank

Notary Seal

MAELENE TYSON
Commission # GG 962453
Expires May 7, 2024
Bonded Thru Troy Fain Insurance 800-385-7019

Approved as to form:
Leon County Attorney's Office
301 South Monroe St., Suite 217
Tallahassee, FL 32303

Date: _____

Applicant's Affidavit of Ownership & Designation of Agent

E - 1

Leon County
Board of County Commissioners
Department of Development Support & Environmental Management
435 North Macomb St.
Tallahassee, FL 32301
Phone#: (850) 606-1300
Fax#: (850) 606-1301

I. OWNER INFORMATION

OWNER'S (S') NAME : Cawthon Family Properties, LLC

OWNER'S (S') ADDRESS: 2504 Harriman Circle

CITY: Tallahassee COUNTY: Leon STATE: Florida ZIP CODE: 32308

PARCEL I.D.# (For each additional parcel, a separate affidavit form is required): 1408204090000

II. DESIGNATION OF APPLICANT'S (S') AGENT

As the owner(s) of the above-designated property and the applicant(s) 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 and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: Hopping Green & Sams, P.A.

Address: 119 South Monroe Street, Suite 300

Contact Phone: 850-222-7500 Email Address: garyh@hgslaw.com

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.).

limited to negotiating and obtaining approval of development agreement

III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, air conditioners, etc. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

Deed Restrictions and Covenants

Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application.

GCR Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.

Do you or your spouse fall into one of these protected categories? Yes____ No X

If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes _____ No _____ N/A

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department.

GCR Owner's (s') Initials

Access to Property
By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

GCR Owner's (s') Initials

Modifications
Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

GCR Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), Genevieve Rosenberg, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1): GCR

OWNER SIGNATURE (2):

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF: FLORIDA **COUNTY OF:** LEON

☐ **For an individual or individuals acting in his, her or their own right; or**
Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ____ day of _____, 20 ___, by _____, who is personally known to me or who has produced
(name of person acknowledging)
_____ as identification.
(type of identification produced)

■ **For Corporation or Governmental Entity; or**
Sworn to (or affirmed) and subscribed before me by means of ✓ physical presence or ___ online notarization this 27th day of May, 20 20, by Genevieve Rosenberg, as Registered Agent/Authorized Representative of
(name of officer or agent, title of officer or agent) *(office held)*
Cawthon Family Properties, LLC, a Florida corporation, on behalf of the corporation.
(name of corporation) *(state)*
He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

☐ **For Partnership**
Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ____ day of _____, 20 ___, by _____, partner on behalf of _____
(name of acknowledging partner) *(name of partnership)*
a partnership. He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

Maelene Tyson
Signature of Notary

Print Name of Notary

Title or Rank

Notary Seal

MAELENE TYSON
Commission # GG 962453
Expires May 7, 2024
Bonded Thru Troy Fain Insurance 800-385-7019

Approved as to form: Leon County Attorney's Office 301 South Monroe St., Suite 217 Tallahassee, FL 32303 Date: _____	**Applicant's Affidavit of Ownership & Designation of Agent**	E - 1 Leon County Board of County Commissioners Department of Development Support & Environmental Management 435 North Macomb St. Tallahassee, FL 32301 Phone#: (850) 606-1300 Fax#: (850) 606-1301

I. OWNER INFORMATION

OWNER'S (S') NAME : Cawthon Family Properties, LLC

OWNER'S (S') ADDRESS: 2504 Harriman Circle

CITY: Tallahassee COUNTY: Leon STATE: Florida ZIP CODE: 32308

PARCEL I.D.# (For each additional parcel, a separate affidavit form is required): 1417200080000

II. DESIGNATION OF APPLICANT'S (S') AGENT

As the owner(s) of the above-designated property and the applicant(s) 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 and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: Hopping Green & Sams, P.A.

Address: 119 South Monroe Street, Suite 300

Contact Phone: 850-222-7500 Email Address: garyh@hgslaw.com

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.).

limited to negotiating and obtaining approval of development agreement

III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, air conditioners, etc. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

Deed Restrictions and Covenants

Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application.

GCR Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.

Do you or your spouse fall into one of these protected categories? Yes____ No X

If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes _____ No _____ N/A

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department.

GCR Owner's (s') Initials

Access to Property
By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

GCR Owner's (s') Initials

Modifications
Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

GCR Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), Genevieve Rosenberg, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1): GCR

OWNER SIGNATURE (2): _____

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF: FLORIDA **COUNTY OF:** LEON

☐ **For an individual or individuals acting in his, her or their own right; or**
Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ____ day of _____, 20 ___, by _____, who is personally known to me or who has produced
(name of person acknowledging)
_____ as identification.
(type of identification produced)

☒ **For Corporation or Governmental Entity; or**
Sworn to (or affirmed) and subscribed before me by means of ✓ physical presence or ___ online notarization this 27th day of May, 20 20, by Genevieve Rosenberg, as Registered Agent/Authorized Representative of
(name of officer or agent, title of officer or agent) *(office held)*
Cawthon Family Properties, LLC, a Florida corporation, on behalf of the corporation.
(name of corporation) *(state)*
He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

☐ **For Partnership**
Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ____ day of _____, 20 ___, by _____, partner on behalf of _____
(name of acknowledging partner) *(name of partnership)*
a partnership. He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

Maelene Tyson
Signature of Notary

Print Name of Notary

Title or Rank

Notary Seal

MAELENE TYSON
Commission # GG 962453
Expires May 7, 2024
Bonded Thru Troy Fain Insurance 800-385-7019

Exhibit "A"

Legal Description of a 4.56 Acre Tract

Parcel ID: 1408204090000 (PREVIOUSLY Parcel: 1408204080000)

Commence at the Northwest corner of the South Half of the Southeast Quarter of the Section 8, Township 2 North, Range 1 East, Leon County, Florida; said point lying on the Easterly boundary of Summerbrooke Phase 10, a subdivision as per map or plat thereof recorded in Plat Book 12, Page 41A of the Public Records of Leon County, Florida thence run North 00 degrees 52 minutes 46 seconds West along said Easterly boundary (as monumented) 842.81 feet to an iron rod and cap (marked #7160) marking the POINT OF BEGINNING. From said POINT OF BEGINNING continue North 00 degrees 52 minutes 46 seconds West along said Section Line (as monumented) 395.24 feet to an iron rod and cap (marked #7160) lying on the Southwesterly right-of-way boundary of Bannerman Road; thence run Southeasterly and Northeasterly along said right-of-way boundary the following (12) twelve courses: South 73 degrees 56 minutes 11 seconds East 16.21 feet to an iron rod and cap (marked #7160); South 73 degrees 33 minutes 40 seconds East 48.28 feet to an iron rod and cap (marked #7160); South 76 degrees 01 minutes 50 seconds East 50.99 feet to an iron rod and cap (marked #7160); North 16 degrees 14 minutes 11 seconds East 5.00 feet to an iron rod and cap (marked #7160); South 71 degrees 29 minutes 49 seconds East 55.62 feet to an iron rod and cap (marked #7160); South 70 degrees 38 minutes 29 seconds East 42.04 feet to an iron rod and cap (marked #7160); South 70 degrees 35 minutes 37 seconds East 50.83 feet to an iron rod and cap (marked #7160); South 68 degrees 42 minutes 23 seconds East 48.92 feet to an iron rod and cap (marked #7160); South 67 degrees 34 minutes 30 seconds East 53.76 feet to an iron rod and cap (marked #7160); North 22 degrees 25 minutes 30 seconds East 5.11 feet to an iron rod and cap (marked #7160); South 65 degrees 23 minutes 36 seconds East 178.95 feet; to an iron rod and cap (marked #7160) South 60 degrees 42 minutes 42 seconds East 133.56 feet to an iron rod and cap (marked #7160); thence leaving said right-of-way boundary run South 29 degrees 17 minutes 23 seconds West 269.79 feet to an iron rod and cap (marked #7160); thence run North 79 degrees 53 minutes 20 seconds West 499.21 feet to the POINT OF BEGINNING

Exhibit "A"

Legal Description of a 26.35 Acre Tract

Parcel: 1408204080000 (PREVIOUSLY Parcel: 1408204080000 AND Parcel ID: 1408204090000)

Begin at the Northwest corner of the South Half of the Southeast Quarter of the Section 8, Township 2 North, Range 1 East, Leon County, Florida; said point lying on the Easterly boundary of Summerbrooke Phase 10, a subdivision as per map or plat thereof recorded in Plat Book 12, page 41A of the Public Records of Leon County, Florida thence run North 00 degrees 52 minutes 46 seconds West along said Easterly boundary (as monumented) 842.81 feet to an iron rod and cap (marked #7160); thence run South 79 degrees 53 minutes 20 seconds East 499.21 feet to an iron rod and cap (marked #7160); thence run North 29 degrees 17 minutes 23 seconds East 269.79 feet to an iron rod and cap (marked #7160) lying on the Southerly right-of-way boundary of Bannerman Road; thence run South 60 degrees 42 minutes 42 seconds East along said right-of-way boundary 252.22 feet to an iron rod and cap (marked #7160); thence run South 60 degrees 05 minutes 03 seconds East along said right-of-way boundary 489.52 feet to an iron rod and cap (marked #7160); thence leaving said right-of-way boundary run South 722.71 feet to an iron rod and cap (marked #7160); thence run West 1,253.25 feet to an iron rod and cap (marked #7160) lying on the Easterly boundary of said Summerbrooke Phase 10; thence run North 00 degrees 52 minutes 46 seconds West along said easterly boundary 99.88 feet to the POINT OF BEGINNING

Exhibit "A"

Legal Description of a 150.16 Acre Tract

Parcel ID: 1417200080000 (PREVIOUSLY Parcel: 1408204080000 AND Parcel ID: 1417200080000)

Commence at the Northwest corner of the South Half of the Southeast Quarter of the Section 8, Township 2 North, Range 1 East, Leon County, Florida; said point lying on the Easterly boundary of Summerbrooke Phase 10, a subdivision as per map or plat thereof recorded in Plat Book 12, page 41A of the Public Records of Leon County, Florida thence run North 00 degrees 52 minutes 46 seconds West along said Easterly boundary (as monumented)1,238.05 feet to an iron rod and cap (marked #7160) lying on the Southwesterly right-of-way boundary of Bannerman Road; thence run Southeasterly and Northeasterly along said right-of-way boundary the following (13) thirteen courses: South 73 degrees 56 minutes 11 seconds East 16.21 feet to an iron rod and cap (marked #7160); South 73 degrees 33 minutes 40 seconds East 48.28 feet to an iron rod and cap (marked #7160); South 76 degrees 01 minutes 50 seconds East 50.99 feet to an iron rod and cap (marked #7160); North 16 degrees 14 minutes 11 seconds East 5.00 feet to an iron rod and cap (marked #7160); South 71 degrees 29 minutes 49 seconds East 55.62 feet to an iron rod and cap (marked #7160); South 70 degrees 38 minutes 29 seconds East 42.04 feet to an iron rod and cap (marked #7160); South 70 degrees 35 minutes 37 seconds East 50.83 feet to an iron rod and cap (marked #7160); South 68 degrees 42 minutes 23 seconds East 48.92 feet to an iron rod and cap (marked #7160); South 67 degrees 34 minutes 30 seconds East 53.76 feet to an iron rod and cap (marked #7160); North 22 degrees 25 minutes 30 seconds East 5.11 feet to an iron rod and cap (marked #7160); South 65 degrees 23 minutes 36 seconds East 178.95 feet; to an iron rod and cap (marked #7160) South 60 degrees 42 minutes 42 seconds East 385.78 feet to an iron rod and cap (marked #7160); thence run South 60 degrees 05 minutes 03 seconds East 489.52 feet to an iron rod and cap (marked #7160) marking the POINT OF BEGINNING. From said POINT OF BEGINNING continue South 60 degrees 05 minutes 03 seconds East along said right-of-way boundary 1,644.19 feet to an iron rod and cap (marked #7160); thence leaving said right-of-way boundary run South 00 degrees 07 minutes 02 seconds West 2,179.67 feet to a concrete monument (marked #3562); thence run South 89 degrees 12 minutes 35 seconds West 2,639.01 feet to a concrete monument (marked #3562); thence run North 00 degrees 51 minutes 38 seconds West 1,100.00 feet; thence run North 00 degrees 52 minutes 46 seconds West 945.38 feet to an iron rod and cap (marked #7160); thence run North 89 degrees 07 minutes 14 seconds East 50.00 feet to an iron rod and cap (marked #7160); thence run North 00 degrees 52 minutes 46 seconds West 132.00 feet to an iron rod and cap (marked #7160); thence run South 89 degrees 07 minutes 14 seconds West 50.00 feet to an iron rod and cap (marked #7160); thence run North 00 degrees 52 minutes 46 seconds West 136.24 feet; thence run East 1,253.25 feet; thence run North 722.71 feet to the POINT OF BEGINNING.

LEON COUNTY
PERMITTED USE VERIFICATION
CERTIFICATE NUMBER: VC1900056

ISSUED TO:
Name: Brennon Clayton (Kimley-Horn & Associates, Inc.) Phone #: 850-553-3535
Address: 2615 Centennial Blvd., Suite 102
Tallahassee, FL 32303

Project Acreage: 30.91 +/- acres (combined)
Zoning District: Lake Protection Node (LPN)
Parcel Tax ID#: 14-08-20-408-000-0 & 14-08-20-409-000-0

Status: **Conditional**
Non-Residential Development (309,100 S.F.) and Multi-Family Dwelling Units (247)

----------**COMMENTS**----------

Lot Information:

The above-referenced parcels are located within the Lake Protection Node (LPN) zoning district [Section 10-6.660 of the Leon County Land Development Code (LDC)] and are designated Lake Protection on the Future Land Use Map of the Tallahassee-Leon County Comprehensive Plan (Comprehensive Plan). The LPN district is permitted generally within a ¼ mile of the center of the intersection of Bannerman Road and Bull Headley and encompasses approximately 31 +/- acres of the properties. The maximum extent of where the LPN district can be applied is depicted in Section 10-6.660 of the LDC. The intent of the LPN zoning district is to accommodate compact mixed-use development at four intersections identified in Policy 2.218 of the Future Land Use Element (Lake Protection) and Section 106.660 of the LDC (Lake Protection Node Zoning) to provide retail, service and recreation opportunities to nearby residents.

A Natural Features Inventory (LEA1900014) was approved for both properties on April 2, 2019. A rezoning (LRZ180001) approved in 2018 for parcel 14-08-20-409-000-0 changed the zoning from Lake Protection to Lake Protection Node. Additionally, a Boundary Settlement application (LEX180019) (Official Records Book 5239, Page 498) was approved in 2018, which adjusted the common boundary of both parcels. Both parcels are located inside the Urban Services Area (USA) and the application indicates the properties will be served by City of Tallahassee central sanitary sewer and potable water. Water and sewer connection will be required to develop the property as proposed. According to the Leon County Property Appraiser's Office, parcel 14-08-20-408-0000 contains two single-family detached residential structures, along with several accessory structures. According to the Leon County Property Appraiser's Office, parcel 14-08-20-409-0000 is currently undeveloped. These residences have existing driveway access to Bannerman Road, a Major Collector roadway.

Applicant's Request:

The applicant is requesting non-residential development up to 309,100 square feet and 247 multi-family dwelling units. Non-residential development allowed within the LPN zoning district is limited to office, retail, services, and community facilities. Principal, restricted and prohibited uses are outlined in Section 10-6.660 of the LDC.

Within the LPN zoning district, non-residential development is allowed at an intensity of 10,000 square feet/acre with a maximum height of 4 stories. The maximum building footprint for non-residential buildings is 10,000 square feet, with a maximum building floor area of 14,000 square feet per structure. Multi-family development is allowed at a minimum density of 4 dwelling units/acre, a maximum density of 8 dwelling units/acre and a maximum height of 35 feet. The maximum building size allowed for multi-family is 15,000 square feet.

The Lake Protection Node zoning district encourages and provides intensity/density bonuses for projects designed as compact mixed-use (ground floor retail or office with residential above). Vertical mixed-use development may qualify for intensity incentives that would allow up to 12,500 square feet/acre. The maximum building size footprint would still be 10,000 square feet, but the maximum building floor area allowed per structure could be increased to 30,000 square feet. Qualifying mixed-use development can be up to 4 stories in height.

Unity of Title:

A Unity of Title will be required if the proposed development crosses parcel boundaries. A Unity of Title Affidavit ($156 plus recording fees), provided by the Department of Development Support and Environmental Management, shall be executed in the public records of Leon County prior to site and development plan approval.

Land Use Review Process:

The proposed development would qualify for review through a Type "C" site and development plan process pursuant to the review thresholds set out in Section 10-7.402 of the LDC. In the LPN district, the threshold for Type "C" review is 75 dwelling units – Development of Regional Impact (DRI) threshold (less than 2,000 units) or non-residential development over 80,000 gross building square feet. Type "C" site and development plan reviews require three public meetings: an Application Review Meeting (ARM), a Development Review Committee (DRC) meeting and a Board of County Commission (BCC) Meeting. The BCC makes the final disposition on projects that qualify for Type "C" review. The applicant shall proceed with the FDPA review track as outlined in subsection 10-7.402.5(b) of the LDC.

A free consultation with the Tallahassee-Leon County Planning Department's Design Works Studio will help explore concepts and ideas for the site layout and design prior to filing applications with Leon County. For more information, please contact Jeremy Floyd with Design Works at 891-6416.

Due to the project's complexity, the applicant is highly encouraged to schedule a pre-submittal meeting (free of charge), which is intended to provide an opportunity for review staff to collaborate with the applicant to discuss the project, prior to the preparing and filing a site plan application. Pre-submittal meetings are scheduled every Wednesday, except holidays. Pre-submittal meetings shall be scheduled at least one week in advance. A Permitted Use Verification (determined "conditional" or "eligible") and a conceptual site plan are needed to facilitate this meeting and discussion. To set up a 'pre-submittal' meeting please contact Development Services at 850-606-1300.

Site Development Standards:

The LPN zoning district shall facilitate compatibility with nearby neighborhoods through buffers, transitioning building mass and scale, and through careful site design.

In no case shall an application proposing new development with subdivision of property inside the Urban Service Area, with the exception of a one into two lot subdivision, be allowed to establish a private residential subdivision. Section 10-7.200 of the LDC, states that the development of private residential subdivisions of property that will utilize privately maintained infrastructure inside the Urban Service Area is prohibited.

Section 10-6.660 of the LDC requires non-residential and multi-family uses to meet the following minimum setbacks:

Building Setbacks				
	Front	Side Interior	Side Corner	Rear
Multi-family residential	Min: 5 feet Max: 15 feet	Min: 10 feet Max: 15 feet Adjoins RP future land use category: 40 feet min	Min: 10 feet Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions: 40 feet min.
Non-Residential	Min: 5 feet Max: 15 feet	Min: Zero [abutting buildings] or 10 feet Max: 15 feet Adjoins existing single-family subdivisions: 40 feet min.	Min: Zero Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions: 40 feet min.

Section 10-6.660 outlines specific criteria for development in the LPN zoning district, including but not limited to: access management; blocks, frontage and sidewalks; street trees; parking; building position; building façade length; building materials; roof types; transparency; buffering, fencing and screening; lighting; signage; stormwater management facilities; and sidewalks.

Requirements of importance include street design and layout that shall support an interconnected street network and pattern of a scale conducive to pedestrian and bicycle use. This includes specific standards for block lengths with the long side allowing a 600-foot maximum and the short side allowing between 200 and 400 feet. Non-residential and mixed-use building facades along any public street frontage shall not exceed 100 feet, unless vertical structural elements and functional entrance doors divide that facade no less than every 50 feet. The principal building entryway shall be oriented to the street, other than an arterial roadway, and be designed to provide direct pedestrian access from that street. Where buildings are equidistant to two or more streets, the principal entryway may be located on either street.

Additionally, parking shall not be located between the building facade and the right-of-way, and shall be located on-street, internal to the block, or to the rear of structures. On-site parking shall be limited to a range of 40% to 70% of the general parking standard set forth in Section 10-7.545, Schedule 6-2. On-street parking, provided on adjacent rights-of-way within the LPN zoning district without crossing an arterial or collector Street, or shared parking, may be counted towards meeting the parking requirement. Where site constraints necessitate, up to 25% of required parking may be permitted to the side of buildings. A minimum 10 feet wide landscaping strip shall line the perimeter of surface parking lots, and shall be landscaped with one canopy tree per 20 linear feet of frontage and a continuous row of shrubbery not to exceed three feet at maturity.

Where development abuts existing single-family subdivisions, the landscape buffer standards of Section 10-7.522 shall apply to the LPN zoning district. Buffering is not required between internal uses of the LPN zoning district. Buffering of outdoor service areas and facilities in the LPN district shall be provided, including trash collection and mechanical equipment areas. These areas shall be screened with materials and design treatments consistent with the primary building and/or screened with evergreen landscaping. Specific buffering and screening standards can be found in Section 10-6.660. (21).

Within the Urban Service Area, new development shall be designed and constructed to facilitate pedestrian mobility in and between residential developments; between residential development and nearby businesses, recreational opportunities, and community facilities; and, to connect places of business to one another and to residential developments. Pursuant to Section 10-7.529, within the Urban Services Area, all new development, as well as reconstruction, expansion, and extension, as defined in Article VI, Division 3, shall provide sidewalks along all public and private streets adjoining the development along adjacent rights-of-way. All frontage sidewalks in the LPN zoning district are required to be eight (8) feet in width, all other sidewalks are required to be five (5) feet in width. Sidewalks are required along Bannerman Road and proposed internal streets. Pursuant to Section 10-7.502, non-residential development shall also provide safe and efficient pedestrian linkages between building entrances and parking areas, as well as adjacent development, if applicable. Additionally, commercial and multi-family developments shall provide internal sidewalk interconnections between adjacent commercial developments parking and at least one connection to the public right-of-way shall be provided to meet ADA requirements. Furthermore, sidewalks shall be installed and constructed in accordance with the requirements and specifications of the County Engineer.

Access & Interconnections:

Pursuant to the access management requirements of the LPN zoning, direct access to an arterial roadway or major collector shall be limited and provided via public right-of-way. There shall be no more than one public right-of-way connection to an arterial roadway and to each adjacent collector street per each nodal quadrant; until such time as a street system is created to provide access to all parcels adjoining the adjacent arterial roadway or the adjacent collector street, individual properties may obtain access, if needed, on a temporary basis. Applicants for development shall enter an agreement to cooperate in any future project to consolidate access points or to share access with abutting properties as opportunities arise.

Signs:

Due to the mix of uses proposed, it is recommended that a master sign plan is prepared and approved during the site plan review process. A master sign plan would promote consistency among signs within the development and enhance the compatibility of signs with the architectural and site design features. Additionally, a master sign plan would provide an opportunity for greater flexibility and creativity in sign design, scale and placement.

Concurrency Review:

The development proposal must demonstrate compliance with concurrency requirements (including school concurrency) of Section 10-3.106 of the LDC. No final development order can be issued unless there is sufficient, available capacity to meet the level of service standards for the existing population, vested development, schools, and for the proposed development. It is highly recommended that you apply for concurrency early in the process as mitigation may be required. For further questions regarding transportation concurrency, please contact Ryan Guffey with Development Services at 850-606-1300.

Environmental Review:

The referenced parcels are located in the Spring Watershed of the Lake Jackson Drainage Basin and are also located within the Bradfordville Study Area. According to Leon County Geographic Information System (GIS) data, a large portion of the proposed development site is encumbered with environmental features including but are not limited to: significant and severe grades, waterbodies, watercourses, wetlands and FEMA flood zone "A". All environmental constraints on-site shall be addressed in a manner consistent with the Conservation Element of the Comprehensive Plan and the County Environmental Management regulations, Article IV of the LDC. No development or alterations shall be made in areas identified as conservation or preservation areas.

An Environmental Management Permit (EMP – Standard Form) will also be required for the proposed development and shall be reviewed and approved concurrently with the site plan application. Stormwater treatment shall be verified for compliance with both the Lake Jackson and Bradfordville Study Area stormwater standards. Treatment volume shall be provided within stormwater management facilities located outside environmentally sensitive areas (i.e., wetlands, floodplain, etc. as defined in the NFI). In addition to treatment thresholds, attenuation (rate of discharge) standards shall also be met. For more information regarding environmental regulations, please contact Environmental Services at (850) 606-1300.

Non-residential development shall demonstrate compliance with the minimum standards for landscape and natural areas set forth in Sections 10-4.344 and 10-4.345 of the Land Development Code. Water quality treatment shall be provided as a part of all development activity. Low Impact Development (LID) techniques are encouraged, such as rain gardens and bio-retention swales, to allow stormwater infiltration to occur as close to the source as possible. A decentralized stormwater management design which disperses stormwater facilities across the site rather than to a centralized treatment facility also is encouraged (Section 10-4.308).

Plats:

Plats shall always be required for all site and development plans which propose any non-exempt subdivisions; or any dedication(s) to the public; or which create common areas for the benefit of members of a homeowner's or property owner's association; or which require any conservation easements. A plat shall constitute only that portion of an approved site and development plan which the applicant proposes to subdivide, record, and develop; provided that such portion has been identified on the site and development plan as a separate phase of development and that the sequencing of such phase is also reported on the approved site and development plan. Such portion shall conform to all requirements of this chapter. No building permits shall be issued for a project that requires platting until a plat has been accepted and approved by the Board of County Commissioners and recorded in the plat books of the county pursuant to the provisions of this Code except as noted in Section 10-7.410, (3). Upon approval of a site and development plan, the applicant may submit proposed plats for approval to the county. No plat shall be approved and accepted by the County unless and until the developer shall have installed all infrastructure improvements in the proposed development as required by this Code and the site and development plan, or shall be guaranteed their installation as provided in Section 10-7.602 of the LDC. Approved site and development plans are valid for 3 years, unless an extension is granted.

Permitted Use Verifications are not development order approvals. Non-inclusion of any standard or regulation in this document shall not waive or invalidate any that may apply. It is the responsibility of the applicant and/or their agent to obtain information pertinent to the development of this site prior to filing an application with Leon County. This determination shall not be construed to grant exemption from any other development regulation or permitting requirement as may otherwise be applicable or determined applicable during the permitting process.

Subject to the following sequence of reviews and required approvals:

1. Pre-Submittal Meeting (Highly Encouraged, No Fee): Pre-submittal meetings shall be scheduled at least one week in advance. A Permitted Use Verification (determined "conditional" or "eligible") and a conceptual site plan sketch are needed to facilitate this meeting and discussion. Contact Development Services at 850-606-1300.

2. Design Works Studio: A free consultation with the Tallahassee-Leon County Planning Department's Design Works Studio will help explore concepts and ideas for the site layout and design. For more information, please contact Jeremy Floyd at 891-6416.

3. Subject to City/County Water and Sewer Agreement (Connection to Sanitary Sewer and Central Water is required): Contact City of Tallahassee Utilities at 850-891-4968.

4. Unity of Title: Required if proposing one development site ($156.00, plus recording fee). Contact Development Services at 850-606-1300.

5. Type "C" Site and Development Plan Review (FDPA): Contact Development Services at 606-1300 for more information.

6. Environmental Management Permit (EMP). Contact: Environmental Services at 850-606-1300.
   * FDPA Track (EMP submitted and approved concurrently with Type "C" Site Plan application).

7. Concurrency Certificate (Type "C" Site and Development Plan Review): Contact Concurrency Management at 850-606-1300.

8. Plat: No building permits shall be issued for a project that requires platting until a plat has been accepted and approved by the Board of County Commissioners. Contact Public Works Department at 850-606-1500

9. Building Permit: Contact Building Plans Review and Inspection at 850-606-1300.

Submittal requirements are pursuant to the Leon County Zoning, Site and Development Plan and Subdivision Procedures and Information Manual for the Process identified above.

Subsequent permitting and site plan review may limit the ability to construct above described development. This certificate is exclusive to the terms and conditions herein and is valid under the 2030 Comprehensive Plan and the Leon County Land Development Regulations in effect at the time of issuance. Amendments to the 2030 Comprehensive Plan or to the Land Development Regulations may alter the terms and conditions of this certificate. No Permitted Use Verification Application and/or Permitted Use Verification Certificate shall be the basis for any claims of estoppel or vesting against any land development regulations or zoning regulations, which may be adopted on or after the date of the Permitted Use Verification Application and/or the Permitted Use Verification Certificate.

Date: 04/19/2019
Revised: N

Development Services Division
Development Support and Environmental Management

LEON COUNTY
PERMITTED USE VERIFICATION
CERTIFICATE NUMBER: VC1900185

ISSUED TO:
Name: Brennon Clayton (Kimley-Horn & Associates, Inc.) Phone #: 850-553-3535
Address: 2615 Centennial Blvd., Suite 102
Tallahassee, FL 32303

Project Acreage: 150.16 +/- acres
Zoning District: Lake Protection (LP)
Parcel Tax ID#: 14-17-20-008-000-0

Status: **Conditional**
Clustered Subdivision (300 – Detached Residential Dwelling Units or Less)

----------**COMMENTS**----------

Lot Information:

The referenced parcel is located within the Lake Protection (LP) zoning district (Section 10-6.616 of the Leon County Land Development Code [LDC]) and is designated Lake Protection on the Future Land Use Map of the Tallahassee/Leon County Comprehensive Plan (Land Use Element Policy 2.2.18). The purpose and intent of the LP zoning district is to allow for the regulation and, where appropriate, limitation of development and redevelopment of land within the Lake Jackson Basin in a manner that improves water quality within the lake. The bounds of the category include the Lake Jackson and contributing watersheds and limited to the urban service area. The LP zoning district shall permit single-family residential development at one dwelling unit per two gross acres (150/2 = 75 units). A clustered subdivision option is available that allows two dwelling units per gross acre, consistent with environmental and infrastructure constraints. The clustered subdivision option allows an increased number of residential units if developed on 40 percent of the property, provided central water and sewer are available and leaving the remaining 60 percent of the property as contiguous, undisturbed open space in perpetuity. The parcel is located inside of the Urban Service Area (USA) and is subject to the City/County Water and Sewer Agreement. Water and sewer connection will be required to develop the property as proposed. The cluster subdivision option is intended to leave large areas of natural open space within the watershed that minimize pollution.

According to the Leon County Property Appraiser's database, the subject parcel is approximately 150.16 acres +/- and is currently undeveloped. A Boundary Settlement application (LEX180019) (Official Records Book 5239, Page 498) was approved in 2018, which adjusted the common boundary with adjacent parcels to the north. The subject parcel has frontage along Bannerman Road, a Leon County maintained major collector roadway.

Applicant's Request/ Land Use Review:

The applicant requests to establish a maximum of 300-lot single-family detached clustered residential lots. Pursuant to the thresholds set out in Section 10-7.402 of the LDC (Table 10-7.1), a proposed 300-lot single-family detached clustered residential subdivision qualifies for review through a Type "C" site and development plan process pursuant to the review thresholds set out in Section 10-7.402 of the LDC.

In the LP district, the minimum review threshold for Type "C" review is 100 dwelling units. Applications which propose 15-99 dwelling units in the LP zoning district qualify for Type "B" site and development plan review. Type "C" site and development plan reviews require three public meetings: an Application Review Meeting (ARM), a Development Review Committee (DRC) meeting and a Board of County Commission (BCC) Meeting. The BCC makes the final disposition on projects that qualify for Type "C" review. Applications for Type "C" site and development plan review shall proceed with the Final Design Plan Approval (FDPA) review track as outlined in subsection 10-7.402.5(b) of the LDC.

A free consultation with the Tallahassee-Leon County Planning Department's Design Works Studio will help explore concepts and ideas for the site layout and design prior to filing applications with Leon County. For more information, please contact Jeremy Floyd with Design Works at 891-6416.

Due to the project's complexity and scale, the applicant is strongly encouraged to schedule an informal pre-submittal meeting (free of charge), which is intended to provide an opportunity for review staff to collaborate with the applicant to discuss the project, prior to the preparing and filing of a site plan application. Pre-submittal meetings are conducted every Wednesday afternoon, except holidays and shall be scheduled at least one week in advance. A Permitted Use Verification (determined "conditional" or "eligible") and a conceptual site plan are needed to facilitate this meeting and discussion. To set up a 'pre-submittal' meeting please contact Development Services at 850-606-1300.

Reserve Area:

As previously mentioned, the clustered subdivision option allows an increased number of residential units if a minimum 60 percent of the total site acreage is permanently preserved as Reserve Area (recorded conservation easement) in perpetuity. This is intended to leave large areas of natural open space and minimize environmental impacts within the watershed. As such, connection to central water and sewer services shall be required to achieve the maximum allowable density of two (2) dwelling units per gross acre for clustered subdivision designs. It should be noted, without central sanitary sewer, the clustered option is not available.

The Reserve Area shall comprise a minimum requirement of 60 percent of the total development site (approximately 90.00 acres) to ensure the protection of all critical onsite resources that are to be preserved and/or protected based on the Natural Features Inventory findings. The Reserve Area shall be continuous with other portions of the site; shall be contiguous with or proximal to existing or planned public or private greenspace to the greatest extent practicable, and shall be of sufficient size and buffered to ensure the protection of all critical on-site resources that are to be preserved and to accommodate authorized uses.

(a) All preservation areas, special development zones, conservation areas, archaeological sites and view-shed areas within designated protection zones for canopy roads shall be incorporated into the Reserve Area even if total acreage exceeds the minimum requirement of 60 percent of the total parcel; other open space areas shall be incorporated into the reserve area to the greatest extent practicable.

(b) The Reserve Area shall adjoin any existing or planned adjacent areas of open space, or natural areas that would be potential sites for inclusion as part of a future area of protected open space as depicted in the Greenways Master Plan. In those instances where a clustered subdivision will be located adjacent to another existing or approved clustered subdivision, the proposed clustered subdivision shall be designed so that reserve areas are adjacent to the greatest extent practicable.

(c) Reserve Area land shall be reserved permanently by easement for natural open space, passive recreation uses (e.g., greenbelts, trails, picnic areas or open fields), stormwater facilities, or other environmental conservation purposes.

(d) Stormwater management facilities which are otherwise permissible are allowed in the Reserve Area provided that the facilities are located outside of preservation areas, canopy road protection zones, naturally forested areas, special development zones, and meet either of the applicable following two standards:

1. Wet retention ponds shall have side slopes of 6:1 or flatter with appropriate wetland tree and aquatic plants species that visually integrates the stormwater facility into the overall reserve area.

2. All other retention ponds shall have side slopes of flatter than 4:1 or with appropriate tree and plant species that visually integrates the stormwater facility into the overall reserve area. All such facilities shall be designed as community amenities, with trails, observation decks, or platforms where appropriate.

3. Areas that are designated as floodplain, wetlands, or similar conservation/preservation areas shall not be disturbed or utilized for stormwater management. Whenever possible, Low Impact Development (LID) techniques (Section 10-4.308, LDC) are encouraged as well as decentralized stormwater management facilities.

(e) All applicants for a clustered subdivision shall submit a management plan describing how the reserve area land will be maintained in perpetuity, including provision of a dedicated source of funds approved by the local government, to finance the timely and consistent execution of the plan.

Development Area:

The Development Area shall be the area not set aside as Reserve Area and shall comprise no more than 40 percent of the total parcel (approximately 60.00 acres). The Development Area shall be located on the least environmentally sensitive or otherwise significant portions of the total clustered subdivision parcel; be contiguous to the greatest extent practicable; and allow maximum open space to be easily maintained in the Reserve Area. Design of the development area shall follow the procedural steps set forth below.

(1) Delineate areas of the site to be reserved due to their significant features and value to the area's continued natural character;

(2) Determine the number of allowable lots desired;

(3) Locate potential development sites on the area of the tract not delineated as Reserve Area, with due consideration for topography, soil suitability for construction, and efficient service by public or central water and sewerage systems;

(4) Align streets to serve residential sites, with due consideration for topography and connections to existing, planned or potential streets in adjacent areas, and align pedestrian trails if planned;

(5) Delineate boundaries of individual residential lots where lot sizes and shapes, block sizes and shapes, and street networks and alignments shall be designed in accordance with accepted planning practices to produce a rational and economical system without undue clearing or grading. The lot arrangement, design and orientation shall be such that all lots will provide satisfactory building sites that are properly related to topography and the character of surrounding development, encourage a range of housing types and sizes, and provide safe and convenient vehicular access to public streets; and

(6) Specific development and locational standards shall be subject to the minimum standards of the underlying land use category and base zoning district and shall be established at the time of development plan submittal

Site Development Standards:

Residential lots in clustered subdivisions less than 60 feet in width shall be alley-loaded. Minimum building setbacks for both detached and attached single-family dwelling units are 15 feet in the front, rear, and corner-side of the lot; however, 10 feet setbacks are allowed in the front and rear of the lot for residential dwelling units with alley-loaded garages. Minimum interior-side setbacks for single-family detached dwelling units are 7.5 feet on each interior-side, or any combination of setbacks that equals at least 15 feet, provided no such setback shall be less than 5 feet. Interior-side setback requirements do not apply to attached dwelling units; however, maximum building size requirements allowing up to eight (8) attached dwelling units per building length do apply. The maximum building height for detached dwelling units is three (3) stories.

Development Standards (Clustered Subdivision)									
Minimum Lot Size				Minimum Building Setbacks				Maximum Building Restrictions	
Use Category	Lot or Site Area	Lot Width	Lot Depth	Front	Side-Interior Lot	Side-Corner Lot	Rear	Building Size (excluding gross building floor area used for parking)	Building Height (excluding stories used for parking)
Single-family detached dwellings	5,000 square feet	40 feet	100 feet	15 feet; 10 feet w/alley-loaded garage	7.5 feet on each side; or any combination of setbacks	15 feet	15 feet; 10 feet w/alley-loaded garage	Not applicable	3 stories

					that equals at least 15 feet, provided that no such setback shall be less than 5 feet				
Single-family attached dwellings	3,750 square feet end unit; 2,400 square feet interior lot	37.5 feet end unit; 25 feet interior lot	80 feet	15 feet; 10 feet w/alley-loaded garage	Not applicable	15 feet	15 feet; 10 feet w/alley-loaded garage	Maximum length: 8 units	3 stories

Residential parking requirements are calculated based on the type of land use and/or the number of bedrooms per unit, as set forth in Schedule 6-2 of §10-7.545 [LDC]. Based on the proposed land use (cluster development), the required number of parking spaces for one-bedroom units is one (1) parking space per dwelling unit. Units with two or more bedrooms require 1.5 parking spaces per unit. Additionally, 0.50 visitor parking spaces are required for each dwelling unit. Small visitor parking lots are encouraged to be placed in strategic locations throughout the proposed subdivision.

A subdivision and every lot therein shall demonstrate legal access to a publicly dedicated street pursuant to Section 10-7.502(a) of the LDC. Legal access shall mean the right, created by fee simple ownership, insurable right of access, deed or easement recorded in the public records providing for perpetual ingress and egress rights from the premises to a publicly dedicated street.

Type "B" site and development plans will be required to demonstrate compliance with the Landscape Buffer Standards set forth in Section 10-7.522 of the LDC. Landscape buffers are required between the perimeter of any existing and proposed development. Buffers are intended to provide a screening function and facilitate compatibility between adjacent compatible and incompatible development. The intensity of plantings and the widths of the required buffers are determined by the existing adjacent land use. For proposed single-family residential development adjacent to single-family residential development within the LP zoning district, the proposed development must provide buffering meeting no less than a Type "A" landscape standard. A Type "B" buffer will be required where proposed development adjacent to non-residential uses. Existing plantings and vegetation that are adequately preserved may suffice to meet these requirements.

Within the Urban Service Area, new development shall be designed and constructed to facilitate pedestrian mobility in and between residential developments, between residential development and nearby businesses, recreational opportunities, and community facilities, and to connect places of business to one another and to residential developments. Pursuant to Section 10-7.529, within the Urban Services Area, all new development, as well as reconstruction, expansion, and extension, as defined in Article VI, Division 3, shall provide sidewalks along all public and private streets adjoining the development along adjacent rights-of-way. Sidewalks are required along Bannerman Road and proposed internal streets. Furthermore, sidewalks shall be installed and constructed in accordance with the requirements and specifications of the County Engineer.

New development shall also be designed to support the development of a network of interconnecting streets that work to disperse traffic while connecting and integrating neighborhoods with the existing fabric of the community (Section 10-7.502 [b]), unless determined by the Development Review Committee that physical conditions preclude a connection now and in the future.

All street names and addressing shall be developed and assigned, in accordance with the uniform street naming and property numbering system, according to the requirements of this section. The applicant shall submit an Application for Street Name Approval. Please also be advised that the United States Postal Service (USPS) is requiring all new subdivisions to have a central mail kiosk rather than individual mailboxes for each single-family lot. Please refer to the "U.S. Postal Service National Delivery Planning Standards: A Guide for Builders and Developers" for more information. The mail kiosk area shall provide adequate access without hindering traffic. Please coordinate with the local USPS office. Contact the Leon County Addressing Unit for any questions relating to street naming and property numbering and addressing.

In no case shall an application proposing new development with subdivision of property inside the Urban Service Area, with the exception of a one into two lot subdivision, be allowed to establish a private residential subdivision. Section 10-7.200 of the LDC, states that the development of private residential subdivisions of property that will utilize privately maintained infrastructure inside the Urban Service Area is prohibited.

Concurrency Review:

Concurrency Management has determined that the proposed 300 single family dwelling unit subdivision may require transportation concurrency mitigation for roadway segments within the Comprehensive Traffic Analysis Network (CTAN). Staff recommends that the applicant submit an Application for Concurrency Determination prior to submittal of the site and development plan. In addition, the application will need to submit a School Impact Analysis (SIA) form to Concurrency Management. The Leon County School Board can then determine whether school concurrency mitigation will also be required. For further questions regarding transportation concurrency, please contact Ryan Guffey with Development Services at 850-606-1300.

Environmental Review:

The referenced parcels are located in the Spring Watershed of the Lake Jackson Drainage Basin and are also located within the Bradfordville Study Area. According to Leon County Geographic Information System (GIS) data, a large portion of the proposed development site is encumbered with environmental features including but are not limited to: significant and severe grades, waterbodies, watercourses, wetlands and FEMA flood zone "A". All environmental constraints on-site shall be addressed in a manner consistent with the Conservation Element of the Comprehensive Plan and the County Environmental Management regulations, Article IV of the LDC. No development or alterations shall be made in areas identified as conservation or preservation areas. A Natural Features Inventory (LEA1900048) is currently under review with the Environmental Services Division.

An Environmental Management Permit (EMP – Standard Form) will also be required for the proposed development and shall be reviewed and approved concurrently with the Type "C" site plan application. Stormwater treatment shall be verified for compliance with both the Lake Jackson and Bradfordville Study Area stormwater standards. Treatment volume shall be provided within stormwater management facilities located outside environmentally sensitive areas (i.e., wetlands, floodplain, etc. as defined in the NFI). In addition to treatment thresholds, attenuation (rate of discharge) standards shall also be met. For more information regarding environmental regulations, please contact Environmental Services at (850) 606-1300.

Water quality treatment shall be provided as a part of all development activity. Low Impact Development (LID) techniques are encouraged, such as rain gardens and bio-retention swales, to allow stormwater infiltration to occur as close to the source as possible. A decentralized stormwater management design which disperses stormwater facilities across the site rather than to a centralized treatment facility also is encouraged (Section 10-4.308).

Plats:

Plats shall always be required for all site and development plans which propose any non-exempt subdivisions; or any dedication(s) to the public; or which create common areas for the benefit of members of a homeowner's or property owner's association; or which require any conservation easements. A plat shall constitute only that portion of an approved site and development plan which the applicant proposes to subdivide, record, and develop; provided that such portion has been identified on the site and development plan as a separate phase of development and that the sequencing of such phase is

also reported on the approved site and development plan. Such portion shall conform to all requirements of this chapter. No building permits shall be issued for a project that requires platting until a plat has been accepted and approved by the Board of County Commissioners and recorded in the plat books of the county pursuant to the provisions of this Code except as noted in Section 10-7.410, (3). Upon approval of a site and development plan, the applicant may submit proposed plats for approval to the county. No plat shall be approved and accepted by the County unless and until the developer shall have installed all infrastructure improvements in the proposed development as required by this Code and the site and development plan or shall be guaranteed their installation as provided in Section 10-7.602 of the LDC. Approved site and development plans are valid for 3 years, unless an extension is granted.

Permitted Use Verifications are not development order approvals. Non-inclusion of any standard or regulation in this document shall not waive or invalidate any that may apply. It is the responsibility of the applicant and/or their agent to obtain information pertinent to the development of this site prior to filing an application with Leon County. This determination shall not be construed to grant exemption from any other development regulation or permitting requirement as may otherwise be applicable or determined applicable during the permitting process.

Subject to the following sequence of reviews and required approvals:

1. Design Works Studio: A free consultation with the Tallahassee-Leon County Planning Department's Design Works Studio will help explore concepts and ideas for the site layout and design. For more information, please contact Jeremy Floyd at 891-6416.

2. Pre-Submittal Meeting (Highly Encouraged, No Fee): Pre-submittal meetings shall be scheduled at least one week in advance. A Permitted Use Verification (determined "conditional" or "eligible") and a conceptual site plan sketch are needed to facilitate this meeting and discussion. Contact Development Services at 850-606-1300.

3. Subject to City/County Water and Sewer Agreement (Connection to Sanitary Sewer and Central Water is required): Contact City of Tallahassee Utilities at 850-891-4968.

4. Natural Features Inventory (NFI) (required prior to submittal of Type "C" review application): Contact Environmental Services at 850-606-1300.

5. Type "C" Site and Development Plan Review (FDPA): Contact Development Services at 606-1300 for more information.

6. Environmental Management Permit (EMP). Contact: Environmental Services at 850-606-1300.
   * FDPA Track (EMP submitted and approved concurrently with Type "C" Site Plan application).

7. Concurrency Certificate (Type "C" Site and Development Plan Review) (Including School): Contact Concurrency Management at 850-606-1300.

8. Plat: No building permits shall be issued for a project that requires platting until a plat has been accepted and approved by the Board of County Commissioners. Contact Public Works Department at 850-606-1500

9. Building Permit: Contact Building Plans Review and Inspection at 850-606-1300.

Submittal requirements are pursuant to the Leon County Zoning, Site and Development Plan and Subdivision Procedures and Information Manual for the Process identified above.

Subsequent permitting and site plan review may limit the ability to construct above described development. This certificate is exclusive to the terms and conditions herein and is valid under the 2030 Comprehensive Plan and the Leon County Land Development Regulations in effect at the time of issuance. Amendments to the 2030 Comprehensive Plan or to the Land Development Regulations may alter the terms and conditions of this certificate. No Permitted Use Verification Application and/or Permitted Use Verification Certificate shall be the basis for any claims of estoppel or vesting against any land

development regulations or zoning regulations, which may be adopted on or after the date of the Permitted Use Verification Application and/or the Permitted Use Verification Certificate.

Date: 10/31/2019
Revised: N

10-31-19

Development Services Division
Development Support and Environmental Management

Leon County
Board of County Commissioners

Notes for Agenda Item #16

Leon County Board of County Commissioners

Agenda Item #16

June 16, 2020



To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Advisory Committee for Quality Growth, the Architectural Review Board, the Board of Adjustments and Appeals, the Canopy Roads Citizens Committee, the CareerSource Capital Region Board, and the Planning Commission

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 Advisory Committee for Quality Growth, the Architectural Review Board, the Board of Adjustments and Appeals, the Canopy Roads Citizens Committee the CareerSource Capital Region Board and the Planning Commission.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

See next page.

Staff Recommendation:

Option #1: Appoint three nominated, eligible applicants to the Advisory Committee for Quality Growth for three-year terms ending May 31, 2023 as follows: appoint Bill Kimberl to Seat #1, Jackie Wilson to Seat #3, and Antonio Jefferson to Seat #13.

Option #2 Appoint one citizen to Seat #9 on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2023. The eligible applicants are: Ja'Baree Allen, Robert Campbell, Barbara Clark, Rafael Marimon, Lateefah Muhammad and Clay'Nisha Stephens.

Option #3: Reappoint one eligible applicant, Leslie Jacobs, to the Architectural Review Board for a three-year term ending June 30, 2023.

Option #4: Reappoint two eligible applicants, Paul Patronis and Darryl Williams to the Board of Adjustments and Appeals for three-year terms ending June 30, 2023.

Option #5: Appoint one citizen to Canopy Roads Citizens Committee for the remainder of the unexpired term ending October 31, 2022. The eligible applicants are: Curtis Chapman, Charles Crooks and Mary Anne Koos.

Option #6: Appoint the two nominated and recommended citizens to the CareerSource Capital Region Board as follows: reappoint Rebecca Kelly-Manders for a three year-term ending June 30, 2023 and appoint Lisa Blaser for the remainder of the unexpired term ending June 30, 2021.

Option #7: Reappoint one eligible applicant, Martha Chauncey*, to the School Board Seat on the Planning Commission for a three-year term ending June 30, 2023.

**Should the Board choose to appoint Ms. Chauncey it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #19) by a two-thirds affirmative vote.*

Option #8: Appoint one citizen to the Board appointed Seat on the Planning Commission for a three-year term ending June 30, 2023. The eligible applicants are: Jami Coleman*, Debra Preble*, Luis E. Rojas, James Billingsley and Jeff Blair.

**Should the Board choose to appoint Ms. Coleman or Ms. Preble it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachments #20 & #21) by a two-thirds affirmative vote.*

Report and Discussion

Background:

Pursuant to Policy No. 03-15, "Board-Appointed Citizen Committees", a General Business item is presented to fill vacancies for full Board appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Advisory Committee for Quality Growth (ACQG)

Purpose:

The Advisory Committee for Quality Growth serves as a standing advisory committee made up of development industry professionals and community stakeholders to provide continuous feedback and guidance to the department of Development Support and Environmental Management (DSEM) on process improvements, service enhancements, and regulatory policies which support the highest quality growth and development attainable for our community. The Committee is staffed by the Chief Development Resources Officer and charged with providing feedback and input on the overall customer experience at DSEM including proposed process improvements, customer service and desired regulatory enhancements. The responsibilities of this advisory committee place a great emphasis on proactive input and feedback for all development review and approval matters.

Composition:

The ACQG has sixteen-members appointed by the full Board: 9 are nominated by local organizations/associations and the remaining 7 do not require a nomination. The members serve three-year terms. The eligibility for each seat is as follows:

- Seat 1: a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Tallahassee Builders Association.**
- Seat 2: a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Big Bend Contractors Association.**
- Seat 3: a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the National Association of Women in Construction.**
- Seat 4: a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Associated Builders and Contractors of North Florida.**
- Seat 5: a person who is employed by the university or local school system, no nomination required.
- Seat 6: a person who serves on a neighborhood association board or represents a neighborhood-based organization, **nominated by the Council of Neighborhood Associations.**
- Seats 7 & 8: persons employed by or represents, a community-based, environment-related organization, no nomination required.

- Seats 9, 10 & 11: residents of Leon County, no nomination required.
- Seat 12: a person who represent a business association or organization, **nominated by the Greater Tallahassee Chamber of Commerce.**
- Seat 13: a person who represent a business association or organization, **nominated by the Big Bend Minority Chamber of Commerce.**
- Seat 14: a person who represent a business association or organization, **nominated by the Network of Entrepreneurs & Business Advocates.**
- Seat 15: a person who represent a business association or organization, **nominated by the Capital City Chamber of Commerce.**
- Seat 16: an archaeologist, no nomination required.

Vacancies:

There are several vacancies on the ACQG for current members whose terms expired on May 31, 2020. Four of the current members are seeking reappointment. Eligible applicants for each of the four vacant seats are listed in Table #1.

Table #1. Advisory Committee for Quality Growth

Seat No.	Nominator	Eligibility Criteria	Application Attachment #	Eligible Applicant	Recommended Action
1	Tallahassee Builders Association	A person who is engaged in providing construction development, planning, or environmental-related services.	1.	William Kimberl *	Reappoint the nominated member for a 3-year term ending May 31, 2023
3	Nat'l Assoc. of Women in Construction	A person who is engaged in providing construction development, planning, or environmental-related services.	2.	Jackie Wilson *	Reappoint the nominated member for a 3-year term ending May 31, 2023
9	N/A	Any resident of Leon County	3. 4. 5. 6. 7. 8.	Ja'Baree Allen* Robert Campbell Barbara Clark Rafael Marimon Lateefah Muhammad Clay'Nisha Stephens	Appoint one member for a 3-year term ending May 31, 2023
13	Big Bend Minority Chamber of Commerce	A person who represents a business association or organization.	9.	Antonio Jefferson *	Reappoint the nominated member for a 3-year term ending May 31, 2023

***** *Seeking reappointment*

Architectural Review Board (ARB)

Purpose: The responsibility of ARB is to review and make recommendations on the listing of properties on the Local Register Historic Places; protect the character of property in the Historic Preservation Overlay (HPO) designation; and, on behalf of County and City, administers federal Certified Local Government program for historic preservation.

Composition: ARB membership consists of 8 citizens (4 appointed by the Board and 4 appointed by the City of Tallahassee), the Planning Commission Chairman (or designee), and the Planning Department Director (or designee). The 4 Board appointed citizen members consist of:

- 2 owners of property zoned with the Historic Preservation Overlay (HPO)
- 1 member of American Institute of Architects (AIA)
- 1 member representing Tallahassee Trust for Historic Preservation (TTHP)

As per the County Code of Laws, members serve three-year terms, expiring on June 30 and may not serve more than two consecutive terms. Members of the ARB must be residents or property owners in Leon County.

Vacancy: The term of the Planning Commission Chairman's designee, Leslie Jacobs, expires on June 30, 2020. The Planning Commission Chairman has selected Ms. Jacobs for reappointment to the ARB. The eligible applicant is listed in Table #2.

Table #2: Architectural Review Board (ARB)

Vacancies *Term Status*	**Term Expiration** *Seat Category*	**Application Attachment #**	**Eligible Applicant**	**Recommended Action**
Leslie Jacobs *Has served one term*	6/30/2020 *Planning Commission Chairman's designee*	10.	Leslie Jacobs	Reappoint **one** eligible applicant for a three-year term ending 6/30/2023

Board of Adjustments and Appeals (BOAA)

Purpose: The BOAA hears and decides on appeals of administrative decisions as provided in the City of Tallahassee and Leon County Land Development Code, and variances to sign, plumbing, zoning, housing, building, gas and fire prevention codes of the City of Tallahassee and Leon County as provided in the City and Leon County Land Development Codes.

Composition: The BOAA has three members appointed by the full Board, three members appointed by the City and one member alternately appointed by the full Board and the City Commission. In addition, both the full Board and the City Commission may appoint an alternate member, who serves in the event that their presence is needed to constitute a quorum. The members serve a three-year term and may not serve more than two full consecutive terms. Vacancies are filled for the remainder of the unexpired term.

Vacancies: The terms of Board appointed members Darryl Williams and Paul Patronis expire on June 30, 2020. Mr. Williams and Mr. Patronis have both served one partial term and are seeking reappointment. Eligible applicants are listed in Table #3.

Table #3: Board of Adjustments and Appeals

Vacancies	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Darryl Williams *Served one partial term, seeking reappointment*	6/30/2020	11.	Darryl Williams	Reappointment **one** recommended applicant for a three-year term ending 6/30/2023
Paul Patronis *Served one partial term, seeking reappointment*	6/30/2020	12.	Paul Patronis	Reappoint **one** recommended applicant for a three-year term ending 6/30/2023

Canopy Roads Citizens Committee (CRCC)

Purpose: The Committee makes recommendations to the County and City Commissions on matters related to Canopy Road preservation and assists in coordinating efforts of government, private sector, civic groups and individuals in an effort to protect, maintain, and enhance the Canopy roads.

Composition: The Committee has eight members; four appointed by the County and four appointed by the City. Members serve three-year terms, expiring on October 31. Members should consist of a balance of persons who have expertise in fields of forestry, local history, who live along a Canopy Road or who have demonstrated a willingness to serve for the enhancement of the community. In addition, the Board appoints a County Commissioner to serve as an ex officio, nonvoting member; currently, Commissioner Mary Ann Lindley is serving in that capacity.

Vacancies: Board appointed member, Ryan Wetherell, whose term was due to expire on October 31, 2022, has resigned. The eligible applicants are listed in Table #4.

Table #4: Canopy Roads Citizens Committee

Vacancy	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Ryan Wetherell *Resigned*	10/31/2022	13. 14. 15.	Curtis Chapman Charles Crooks Mary Anne Koos	Appoint **one** citizen for the remainder of the unexpired term ending 10/31/2022

CareerSource Capital Region Board (CSCR)

Purpose: CareerSource Capital Region connects employers with qualified, skilled and talented Floridians with employment and career development opportunities to achieve economic prosperity in Gadsden, Leon and Wakulla counties. The CSCR Board develops the region's strategic workforce development plan; identifies occupations for which there is a demand in the area and selecting training institutions that may provide training; solicit the input and participation of the local business community in the provision of services for the residents of the region; provide policy guidance and procedures for programs established by CareerSource Capital Region; and, provides oversight and monitoring activities.

Composition: The CSCR Board has seven private sector representative members appointed by the full Board. Nominations for the private sector seats are submitted by local business organizations including local chambers of commerce, downtown merchants' associations, area business associations, etc., and must be compliant with the Workforce Innovation and Opportunity Act (WIOA) and Florida Statutes. Nominees are representative of the business community in optimal business leadership positions, such as CEO's, VP's of HR, General Managers, Presidents and executives of firms that require a large workforce to maintain their business. The members serve a three-year term, and vacancies are filled for the remainder of the unexpired term.

Vacancies: The term of Board-appointed member Rebecca Kelly-Manders expires on June 30, 2020 and member Steve Capenos has resigned. Mr. Capenos' terms was due to expire on June 20, 2021. Ms. Kelly-Manders is seeking reappointment. CareerSource Capital Region is recommending the reappointment of Rebecca Kelly-Manders and the appointment of Lisa Blaser. The nominated and recommended applicants are listed in Table #5.

Table #5: CareerSource Capital Region

Vacancies	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Rebecca Kelly-Manders *Seeking reappointment, has served one term*	6/30/2020	16.	Rebecca Kelly-Manders	Reappoint **one** recommended applicant for a three-year term ending 6/30/2023
Steve Capenos *Resigned*	6/30/2021	17.	Lisa Blaser	Appoint **one** nominated and recommended applicant for the remainder of the unexpired term ending 6/30/2021

Planning Commission

Purpose: The Tallahassee-Leon County Planning Commission was established by interlocal agreement on September 26, 1967, between Leon County and the City of Tallahassee. This agreement designated the Planning Commission as the entity responsible for comprehensive area

wide planning within the City of Tallahassee and Leon County. The Planning Commission is also the designated as the Local Planning Agency (LPA) that reviews amendments to the Comprehensive Plan. Duties and responsibilities of the Planning Commission and the LPA are set forth in the Planning Commission bylaws as well as the interlocal agreement and local land development codes for the City and County.

Composition: The Planning Commission has three citizen members appointed by the full Board, three members appointed by the City and one member selected by the School Board and appointed by both the Board and the City Commission. The citizen members serve three-year terms and may be reappointed. Vacancies are filled for the remainder of the unexpired term.

Vacancies: The term of School Board-selected member, Martha Chauncey, expires on June 30, 2020. Ms. Chauncey is seeking reappointment and the School Board recommended her for reappointment at their June 2nd meeting (Attachment #18). The term of Board appointed member, Jami Coleman, expires on June 30, 2020. Ms. Coleman is seeking reappointment. All eligible applicants are listed in Table #6.

Table #6: Planning Commission

Vacancies *Term Status*	**Term Expiration**	**Application Attachment #**	**Eligible Applicants**	**Recommended Action**
Martha Chauncey *Seeking Reappointment – has served one partial term*	6/30/2020	19.	Martha Chauncey* *(selected by the School Board)*	Reappoint **one** eligible applicant for a three-year term ending 6/30/2023.
Jami Coleman *Seeking Reappointment – has served one partial term*	6/30/2020	20. 21. 22. 23. 24,	Jami Coleman* Debra Preble* Luis E. Rojas James Billingsley Jeff Blair**	Appoint **one** eligible applicant for a three-year term ending 6/30/2023.

* *Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachments #19, #120 & #21). Should the Board choose to appoint Ms. Chauncey, Ms. Coleman and/or Ms. Preble it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*

In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.

** *Applicant is a current member of the Board of Adjustments and Appeals (BOAA). If appointed to the Planning Commission, Mr. Blair has agreed to resign from the BOAA.*

Options:

1. Appoint three nominated eligible applicants to the Advisory Committee for Quality Growth for three-year terms ending May 31, 2023 as follows: appoint Bill Kimberl to Seat #1, Jackie Wilson to Seat #3, and Antonio Jefferson to Seat #13.

2. Appoint one citizen to Seat #9 on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2023. The eligible applicants are: Ja'Baree Allen, Robert Campbell, Barbara Clark, Rafael Marimon, Lateefah Muhammad and Clay'Nisha Stephens.

3. Reappoint one eligible applicant, Leslie Jacobs, to the Architectural Review Board for a three-year term ending June 30, 2023.

4. Reappoint two eligible applicants, Paul Patronis and Darryl Williams to the Board of Adjustments and Appeals for three-year terms ending June 30, 2023.

5. Appoint one citizen to Canopy Roads Citizens Committee for the remainder of the unexpired term ending October 31, 2022. The eligible applicants are: Curtis Chapman, Charles Crooks and Mary Anne Koos.

6. Appoint two nominated and recommended citizens to the CareerSource Capital Region Board as follows: reappoint Rebecca Kelly-Manders for a three year-term ending June 30, 2023 and appoint Lisa Blaser for the remainder of the unexpired term ending June 30, 2021.

7. Reappoint one eligible applicant, Martha Chauncey*, to the School Board Seat on the Planning Commission for a three-year term ending June 30, 2023.

   **Should the Board choose to appoint Ms. Chauncey it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #19) by a two-thirds affirmative vote..*

8. Appoint one citizen to the Board appointed Seat on the Planning Commission for a three-year term ending June 30, 2023. The eligible applicants are: Jami Coleman*, Debra Preble*, Luis E. Rojas, James Billingsley and Jeff Blair.

   **Should the Board choose to appoint Ms. Coleman or Ms. Preble it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachments #20 & #21) by a two-thirds affirmative vote.*

9. Board direction.

Recommendations:

Options #1 through #8

Attachments:

1. Kimberl application and nomination
2. Wilson application and nomination
3. Allen application
4. Campbell application and resume
5. Clark application and resume
6. Marimon application and resume
7. Muhammad application and resume
8. Stephens application and resume
9. Jefferson application & nomination
10. Jacobs application, resume and recommendation
11. Williams application and resume
12. Patronis application and resume
13. Chapman application
14. Crooks application and resume
15. Koos application and resume
16. Kelly-Manders application, resume and recommendation
17. Blaser application, resume, recommendation and nomination
18. School Board appointment of Chauncey
19. Chauncey application, resume and Form 4A
20. Coleman application, resume and Form 4A
21. Preble application, resume and Form 4A
22. Rojas application and resume
23. Billingsley application
24. Blair application and resume

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE FOR QUALITY GROWTH

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Bill Kimberl I V

Date: 6/5/2020 7:08:24 AM

Home Address: 1970
Bushy Hall Rd
Tallahassee, FL 32309

Home Phone: (850) 251-6273

Email: billiv@embarqmail.com

Do you live in Leon County?	Yes
Do you live within the City limits?	No
Do you own property in Leon County?	Yes
Do you own property in the Tallahassee City Limits?	Yes
How many years have you lived in Leon County?	45

(EMPLOYMENT INFORMATION)

Employer: Bill Kimberl Construction
Occupation: Contractor
Work/Other Phone: (850) 251-6273

Work Address: 1970
Bushy Hall Rd
Tallahassee, FL 32309

(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:** 57

District: District IV **Disabled?** No

(RESUME AND REFERENCES)

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

Name: Tim Mathison
Address: 8283 Chickasaw Tr
Phone: (850) 228-0678

Name: Linn Glass
Address: 1970
TBA
Capital Medical Blvd
Phone: (850) 385-1414

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.

State Certified Licensed contractor in Florida and Georgia. Past president of Tallahasee Builders Association. Currently sit on the Board of Directors of the Greater Tallahassee Chamber of Commerce. Sit on the Leon County Advisory Committee for Quality Growth.

(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 or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Advisory Committee for Quality Growth*

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

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

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 meet one of the membership eligibility criteria. Please indicate your area of expertise:

- [x] Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Employed by a university or local school system.
- [ ] Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- [ ] Employed by or represents, a community-based, environment-related organization.
- [ ] Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Archaeologist
- [x] Resident of Leon County

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

Signature: Mr. Bill Kimberl I V

The application was electronically sent: 6/5/2020 7:08:24 AM

From: Barry Wilcox
To: Mary Smach
Subject: FW: ACQG Appointment
Date: Friday, March 13, 2020 10:14:05 AM

FYI

Barry Wilcox, AICP, LEED ND
Chief Development Resource Officer
Development Support and Environmental Management
435 N. Macomb Street, Tallahassee, FL 32301
(850) 606-1332 /work | **(850) 606-1301** /fax
wilcoxb@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.

From: Jodi Sasse <jodi.sasse@tallyba.com>
Sent: Friday, March 13, 2020 9:23 AM
To: Barry Wilcox <WilcoxB@leoncountyfl.gov>
Subject: RE: ACQG Appointment

Hi Barry,

The TBA will be reappointing Bill Kimbrel for a second term on this committee. Is there a form we need to submit?

Thank you!

Jodi

From: Barry Wilcox <WilcoxB@leoncountyfl.gov>
Sent: Thursday, March 12, 2020 3:25 PM
To: Jodi Sasse <jodi.sasse@tallyba.com>
Subject: ACQG Appointment

Jodi,

The County has a citizen's Committee called the Advisory Committee on Quality Growth (ACQG). Details regarding the committee can be found here http://www2.leoncountyfl.gov/Committees/Committees/Committee/1129 .

Currently, Bill Kimbrel is the TBA's appointee. His first term is ending on May 31st. Can you confirm that Bill will be reappointed by the TBA? If not, can you provide me the name and contact information for another TBA representative to serve in his seat

Please feel free to call me directly should you have any questions.

Thanks!

Barry Wilcox, AICP, LEED ND
Chief Development Resource Officer
Development Support and Environmental Management
435 N. Macomb Street, Tallahassee, FL 32301
(850) 606-1332 /work | **(850) 606-1301** /fax
wilcoxb@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.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT
ADVISORY COMMITTEE ON QUALITY GROWTH

It is the applicant's responsibility to keep this information current.
To advise the County of any changes please contact Mary Smach
by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov

Applications will be discarded if no appointment is made after two years.

Name: Jackie Wilson | Date: 5/8/2017 5:34:08PM

Home Phone: (850) 980-1414 | Work Phone: (850)980-1414X | Email: jwilson@tlhtech.com

Occupation: SALES | Employer: TALLAHASSEE TECH GROUP

Preferred mailing location: Work Address
Work Address: PO BOX 13672

City/State/Zip: TALLAHASSEE,FL 32317

Home Address 1010 MIMOSA DR

City/State/Zip: TALLAHASSEE,FL 32312

Do you live in Leon County? Yes If yes, do you live within the City limits? Yes
Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes
For how many years have you lived in and/or owned property in Leon County? 62 years

Are you currently serving on a County Advisory Committee? Yes
If yes, on what Committee(s) are you a member? CONTRACTOR'S LICENSING & EXAMINATION BOAR

Have you served on any previous Leon County committees? Yes
If yes, on what Committee(s) are you a member? CONTRACTOR'S LICENSING & EXAMINATION BOARD...CURRE

Please indicate your area of expertise:

[X] Provider of construction development, planning or environmental-related services
(This seat requires a nomination)

Name of nominating organization: Nat'l Assoc of Women in Construction

[ ] Employed by a university or local school system

Name of Employer:

[ ] Serves on a neighborhood association board or represents a neighborhood-based organization.
(This seat requires a nomination by the Council of Neighborhood Associations.)

Name of neighborhood Board/Organization:

[ ] Employed by or represents, a community-based, environment-related organization

Name of organization:

[ ] Represents a business association or organization. **(This seat requires a nomination.)**

Name of nominating association/organization: Network of Entrepreneurs & Business Advocates

[X] Resident of Leon County

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian Sex: Age:
Disabled? No District: 3

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

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

Name: CYNTHIA HENDERSON Telephone: 850-559-0855
Address: 2606 THOMASVILLE RD

Name: ED DION Telephone: 850-528-4467
Address: LOTHIAN DR

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

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

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currenty 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: Jackie Wilson

This application was electronically sent: 5/8/2017 5:34:08PM

Jackie Wilson

P.O. Box 13672, Tallahassee, FL 32317, 850-980-1414 cell

Objective: ***To work in a challenging position, for an organization where my creative talents, people skills, contacts, organizational skills and professional training and experience can be put to good use.***

Education:
*Leon High School, Tallahassee, FL
*Florida State University, Tallahassee, FL—Bachelors Degree
*Multiple workshops/seminars *re:* management, promotions & sales & marketing, Event planning, association law, employment law, Political Action Committees, (PACs/PICs), etc…

Professional Experience:

2013-Present **Leon County Construction Industry Licensing & Examination Board**—County Commission appointment seat

8/2013-Present **Tallahassee Technology Group, Inc.—Senior Account Executive**
Sales/Marketing of Xerox Print/Copy/Scan/Fax Devices create/present proposals & contracts. Handle my customer's service needs.

8/2012-8/2013 **Brian Barnard's Flooring America—"the Hunter"** (a marketing position to "drive" business to the stores).
Targeting specific segments of the community, prepare a package of products/services appropriate to the group. Make presentations to groups or a lead person in order to bring new business to the company. Work with the Sales team to follow-up on the services to the customer.
Coordinate & man the booth at Home Shows/Trade Shows/ Table-Tops, etc…
Coordinate participation with builders, participating in the Parade of Homes, to man the homes, where we had product(s). Also, handled marketing and representing the company at various organizations & networking groups (TBA, ABC, NAWIC, CAI, Chamber, etc…etc….)

7/08-4/30/12 **Cadence Bank/Superior Bank—AVP Association Services**
Marketing a specific product/service to, to manage funds of Homeowners Associations (HOAs), Condo Associations, Professional and Trade Associations and certain businesses, throughout the Florida Panhandle. Also promoting and marketing other Treasury Management and banking services to prospective customers.
Participated in various Trade Show events across the panhandle, set up and manned the booth or table-top display.
Held membership in the CAI (Community Association Institute.

3/07-6/08 **Ameritime Mortgage Co/Avery and Associates—Operations Manager/Marketing Director/Loan Officer**
Responsible for representing the company in the community attending events and meetings to bring awareness of the company to members of the real estate and building industries and the community at large. Handled advertising and marketing of the local office. Work with clients to secure loans for purchasing and/or refinancing their homes or properties.

3/06-07/08 **The Builder News—Marketing Director**
Sales, promotions and public relations for a newspaper publication specifically targeting the building industry.

3/06-3/07 **All-Tech Southeast—Sales Director**
Sales of custom gates and powder coating jobs throughout the North Florida panhandle

3/06-3/07 **Business Edge Consulting—Partner/Consultant**
Consulting and training for businesses, private and government agencies, and associations. Coordinated special projects/programs.

3/85-2/06: **Tallahassee Builders Association—CEO/EVP**
Management of all activities of the 600 corporate member Professional Trade Association. Hiring/firing/training/managing staff, preparation and management of budget, P&L, payables and receivables, membership records, reports to state, and national associations, monthly newsletter, monthly board meetings and monthly general membership meetings, agendas, minutes, and arranged for all speakers and programs.
Led the lobbying efforts, at the local, state and national levels. Managed the scholarship programs.
Presentation of CEUs (continuing educational classes) as required (by DBPR/CILB) for the licensed contractors to renew their professional licenses. Liaison to the National (NAHB) and State (FHBA) associations. Managed the Political Action Committee (PAC), Remodelers Council™, Home Owners Warranty (HOW)™ Council, Associate Member Council(AMC)™, Sales and Marketing Council (SMC)™, Building Industry Oversight Committee (BIOC)

Jackie Wilson's resume continued…

Planned, organized and managed all association meetings, activities and events… including the following annual events:

*Parade of Homes™
Parade of Homes™ Kick-off Event
Parade of Homes™ Judging Day
Parade of Homes™ Awards Gala
*Home Show
*Home and Garden Show
*North Florida Construction Trade EXPO
*Salt Water Fishing Tournament
*Clay Target Shoot
*Golf Tournament
*Fun Night (Themed Social)
*Industry Day
*Growing in Tallahassee-Industry Panel
*Legislative Action Week
*Annual Auction
*Table Top Night (mini trade show)

Also organized many special projects and fundraiser events to benefit:

*Habitat for Humanity
*Boys and Girls Clubs
*Big Brothers & Big Sisters
*Boys Town
*PACE Center for Girls
*Big Bend Hospice
*American Cancer Society
*Odyssey Science Museum
*The SHELTER
*The Women's SHELTER
*The Refuge House
*Tallahassee Housing Foundation
*United Way
"Octoberfix" & "Springfix"

6/82—3/85: **Turner Heritage Homes (formerly Century Construction Corp.)—Production Coordinator**
Permitting, scheduling, estimating, purchasing, job cost coordinator for 400+ homes a year. Also coordinated calls in the service department, dealing with homeowner's service calls.

10/80—6/82: **Collier Interiors—Interior Design/Sales Rep/Operations Manager**
Estimating and bidding residential and commercial interior finishes projects, including coordination of materials and labor. Coordinated/directed the job from estimate to completion.

9/72—10/80: **Capital City Plumbing Company—Owner/Business Manager**
Managed all business, including, but not limited to A/P & A/R, taxes, estimating, customer service, hiring, firing, managing employees; both in the office and the field. Also some job site work.

Member/Board: **Tallahassee Board of Realtors**, **Women's Council of Realtors**-Board Member**, Society of Human Resource Managers** (SHRM), **NEBA**-Board/Treasurer, **Community Associations Institute** (CAI), **American Society of Association Executives** (ASAE), **Florida Society of Association Executives** (FSAE), **Tallahassee Society of Association Executives** (TSAE), **National Association of Women in Construction** (NAWIC)-Currently serving as President and have served as *Past President, Past National Board Member*, **Zonta International**—*Past President*, **Extra Point Club**-*Past President*, **Seminole Boosters**, **FSU Alumni Association**, **Tallahassee Chamber of Commerce**, **Leon High School Alumni Association**-*currently serving as President*
PACE Center for Girls-Founding Member & President/Chairman of the Board for 13 years, and continued serving 2 more 3 year terms as a Board Member
Alzheimer's Project—"Purple Craze" Committee Core Committee-2015-present
Past Member: **Tallahassee Housing Foundation**—board member approximately 5 years
Actively served on the **American Cancer Society's** "Cattle Barons Ball" Committee—approx 8 out of the 14 years of Tallahassee events.
Girl Scouts 2nd grade Through High School, **Girl Scout leader** '70-'73

Awards & Recognition:

2016 Recipient of a **Women of Distinction Award-**for "Outstanding Community Leadership"
2006 **Outstanding Woman in the Community Award**
2005 FSU College of Human Sciences—**Centennial Laureate Award**
Outstanding Volunteer of the Year—PACE Center for Girls
Outstanding Member of the Year—Nat'l Assoc. of Women in Construction (Three times)
Outstanding Zontian of the Year—Zonta International
Nominated several years as **Tallahassee Volunteer of the Year**-sponsored by The Tallahassee Democrat
North Florida Christian School Football Boosters—**2003 Outstanding Volunteer of the Year**

***References and letters of recommendation provided upon request*

From: Barry Wilcox
To: Mary Smach
Subject: FW: ACQG Appointment
Date: Monday, April 6, 2020 9:40:39 AM
Attachments: image112875.png

FYI, NAWIC response on ACQG

This is an odd one as Jackie is the president of the local NAWIC chapter AND the appointee to the ACQG.

Barry Wilcox, AICP, LEED ND
Chief Development Resource Officer
Development Support and Environmental Management
435 N. Macomb Street, Tallahassee, FL 32301
(850) 606-1332 /work | **(850) 606-1301** /fax
wilcoxb@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.

COVID-19 Community Update
STAY INFORMED. BE PREPARED.
To receive the latest critical information about the coronavirus (COVID-19) and our community's ongoing response efforts, visit the Leon County Emergency Information Portal

From: Jackie Wilson <jackiekw@aol.com>
Sent: Sunday, April 5, 2020 6:04 PM
To: Barry Wilcox <WilcoxB@leoncountyfl.gov>
Subject: Re: ACQG Appointment

Sorry I missed this.
Yes I'd be glad to continue.

Sent from AOL Mobile Mail
Get the new AOL app: mail.mobile.aol.com

On Thursday, March 12, 2020, Barry Wilcox <WilcoxB@leoncountyfl.gov> wrote:

Jackie,

Your first term with the ACQG is expiring on May 31st. Would you confirm that you will still be the NAWIC appointee and wish to be reappointed?

Thanks!

Barry Wilcox, AICP, LEED ND

Chief Development Resource Officer
Development Support and Environmental Management
435 N. Macomb Street, Tallahassee, FL 32301
(850) 606-1332 /work | **(850) 606-1301** /fax
wilcoxb@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
ADVISORY COMMITTEE FOR QUALITY GROWTH

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Ja'Baree Allen | **Date:** 6/4/2020 4:11:39 PM

Home Address:	3971 remer ct 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?	No
Home Phone:	(850) 879-3246	**Do you own property in the Tallahassee City Limits?**	No
Email:	jabaree.allen@businessautomationpros.com	**How many years have you lived in Leon County?**	13

(EMPLOYMENT INFORMATION)

Employer:	Business Automation Pros	**Work Address:**	1334 Timberlane Rd Tallahassee , FL 32303
Occupation:	President		
Work/Other Phone:	(850) 999-7680		

(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:** 30

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Darry Jones	**Name:**	Hubert Brown
Address:	Tallahassee Fl	**Address:**	Tallahassee Fl
Phone:	(850) 528-5241	**Phone:**	(850) 544-0883

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.

President of Business Automation Pros 4 Years

Territory Manager Staples Business 2 Years

Vice President of Smith Williams Service Center Foundation 4 months

FSU Graduate Spring 2013 BS in Social Sciences

(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 or other Committee/Authority/Board?* *No*

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

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

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 must meet one of the membership eligibility criteria. Please indicate your area of expertise:

- [ ] Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Employed by a university or local school system.
- [ ] Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- [ ] Employed by or represents, a community-based, environment-related organization.
- [ ] Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Archaeologist
- [x] Resident of Leon County

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

Signature: Mr. Ja'Baree Allen

The application was electronically sent: 6/4/2020 4:11:39 PM

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE ON QUALITY GROWTH

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Robert Andrew Campbell Jr

Date: 12/8/2019 10:33:45 AM

Home Address:	7120 Ox Bow Circle 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) 933-9408	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	Bob1402wsl@aol.com	**How many years have you lived in Leon County?**	56

(EMPLOYMENT INFORMATION)

Employer:	Self	**Work Address:**	7120 Ox Bow Circle Tallahassee, FL 32312
Occupation:	Real Estate Developer and Rental Property Owner/Manager		
Work/Other Phone:	(850) 933-9408		

(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:** 74

District: District IV **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Robert W. Burton	**Name:**	Bette Drake
Address:	6076 Heartwood Circle, Tallahassee, Fl 32312	**Address:**	3735 Swallowtail Trace, Tallahassee, Fl 32309
Phone:	(850) 421-9314	**Phone:**	(850) 933-0196

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 or other Committee/Authority/Board?* *No*

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

If Yes, on what Committee(s) have you served? *Leon County Growth and Environmental Management Citizen's Advisory Group*

Are you willing to complete a financial disclosure if applicable?* *Yes*

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* *No*

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)* *No*

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* *No*

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* *No*

Please indicate your area of expertise:

- [x] Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)

  Name of nominating organization:
- [ ] Employed by a university or local school system.
- [ ] Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- [ ] Employed by or represents, a community-based, environment-related organization.
- [ ] Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Archaeologist
- [x] Resident of Leon County

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

Signature: Mr. Robert Andrew Campbell Jr

The application was electronically sent: 12/8/2019 10:33:45 AM

Robert A. Campbell, Jr.
7120 Ox Bow Circle
Tallahassee, Fl 32312
850-933-9408
Bob1402wsl@aol.com

EXPERIENCE

Campbell Land Company – Tallahassee, Fl 1983-Present

Owner and manager of real estate company. Developed subdivisions. Development activities include: raw land evaluation and purchase, subdivision planning for lot layout and infrastructure, government approval process to acquire entitlements, supervision of infrastructure installation, preparation of various legal documents such as subdivision restrictive covenants, sales contracts, legal descriptions, deeds, mortgages and easements, take sales calls, show property to prospective buyers and execute contracts, maintain subdivision lots and community property, maintain company computers, printers and networks. Built or bought, maintained and managed, several dozen rental single family homes in Leon County, Florida. Developed over 600 residential lots in Leon County, Florida in 27 different subdivisions.

REAL ESTATE DEVELOPMENTS
IN LEON COUNTY, FLORIDA
1977 - Present

Robert A. Campbell, Jr.
7120 Ox Bow Circle
Tallahassee, Fla. 32312

	SUBDIVISION DEVELOPED	LOTS	ACRES (approximate)
1	AUGUSTINE HILLS I	22	75
2	AUGUSTINE HILLS II	26	40
3	AUGUSTINE MEADOWS	12	47
4	AUGUSTINE MEADOWS II	7	14
5	AUGUSTINE OAKS	18	67
6	RIVERWOOD I	16	65
7	RIVERWOOD II	10	40
8	PRIORITY WOODS	19	24
9	SILVER LAKE WOODS	16	35
10	ANTHONY PROPERTIES	6	8
11	WILLIAMS WOODS	6	38
12	LOUVINIA WOODS	17	67
13	POWDER HORN WOODS	42	75
14	LOUVINIA HILLS	16	37
15	LOUVINIA LAKES	37	149
16	THUNDER HILL	21	18

17	ST. AUGUSTINE VILLAGE	13	3
18	LAFAYETTE MEADOWS	48	83
19	LAFAYETTE ESTATES	50	87
20	OX BOTTOM UNITS 1 THROUGH 9	71	145
21	BRANDED OAKS	18	38
22	WATERFORD PLANTATION II	5	20
23	ELYSIAN FOREST II & III	13	39
24	ST AUGUSTINE WOODS	15	12
25	SIERRA WOODS	50	150
26	OAK GROVE PLANTATION	22	55
27	OAK GROVE MEADOWS	24	24
	MISCELLANEOUS PARCELS	8	56
	TOTALS	604	1511

Real Estate Consultant – A. B. Taff & Sons, Inc. **1991-1993**

Manage real estate operations of timber and coastal resort owner located in Tallahassee, Florida and Shell Point Beach, Florida. Negotiated with State of Florida for sale and purchase of Shell Point Beach, Florida by the State of Florida. Managed development and sale of company owned real estate including timber tracts, coastal property and subdivision lots.

Project Manager – Burroughs Corporation (Unisys Corporation) **1973-1983**

Began as Systems Engineer, then Systems Specialist, through Project Manager for large computer vendor with installed large computer systems issuing driver's licenses and auto tags at the Florida Department of Highway Safety and Motor Vehicles, and issuing food stamps and other services at the Florida Department of Health and Rehabilitative Services. Responsibilities included installation and maintenance of all system software, training of customer personnel, interface with customer management, and problem resolution.

Systems Analyst – Florida Department of Law Enforcement **1973**

Developed fingerprint analysis computer program to match fingerprints on file with suspect fingerprints.

Data Center Director – CAI Center – Florida State University **1968-1973**

Began as Computer Operator at Computer Assisted Instruction (CAI) Center at Florida State University. Worked up through Operations Manager position, then into Data Center Director position, while taking coursework in Statistics and in Educational Research at Florida State University.

EDUCATION

Masters Degree in Educational Research **August, 1977**
Florida State University

Masters Degree in Statistics **March, 1977**
Florida State University

Bachelors Degree in Criminology **December, 1967**
Florida State University
Minor in Math
Minor in Physics

SKILLS

Project Management
Real Estate Development
Rental Property Management

AFFILIATIONS

Northside Rotary Club, Tallahassee, Florida

Leon County Growth and Environmental Management Citizen's Advisory Group
(Group reviewed and advised Leon County Growth Management staff on proposed changes to Leon County Land Development Regulations. Member since founding of group in mid 1990's until disbanded, 20+ years)

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE ON QUALITY GROWTH

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Barbara Ann Clark | **Date:** 5/15/2019 10:20:36 AM

Home Address:	2724 Via Milano Avenue Unit B Tallahassee, FL 32303	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 933-5779	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	BarbaraAClark@uwf.edu	**How many years have you lived in Leon County?**	5

(EMPLOYMENT INFORMATION)

Employer:	University of West Florida	**Work Address:**	2724 Via Milano Avenue Unit B Tallahassee, FL 32303
Occupation:	Regional Director		
Work/Other Phone:	(850) 933-5779		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: White **Gender:** F **Age:** 37

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Dr. Melissa Stoller	**Name:**	Dr. William Lees
Address:	423 East Virginia Street Tallahassee, FL 32301	**Address:**	207 East Main Street Pensacola, FL 32502
Phone:	(850) 488-7334	**Phone:**	(850) 595-0051

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

I want to see our community grow in a positive direction that allows for recreation and heritage tourism opportunities. This requires finding a balance between development and protection of our cultural resources. I understand that we cannot save everything, nor do I think we should, but I see value in making responsible decisions regarding what should be preserved to enhance out community and maintain a unique sense of place for our citizens and visitors.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

Are you currently serving on a County Advisory Committee? *No*

Have you served on any previous Leon County committees? *No*

Are you willing to complete a financial disclosure if applicable? *Yes*

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership? *No*

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?) *No*

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? *No*

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity? *No*

Please indicate your area of expertise:

- [ ] Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- [X] Employed by a university or local school system.
- [ ] Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- [ ] Employed by or represents, a community-based, environment-related organization.
- [ ] Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- [X] Archaeologist
- [X] Resident of Leon County

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

Signature: *Ms. Barbara Ann Clark*

The application was electronically sent: 5/15/2019 10:20:36 AM

From: Barbara Clark
To: Mary Smach
Subject: Re: ACQG Vacancy
Date: Tuesday, December 3, 2019 3:02:06 PM
Attachments: image001.png

Ms. Smach,

Yes, I am still interested. The attached information is correct. I will graduate with my Masters in Public Administration on December 14th. My resume states that I will graduate in December but does not give an exact date. I wanted to clarify as to why it has not been updated yet. I have completed course work but don't want to say I have the degree in hand until I actually do.

Thank you,

Barbara Clark

On Tue, Dec 3, 2019 at 2:00 PM Mary Smach <SmachM@leoncountyfl.gov> wrote:

> Dear Barbara Clark,
>
> There is a current vacancy on the Leon County Advisory Committee for Quality Growth. We have your application on file (attached) and were wondering if you were still interested in being considered for appointment to the vacant seat. If so, please let me know. In addition if the information on that attached application is not current, please complete a new online application on our website at: http://www2.leoncountyfl.gov/Committees/Applicants/Application
>
> If the application is current, please let me know.
>
> Thank you for your interest in serving your community.
>
> 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.

--
--
Barbara A. Clark, M.A., RPA
Director ~ North Central & Northwest Regions
Florida Public Archaeology Network
FPAN.org
BarbaraAClark@uwf.edu
850.877.2206

Barbara Ann Clark (Hines), M.A, RPA

BarbaraAClark@uwf.edu
850.933.5779

Education:

2005 B.S. Anthropology, Florida State University
2008 M.A. Archaeology and Heritage, University of Leicester
2018 Certificate in Nonprofit Management, University of West Florida
2019 M.S. Public Administration, University of West Florida (will graduate December 2019)

Professional Development/Certifications:

2016 Advanced Metal Detecting for the Archaeologist (RPA Continuing Professional Education)
2013 Compressed Gas Cylinder Visual Inspector Training (SCIDI Inspector # 047)
2013 Computer Nitrox Certification
2012 SSI Open Water SCUBA Certification
2011 Project Archaeology Facilitator Training
2010 Certified Interpretive Guide, National Association for Interpretation
2009 Grant Writing Workshop, Tallahassee Community College, Wakulla Center
2008 Registered Professional Archaeologist, Register of Professional Archaeologists
2004 International Mission in Anthropology and Archaeology, University of Beijing
2003 Spring Externship, National Park Service, Southeast Archaeological Center

Specializations:
Public Archaeology, Historical Archaeology, Cultural Resource Management, Public Interpretation
Nonprofit Management, Historic Cemetery Management, Public Affairs

Employment:

2014-Present Regional Director, Florida Public Archaeology Network (850.595.0050)

Responsibilities include managing staff in the Northwest(Pensacola) and North Central (Tallahassee) Regional Centers, planning and executing public outreach programming for adults and children within the combined 25 county region, assisting with legislative efforts pertaining to the protection of Florida's cultural resources, planning the Annual Archaeology Advocacy Day at the Florida capitol, assisting local governments with their cultural resources needs and assisting the Florida Division of Historical Resources.

2010-2014 Outreach Coordinator, Florida Public Archaeology Network (850.595.0050)

Responsibilities include educating the public about archaeological resources and preservation issues, assisting the Florida Division of Historical Resources in educating the public, planning and implementing outreach events/activities, assisting local governments in implementing local ordinances to protect culturally significant sites and structures.

2005-2010 Project Archaeologist, PBS&J Tallahassee (850.575.1800)

Responsibilities included both leading and assisting on all phases of archaeological fieldwork, writing all levels of Cultural Resources Assessments and technical memorandums, conducting background research and identifying, evaluating and documenting archaeological sites, historic structures and other cultural resources in the Southeastern United States. Additional Responsibilities included curating artifacts and associated materials according to professional archaeological standards, assisting clients (both in the public and private sector) with their cultural resource permitting needs.

2004-2005 Field Technician, Garlick Environmental Associates (850.510.3308)

Responsibilities included assisting with all phases of archaeological fieldwork and curating artifacts and associated material according to professional archaeological standards.

Paper Presentations:

Hines, Barbara A.
"Rollin' on the River: Archaeotourism on the Wakulla River". Presented at Florida Anthropological Society 2011 Annual Meeting, Orlando, FL, May 6-8, 2011.

Hines, Barbara A.
"The Florida Public Archaeology Network: How Can We Assist You?". Presented at the First Floridians, First Americans Conference, Monticello, FL, October 4-6, 2012.

Hines, Barbara A.
"An Archaeological Survey of the Town of Jay, Florida: A Crossroads in History". Presented at the Society for Historical Archaeology 2013 Conference, Leicester, England, January 9-12, 2013.

Hines, Barbara A. and Drew Wise
"Identifying Unmarked Burials Using Cadaver Dogs and GPR: A Grassroots Preservation Effort at Munree Cemetery in Tallahassee, Florida". Presented at Florida Anthropological Society 2013 Annual Meeting, St. Augustine, FL. May 9-12, 2013.

Clark, Barbara A.
"The Benefits of Public Archaeology Days". Presented at the Society for American Archaeology Annual Conference, San Francisco, CA. April 15-19, 2015.

Clark, Barbara A.
"The Best Days at FPAN are Shared with Others: FPAN Partnerships through the Years". Presented at the Society for American Archaeology Annual Conference, Orlando, FL. April 6-10, 2016.

Clark, Barbara A.
"A Conflict of Values: Bridging the Gap between Collectors and Professional Archaeologists". Presented at the Society for Historical Archaeology Annual Conference, St. Charles, MO. January 9-12, 2019

Publications:

Clark, Barbara A. (2015) *The Benefits of Public Archeology Days*, Public Archaeology, 14:3, 214-220, DOI 10.108/14655187.2015.1191917

Technical Reports:

Cremer, David E. and Barbara A. Hines

2009 A Phase I Cultural Resources Assessment of Progress Energy's Tree Maintenance within the Apalachicola National Forest's Existing Easement, Crawfordville Substation to the Apalachicola River, Franklin, Liberty and Wakulla Counties, Florida. Ms. on file Florida Master Site File, Tallahassee, FL.

2006 A Cultural Resources Assessment of the East Bay Plantation Tract, Bay County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

Hines, Barbara A.

2009 A Phase I Cultural Resource Assessment of a Circa-26.25 Mile Corridor along State Road 65 through the Apalachicola National Forest. Ms. on file Florida Master Site File, Tallahassee, Florida.

2009 A Phase I Cultural Resource Assessment of the Douglas Almanac Road Subdivision Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2009 A Phase I Cultural Resource Assessment of the Southwest Escambia County Sports Complex, Escambia County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2008 A Reconnaissance-Level Cultural Resource Assessment of the Stadium West Student Housing Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2008 A Phase I Cultural Resource Assessment of the Lake Bradford Waste Water Treatment Facility, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2008 A Phase I Cultural Resources Assessment of the Tom Brown Park Easterwood Development, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2007 A Reconnaissance-Level Cultural Resource Assessment of the High Point Village Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2007 A Reconnaissance-Level Cultural Resources Assessment of the Florida Baptist Children's Home, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2007 A Reconnaissance-Level Cultural Resource Assessment of the Suber Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2007 A Cultural Resource Assessment of the Kendall Hills Subdivision Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2006 A Cultural Resource Assessment of the Mariana Oaks Project Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2006 A Phase I Cultural Resource Assessment of the Mason's Creek Project Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2006 A Cultural Resource Assessment of the Canopy Trails Development Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

2006 A Reconnaissance-Level Cultural Resource Assessment of the Horseman's Association Road Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

Keel, Frank and Barbara A. Hines

2006 A Reconnaissance-Level Cultural Resource Assessment of the Jordan Bayou Preserve Project, Franklin County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

Professional Affiliations/Committees:

Register of Professional Archaeologists, Secretary/ Treasurer 2019-2020
Society for Historical Archaeology, Public Education and Interpretation Committee
Florida Anthropological Society
Society for American Archaeology, Public Education Committee State Coordinator for Florida
National Forests in Florida Secure Rural Schools Resource Advisory Committee
Florida Archaeological Council, Director at Large

Civic Organizations:

Junior League of Tallahassee
Literacy Volunteers of Leon County, President of Board of Directors, 2018-2020
Tallahassee Big Dog Rescue

Thesis:

2008 Hines, Barbara A.
"An Archaeological and Structural Investigation of the Lawhon Property in Sopchoppy, FL: Property Ownership and Perceptions of Social Class". University of Leicester: Leicester, England, M.A. Program. (Committee Chair: Dr. Andrea Horning, University of Leicester, School of Archaeology and Ancient History.)

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE ON QUALITY GROWTH

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Rafael Antonio Marimon | **Date:** 12/4/2019 9:41:22 PM

Home Address:	510 all saints st apt 202 Tallahassee, FL 32301	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(754) 304-1926	**Do you own property in the Tallahassee City Limits?**	No
Email:	rafaelmarimon777@gmail.com	**How many years have you lived in Leon County?**	5

(EMPLOYMENT INFORMATION)

Employer:	Range Mortgage LLC	**Work Address:**	N/A
Occupation:	Mortgage Broker		Tallahassee, FL 32301
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: Hispanic or Latino **Gender:** M **Age:** 27

District: District V **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Gina Conn	**Name:**	Daryl Jones
Address:	859 East Call Street	**Address:**	
Phone:	(850) 591-4831	**Phone:**	(850) 528-5241

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 or other Committee/Authority/Board?* *No*

Have you served on any previous Leon County committees?* *No*

Are you willing to complete a financial disclosure if applicable?* *Yes*

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* *No*

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)* *No*

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* *No*

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* *No*

Please indicate your area of expertise:

- [ ] Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Employed by a university or local school system.
- [ ] Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- [ ] Employed by or represents, a community-based, environment-related organization.
- [ ] Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Archaeologist
- [x] Resident of Leon County

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

Signature: *Mr. Rafael Antonio Marimon*

The application was electronically sent: 12/4/2019 9:41:22 PM

Rafael A. Marimon Nivar

(754) 304-1926 | rafaelmarimon777@gmail.com | Tallahassee, FL

Education/ Credentials

Florida Department of Economic Opportunity, Workforce Development Professional Tier 1 — **July 2016 – Present**
U.S. Department of Defense, Secret Clearance — **June 2011 – Present**
U.S. Department of Homeland Security, Incident Command Systems — **October 2009 – Present**
A.A. Economics - Tallahassee Community College, Tallahassee, FL — **January 2015 – December 2017**
Veterans Entrepreneurship Program, Florida Atlantic University, Boca Raton, FL — **January 2016 – June 2016**
Real Estate Sales Associate, Gold Coast Schools, Tamarac, FL — **December 2014**

WORK EXPERIENCE

Account Executive/ Project Manager
Event Owl, Tallahassee, FL
Project Manager:

- Responsible for development and control of project plans; preparation of reports on the development of activities. Coordination of teams up to 15 people.

Account Executive:

- In charge of account and relationship management; 7 direct clients and 1 indirect managed through a local partner.
- Offer specialized technical and functional consultancy meeting the quality requirements of the delivery of services and implementation of products.

Human Resouces Recruiter — **September 2018 – January 2019**
Trulieve, Tallahassee, FL

- High volume recruiting for Agriculture, Laboratory, Manufacturing, and University relations
- Coordinated Interviews, scheduled meetings, and corporate travel arrangements for potential new hires
- Applicant tracking/pre-employment activities via JazzHR (offer letters, dispositioning candidates, etc)
- Maintained metrics, tracking logs, and reports via Excel, Outlook, and PowerPoint
- Posted and updated job openings, and tracked open requisitions
- Coordinated on-site visitor protocol for candidates
- Coordinated New Hire Orientation and Onboarding Activities
- Monitored and tracked pre-employment requirements

STEM Account Specialist, Special Projects — **July 2016 – September 2018**
CareerSource Capital Region, Tallahassee, FL

- Established and nurtured working relationships with over 65 business/human resource professionals locally.
- Provided business and labor market intelligence to the regional workforce board in the science, technology, engineering, and math (STEM) industries.
- Provided one-on-one career counseling to more than 20 students and over 30 career seekers pursuing a career in STEM.
- Managed a STEM grant program that created more than 40 internships 50+ regular careers.
- Develop and nurture working relations with businesses, state government agencies, and non-profit organizations.
- Engaged, organized, collaborated in networking events, hiring fairs, and community development events.

Fire Support/Automotive Maintenance Technician/ Paratrooper — **September 2010 - June 2017**
U.S. Marine Corps, West Palm Beach, FL

- Received training in the observation, conduct, and control of artillery gunfire; Earned expert marksman (4 times).
- Supervised operations; Trained Marines in preventative checks and services on Oshkosh MK23/25 and M1165 HMMWV armored vehicles.
- Served as a recruiter's assistant and recruited 5 individuals into the Marine Corps.
- Earned meritorious mast in 2015 for leadership.

Sales Executive (Non-Licensed) — **June 2014 – December 2014**
One Sotheby's International Realty, Miami Beach, FL

- Worked with a network of agents on a £45 Million residential real estate project in London, United Kingdom.
- Assisted in building relations between a Realtor® in South Florida and real estate sales associates in the United Kingdom.

- Collaborated with high-profiled Realtors® and clients of high wealth in selling and purchasing of over $10 million in properties in Miami and Miami Beach, Florida.
- Prepared sales contracts on behalf of supervising Realtor® using the Form Simplicity platform.
- Edited and finalized presentations of pre-construction projects in Miami for foreign investors on behalf of the Realtor®.
- Engaged in networking events in South Florida, planned meetings, assisted with travel arrangements, and shadowed project managers.

Sales Associate **March 2013 – June 2014**
Futuretronics, Inc., Bal Harbour, FL

- Assisted in sales of the latest high end electronics to high profiled clientele.
- Required to speak Portuguese to finalize sales daily.
- Set and met a daily sales goal of approximately $3,000 individually and more than $25,000 as a team.
- Assisted in balancing the cash box on a daily basis.
- Opened/ closed store; Assisted with the
- Maintained and stocked inventory; made recommendations of new inventory to order.
- Maintained store cleanliness daily.

Bank Teller
Wells Fargo Bank, Weston, FL **February 2012 – March 2013**

- Processed transactions for customers to help them manage their finances.
- Discovered ways to make financial services more convenient for customers, such as helping them sign up for online banking services.
- Recommended additional products and services to meet customer's needs.
- Referred customers to our Wells Fargo partners and investment banker.

Sales Team Lead **February 2009 – April 2011**
Page Tuneup LLC, Weston, FL

- Learned the basics of website development and search engine optimization strategies to communicate more effectively with customers.
- Developed relationship with customers to find the products and services best meet their needs.
- Built and coached a team of 3 interns to assist in customer acquisition.
- Generated approximately $57,000 of sales revenue in just the first year.

Survey Engineer's Assistant **May 2008 – March 2013**
OHL Group/Community Asphalt Corp, Hialeah, FL

- Originally began as a labor trainee then held multiple positions such as Milling Machine operator, Survey Crew member, Maintenance of Traffic Crew (MOT), and Engineer's Assistant organizing survey data and created formulas on Microsoft Excel.
- Worked in at least 10 construction projects throughout the State of Florida including SR 826/836 expansion.
- Collected data from survey crews and created first survey draft of major FDOT projects worth more than $350 million in revenue.

Skills

- Fluent in English and Spanish, with an advanced proficiency of the Portuguese language, and an elementary understanding of French.
- Proficient in Business Development, Key account management, recruiting, communication, public speaking, strategy, and sales.
- Basic knowledge of Auto Desk's AutoCAD, HTML5/CSS3, JavaScript, Search engine optimization (SEO), Project Management, Business process modeling, and Lean Six Sigma foundations.

Volunteer Activities & Affiliations

- **Grow Tallahassee,** Founding Board Member
- **STEM Veterans USA,** Co-founder/ Director of External Relations
- **Society of Hispanic Professional Engineers,** Board Member, 2015 SHPE Codes Winner
- **Civil Air Patrol,** Volunteer
- **Segadores De Vida Ministries,** Youth Ministry Leader
- **US Marine Corps Reserves,** Meritorious Mast for Leadership

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE ON QUALITY GROWTH

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Lateefah Muhammad | **Date:** 1/29/2020 4:53:13 PM

Home Address:	208 Ridge Rd Tallahassee, FL 32305	**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) 322-5367	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	lmuhammad@mail.com	**How many years have you lived in Leon County?**	40

(EMPLOYMENT INFORMATION)

Employer:	Lateefah A. Muhammad, Esquire	**Work Address:**	
Occupation:	Attorney		
Work/Other Phone:	(850) 322-5367		

(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:** 40

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Melissa Williams	**Name:**	Eric Dubose
Address:	N/A	**Address:**	N/A
Phone:	(678) 749-2126	**Phone:**	(407) 516-3995

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 or other Committee/Authority/Board?* *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 meet one of the membership eligibility criteria. Please indicate your area of expertise:

- [ ] Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Employed by a university or local school system.
- [ ] Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- [ ] Employed by or represents, a community-based, environment-related organization.
- [ ] Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Archaeologist
- [x] Resident of Leon County

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

Signature: *Ms. Lateefah Muhammad*

The application was electronically sent: 1/29/2020 4:53:13 PM

LATEEFAH A. MUHAMMAD

M: 850.322.5367 | lmuhammad@mail.com | www.linkedin.com/in/lateefahmuhammad/

SUMMARY

Attorney with more than (10) years of advising and corporate oversight on legal issues significantly impacting business environments. Innovative problem-solver with outstanding interpersonal communication skills and business judgment, to ensure legal and ethical compliance; and efficiently execute business objectives.

HIGHLIGHTS

Contracts	Negotiation	Corporate Governance	Outside Counsel Management	Crisis Management
Litigation	Communication	Regulatory Compliance	Complex Transactions	Ethical Decision-Making

PROFESSIONAL EXPERIENCE

ATTORNEY AT LAW | Lateefah A. Muhammad, Esquire (2009-2020) Tallahassee, Florida

- Provide legal services as general counsel for commercial transactions, corporate governance, regulatory compliance, and intellectual property issues; responsible for developing and implementing strategies and policies in accordance with legal implications and risks.
- Conduct and respond to discovery; properly compile, securely maintain, and sort through records for legal relevance; summarize findings and invoke privacy protections. Submit public record requests and review documents; oversee administrative audits and investigations.
- Manage litigation process and outside counsel relationship; advise corporate officers on all aspects.
- Conduct legal research; form legal analysis and draft memoranda, briefs, and other court documents. Attend administrative agency and judicial proceedings; and present legal oral argument.
- Review, draft, negotiate entertainment and commercial agreements, including product/technology development, licensing/distribution deals, vendor, service, producer, and employment agreements.

Selected Accomplishments and Projects:

- ✓ *Won favorable en banc judgment on appeal opposing top tier national law firm before Florida 3rd District Court of Appeals on legal issues involving public records request and 42 U.S.C. §1983.*
- ✓ *Legal and financial due diligence resulted in protecting owner from 6-figure judgment in piercing corporate veil matter.*

PRINCIPAL CONSULTANT | *Elle Brand, LLC (2017-2020)* Orlando, Florida

- Design and develop strategic marketing campaigns to increase brand visibility and awareness.
- Leverage insights and proprietary data to drive strategic growth; working closely with executives to build compelling proposals and presentations and establish alliances to improve consumer engagement.
- Led developmental meetings focused on media consumption behaviors and secured entertainment talent for branded content; managing talent acquisition, relationship, and contract deliverables.

Selected Accomplishments and Projects:

- ✓ *Successfully developed marketing strategies changing creative direction of prominent companies, increasing sales revenue by 45% within 60-day period during promotional campaign.*

PROFESSOR OF LEGAL STUDIES | Strayer University (2011-2019) Herndon, Virginia

- Taught over 500+ students per quarter in Business Law, Criminal Law, Paralegal Studies, Philosophy, Federal Acquisition & Contracts, and Law, Ethics, & Corporate Governance; maintaining accessibility and communications in online learning environment.
- Serve as course lead, collaborating with Course Design Team and Senior Leadership to develop course content, curriculum, and assessments; and Identify tools to improve student learning, and engagement.
- Supervised adjunct faculty and teaching assistants in University policies, and course procedures for student communications, grading, student feedback, and course deadlines.

Selected Accomplishments and Projects:

- ✓ *Applied innovative methods that increased students course success rate by 30% quarterly; and obtained above satisfactory scores on weekly course reports in top 10% of University for student retention and engagement rates.*

ASSOCIATE CAMPUS DEAN | Strayer University (2011-2012) Memphis, Tennessee

- Advise students on academic progress; develop success plans; conduct new student orientation; and resolve student disputes.
- Hire, develop, and lead faculty members in classroom instruction; conduct classroom reviews, and perform faculty evaluations.
- Work closely with directors and officers to manage campus budget, schedule course offerings, develop and implement campus policies; and improve campus growth by establishing outreach programs.

Selected Accomplishments and Projects:

✓ *Strategic initiatives to promote early multi-quarter enrollment, yielded 40% increase in student quarterly enrollment.*

OF COUNSEL | Akbar Law Firm, P.A. (2011-2014) Tallahassee, Florida

- Manage various litigation cases in premises liability, automobile negligence, wrongful death, medical negligence, constitutional and election law matters.
- Supervise and train support staff.
- Chair criminal defense trials, handling trial prep and attending all phases; conducting opening statements and witness examinations in DUI, unlawful practice without professional license violations, and abuse/neglect cases.

Selected Accomplishments and Projects:

✓ *Successfully obtained defense verdict in complex DUI matter with insurmountable evidence against defendant.*

SHAREHOLDER ATTORNEY | Muhammad & Cely, P.A. (2010-2011) Orlando, Florida

- Provide legal counseling to officers of start-up companies, and small businesses; counsel on legal infrastructure and draft operating agreements.
- Counsel business clients and individuals on various legal areas, including commercial transactions, trademark and copyright protection, employment disputes, probate, and criminal defense.
- Negotiate, review, and prepare various agreements, including commercial leases and construction.

Selected Accomplishments and Projects:

✓ *Minimized retail client's contractual risks in commercial agreement, by negotiating 3.5% payable sales revenue to 1%.*

ASSOCIATE ATTORNEY | *Wicker Smith O'Hara McCoy Ford, P.A.,* (2007-2009) Orlando, Florida
LAW CLERK | Wicker Smith O'Hara McCoy Ford, P.A., (2006-2007) Orlando, Florida

- Defend corporate clients in tort litigation matters involving insurance claims; managed high-volume caseload of complex legal matters in fast-paced environment.
- Worked closely with in-house and general counsel to manage litigation budget and efficiently resolve disputes.
- Conduct extensive legal research, prepare comprehensive legal memoranda, pleadings, motions, and other court documents; develop strategies and legal arguments to support defense theories; prepare witnesses for testimony; attend hearings, trial, depositions and mediation; negotiate case settlements.

Selected Accomplishments and Projects:

✓ *Maximized business relationships to establish new books of business in employment labor division as first-year associate; and successfully reduced client liability and financial exposure in wage-hour claim resulting in increased retainer.*

ABUSE REGISTRY COUNSELOR | Department of Children & Families (2001-2005) Tallahassee, Florida

- Review statutory law, administrative rules, policy and procedure to evaluate public complaints and determine applicability for investigatory action or agency referral.
- Collaborated with directors, managers, and other administrative agencies for quality assurance.
- Supervised team to ensure quality assessments and reporting, and provide guidance on conflict.

Selected Accomplishments and Projects:

✓ *Applied effective interpersonal communication techniques to obtain highly sensitive information in a reduced timeframe, increasing reports completed within 1 hour by 30%; thereby, reducing department-wide response delays.*

QUALIFICATIONS AND EDUCATION

Juris Doctor
Florida A&M University College of Law (2004-2007)
Bachelor of Science
Florida State University (1997-2001)

Florida Bar, 2007
U.S. District Court, M.D., Florida, 2008
Georgia Bar, 2010

ACTIVITIES AND ACKNOWLEDGEMENTS

- Member: American Bar Association, Phi Alpha Delta
- Volunteer: Legal Services of N. FL, Florida Election Council, FL Supreme Court-Justice Teaching Program
- Featured: (1) *Black Enterprise,* 2013. The One Valuable Success Trait You Need That Lawyers Have, by Dr. Antoine D. Moss. (2) *Huffington Post, 2017.* Women Entrepreneurs Creating Businesses to Support Economic Growth, by Sierra L. Rainge.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE FOR QUALITY GROWTH

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Clay'Nisha Stephens | **Date:** 6/6/2020 6:08:02 PM

Home Address:	1009 Carrin Dr Tallahassee, FL 32311-3905	**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:	(678) 250-6979	**Do you own property in the Tallahassee City Limits?**	No
Email:	CLAYINNOVATION@GMAIL.COM	**How many years have you lived in Leon County?**	36

(EMPLOYMENT INFORMATION)

Employer:	Self	**Work Address:**	2800 S. Adams St. Unit 6256 2800 S. Adams St. Unit 6256 Tallahassee, FL 32311-3905
Occupation:	Entrepreneur		
Work/Other Phone:	(678) 250-6979		

(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:** 37

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Ginneria Harris	**Name:**	
Address:	2800 S. Adams St. Unit 6256	**Address:**	
Phone:	(229) 296-4571	**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.

(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 or other Committee/Authority/Board?* *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 meet one of the membership eligibility criteria. Please indicate your area of expertise:

- [ ] Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Employed by a university or local school system.
- [ ] Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- [ ] Employed by or represents, a community-based, environment-related organization.
- [ ] Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Archaeologist
- [x] Resident of Leon County

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

Signature: *Ms. Clay'Nisha Stephens*

The application was electronically sent: 6/6/2020 6:08:02 PM

Clay'Nisha Stephens
Chief Executive Officer
850-728-1558
ClayInnovation@gmail.com
YouTube: clay_boss 82

EDUCATION:
Keiser University: Associate Degree in Medical Assisting
James S. Rickards High School: High School Diploma

WORK EXPERIENCE:

Clay Innovation, Chief Executive Officer 11/2019-Current
Tallahassee, FL

-Communicate with behavioral health specialist for referral sources
-Educate the community in depth on how stress, anxiety, and depression effects our mental, emotional,
psychological and physical health.
-Educate the community in depth that suicides, murders, and depression does not discriminate based on your age, race, or religion
-Discuss and research suicide and suicidal thoughts in depth in the community
-Host small and individual events to discuss and resolve any pressing matter, that may disturb our mental health
-Refer individuals to appropriate resources
-Research violate acts committed, due to environmental surroundings

FusionSleep, Patient Advocate 08/2014-12/2019
Atlanta, GA

-Assured paperwork was received to the billing department in a timely manner
-Assured timely, thorough, and appropriate set up of new patients to include, but not limited to insurance approval, set up of durable medical equipment and supplies, appropriate equipment selection, assurance of payment source to include collection of copays and deductibles.
-Educated patients on proper sleep hygiene and its importance.
-Educated patients on the different types of sleep studies, oral appliances and alternative sleep therapies.
-Maintained working knowledge of durable medical equipment, insurance guidelines, eligibility and reimbursement for patients, and company.
.
Tallahassee Memorial Hospital,
Office Coordinator, for the Sleep Center 12/2012-02/2015
Tallahassee, FL

-Answered and directed incoming calls

-Completed admission intake forms and quoted polysomnography prices based on insurance
-Insurance authorizations and verification
-Responsible for accurate completion of patients' medical records, not limited to maintenance of records and charting.

Maternity Leave from 03/2012-12/2012

Tallahassee Cancer Institute, Registered Medical Assistant 08/2008-05/2012
Tallahassee, FL

-Administered medication intramuscular and subcutaneously
-Attend patient's funerals and memorial services
-Comforted patients and their family members throughout treatment
-Educated patients on their chemotherapy medications and treatments lab and diagnostic results and treatment plans
-Maintained electronic medical records
-Obtained patient's vital signs
-Participated in administrative and clinical case reviews
-Scheduled appointments
-Started IVs and drew blood
Trained students in MA and LPN programs
-Volunteered to be on call for patients who didn't have a support system

Tallahassee Memorial Hospital, Nurse Specialty Tech-Labor and Delivery 10/2006-08/2010
Tallahassee, FL

-Assisted with labor and delivery and c-sections, for mothers with little to no family support
-Educated new moms about the labor and delivery or c-sections
-Comforted patients and family members dealing with fetal demise
- Created bereavement packages for the patients and their family
- Dressed and took photographs of the demise(s) for the patient and family
-Maintained equipment and supplies in the delivery rooms
- Monitored patient's vital signs
-Monitored patient's contractions
-Triaged patients

HealthSouth Rehabilitation Hospital, Rehab Nurse Tech 12/2007-08/2008
Tallahassee, FL

-Assisted residents with activities of daily living
-Assisted residents in preparing for medical tests
-Assisted with lifting, turning, moving, positioning and transporting residents in and out of beds, chairs, wheelchairs, lifts
-Monitored patient's vitals and glucose levels

-Visited patients with little to no family support

Aerotek (LabCorp), Phlebotomist 02/2005-06/2006
Tallahassee, FL

-Drew Blood and performed heel sticks
-Entered lab orders, recorded and processed referral specimens.
-Performed glucose test for expecting mothers
-Scheduled appointments
-Trained new employees and students.
-Verified proper specimen, test and patient identification.

Leon County Jail, Medical Assistant 2002-2004
Tallahassee, FL

-Applied and changed bandages, dressings and splints as ordered by the physician
-Educated patients on medications and lab results
-Monitored glucose levels and vital signs
-Performed blood draws, EKGs, and PPDs
-Removed staples and sutures

References:
Ginneria Harris
Durable Medical Equipment Supervisor
678-990-3962

Lonnie McClean
Project Management, Business Development, Sales and Operations
404-729-4009
Lmclean929@gmail.com

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE FOR QUALITY GROWTH

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Antonio Jefferson | **Date:** 6/5/2020 12:19:51 PM

Home Address:	3913 Bellac Road Tallahassee, FL 32303	**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) 562-3286	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	ajefferson8@comcast.net	**How many years have you lived in Leon County?**	31

(EMPLOYMENT INFORMATION)

Employer:	City of Gretna	**Work Address:**	Post Office Box 220 Gretna, FL 32303
Occupation:	City Manager		
Work/Other Phone:	(850) 856-5257		

(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:** 53

District: District III **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Sean Pittman	**Name:**	Lila Jaber
Address:	1028 East Park Avenue Tallahassee, Florida 32301	**Address:**	928 N. Monroe Street Tallahassee, FL 32303
Phone:	(850) 216-1002	**Phone:**	(850) 545-8207

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

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 or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Advisory Committee for Quality Growth*

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 meet one of the membership eligibility criteria. Please indicate your area of expertise:

- [ ] Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- [ ] Employed by a university or local school system.
- [ ] Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- [ ] Employed by or represents, a community-based, environment-related organization.
- [x] Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)

  Name of nominating organization: *Big Bend Minority Chamber of Commerce*
- [ ] Archaeologist
- [ ] Resident of Leon County

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

Signature: *Mr. Antonio Jefferson*

The application was electronically sent: 6/5/2020 12:19:51 PM

From: ANTONIO JEFFERSON
To: Mary Smach
Subject: Re: Advisory Committee on Quality Growth
Date: Friday, June 5, 2020 12:23:19 PM
Attachments: image001.png
image322630.png

I am so sorry for the delay. I have submitted by application on line.

On May 11, 2020 at 11:30 AM Mary Smach <SmachM@leoncountyfl.gov> wrote:

Hi Mr. Antonio Jefferson,

As you may know, the Leon County Advisory Committee on Quality Growth (ACQG) is made up of development industry professionals and community stakeholders charged with providing continuous feedback and guidance to the Leon County Department of Development Support and Environmental Management (DSEM) on broader process improvements, service enhancements, and regulatory policies which support the highest quality growth and development attainable for our community. Through the participation of the Big Bend Minority Chamber of Commerce, the ACQG will reflect a more proactive and continual examination of the development approval process and further support the County's commitment to refine our services to better meet customer expectations.

Your term, as the current BBMC ACQG member, will expire on May 31, 2020.

We are requesting a nominee from the BBMC to fill the upcoming vacancy. Please let us know who the BBMC is nominating to fill the seat and we request that the nominee please complete the County's online application as soon as possible:

http://www2.leoncountyfl.gov/Committees/Applicants/Application

Thank you for your support.

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.



City of Tallahassee

Citizen Advisory Board Application Submission via Talgov.com

Applicant Information

Leslie Jacobs
(w): (999) 999-9999 / (h): (850) 294-5825
ljacobs37@comcast.net
recently retired formerly employed at Dept. of Legal Affairs

Preferred Mailing Address

421 Talaflo Street
Tallahassee FL 32308

Demographic Information

White / Female *Physically Challenged?* No

Education

Auburn University / BA, Sociology
West Gerogia College / BA, Education

Biographical Information

As I am recently retired, I would like to become more involved in my community. My former work experiences in education and government will transfer well to participating in local government activities.

Resume file: http://www.talgov.com/Uploads/FormUploads/cab_resumes/fc001f80-f8a2-4016-8941-910d135d5ce5/resume 01-17.pdf

References

Pat Gleason, Special Counsel for Open Govt.
(850) 245-0179
400 S. Monroe Street, PL 01, Capitol
Tallahassee FL 32399

Trish Conners, Deputy Attorney General
(850) 245-0178
400 S. Monroe Street, PL 01, Capitol
Tallahassee FL 32308

Criminal History Screening

Convicted of a felony/first-degree misdemeanor? No
Adjudication of guilt withheld for a felony or a first-degree misdemeanor? No

Charge:
Disposition Date: County/State:

Charge:
Disposition Date: County/State:

Charge:
Disposition Date: County/State:

Eligibility & Availability

Financial disclosure form, if required? Yes
Possible conflicts of interest? none
City resident? Yes
City utility customer? Yes
City property owner? Yes
Leon County resident? Yes
Leon County property owner? Yes
Full three-year term? Yes
Regularly attend meetings? Yes
Schedule Conflicts? none

Board/Committee Choice

1) Architectural Review Board
2) Parks and Recreation Advisory Board
3) Planning Commission/Local Planning Agency
4) Environmental Board

Affirmation & Signature

Leslie H. Jacobs
01/30/2017

LESLIE H. JACOBS

421 Talaflo Street
Tallahassee, FL 32308
850-294-5825
ljacobs37@comcast.net

Highly organized professional experienced in working in a demanding, fast paced environment; ethical, discreet and extremely trustworthy; demonstrated longevity; detail oriented, resourceful and energetic; able to multitask effectively; extensive experience in project management including task forces, Judicial Nominating Commission training, public records management and classroom instructional experience.

RELEVANT EXPERIENCE

Public Records Coordinator/Senior Executive Assistant
Florida Department of Legal Affairs 2011 to 2017

- Review and respond to public records requests within the office
- Provide guidance to the public on public records inquiries
- Supervise correspondence and receptionist staff
- Coordinate the day to day operations of the Attorney General's Executive Office

Senior Executive Assistant to the Attorney General of Florida
Florida Department of Legal Affairs 2007 to 2011

- Responsible for all scheduling and appointments for the Attorney General
- Prepare and organize briefing materials and remarks for meetings and events
- Oversee all correspondence under the Attorney General's signature
- Supervise correspondence and receptionist staff
- Review and respond to constituent matters as assigned by the Attorney General

Special Assistant to the Lieutenant Governor of Florida
Executive Office of the Governor 2003 to 2006

- Plan and schedule all events and appointments for Lt. Governor
- Coordinate travel and security for Lt. Governor's appearances
- Prepare briefing materials for Lt. Governor's events and speeches
- Provide staff support to the Lt. Governor in her role as Chair of the Early Learning Coalition and the Property and Casualty Insurance Reform Committee

Judicial Nominating Commissions/Judicial Appointments Coordinator
Executive Office of the Governor 1999 to 2003

- Coordinate judicial appointments for the Governor
- Serve as liaison to the twenty-six Judicial Nominating Commissions in the State of Florida
- Executive Assistant to the General Counsel; supervise/manage administration of the office

Kindergarten/Special Education Teacher
Sealey Elementary School, Tallahassee, Florida 1995 to 1999
Eastside Elementary School, Senoia, Georgia 1991 to 1995

EDUCATION

West Georgia College, Carrollton, GA
Masters of Education 1993

Teaching Certification 1991

Auburn University, Auburn, AL
Bachelor of Arts, Sociology 1973

INTERESTS
Historic Preservation – lived in and restored 5 historic homes over the last 30+ years - 1920s Craftsman, 1890s Victorian, 1860s Greek Revival, 1950s ranch and 1940s Cottage
Hiking – member of the Great Smoky Mountains Association
Gardening/Landscaping

From: Perrine, Beth
To: Mary Smach
Subject: Re: Planning Commission Representative from LCS
Date: Thursday, June 4, 2020 9:28:15 AM
Attachments: image355997.png

Leslie Jacobs was reappointed at the City Commission meeting last night. This means she will continue to serve as the Planning Commission representative on the Tallhassee-Leon County Architectural Review Board.

Beth

From: Perrine, Beth <Mary.Perrine@talgov.com>
Sent: Wednesday, June 3, 2020 6:35 PM
To: Mary Smach <SmachM@leoncountyfl.gov>
Subject: Re: Planning Commission Representative from LCS

I won't know until tomorrow.

From: Mary Smach <SmachM@leoncountyfl.gov>
Sent: Wednesday, June 3, 2020 6:34 PM
To: Perrine, Beth <Mary.Perrine@talgov.com>
Subject: RE: Planning Commission Representative from LCS

EXTERNAL EMAIL
Please report any suspicious attachments, links, or requests for sensitive information.

Thanks. Did the City reappoint Leslie Jacobs?

Mary



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
BOARD OF ADJUSTMENT AND APPEALS

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Darryl A Williams | **Date:** 5/10/2019 12:11:49 AM

Home Address:	2396 James St Tallahassee, FL 32310	**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) 766-3948	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	willdrryl@aol.com	**How many years have you lived in Leon County?**	20

(EMPLOYMENT INFORMATION)

Employer:	Retired	**Work Address:**	
Occupation:	Retired		
Work/Other Phone:	(850) 766-3948		

(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:** 54

District: District I **Disabled?** Yes

(RESUME AND REFERENCES)

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

Name:	Tammy Bacon	**Name:**	
Address:	2221 Orange Ave E # 1116 Tallahassee, Florida 32311	**Address:**	
Phone:	(850) 264-7392	**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.

(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? *Yes*

If yes, please explain *Family Business, Janitorial Service Lincoln High School*

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? *Yes*

If yes, prior to or at the time of submission of any bid for county business, a Florida Commission on Ethics Form 3A **must be filed.**

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, an owner of real property AND a taxpayer in Leon County.

Are you a resident of Leon County? *Yes*

Are you a property owner and taxpayer in Leon County? *Yes*

Members on this board 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. Darryl A Williams*

The application was electronically sent: 5/10/2019 12:11:49 AM

Darryl A Williams
2843 Botany Place
Tallahassee, FL 32301
Phone: 850-766-3948
willdrryl@aol.com

Education

Barry University, Tallahassee, Florida — Graduated: May 2017
Bachelor Degree in Public Administration
Overall GPA: 3.0

Professional Experience

Federal DOT, Washington, DC, Transportation Assistant — December 2012 - May 2014

- Explained technical regulatory and procedural requirements
- Provided full range of advisory services to resolve discrepancies
- Received inquiries on regulations
- Interfaced with state field offices to coordinate technical services
- Researched data systems and files to retrieve information

Railroad Consultant, Tallahassee, Florida, Self Employed — July 2010 - December 2012

- Insurance and Risk Management Assessments
- Due Diligence Audits
- System Safety Planning
- Emergency Preparedness Planning
- Compliance Reviews

Federal DOT, Atlanta, Georgia, Railroad Safety Inspector — March 2008 – July 2010

- Conducted investigations of railroad accidents and incidents
- Collected, organized and analyzed data
- Prepared written reports based on findings
- Conducted oral presentations and interviewed witnesses
- Ensured federal regulations were followed

Federal DOT, Crum Lynne, Pennsylvania, Transportation Specialist March 2002 – March 2008

- Reviewed and analyzed policies and practices
- Planned and coordinated field inspections to enhance safety
- Engaged in outreach and liaison activities with organizations
- Participated in work groups and attended conferences on safety

CSX Transportation, Mobile, Alabama, Transportation Manager April 1999 – March 2008

- Managed railroad programs to ensure the efficiency
- Conducted investigations of accidents and incidents
- Interpreted statutes and regulations to enable comparative analysis
- Applied analytical, fact-finding, and problem-solving techniques
- Supervised and performed administrative functions
- Coordinated administrative activities with employees and staff

Leadership Experience

Military Service, US Army, Administrative Specialist/Forwarded Observer February 1983 – February 1991

- Interpreted and applied recruitment/placement and classification
- Planned, organized, prioritized projects, and managed projects
- Applied merit promotion procedures
- Created assessment questionnaires and determined qualified applicants
- Participated in programs and process development

Training

FMCSA Individual Development Plan, Safety Investigator	October 2012 – February 2013
Accident Investigation Fundamentals	May 2009
Investigative Skills Fundamentals	March 2009
FRA Report Writing Principles for Federal Employees	July 2008
Train Dispatcher Training School	October 2005
Locomotive Engineer Training School	April 1999
Yardmaster Training School	May 1997
US Army Administration Training School	May 1983

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
BOARD OF ADJUSTMENT AND APPEALS

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Paul Nicholas (Nic) Patronis | **Date:** 5/7/2020 2:58:15 PM

Home Address:	1211 Walton 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) 980-3605	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	nt_98@hotmail.com	**How many years have you lived in Leon County?**	43

(EMPLOYMENT INFORMATION)

Employer:	Florida Fish and Wildlife Conservation Commission	**Work Address:**	1875 S. Orange Avenue East Tallahassee, FL 32312
Occupation:	Grant Coordinator		
Work/Other Phone:	(850) 766-1125		

(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?** Yes

(RESUME AND REFERENCES)

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

Name:	Ron Draa	**Name:**	
Address:	2832 Kilkierane Drive Tallahassee, FL 32312	**Address:**	
Phone:	(850) 321-6140	**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.

(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 or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Vice-Chair (Acting Chair) of the Board of Adjustment and Appeals (BOAA)*

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, an owner of real property AND a taxpayer in Leon County.

Are you a resident of Leon County? *Yes*

Are you a property owner and taxpayer in Leon County? *Yes*

Members on this board 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. Paul Nicholas (Nic) Patronis*

The application was electronically sent: 5/7/2020 2:58:15 PM

Paul Nicholas Patronis

1211 Walton Drive • Tallahassee, FL 32312 • (850) 980-3605
Tanner_2002@hotmail.com

Experience

10/2019-Present *Florida Fish and Wildlife Commission* *Tallahassee, FL*
Government Operations Consultant

- Assist FWC's Marine Fisheries Management with ensuring fishermen affected by Hurricane's Irma and Michael receive Emergency and Disaster relief funding as directed by NOAA grants in compliance with the state and federal directives.
- Evaluate licensing and other data requirements to determine whether fishermen and wholesale fish dealers affected by natural disasters in Florida that applied to receive federal aid are eligible for disaster funding assistance.
- Gather, collect and validate the accuracy of applicant licensing information submitted to and maintained by FWC systems in order to mitigate the possibility of fraud, waste and abuse.

06/2017 – 06/30/2019 *Florida Lottery* *Tallahassee, FL*
Office of Inspector General Analyst II

- Conduct audits, investigations, management reviews, special projects, and consulting services in accordance with OIG policies, the International Standards for the Professional Practice of Internal Auditing, or where appropriate, government auditing standards.
- Conduct administrative investigations in accordance with OIG policies and the Principles and Standards for Offices of Inspector General, as granted by Section 20.055 Florida Statutes.
- Conduct professional interviews in compliance with standards and applicable regulations.
- Conduct follow-up of engagements to appraise the adequacy of management actions taken.
- Review other analysts' work for sufficiency of scope and accuracy.
- Review and interpret statutes, rules, and policies.
- Seek enhancement of knowledge, skills, and competencies to maintain the proficiency for the continuing professional development requirements of the Association of Inspectors General.
- Participate in activities to maintaining the Office's accreditation status with the Florida Commission on Law Enforcement Accreditation.
- Assist in the development and implementation of OIG policies and procedures, quality assurance and improvement program, annual risk assessment, audit plan, and annual report.
- Demonstrate, model, and reinforce the Department's fundamental values of quality, service, respect, integrity, and dependability in interactions with co-workers, supervisors, and customers; in personal contributions to work assignments and projects; and when representing the Department or the state.

11/2011 – 05/2017 *Department of Economic Opportunity* *Tallahassee, FL*
Operations Review Specialist

- Assist the Reemployment Assistance program in developing systems that can be used in reviewing and evaluating processes, analyzing data, defining problems and developing models to arrive at solutions.
- Coordinates with program staff in charting processes and establishing improvement plans. Provides analysis of process flow and makes recommendations for corrective actions.
- Assist in reporting performance measure outputs and outcomes, corrective actions for areas in need of improvement, and quarterly progress. Coordinate with program staff in establishing corrective actions.
- Reports include the (1) USDOL State Quality Service Plan, (2) DEO Long Range Program Plan, (3) RA Accomplishments Report, (4) Disaster Unemployment, (5) Internet RA data and Reports, and (6) Weekly Claim Reports. Assist in coordinating special projects involving other agency programs.
- Liaison for joint coordination between RA and DFS, IT, Financial Management and WS. Liaison for RA and General Services re: print services, mail, report delivery, supplies and special projects.
- Liaison between RA and DEO Office of Communications, providing RA information as necessary.
- Disaster Recovery Coordinator for RA, between DOR, SSRC, IT and PB.
- Update Workforce Services data on the Floridajobs.org website
- Assist with data audits to ensure Workforce Board compliance with federal guidelines as they pertain to multiple program areas.

11/2008 - 11/2011 *Agency for Work Force Innovation/DEO* *Tallahassee, FL*
Special Deputy

- Conduct administrative hearings on disputed unemployment insurance/compensation claims based on appeals filed by claimants and employers concerning the payment or denial of benefits.
- Resolve issues of overpayment and repayment of benefits, fraud, and charges to employers.
- Write decisions based on testimony and evidence by applying the Unemployment Compensation Law, Section 443 of the Florida Statutes. Decisions rendered constitute final agency action. Review case file, determine issue(s) and set hearing date and time.

9/2008 – 11/2008 *Agency for Work Force Innovation* *Tallahassee, FL*
ESR I

- Fact Finding. Conduct comprehensive claimant and employer interviews as well as all other relevant parties to add/remove claimant flags or forward information on to Adjudicators.
- Review agency records, conducts claimant and employer interviews as well as all other relevant parties to verify information pertinent to the determination of claimant eligibility.

10/2006 – 8/2008 *Coastal Ventures Management, LLC* *Destin, FL*
Operations Manager

- Responsible for the day to day operations of a hospitality staffing company with 156 personnel.
- Oversee clientele needs, employee personal/work related issues, accounts payable/receivable, employee housing and logistics.
- Foreign labor certification petition filings in accordance with USDOL/USCIS regulations and guidelines.

8/2003 – 10/2005 *J.A. Immigration* *Atlanta, GA*
Labor Specialist

- Oversee the filing of foreign labor certification applications with USDOL/USCIS in accordance with agency guidelines and regulations

6/2003 – 1/2007 *Labor Certification Consultants, Inc.* *Tallahassee, FL*
Owner/President

- Contracted with various law firms within the Southeastern region of the U.S. to work on Foreign Labor certifications for them in accordance with USDOL/USCIS guidelines and regulations.

6/2001 – 5/2003 *Agency for Workforce Innovation* *Tallahassee, FL*
LET Specialist

- Review both permanent and temporary foreign labor certification applications to ensure compliance with USDOL and USCIS regulatory guidelines. Process applications as directed by the USDOL ANPC based in Atlanta, Ga.
- Conduct housing inspections on behalf of the USDOL/USCIS H-2A agricultural temporary labor applications in accordance with OSHA guidelines to ensure temporary labor camps were suitable for foreign workers coming to live and work in the US for 6-10 month time periods.

6/1998 – 6/2001 *United States Army*
Corporal/Specialist

- Served with the U.S. Army Rangers.
- Served with Bravo Co. 2nd Bn., 2nd Brigade Infantry Regiment as a Rifleman, Heavy Weapons specialist and Machine Gunner, Squad Leader, Asst. Arms Room NCO, Advanced Re-Deployment Party NCO in charge of equipment and quarters setup for 112-man Company returning from deployment.
- Also served as Training Room NCO for Headquarters, Headquarters Company 2/2 Infantry. This position required first-hand knowledge and assistance in scheduling, training, equipment maintenance and knowledgeable control of 156 man unit and equipment in excess of 160 million dollars.

12/1992 –5/1998 *Florida Secretary of State's Office* *Tallahassee, FL*
Document Examiner Supervisor

- Provide corporate information to the public via telephone, fax or walk in requests.
- Oversee section of 30 individuals to ensure requests were handle in a professional, accurate and timely manner.
- Correct information errors, train new employees and maintain system database with current information.

Education/Certifications

Tallahassee Community College
Associates Degree, May 2020

University of Phoenix at Axia College
Associates Degree, February 2011

Florida Certified Contract Manager (FCCM)
Florida Department of Management Services, January 2020

Fundamentals of SQL certification (DEO-TCC)
August 2014

State of Florida Certified Project Manager (DEO-TCC)
March 2013

Administrative Justice Institute certification (AWI)
April 2011

U.S. Army Hazmat I (Vilsick, Germany)
Logistics and Safety Certification, February 2000

U.S. Army SAM School (Vilsick, Germany)
Certification, October 1998

Northeast Texas Community College (Vilsick, Germany)
German Language Certification, October 1998

Skills

Data Management
Statistics
Program Evaluation
Policy Analysis
Project Management
Microsoft Word, Excel, Power point
Working knowledge of SQL Server
Contracts and Grants Management

Volunteering

2007-2016 - YMCA Coach for Baseball, Soccer
2014-16 - Upward Bound Volunteer Basketball Coach and Flag Football
2017 – City of Tallahassee Volunteer Softball Coach
2017-Present – Vice Chair Board Member on the Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)

Awards

2012 - Recipient of the Governor's Davis productivity Award

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CANOPY ROADS CITIZENS COMMITTEE

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Curtis Bradley Chapman | **Date:** 5/27/2020 6:13:57 PM

Home Address:	12086 WATERFRONT DR 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) 274-1822	**Do you own property in the Tallahassee City Limits?**	No
Email:	chapmantoby66@gmail.com	**How many years have you lived in Leon County?**	56

(EMPLOYMENT INFORMATION)

Employer:	Retired Executive VP Flowers Foods Inc.	**Work Address:**	Killearn Estates Provided upon Request Tallahassee, FL 32312
Occupation:	Senior Management		
Work/Other Phone:	(850) 284-0420		

(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:** 63

District: District IV **Disabled?** Yes

(RESUME AND REFERENCES)

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

Name:	Michelle Wycoff	**Name:**	Necole Stoev
Address:	Killearn Estates Provided upon Request (security)	**Address:**	8251 Queen Ana Dr Tallahassee, Fl 32312
Phone:	(850) 284-0420	**Phone:**	(850) 321-7706

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.

I have a Bachelors of Business Administration (Marketing) from Valdosta State University 1980. I have been a volunteer in the past with Volunteer Florida, and Volunteer Leon, (Started the first cold weather shelter in Leon County) What was then Capital Area Chapter of American Red Cross (Sharon Council Tyler) Road to Recovery of American Cancer Society (Transported patients in need to and from their treatment) The Shelter (when it was next to the bus station) FEMA ESF 15 C. Fugate) I will be glad to prepare a resume upon request.

(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 or other Committee/Authority/Board?* *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 City or County resident.

Members should have expertise in one of the membership eligibility criteria listed below. Please indicate your area of expertise:

- [ ] Forestry
- [x] Local history

  Please explain: *I have lived, fished, camped, and explored Leon County for 57 years. I live upon what was once part of RI Ireland (Kate Ireland's Plantation and at one time was a principle in Merrily Plantation. All of the roads in this area are canopy roads. I was an advisor to the Army Corps of Engineers when they tried to burn the vegetation and we were able to show science that altered their strategy.*
- [x] Live along a canopy road

  Please explain: *I own land in Northern Leon County that is accessed only by canopy roads.*
- [x] Have demonstrated a willingness to serve for the enhancement of the community

  Please explain: *PRevious decades of Volunteer Service to the State of Florida and Leon County*

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

Signature: Mr. Curtis Bradley Chapman

The application was electronically sent: 5/27/2020 6:13:57 PM

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CANOPY ROADS CITIZENS COMMITTEE

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Charles Frederick Crooks | **Date:** 6/4/2019 5:58:52 PM

Home Address:	1001 Ocala Rd Apt 264 D 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:	(850) 419-9499	**Do you own property in the Tallahassee City Limits?**	No
Email:	charlescrooks15@gmail.com	**How many years have you lived in Leon County?**	2

(EMPLOYMENT INFORMATION)

Employer:	Florida Department of Revenue	**Work Address:**	
Occupation:	Revenue Specialist II		
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:** 26

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Jade Parades	**Name:**	
Address:	Tallahassee, Florida	**Address:**	
Phone:	(352) 484-6451	**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

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 must be a City or County resident.

Please indicate your area of expertise:

- [ ] Forestry
- [ ] Local history
- [ ] Live along a canopy road
- [x] Demonstrates a willingness to serve for the enhancement of the community.

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

Signature: Mr. Charles Frederick Crooks

The application was electronically sent: 6/4/2019 5:58:52 PM

Charles Frederick Crooks Jr

1001 Ocala Rd. Apt 264D
Tallahassee Fl, 32304
(850)419-9499
Charlescrooks15@gmail.com

EXPERIENCE

United States Marine Corp , — *Infantry rifleman*

December 2011 - April 2013

As a rifleman in the United States Marine Corps, my primary duties included: employing tactics to support war efforts, providing security, utilizing advanced fighting techniques to support war efforts, working closely with a team in order to accomplish mis sion objectives.

Scenic Gulf Suites , — *Auditor*

June 2013- December 2014

As the auditor for the company, my primary responsibilities included: filing nightly, weekly, and Monty audit reports for the company, stating both expenditures, as well as revenue; R elay any problems concerning audit reports directly to the general manager; employ mathematical equations to figure out audit numbers by hand in the event that computer systems were down; handle customer inquiries and complaints.

Florida Deartment of Reve nue, — Revenue Specialist II

May 2019 - Present

Although I just began working this job a little over a month th ago, my duties for this position will include: understanding and interpreting Florida business and corporate tax laws; handling inquiries pertai ning to business and corporate tax accounts; sending correspondence relating to these tax accounts; become proficient with SUNTAX; understand business tax code/ filing requirements for many business entities; using accounting techniques to handles tax acco unts.

EDUCATION

Florida State Univeristy, Tallahassee *BA degree*

March 2015 - May 2019

maintained a relatively high GPA, ending with a GPA of 3.4.

SKILLS

Tax law knowledge
Basic accounting knowledge
Auditing
Budgeting
Microsoft office suite
Public spe aking

PROJECTS

Ferst Reader Non - Profit — *Community outreach/ volunteer work*

Currently in the process of brining Ferst Reader to Leon County. Ferst Reader is a non profit organization which strives to donate books to pre school age children, and younger, with the intention of raising early literacy rates. Currently First Reader is not active in Leon County, however, I intend to bring it to our county with help from the regional program coordinator. We are currently working to get numbers so that we can take those to possible investors to secure funding. We may also host fundraising events, and several lunch meeting, all of which I will most likely handle on my own, with the guidance and direction from the program coordinator.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CANOPY ROADS CITIZENS COMMITTEE

It is the applicant's responsiblity to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-6300 or by e-mail at smachm@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mary Anne Koos | **Date:** 1/16/2019 1:12:50 PM

Home Address:	389 Castleton Circle 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) 509-6071	**Is it located within the City limits?**	No
Email:	mkoosfl@aol.com		

(EMPLOYMENT INFORMATION)

Employer:	Florida Dept. of Transportation	**Work Address:**	605 Suwannee Street Tallahassee, FL 32312
Occupation:	Special Projects Coordinator - Florida Greenbook		
Work/Other Phone:	(850) 414-4321		

(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:** 62

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Mary Jane Hayden	**Name:**	Scott Arnold
Address:	605 Suwannee Street, Tallahassee, Fl 32399	**Address:**	605 Suwannee Street, Tallahassee, Fl 32399
Phone:	(850) 414-4783	**Phone:**	(850) 414-4273

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 Canopy Roads Committee, ex officio non-voting member*

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

If Yes, on what Committee(s) have you served? *Tallahassee - Leon County Bicycle and Pedestrian Advisory Committee, Leon County Canopy Roads Advisory 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 City or County resident.

Please indicate your area of expertise:

- [x] Forestry
- [x] Local history
- [x] Live along a canopy road
- [x] Demonstrates a willingness to serve for the enhancement of the community.

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

Signature: Mary Anne Koos

The application was electronically sent: 1/16/2019 1:12:50 PM

Mary Anne Koos

389 Castleton Circle, Tallahassee, Fl 32312, 850-509-6071, mkoosfl@aol.com

Objective

Serve my community through improved transportation design and development and delivery of training. Work with state and local governments, public, consultants, and contractors to improve the safety, efficiency and quality of program planning and implementation.

Profile

Broad professional history and research based education, with 32 years of experience in the planning, design, construction and evaluation of transportation and recreational facilities and programs. Demonstrated performance:

- Refine and develop state and local transportation design criteria and standards to improve the safety and quality of transportation facilities for the Florida Dept. of Transportation;
- Assess needs, prepare and deliver both in-person and web based training for state and national audiences on evolving criteria, funding opportunities, transportation research, and program management in compliance with federal and state criteria.
- Serve as a technical resource for FDOT (design, specifications, utilities, construction, planning, and legal offices), local governments, consultants and public.
- Assist MPO/TPOs in the development and implementation of Long Range and Cost Feasible Transportation Plans, from the perspective of local government staff, chair of citizen's advisory committees, and FDOT's representative;
- Manage public and private transportation and greenway projects as a planning consultant in Florida with a multi-disciplinary engineering, planning and landscape architecture firm;
- Manage the Florida Department of Environmental Protection's Rails-to-Trails Program and served as Florida's State Trails Coordinator;
- Develop and implement the City of Gainesville's and Alachua County's Bicycle and Pedestrian Program, including, work program development and livable cities initiatives. Identify contributing causes and developed educational and enforcement programs to discourage behavior that contributed to crashes, with an 18% reduction in injury related crashes over 5 years;
- Certified Public Manager – Graduate of the Florida Center for Public Management, Florida State University;
- Master's of Science – Extension Education at the University of Florida – Gainesville. Course work in assessing community needs, development of training to increase implementation of new techniques, and improve public understanding of research for sustainable agriculture production and economic success and
- Bachelor's of Science - Natural Science from the University of Wisconsin - Madison, with a curriculum emphasis in research of animal production systems and breeding (develop methodology, undertake data collection, perform analysis, present findings, and implementation of knowledge gained).

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to listen, evaluate, explain and build consensus. Excellent team-building skills.

Mary Anne Koos

389 Castleton Circle, Tallahassee, Fl 32312, 850-509-6071, mkoosfl@aol.com

Professional Experience

- Identify areas of the Florida Greenbook in need of updating, research current criteria and best practice, guide FDOT, local government, and consultant staff in the development of revisions. Organize and lead subcommittee and full committee meetings to review and approve proposed revisions, prepare minutes and documents for rulemaking, and fulfill "sunshine" requirements for public involvement and decision making.
- Develop and deliver training on design criteria (PPM, FGB, Accessibility, Local Area Programs) and research (Bicycles on Limited Access Facilities, Shared Bus Bike Lanes, Safety Effects of Wider Outside Lanes) through in-person and web based training in conjunction with ITE, FICE, CUTR, T2, FHWA and FDOT's Design Symposium, District Design Conferences, Design Update Training, and Lunch and Learn events for professional organizations.
- Develop and implement strategy for the settlement of lawsuit against FDOT for ADA violations involving state highways and facilities in Tallahassee and Leon County. Prepare and submit annual reports to State Attorney General's Office to document fulfillment of settlement agreement and provide hands on training to FDOT's staff and contractors in construction of accessible facilities.
- Organize and host monthly DDE/DCPME meetings for the Office of Design. Prepare mission critical approvals for DDE/DCPME meetings and Florida Greenbook meetings.
- Serve on NCHRP Panel for the update of AASHTO's Pedestrian Guide, and served as FDOT's primary reviewer for updates to AASHTO's Bicycle Design Guide and Transit Guide.
- Develop and implement Quality Assurance Review for compliance with adopted design criteria in federal and state funded transportation projects.
- Develop countermeasures for location specific and statewide crash types and evaluate performance in reducing crash frequency.
- Manage or serve as lead reviewer for multiple federally funded research projects:
    - Operational Effects of Restriping Roadways to Create Wider Outside Lanes
    - Operational Analysis of Shared Lane Markings "Sharrows" and Green Bike Lanes
    - Human Factors Studies - Effective Signage and Preventing Left Turn Crashes
    - Aging Driver and Pedestrian Safety: Parking Lot Hazards Study
    - Affects of Crosswalk Marking Patterns at Signalized Intersections on Driver Yielding
    - Analysis and Development of Design Criteria for Shared Bus/Bike Lanes
- Lead team of designers, trainers and accessibility advocates in national update for FHWA's course "Designing Pedestrian Facilities for Accessibility" (DPFA) in conjunction with US Access Board.
- Serve as a board member of the Association of Pedestrian and Bicycle Professionals (APBP); and chair of the Education Committee. Coordinate APBP member professional development through monthly webinars and biannual conferences on legislation, policy development, funding, design criteria, program implementation, best practices, and industry trends.

Mary Anne Koos

389 Castleton Circle, Tallahassee, Fl 32312, 850-509-6071, mkoosfl@aol.com

Employment History

- Florida Dept. of Transportation, Office Of Design – Tallahassee, FL
  Special Projects Coordinator, 2006 to Present
- Florida Dept. of Transportation, District 3 – Chipley, FL
  Bicycle and Pedestrian Coordinator, 1998 - 2006
- Genesis Group – Tallahassee, FL:
  Senior Planner, 1995 - 1998
- Florida Dept. of Environmental Protection, Florida State Parks – Tallahassee, FL
  State Trails Coordinator, 1989 - 1995
- City of Gainesville, Traffic Engineering Department – Gainesville, FL
  Bicycle and Pedestrian Coordinator, 1984 - 1989

Education and Certifications

- Florida Center for Public Management, Florida State University, Tallahassee, FL
  Certified Public Manager, 2015;
- University Of Florida, Gainesville, FL
  Masters Work in Natural Science, Extension Education, 1981-1983
- University of Wisconsin – Madison, WI
  Bachelors of Science Degree, Natural Science, 1979

CareerSource CAPITAL REGION

May 26, 2020

Chair Bryan Desloge
Leon County Board of County Commissioners
301 S. Monroe St. 5th Floor
Tallahassee, FL 32301

Dear Chair Desloge:

CareerSource Capital Region is please to support the reappointment of the following Board Member for an additional 3-year term to begin on July 1, 2020:

Rebecca Kelly-Manders

Rebecca is in good standing and is an integral part of the success of CareerSource Capital Region.

Should you have any questions, please do not hesitate to contact me at (850) 617-4601.

Sincerely,

James H. McShane, III

Chief Executive Officer

CareerSource Capital Region

(850) 414-6085

(850) 410-2595

2639 North Monroe Street
Building C, Suite 100
Tallahassee, FL 32303

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CAREERSOURCE CAPITAL REGION BOARD

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Rebecca Ann Kelly-Manders | **Date:** 5/28/2020 9:13:03 AM

Home Address:	2402 Balsam Terrace 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?	No
Home Phone:	(850) 509-3831	**Do you own property in the Tallahassee City Limits?**	No
Email:	chef@streetchefs.com	**How many years have you lived in Leon County?**	16

(EMPLOYMENT INFORMATION)

Employer:	Street Chefs	**Work Address:**	1700 N Monroe St Suite 11-220 Tallahassee, FL 32303
Occupation:	Chef/Owner		
Work/Other Phone:	(850) 509-3831		

(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: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Stephanie Schwartz	**Name:**	
Address:	2230 Monaghan Dr. Tallahasssee FL 32309	**Address:**	
Phone:	(850) 980-1259	**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.

(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 or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *CareerSource Capital Region, 3-year term expires 6/30/2020*

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

If Yes, on what Committee(s) have you served? *CSCR 2017-present*

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 are nominated by a local business organization (Chambers of Commerce, Downtown Merchant Associations, area business associations, etc.) Nominations for the Board shall be representative of the business community in optimal business leadership positions, such as CEO's, VP's of HR, General Managers, Presidents and C Suite executives of firms that require a large workforce to maintain their business.

Have you been nominated by a local business organization? *Yes*

Name of nominating organization: *I am applying to serve a second term at the request of Jim McShane, CEO CSCR*

Members on this board 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*

Applicants must complete the CSCR membership application.

Have you completed the CSCR Membership Application and emailed to Smachm@leoncountyfl.gov.? *Yes*

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

Signature: Ms. Rebecca Ann Kelly-Manders

The application was electronically sent: 5/28/2020 9:13:03 AM

Rebecca Kelly-Manders, CFPM

2402 Balsam Terrace
Tallahassee, Florida 32303
850.830.8366 rkelly-manders@bigbendhc.org

QUALIFICATIONS

20 + years kitchen experience
Member, American Culinary Federation
Serve Safe Certified Instructor/Proctor
ServSafe Certified Food Protection Manager

EDUCATION

2004- 2006 Associates of Science in Culinary Arts, Phi Theta Kappa,
Capital Culinary Institute at Keiser College, Tallahassee, FL

EMPLOYMENT

2017-Present Food Service Director, Big Bend Homeless Coalition, Tallahassee, FL
- Prepare menus and meals for residents utilizing donations and USDA food
- Keep accurate logs of meals served
- HACCP monitoring, inventory, ordering and food cost calculation

2017-Present REfire Culinary, Founder/Instructor, Tallahassee, FL
- Prepare and present instructional material to students over the 8-week course
- Utilize visual, lecture and hands-on teaching methods
- Prepare students for real-world application of learned skills
- Prepare students for the NRA ServSafe exam

2011- Present Chef/Owner, Street Chefs, Tallahassee, FL
- All general daily operations of the Mobile Food Unit

2013- 2016 Chef/Owner, Marge's Cafe, Tallahassee, FL
- All general daily operations of the cafe

2007- 2011 General Manager, Bruegger's Bagels, Tallahassee, FL
- Weekly inventory of all products on hand to maintain food cost below 30%
- Assuring consistent quality of product
- Working within a labor grid to maintain labor goals
- Providing feedback on new promotions and menu items

2005- 2007 Kitchen Manager, Catering Capers, Tallahassee, FL
- Supervision of prep cooks to ensure all catering orders are filled and delivered properly
- Inventory control and ordering
- Helping to maintain safety and sanitation standards

2000 -2005 Culinary Assistant, Olive Garden
Tallahassee, FL (2004-2005), Ft Walton Beach, FL (2000-2004)
- Monitored HACCP and completed corresponding paperwork
- Supervised kitchen staff through high volume periods and maintained par-pull daily inventory system

RECOGNITIONS

- SBDC Community Champion Award winner, 2019
- New Leaders Council Reubin Askew Nonprofit Leader Award winner, 2019
- Leadership Tallahassee Pacesetter Award, finalist, 2018
- Appointed board member Career Source Capital Region, 2017
- Oasis Center for Women and Girls Trailblazer award, 2017
- Chairperson, DBPR Hotel and Restaurant Advisory Committee, 2017
- Appointed to DBPR Hotel and Restaurant Advisory Committee, 2014
- Named one of the "25 Women you need to know", Tallahassee Democrat, 2014
- Winner, Best of Tallahassee 2013, Food Truck category
- President/Founding member, Tallahassee Food Truck Association, 2011-2016
- Winner, Bruegger's Bagels "Best for our GUEST" Award, 2009 – BEI GM of the year

CareerSource CAPITAL REGION

CareerSource Capital Region Workforce Board Membership Application (See Job Description & qualifications on Pages 3-4)

Name: Rebecca Kelly-Manders

E-mail: rkmanders@gmail.com or chef@streetchefs.com

Company Name: Street Chefs

Company URL: www.streetchefs.com

Company Address:

1700 N Monroe St

Suite 11-220

City: Tallahassee

State: FL Zip: 32303

Business Phone: 850-509-3831

Home Address:

2402 Balsam Terrace

City: Tallahassee

State: FL Zip: 32303

Home/Mobile Phone: 850-830-8366

1. Type of Business: Mobile Food Unit/Catering

2. Approximate number of local employees? 1

3. What is your official position and what do you do at your organization?

I am the chef/owner

If you run out of room, feel free to use additional paper

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center Network.

CareerSource CAPITAL REGION

4. What do you think are the critical workforce issues for our region? Cultivating a skilled labor market and utilizing the reentry population as a critical labor force that is ready to be trained

5. What would you bring to the CSCR Workforce Investment Board (e.g., talent, experience, resources, knowledge, networks, and passion)? I have over 20 years in the hospitality industry as a cook, manager, director of food services and a small business owner. I have vast experience in training employees, collaborating with other businesses and recruiting new hires.

6. What value do you hope to get out of your participation on the CSCR WIB? I hope to continue to collaborate with the CSCR WIB as well as to make connections with other businesses, owners and community stakeholders that will improve the Tallahassee and surrounding area

7. Additional thoughts? I have learned so much from my first 3 years on this board and would love to serve a second term, hopefully in more of a leadership role

If you run out of room, feel free to use additional paper

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

CareerSource CAPITAL REGION

Local Workforce Board Member
Job Description

The mission of CareerSource Capital Region (Region 5) is to lead a system that produces a high quality workforce capable of meeting the changing needs of employers in Leon, Gadsden and Wakulla Counties. Activities of the Board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong regional workforce development system; convening groups of businesses, training providers, and other organizations to develop solutions to local workforce development challenges and overseeing the network of CareerSource Capital Region (CSCR) Career Centers. While the CSCR Board has governance control of multiple grants and implements the policies of State and Federal government to achieve measurable outcomes, it contracts with a service provider to perform the day-to-day services at the career center. The board staff are to carry out the oversight, monitoring, and quality expectations to meet the primary indicators of performance outlined in the Workforce Innovation and Opportunity Act of 2014.

Qualifications

- The desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.
- A commitment to devote time, talent and resources to working with other board members, staff, employers, public officials, and public and private sector partner organizations to improve the quality of the workforce talent.
- **Must be a senior-level decision-maker in your organization.**
- Must have an interest in working to enlarge the labor pool with qualified applicants.

Expectations

- Regularly attend Board and committee meetings.
- Participate actively in at least one Board committee.
- Be prepared for Board meetings by staying informed about Board matters and reviewing materials sent in advance of the meetings.
- Get to know and respect other Board members, building collegial relationships that contribute to effective decision-making.
- Act and vote on behalf of the long-term interests of the Board and the community and not on the interest of a single constituency.
- Avoid conflicts of interest. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the board members, board staff, service provider staff, and the chief elected officials.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

CareerSource CAPITAL REGION

- Take advantage of opportunities to become more educated about the Local Workforce Development Board (LWDB) and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Help identify and recruit additional Board members.
- Board members will engage in discussion and dialogue related to workforce issues.
- Board members will tour the Career Center at least once per term.
- Board members are encouraged to ask questions and share observations related to workforce issues.
- Board members will have a Consent Agenda where a board committee and then the executive committee have already vetted the recommended action. While Board members can pull any consent agenda item for further discussion, members are encouraged to respect the work of their peers and if there is a consistent concern in a certain area, say finance, join that committee and strengthen its engagement.
- Possess a business demeanor and contribute expertise to help in the success of the LWDB.

Time Requirements

- The Board meets quarterly with meetings lasting no more than ninety minutes.
- Committees meet quarterly.
- Committee meetings last no more than one hour and a half.
- Average time commitment for members is approximately three - four hours per quarter. Time commitment is greater for those who serve on more than one committee, or serve on leadership.
- Individuals are appointed for three-year terms. If you are replacing a board member, your board service will pick up where the position left off when it became vacant.
- Maximum service – 9 years

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center Network.

CareerSource CAPITAL REGION

May 28, 2020

Chair Bryan Desloge
Leon County Board of County Commissioners
301 S. Monroe St. 5th Floor
Tallahassee, FL 32301

Dear Chair Desloge:

CareerSource Capital Region is please to support the appointment of the following board member for a three year term to expire on June 30, 2021:

Lisa Blaser

Ms. Blaser is the Sr. Talent Adviser serving as the Interim Director of Human Resources for Tallahassee Memorial Hospital and would be an outstanding addition to the CareerSource Capital Region Board of Directors. Ms. Blaser will serve and complete the term previously served by Steve Capenos, who has moved out of state. Our Nominating Committee voted to approve Ms. Blaser's' nomination at their meeting on Monday, May 11, 2020.

Should you have any questions, please do not hesitate to contact me at (850) 617-4601.

Sincerely,

James H. McShane, III

Chief Executive Officer

CareerSource Capital Region

(850) 414-6085

(850) 410-2595

2639 North Monroe Street
Building C, Suite 100
Tallahassee, FL 32303

THE CHAMBER

GREATER TALLAHASSEE CHAMBER OF COMMERCE

May 14, 2020

Honorable Bryan Desloge
Chairman
Leon County Board of County Commissioners
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Dear Chairman Desloge:

Based on the requirement that the Greater Tallahassee Chamber of Commerce must generate nomination requests for individuals to serve on the CareerSource Capital Region Board of Directors, we would ask that you consider the following member to serve for the terms listed.

Lisa Blaser, Sr. Talent Advisor, Center for Health Careers - Tallahassee Memorial HealthCare, term through May 2023

We appreciate your consideration.
Sincerely,

Sue Dick
President/CEO
Greater Tallahassee Chamber of Commerce

EXECUTIVE COMMITTEE:

Beth Corum
Chair

Jay Smith
Chair-Elect

Mark O'Bryant
Immediate Past Chair

Andrew Gay
Treasurer

Sue Dick
President/CEO

Terrie Ard

Rob Clarke, Jr.

Berneice Cox

Richard Darabi

Sammie Dixon, Jr.

Sha'Ron James

Amanda Morrison

Bennett Napier

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CAREERSOURCE CAPITAL REGION BOARD

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mrs. Lisa Blaser | **Date:** 5/27/2020 2:04:53 PM

Home Address:	107 Geranium Trace Crawfordville, FL 32327	**Do you live in Leon County?**	No
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 431-5145	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	lisa.blaser@tmh.org	**How many years have you lived in Leon County?**	0

(EMPLOYMENT INFORMATION)

Employer:	Tallahassee Memorial HealthCare	**Work Address:**	1623 Medical Drive Tallahassee, FL 32327
Occupation:	Interim Director, Center for Health Care Careers		
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:** 51

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Steve Haynes	**Name:**	Elissa Long
Address:	1623 Medical Drive, Tallahassee, FL 32308	**Address:**	1623 Medical Drive, Tallahassee, FL 32308
Phone:	(850) 431-6060	**Phone:**	(850) 431-2049

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 or other Committee/Authority/Board?* *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 are nominated by a local business organization (Chambers of Commerce, Downtown Merchant Associations, area business associations, etc.) Nominations for the Board shall be representative of the business community in optimal business leadership positions, such as CEO's, VP's of HR, General Managers, Presidents and C Suite executives of firms that require a large workforce to maintain their business.

Have you been nominated by a local business organization? *Yes*

Name of nominating organization: *Steve Capenos, Tallahassee Memorial HealthCare*

Members on this board 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*

Applicants must complete the CSCR membership application.

Have you completed the CSCR Membership Application and emailed to Smachm@leoncountyfl.gov.? *Yes*

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

Signature: *Mrs. Lisa Blaser*

The application was electronically sent: 5/27/2020 2:04:53 PM

Lisa A. Blaser, PHR

Cell Phone: 407-739-2583 Email: LisaBlaser262@gmail.com Linked In: linkedin.com/in/lisablaser

Summary of Qualifications

Skilled in the following areas: human resources leadership, marketing, staff development, strategic planning, employee relations, recruiting, process development, HR compliance, and recruitment brand management. My expeience allows me to approach HR solutions as a business partner and leader, and to create and maintain a non-adversarial relationships with stakholders.

Tallahassee Memorial HealthCare, Tallahassee, FL **July 2018 - Current**

Sr. Talent Advisor

Reporting to the Director of Talent Acquisition, I supervise a team of 5 Talent Acquisition Specialists, each working an average requisition load between 85 to 100

- Supervisory Functions include: strategic planning, task/priority management, employee training and engagement, new process implementation, employee relations
- Serves as TMH's subject matter expert in nursing recruitment; including, strategy, recruitment process, and all RN services, to include RN Residency, Nurse Externship, International RN Recruitment
- Forecasts & identifies potential & current recruitment challenges for hot jobs, hard to fill positions, as well as building out critical strategies for developing quality candidate pipelines
- Ensures TMH Talent Acquisition is represented at career fairs, school visits, and community events nation-wide
- Provides the maintenance of a positive relationship between Network Recruitment, campus hiring leaders, and executive teams, built on trust, open communication, clear & effective process, follow-through, and a strong commitment to excellence in service
- Working knowledge of Lawson HRIS System and JobScience, BullHorn, and iCims ATS systems.

Talent Acquisition Specialist/Allied Health & Nurse Recruitment **Jan 2016 – July 2018**

- Provided *full-cycle Allied Health and Nurse Recruitment services for all service lines within TMH including our network of physician practice offices *Included: approving requisitions, posting positions, reviewing & screening applications, scheduling interviews, processing background checks, reference verification, calculating rates of pay & other details of the employment offer, extended offers, scheduled pre-employment appointments, general orientation, e-mailing final dates and details to hiring leaders, filling requisitions in ATS, and preparing files for Pre-Employment Services appointment
- Collaborated with recruitment sourcing strategist to develop recruitment initiatives for securing quality candidates for open positions
- Assist in the training and coaching new recruiters on the hiring policies and procedures to ensure best practices
- Promote Tallahassee Memorial HealthCare as a top employer at recruitment events, speaking engagements, and on LinkedIn.

Leukemia & Lymphoma Society, Rye Brook NY and Maitland, FL,

Remote Contractor,Recruitment Marketing, Team In Training Campaign **July 2016 – Jan 2016**
Contract Assignment, Event planning, Man & Woman of the Year Campaign **Jan 2016 – May 2016**
Contract Assignment, Campaign Manageent, Team In Training **Nov 2015 – Jan 2016**

- Recruitment and management of Winter Season Team In Training fundraising campaigns.
- Recruitment Marketing and event planning for MWOY and TNT Campaigns to include recruitment marketing throught email blasts, a variety of social media platforms and in-person event marketing.

Lisa Blaser, Page 2

HQ Aero Management (FL) Inc., Oviedo, FL **July 2012 – Nov 2015**
Promoted to Sales & Marketing Administrator (July 2012-Present)
Marketing

- Represented the company at Corporate Events, Trade Shows, and Client Visits.
- Collaborated with senior management in the development of marketing campaigns to include social media marketing, print collateral and sales presentations.
- Project Manager for the implementation and redesign of the company website.
- Analyze the results of company marketing campaigns – Track results, prepare reports on performance, and offer corrective recommendations regarding current programs.

Sales / Marketing and Business Development

- Identified new business leads through trade shows, client referrals, networking events, email marketing, LinkedIn, direct mail, and cold calling.
- Prepared customer bill rate, contracts, and set hourly contractor rates, RFQ
- Maintained customer/lead database and generate sales reports for senior management.

Recruiting Administrator **Feb 2007-July 2012**

- Sourced and hired candidates in contract, contract-to-direct, and direct hire placements for multiple aviation client companies.
- Completed all compliance items, including: pre-employment drug testing (DOT and Non-DOT), verification of employment, criminal background checks, verified FAA issued licenses and E-Verify.
- Completed FAA- DER/Supervisor Training and maintained a random drug pool.
- Notified contract personnel of lay-off and terminations.
- Prepared and recruiting reports for senior management.
- Trained and mentored new recruiters.

Relocated to Oviedo, Florida **July 2003 – Feb 2007**
PTO and Community Volunteer Work

North American Industrial Services, Inc., Ballston Spa, NY **July 1999 – July 2003**
Executive Administrative Assistant

Detech, Inc., Malta, NY **May 1997 – July 1999**
Administrative Assistant

Recomm International Display Ltd, Latham NY **Jan 1993 – August 1994**
Administrative / Sales Assistant

Nynex Mobile Communications, Albany, NY **Sept 1993 – Dec 1993**
Telemarketing Clerk

NYS Senator, Michael J. Tully, Jr., Albany, NY **May 1991 – Sept 1993**
Legislative Assistant/Heath Care and Health Care Finance Committees

Education:
M.S. Management & Leadership – Western Governors University – *Enrolled / anticipated graduation: Fall, 2020*
B.A. Degree - History / Political Science, The College of Saint Rose, Albany, NY

Certifications:
PHR – Certificate Number 601316594PHR

CareerSource CAPITAL REGION

CareerSource Capital Region Workforce Board Membership Application (See Job Description & qualifications on Pages 3-4)

Name: Lisa Blaser

E-mail: Lisa.Blaser@tmh.org

Company Name: Tallahassee Memorial HealthCare

Company URL: TMH.org

Company Address:
1623 Medical Drive

City: Tallahassee
State: FL Zip: 32308

Business Phone: 850-431-5145

Home Address:
107 Geranium Trace

City: Crawfordville
State: FL Zip: 32327

Home/Mobile Phone: 407-739-2583

1. Type of Business: Hospital

2. Approximate number of local employees? 6000

3. What is your official position and what do you do at your organization?
Interim Director, Center for Healthcare Career

If you run out of room, feel free to use additional paper

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

CareerSource CAPITAL REGION

4. What do you think are the critical workforce issues for our region? _____

Attracting talent.

5. What would you bring to the CSCR Workforce Investment Board (e.g., talent, experience, resources, knowledge, networks, and passion)? _____

My experience is in recruitment, retention and human resources.

6. What value do you hope to get out of your participation on the CSCR WIB? _____

I hope to gain a greater understanding of the workforce needs in the Big Bend Region. Additionally, I look forward to collaborating and building relationship with other community leader to attract and retain top talent in our community.

7. Additional thoughts? _____

If you run out of room, feel free to use additional paper

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center Network.

CareerSource CAPITAL REGION

Local Workforce Board Member
Job Description

The mission of CareerSource Capital Region (Region 5) is to lead a system that produces a high quality workforce capable of meeting the changing needs of employers in Leon, Gadsden and Wakulla Counties. Activities of the Board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong regional workforce development system; convening groups of businesses, training providers, and other organizations to develop solutions to local workforce development challenges and overseeing the network of CareerSource Capital Region (CSCR) Career Centers. While the CSCR Board has governance control of multiple grants and implements the policies of State and Federal government to achieve measurable outcomes, it contracts with a service provider to perform the day-to-day services at the career center. The board staff are to carry out the oversight, monitoring, and quality expectations to meet the primary indicators of performance outlined in the Workforce Innovation and Opportunity Act of 2014.

Qualifications

- The desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.
- A commitment to devote time, talent and resources to working with other board members, staff, employers, public officials, and public and private sector partner organizations to improve the quality of the workforce talent.
- **Must be a senior-level decision-maker in your organization.**
- Must have an interest in working to enlarge the labor pool with qualified applicants.

Expectations

- Regularly attend Board and committee meetings.
- Participate actively in at least one Board committee.
- Be prepared for Board meetings by staying informed about Board matters and reviewing materials sent in advance of the meetings.
- Get to know and respect other Board members, building collegial relationships that contribute to effective decision-making.
- Act and vote on behalf of the long-term interests of the Board and the community and not on the interest of a single constituency.
- Avoid conflicts of interest. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the board members, board staff, service provider staff, and the chief elected officials.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center Network.

CareerSource CAPITAL REGION

- Take advantage of opportunities to become more educated about the Local Workforce Development Board (LWDB) and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Help identify and recruit additional Board members.
- Board members will engage in discussion and dialogue related to workforce issues.
- Board members will tour the Career Center at least once per term.
- Board members are encouraged to ask questions and share observations related to workforce issues.
- Board members will have a Consent Agenda where a board committee and then the executive committee have already vetted the recommended action. While Board members can pull any consent agenda item for further discussion, members are encouraged to respect the work of their peers and if there is a consistent concern in a certain area, say finance, join that committee and strengthen its engagement.
- Possess a business demeanor and contribute expertise to help in the success of the LWDB.

Time Requirements

- The Board meets quarterly with meetings lasting no more than ninety minutes.
- Committees meet quarterly.
- Committee meetings last no more than one hour and a half.
- Average time commitment for members is approximately three - four hours per quarter. Time commitment is greater for those who serve on more than one committee, or serve on leadership.
- Individuals are appointed for three-year terms. If you are replacing a board member, your board service will pick up where the position left off when it became vacant.
- Maximum service – 9 years

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

BOARD CHAIR
DeeDee Rasmussen

BOARD VICE CHAIR
Georgia "Joy" Bowen

BOARD MEMBERS
Alva Striplin
Darryl Jones
Rosanne Wood

LEON COUNTY SCHOOLS

SUPERINTENDENT
Rocky Hanna

June 2, 2020

Russell Snyder, Administrator, Land Use Planning
Tallahassee-Leon County Planning Department
Frenchtown Renaissance Center, Third Floor
Tallahassee, FL 32301

RE: Representative for the Tallahassee-Leon County Planning Commission for 2020-2023

Dear Mr. Snyder:

On June 2, 2020, the Leon County School Board unanimously approved the appointment of Martha Chauncey as their representative for the Tallahassee-Leon County Planning Commission for 2020-2023.

Sincerely,

Danny Allbritton
Director of Facilities & Construction

DA/kmc

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Martha Chauncey | **Date:** 5/26/2020 11:29:15 AM

Home Address:	900 Riggins Rd. Apt 1012 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?	No
Home Phone:	(850) 528-6515	**Do you own property in the Tallahassee City Limits?**	No
Email:	mechauncey@hotmail.com	**How many years have you lived in Leon County?**	25

(EMPLOYMENT INFORMATION)

Employer:	Leon County School Board	**Work Address:**	3420 W Tharpe St. Suite 100 Tallahassee, FL 32308
Occupation:	Program Specialist		
Work/Other Phone:	(850) 617-1823		

(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:** 46

District: District V **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Christine Needham	**Name:**	Lise Baggs
Address:	900 Riggins Rd Apt 811, Tallahassee, FL 32308	**Address:**	702 Truett Dr. Tallahassee, FL 32303
Phone:	(850) 294-5135	**Phone:**	(850) 617-1822

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.

Planning Commission 2018-2020

St. Luke's Anglican Leadership Committee 2008-2017

I have enjoyed serving as a Planning Commissioner over the last couple of years. I would like to continue serving on the Planning Commission so that I could help Leon County Schools better plan for upcoming housing developments. I would also like to serve the residents of Leon County by making sure that developments are in line with the comprehensive plan.

(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 or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Planning Commission - Term expires June 30, 2020*

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)* *Yes*

If yes, please explain *As an employee of Leon County School Board, I would abstain from voting on any items that the School Board brings before the committee.*

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 committee must be a resident of Leon County.

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: *Ms. Martha Chauncey*

The application was electronically sent: 5/26/2020 11:29:15 AM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL	OFFICE / POSITION HELD
Chauncey, Martha E	
MAILING ADDRESS	AGENCY OR ADVISORY BOARD
2626 E Park Ave # 4104	Planning Commission
CITY / ZIP / COUNTY	ADDRESS OF AGENCY
Tallahassee 32301 Leon	

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; *and* (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   (X) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

   ( ) Supplying the following realty, goods, and/or services: _____.

   (X) Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:
   Leon County Schools.

4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
   ( ) Officer; ( ) Partner; ( ) Associate; ( ) Sole proprietor; ( ) Stockholder; ( ) Director; ( ) Owner of in excess of 5% of the assets of capital stock in such business entity; (X) Employee; ( ) Contractual relationship with the business entity; ( ) Other, please describe:

[CONTINUED ON REVERSE SIDE]

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable.*

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   ( ) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

   _____.

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

   _____
   (NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
   ( ) Officer; ( ) Partner; ( ) Associate; ( ) Sole proprietor; ( ) Stockholder; ( ) Director; ( ) Owner of in excess of 5% of the assets or capital stock in such business entity; ( ) Employee; ( ) Contractual relationship with the business entity; ( ) Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
Martha S. Chaney	4/17/18	

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10.000.

Martha E. Chauncey
900 Riggins Rd. Apt 1012, Tallahassee, FL 32301
(850)528-6515
mechauncey@hotmail.com

Summary: Multi-faceted, efficient and reliable program specialist with 20 years of experience in educational facilities management and planning. Proficient in all of the Microsoft Office programs, Adobe Photoshop, Department of Education EFIS program, social media marketing, and computer troubleshooting. Some experience with networking and web design. Professional, flexible, creative, and service-oriented. Diversified skill sets covering data analysis, budgeting, upper management support, client relations, account management and project management. Excellent inter-personal, phone and digital communication skills.

Education: Associate in Arts Degree: May 1995 - North Florida Junior College - Madison, FL
Florida State University - Tallahassee, FL - 59 Hours Completed towards Actuarial Math Deg.

Employment: **July 1998 to Present** - Leon County School Board, Tallahassee, FL - Facilities & Construction

Promoted to Capital Outlay Program Specialist – May 2007 - Monitor Capital Outlay activities and expenditures, create annual budget ($25-$40 million), analyze data, enter data, create 5-Year plan for construction projects, present procedures at workshops, keep inventory of buildings current, approve projects, schedule and facilitate budget meetings, part-time supervision of clerical staff, filing, word processing, review construction plans, coordinate with Architects, Engineers and Construction Managers. Review new developments in the City and County.

Promoted to Facilities Analyst - October 2006 - Monitor Capital Outlay activities, assist with creation of annual budget, analyze data, enter data, proof documents, computer support. Set up database to keep track of all portable buildings and their movement from one site to another.

Executive Secretary I (1998 – 2006) – Filing, word processing; proof documents; enter data; answer multi-line phone; greet visitors; computer support and other clerical duties. Worked with the Capital Outlay Budget, School Plant Survey and 5-Year Work Plan

May 2010 to 2013 – Hidden Images by Martha, Tallahassee, FL

Owner/Photographer – Alphabet, Newborn Photography, and Family Photography. Communicate with clients, schedule, capture and edit photos. Frame photos, market business using a personal webpage, Facebook, business cards, flyers and booths at community events.

2000 – 2008 - School Facility Planners, Tallahassee, FL

Data Analyst - Assist in completing School Plant Surveys and FISH Validation for districts throughout Florida. Enter all data into the Department of Education - Educational Facilities Information System (EFIS). Teach classes at Districts around the state on how to use the EFIS system.

December 1998 - 2010 - Florida Educational Facility Planners Association (FEFPA)

Conference Registration Coordinator - (Part-time) Process registrations for Summer and Winter Conferences, accounts payable/receivable, enter data, filing, answer phone

June 1997 - July 1998 - HealthSouth Rehab Hospital, Tallahassee, FL - Outpatient Admissions

Outpatient Admissions Clerk –Admit patients; explain financial responsibilities; insurance verification; coordinate schedule for 16-18 therapists; coordinate transportation schedule; enter data; create charts for new patients; keep doctors and workman's compensation Adjusters updated on patient status; prepare weekly report for supervisor; and other clerical duties. Nominated for Employee of the Month in August 1997 and elected Employee of the Month in November 1997.

June 1996 - June 1997 - HealthSouth Rehab Hospital, Tallahassee, FL

Switchboard Operator - This was an "as needed" position (20 - 30 hours per week). Answer multi-line PBX phone system; greet and direct patients; overhead paging; substitute as Unit Secretary at nurse's station; and substitute as secretary for the Outpatient Department. During the last six months of this position I also worked in the Outpatient Admissions Department as clerk.

Computer Skills: Excellent computer skills – Proficient in Microsoft Word, Excel, Access, PowerPoint and Publisher, Adobe Photoshop Elements, Social Media Marketing, Department of Education - Educational Facilities Information System (EFIS), Constant Contact, Square Register, PayPal Business Account, troubleshooting PC's, cloud storage systems, Skype, Windows Movie Maker. Some experience with web page design and networking.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Jami Aisha Coleman | **Date:** 5/29/2020 1:25:12 PM

Home Address:	701 East Tennessee Street 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) 597-2990	**Do you own property in the Tallahassee City Limits?**	No
Email:	jcoleman@williamscoleman.law	**How many years have you lived in Leon County?**	20

(EMPLOYMENT INFORMATION)

Employer:	Williams & Coleman	**Work Address:**	
Occupation:	Attorney		
Work/Other Phone:	(850) 222-0013		

(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:** 39

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Robert Williams	**Name:**	
Address:	701 East Tennessee Street Tallahassee FL 32308	**Address:**	
Phone:	(850) 222-0013	**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.

(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 or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Planning Commission*

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

If Yes, on what Committee(s) have you served? *Planning Commission*

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 *General Counsel with Leon County Clerk of Courts*

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 committee must be a resident of Leon County.

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: *Ms. Jami Aisha Coleman*

The application was electronically sent: 5/29/2020 1:25:12 PM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL	OFFICE / POSITION HELD
Coleman Jami A	Planning Commissioner
MAILING ADDRESS	AGENCY OR ADVISORY BOARD
701 East Tennessee Street	Planning Commission
CITY / ZIP / COUNTY	ADDRESS OF AGENCY
Tallahassee 32308 Leon	

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; *and* (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   (✓) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

   (✓) Supplying the following realty, goods, and/or services: Legal services to Leon County Clerk of Courts.

   ( ) Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:

   Leon County Clerk of Courts and Comptroller

4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
   ( ) Officer; ( ) Partner; ( ) Associate; ( ) Sole proprietor; ( ) Stockholder; ( ) Director; ( ) Owner of in excess of 5% of the assets of capital stock in such business entity; (✓) Employee; ( ) Contractual relationship with the business entity; ( ) Other, please describe:

[CONTINUED ON REVERSE SIDE]

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable.*

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   ( ) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

   _____.

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

   _____
   (NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
   ( ) Officer; ( ) Partner; ( ) Associate; ( ) Sole proprietor; ( ) Stockholder; ( ) Director; ( ) Owner of in excess of 5% of the assets or capital stock in such business entity; ( ) Employee; ( ) Contractual relationship with the business entity; ( ) Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
Jami Cohen	5-12-2020	

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

CE FORM 4A -- REV. 1-98

[CONTINUED FROM FIRST SIDE]

Jami Coleman

701 East Tennessee Street
Tallahassee, Florida 32308

(850) 597-2990
jami.coleman@gmail.com

EDUCATION

Georgetown University Law Center — **Washington, DC**
Masters of Law in Taxation — May 2009

Florida State University College of Law — **Tallahassee, FL**
Juris Doctor — May 2008

Florida State University — **Tallahassee, FL**
Bachelor of Science in Political Science — August 2004
Minor: Spanish

ADMISSIONS

Admitted to the United States Tax Court
Admitted to the Florida Bar

EXPERIENCE

Florida Agriculture and Mechanical University — **Tallahassee, FL**
Federal Individual Income and Corporate Tax Adjunct Professor — January 2015 – Present
Enable students to learn the fundamental concepts of the federal income tax system as applies to entities other than individuals, enable students to learn the fundamental concepts of tax research, and to apply the fundamentals learned in these two areas to problem situations likely to be encountered in tax practice. This course provides a study of the Internal Revenue Code to third and fourth year accounting students in the School of Business and Industry and innovative and professional environment where students gain practical experience in preparing tax returns for the general public.

Williams & Coleman, P.A. — **Tallahassee, FL**
Partner — November 2010 – Present
Assist individual and corporate taxpayers in resolving their tax disputes or problems with the Internal Revenue Service. Represent clients in administrative proceedings against the Internal Revenue Service, particularly, innocent spouse appeals and offers in compromise. Defend clients against trust fund penalty assessments and other civil penalties. Create charitable organizations and other business entities. Advise clients on asset protection tools and tax planning for new and existing businesses. Draft trusts, wills, and estate planning documents.

Legal Services of North Florida, Inc. — **Tallahassee, FL**
Low Income Taxpayer Clinic Tax Attorney — September 2009–April 2013
Assist low income taxpayers in resolving their tax disputes or problems with the Internal Revenue Service. Assist in removing liens and levies against client's assets. Represent clients in Appeals, Exams, Audits, Audit Reconsiderations, and Tax Court Litigation. Draft innocent spouse appeals and negotiate offers in compromise. Prepare past due and amended Federal income tax returns and provide educational outreach programs and workshops to the community.

The Law Offices of Craig J. Brown, P.A. — **Tallahassee, FL**
Of Counsel — April 2011 – March 2012
Assisted in the management and operations of a boutique law firm that specializes in bankruptcy, criminal, personal injury, wrongful death, and other civil matters. Appeared for counsel in legal proceedings. Provided advice regarding potential conflicts, legal strategies, and financial and tax matters.

United States Tax Court — **Washington, DC**
Judicial Legal Intern — January 2009 – August 2009
Drafted and reviewed opinions on innocent spouse claims, collection due process issues, and qualified employer plan related cases tried before Special Trial Judge John Dean. Researched and analyzed applicable tax codes, regulations, and other legal authority for complex small tax cases.

Citizens Property Insurance Corporation — **Tallahassee, FL**

Law Clerk November 2007 – July 2008

Performed legal research for complex corporate and contractual issues, including whether a legislative created insurance company enjoys the same sovereign protections as a state agency. Researched and drafted memoranda on issues including breach of contract and insurance claims. Reviewed documents surrounding prospective litigation.

First District Court of Appeal of Florida **Tallahassee, FL**

Judicial Legal Intern June 2007 – May 2008

Drafted opinions and judicial case summary recommendations on issues surrounding motions to withdraw pleas and petitions for habeas corpus under the supervision of Appellate Judge Joseph Lewis. Researched and analyzed substantive and procedural areas of criminal and civil law.

Adorno &Yoss, LLP **Tallahassee, FL**

Law Clerk January 2007 – June 2007

Researched and analyzed issues concerning regulatory law and the Florida Public Service Commission.

Parks & Crump, LLC **Tallahassee, FL**

Law Clerk October 2006 – June 2007

Drafted an appellate brief regarding Florida's dram shop statute. Prepared motions for personal injury, wrongful death, and medical malpractice claims. Researched and analyzed civil law cases for pending litigation and submitted memoranda to associates and partners. Prepared interrogatories, reviewed documents, and assisted in discovery.

PROFESSIONAL ASSOCIATIONS AND SKILLS

Super Lawyers Rising Star, 2017 and 2018
Real Property Probate Trust Litigation Section Fellow, Florida Bar, 2017
Thomas M. Ervin, Jr. Distinguished Young Lawyer Award, 2017
National Bar Association Nation's Best Advocate Under 40 Recipient 2016-2017
Wm. Reece Florida Bar Leadership Academy, Class III
Florida Bar Section on Tax, Member
Low Income Taxpayer Clinic Newsletter, Member and Former Editor
Legal Aid Foundation of Tallahassee, Board Member and Past-President
Tallahassee Bar Association, Board Member
Tallahassee Barristers Association, Member
Williams Trial Group P.A., Of Counsel
Project Embrace Inc., Board Member
Florida Bar Florida Registered Paralegal Committee, Past Board Member
Big Brothers Big Sisters of the Big Bend, Past Board Member
Languages: Proficient in Spanish

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT
PLANNING COMMISSION

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: Debra Preble		Date: 9/13/2018 11:15:48AM
Home Phone: (850) 443-0067	Work Phone: (850)553-3503X	Email: debpreble@gmail.com
Occupation: CIVIL ENGINEER	Employer: KIMLEY-HORN	

Preferred mailing location: Home Address
Work Address: 2615 CENTENNIAL BLVD
SUITE 102
City/State/Zip: TALLAHASSEE,FL 32308

Home Address: 6631 PISGAH CHURCH ROAD

City/State/Zip: TALLAHASSEE,FL 32309

Do you live in Leon County? Yes If yes, do you live within the City limits? No
Do you own property in Leon County? Yes If yes, is it located within the City limits? No
For how many years have you lived in and/or owned property in Leon County? 28 years

Are you currently serving on a County Advisory Committee? No
If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? No
If yes, on what Committee(s) are you a member?

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian Sex: Female Age: 60.00
Disabled? No District: District 4

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

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

Name: WENDY GRAHAM Telephone: 3522226912
Address: 4427 SW 84 WAY, GAINESVILLE FL

Name: Telephone:
Address:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

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

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) Yes
If yes, please explain. A potential voting conflict my arise if a project that I was working on as a consultant on behalf of a developer or the city came to the committee for consideration.

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? Yes
(If yes, prior to or at the time of submission of any bid for county business, a disclosure form must be filed.)

6.) Do you currently have any employment or contractual relationship 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: debra preble

This application was electronically sent: 9/13/2018 11:15:48AM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL	OFFICE / POSITION HELD
Preble Debra J	Member
MAILING ADDRESS	AGENCY OR ADVISORY BOARD
6631 Pisgah Church Road	Planning Commission
CITY ZIP COUNTY	ADDRESS OF AGENCY
Tallahassee 32309 Leon	-

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; *and* (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   (✓) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

   (✓) Supplying the following realty, goods, and/or services: Engineering and Planning Services.

   ( ) Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:

   Kimley-Horn.

4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
   ( ) Officer; ( ) Partner; ( ) Associate; ( ) Sole proprietor; ( ) Stockholder; ( ) Director; ( ) Owner of in excess of 5% of the assets of capital stock in such business entity; (✓) Employee; ( ) Contractual relationship with the business entity; ( ) Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable.*

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   ( ) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

   _____.

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

   _____
   (NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
   ( ) Officer; ( ) Partner; ( ) Associate; ( ) Sole proprietor; ( ) Stockholder; ( ) Director; ( ) Owner of in excess of 5% of the assets or capital stock in such business entity; ( ) Employee; ( ) Contractual relationship with the business entity; ( ) Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
Debra Pitts	11/5/2018	11/5/2018

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10.000.

CE FORM 4A – REV. 1-98

[CONTINUED FROM FIRST SIDE]



Debra Preble PE

Senior Project Manager

Debby Preble has over 35 years of experience in civil and environmental engineering. For 10 years, she worked at the FDEP as an Environmental Administrator and as a Bureau Chief. She has extensive experience in dealing with grant funded projects, including those projects funded by Northwest Florida Water Management District (NWFWMD). Debby has served as Project Manager for numerous projects involving resource restoration, land development, recreational facilities, water and wastewater planning, design, permitting, and site work. . Her experience also includes 3 years at the Bureau of Design and Construction as the Design Section Manager, where she oversaw the campground projects at Henderson Beach, Stephen Foster, and Navarre Beach.

EXPERIENCE HIGHLIGHTS:

35 years of experience

Previously served as a FDEP Environmental Administrator and as a Bureau Chief

Attended the Accessible Trails workshop put on by Greenways and Trail, shere she became familiar with USDA and USFS guidelines for trail design

EDUCATION:

Bachelor of Science, Environmental Engineering University of Florida

National Executive Development School for Park Professionals, 2001

Accessible Trails Workshop (UTAP), 2010

Developers Forum on Trails and Greenways, 2008

REGISTRATIONS/ CERTIFICATIONS:

Professional Enigneer: FL (36152);

RELEVANT EXPERIENCE

Devil's Hole and Cotton Landing and Washington Counties, FL This project included the development and restoration of Devils Hole for that required the restoration of the existing banks of the creeks and the design of entrance points to the creek and spring. The concept plans were developed, designing, while the final construction plans are in the works. Project Role: Contract Manager, Project Cost: $200K.

Little River Springs, Suwannee County, Florida Little River Springs Park includes a 150 foot spring run with a 1200 foot long cave system. The park includes paved parking, two overlooks and walking trails. Along the western side of the spring run rock and filter fabric is used to stabilize the shore line. The Board of County Commissioners has identified a need to make certain improvements to the area. These improvements will include stabilizing approximately 100 feet of the shoreline along the western side of the spring run to prevent sediment from entering the Suwannee River. Also along the northeast side of the Spring, east of a concrete sidewalk, vegetative stabilization shall be place to prevent sediment from washing over the sidewalk into the spring. **Project Role: Project Manager, Project Cost: $200K.**

Wacissa Springs Restoration Jefferson County, FL The project includes removing vegetation, silt and debris, and protecting the spring bank by defining access points, and stabilizing the shoreline in the vicinity of the spring head and run. **Project Role: Project Manager, Project Cost: $125K.**

Charles Springs, Suwannee County, FL This project was to restore and protect Charles Spring. This project includes removal of a failing retaining wall and stairs and stabilizing the area at the toe of the wall. We constructed a stormwater

facility; swim access and sheet pile retaining wall and provided sediment, turbidity and erosion control. **Project Role: Project Manager, Project Cost: $200K.**

Econfina Springs Complex, Northwest Florida Water Management District, Bay and Washington Counties, FL. Project Manager. This project included the development and restoration of Pitt, Sylvan, and Williford springs. Project included spring and streambank restoration, trails, restrooms, picnic facilities, tube launch, canoe dock, parking, and entrance road. Concept plans were developed, conducting public meeting, designing, permitting, and construction phase services were provided.

Werner Boyce Salt Springs State Park, Pasco County, FL. Project Manager. Mrs. Preble was originally involved in this project during the planning stages while she worked at the Florida Park Service. She continued her work as a consultant for the subsequent phases. Werner Boyce Salt Springs State Park is the first state park in Pasco County, Florida. Project included entrance road, restroom facilities, untilities, trails, boardwalks, and wetland mitigation. Planning, design, permitting, and construction phase services were provided. Construction was completed using a construction management firm.

Hope Community Playscape, Tallahassee, FL. Project Permitting. The Hope Community is the Big Bend Coalition's homeless shelter for families. The project included a new natural playground combining play equipment with nationa elements for a creative and dynamic place for the children and families. This project was completed while employed with a previous firm.

The Babcock Ranch Preserve (BRP), Charlotte and Lee Counties, FL. The Babcock Ranch Preserve (BRP) is a 73,239 acre publicly owned conservation area located in southern Charlotte and northern Lee Counties. The preserve was acquired by the State of Florida and Lee County in July 2006, under the State's Florida Forever and Lee County's 20/20 environmental land conservation programs in order to conserve and protect a working landscape with its unique natural resources and cultural heritage. During a prior association Mrs. Preble was involved in the Recreation Master Plan creation. Mrs. Preble's role included evaluating public input during the planning process.

Stephen Foster Folk Culture Center, White Springs, FL. Design Section Manager. This project included the layout and design of a 45 site campground near the Suwannee River. The sites included electricity and water. All campsites are ADA accessible. The project also included two ADA accessible bathhouses. Also included was a dump station and sewer connection to the City of White Springs.

Henderson Beach State Park Campground, Destin, FL. Design Section Manager. This project included the layout and design of 60 campsites that are

located in the secondary dune system. Mrs. Preble worked at the Florida Park Service and was responsible for the design, permitting, and construction of this campground. Each site includes water and electric hookups. The project included an access road, a bathhouse, and a separate beach access board walk. The layout was done in a way as to minimize environmental impacts and preserve as many trees as possible to maximize the number of shaded campsites. Also included in this project was the physical removal of the abandoned portions of HWY 98 that went through Henderson Beach.

Water Street Park Recreation Trails Jefferson County, FL
The Water Street Park Project includes a trail system and associated amenities described as follows: A trailhead with parking facilities for bicycles, automobiles, and ADA Accessible Parking; four trail segments (2 natural surface trails and 2 elevated boardwalks) connect in an oval loop system connecting back to trailhead; kiosks and signage throughout the trail system; exercise stations; and a water station. **Project Role: Project Manager, Project Cost: $500K.**

Walton County Beach Access Improvements, Walton County, Florida This project will improve beach access at four locations in Walton County. The project includes: restroom improvements, new picnic shelters, new fishing pier, new beach dune crossover, utilities, parking, and other park amenities. The structural components of this project are the picnic shelters, beach dune crossover, and fishing pier. **Project Role: Project Manager, Project Cost: $275K.**

Wakulla Environmental Institute Tallahassee Community College (TCC) purchased 158 acres in Wakulla County with the intention of creating the Wakulla Environmental Institute (WEI) on the property. The WEI will lead economic development efforts in North Florida while focusing on the environment. The WEI will combine education with conservation and recreation. The WEI will offer eight new environmentally focused degree and certificate programs. The property was rezoned agricultural. Prior to closing on the property, TCC intended to secure the appropriate Large Scale Comprehensive Plan Amendment (CPA) and Planned Unit Development (PUD) approvals. TCC desires to close prior to April 1, 2012. Preble-Rish provided professional consulting services to the Client in an effort to assist with obtaining the approvals mentioned above. Subsequently, Mrs.Preble provided professional engineering and survey services to design and permit the entrance road and infrastructure. Project plans and permitting are complete. Bidding for construction is scheduled for January 2015. The project included an entrance road, multi-use path, water main, lift station, force main, electric and fiber optic leads. . Project Role: Project Manager. P**roject Role: Project Manager, Project Cost: $3M.**

From: Preble, Debra
To: Mary Smach
Subject: RE: Planning Commission
Date: Tuesday, June 2, 2020 2:19:29 PM
Attachments: image005.png

Yes, I am interested in this and also in the Canopy Roads committee.

Debra Preble, P.E. | Senior Project Manager
Kimley-Horn | 2615 Centennial Boulevard, Suite 102, Tallahassee, FL 32308
Direct: 850 553 3503 | Main: 850 553 3500 | Mobile: 850 443 0067 | www.kimley-horn.com

Celebrating 12 years as one of FORTUNE's 100 Best Companies to Work For

From: Mary Smach <SmachM@leoncountyfl.gov>
Sent: Tuesday, June 2, 2020 2:16 PM
To: Preble, Debra <Debra.Preble@kimley-horn.com>
Subject: FW: Planning Commission

Just following up to see if you are still interested.

Mary



From: Mary Smach <SmachM@leoncountyfl.gov>
Sent: Wednesday, May 27, 2020 4:58 PM
To: debpreble@gmail.com
Subject: Planning Commission

Dear Debra Preble,

The County has an upcoming vacancy on the Tallahassee-Leon County Planning Commission. In checking our files, we have your 2018 application on file and were wondering if you are still interested in being considered for appointment by the Board of County Commissioners. Please review your attached application for accuracy and let me know if it is current. If it is obsolete please feel free to complete a new online application at:

http://www2.leoncountyfl.gov/Committees/Applicants/Application

Thank you for your time.

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
PLANNING COMMISSION

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Luis Enrique Rojas | **Date:** 5/6/2019 11:06:34 AM

Home Address:	4072 Shady View Ln 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:	(305) 321-5555	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	priv8cit@aol.com	**How many years have you lived in Leon County?**	12

(EMPLOYMENT INFORMATION)

Employer:	self	**Work Address:**	4072
Occupation:	attorney		
Work/Other Phone:	(305) 321-5555		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Hispanic or Latino **Gender:** M **Age:** 65

District: District V **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	F.Phil Blank	**Name:**	wilbur brewton
Address:	PO Box 13236 Tallahassee FL 32317	**Address:**	215 s Monroe 825 Tallahassee FL 32301
Phone:	(850) 508-4683	**Phone:**	(850) 222-7718

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

Are you currently serving on a County Advisory Committee? *No*

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

If Yes, on what Committee(s) have you served? *Board of Adjustments and Appeals*

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 committee must be a resident of Leon County.

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. Luis Enrique Rojas*

The application was electronically sent: 5/6/2019 11:06:34 AM

Luis E. Rojas

4072 Shady View Lane
Tallahassee, Florida 32311
(305)321-5555, priv8cit@aol.com

Professional Experience

Attorney — Expertise: Land Use, Trial Work, Governmental Issues

01/2005 – Present	L.E. Rojas, P.A. Tallahassee, Florida 32311
09/2000 – 05/2005	Duane Morris, L.L.C., (Partner) Miami, Florida 33131
06/1998 – 06/2000 03/1989 – 06/1993	Adorno & Yoss, L.L.C. (Partner) Miami, Florida 33131
06/1993 – 06/1998	Shapo, Freedman, & Fletcher Miami, Florida 33131
06/1982 – 03/1989	Luis E. Rojas, P.A. Hialeah, Florida 33012

Director

1976 – 1978	Campus Life Sarasota, Florida

Teacher

1976 – 1977	American History Sarasota Riverview High School, Sarasota, Florida
1974 – 1976	Social Studies and Math Miami Springs Junior High School, Miami Springs, Florida

Public Service

Member of City of Tallahassee Board of Adjustments and Appeals

2015 – 2019	Chairman 2016

Member of the Florida House of Representatives

1988 – 2000	District 102, Hialeah, Miami Lakes, Naples

Areas of Expertise:

Corrections
Pari-mutuels
Utilities and Telecommunications, Chairman 1998 – 2000

Education

1979 – 1982	Nova Law School Davie, Florida Juris Doctor
1973 – 1974	Florida International University Miami, Florida Bachelor of Education
1971 – 1972	Miami-Dade Community College Miami, Florida Associate of Arts
1968 – 1971	Hialeah High School Hialeah, Florida High School Degree

Honors

1980	Winner of Silver Tongue Award, Nova Law School

Skills

A familiarity with state and local government process
Fluent in Spanish

Highlights

1980, 1981	Ran and finished in top 20% of the Orange Bowl Marathon

Interests

Beekeeping, History, Politics

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION

It is the applicant's responsiblity 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@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. James R Billingsley | **Date:** 6/4/2020 9:35:52 AM

Home Address:	3627 Oak Hurst 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?	No
Home Phone:	(850) 631-1900	**Do you own property in the Tallahassee City Limits?**	No
Email:	jamesbillingsley2@yahoo.com	**How many years have you lived in Leon County?**	44

(EMPLOYMENT INFORMATION)

Employer:	Florida Department of Agriculture	**Work Address:**	PO BOX 5767 Tallahassee, FL 32309
Occupation:	Regulatory Specalist I		
Work/Other Phone:	(850) 245-5465		

(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:** 44

District: District V **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Tina Obrien	**Name:**	
Address:	Tallahassee, Fl	**Address:**	
Phone:	(850) 363-7469	**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

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 or other Committee/Authority/Board?* *No*

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

If Yes, on what Committee(s) have you served? *Canopy Roads Citizens 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 on this committee must be a resident of Leon County.

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. James R Billingsley*

The application was electronically sent: 6/4/2020 9:35:52 AM

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION

It is the applicant's responsiblity to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-6300 or by e-mail at smachm@leoncoutyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. Jeff Blair | **Date:** 3/23/2019 2:27:46 PM

Home Address:	1803 Old Fort Drive Tallahassee, FL 32301	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 694-1209	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	jblair@fsu.edu	**How many years have you lived in Leon County?**	42

(EMPLOYMENT INFORMATION)

Employer:	Florida State University and Facilitated Solutions, LLC	**Work Address:**	1803 Old Fort Drive TALLAHASSEE, FL 32301
Occupation:	Dispute Resolution Professional		
Work/Other Phone:	(850) 694-1209		

(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: **Gender:** **Age:**

District: **Disabled?**

(RESUME AND REFERENCES)

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

Name:	Robert Jones	**Name:**	Deborah Lawson
Address:	183 Rose Hill Drive, Tallahassee FL 32312	**Address:**	1011 Shalimar Drive, Tallahassee, FL 32312
Phone:	(850) 597-1197	**Phone:**	(850) 570-0033

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? *Board of Adjustment and Appeals*

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

If Yes, on what Committee(s) have you served? *Leon County Code Enforcement Board*

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 committee must be a resident of Leon County.

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. Jeff Blair

The application was electronically sent: 3/23/2019 2:27:46 PM

JEFF A. BLAIR, FACILITATED SOLUTIONS, LLC—FACILITATEDSOLUTIONSJB@GMAIL.COM

Education:
2000: Graduate Program Urban and Regional Planning: Conflict Resolution, Florida State University.
1999: B.S. Social Policy-Advanced Standing Program, Florida State University (Cum Laude).
1988: AA University of Florida.

Summary of Relevant Professional Information:
- Principle and Owner, Facilitated Solutions, LLC.
- FSU Faculty (Associate in Research) and Associate Director, FCRC Consensus Center at Florida State University (FSU), January 1999 – Present.
- Blair Homes and Design, Inc. Certified General Contractor and Home Builder. 1980 – 1999.
- Certification from Supreme Court of Florida, Certified County Mediator. July 1999.
- U.S. Institute for Environmental Conflict Resolution, National Roster of Environmental Dispute Resolution and Consensus Building Professionals qualified/approved practitioner.
- U.S. Environmental Protections Agency's Environmental ADR Neutrals Roster qualified/approved practitioner.
- U.S. Department of Interior's Office of Collaborative Action and Dispute Resolution (CADR) qualified/approved practitioner.
- State of Florida Certified General Contractor (CGC037759).
- Tallahassee-Leon County Board of Adjustment and Appeals. 2016-Present. (Chair).
- Leon County Code Enforcement Board. 1989 – 1997. (Chair).

Related Education:
- Mediation and Conflict Resolution. 40 Hours. William F. Lincoln. TCC. 1982.
- Certification from National Center for Collaborative Planning and Community Services. 1983.
- Advanced Dispute Resolution. 20 Hours. William F. Lincoln. TCC. , 1984.
- Interviewing and Recording. Florida State University. College of Social Work. 1998.
- Dispute Resolution Center, Florida Supreme Court. Mediator Training. 1998.
- Planning Dispute Resolution. Florida State University. Urban and Regional Planning Graduate Program. 1999.
- Neighborhood Justice Center. FSU. 1999.

Job Experience:
Jeff Blair's job experience and responsibilities include developing and overseeing Facilitated Solutions, LLC, and the FCRC Consensus Center at Florida State University projects. Including:
- Direct provision of collaborative process services (facilitation, mediation, negotiation, process design, strategic and action planning, consensus-building and process assessment and consultation) in public-policy cases;
- Provision of negotiation, facilitation, communication and effective meetings training to local government and state agency staff, as well as to private sector interests involved in public policy discussions;
- Provision of facilitation and process design training to public and private sector neutrals;
- Consultation with public and private sector interests in public policy and regulatory issues regarding their consensus-building and conflict resolution needs;
- Assistance to public and private sector entities regarding strategic planning and visioning;
- Activities to increase public awareness and use of alternative conflict resolution procedures;
- Administrative activities related to the continued operation of Facilitated Solutions, LLC, and the FCRC Consensus Center, at Florida State University; and,
- Conflict resolution, process design, communication and effective meetings trainings for private and public sector groups including Florida Atlantic University, Florida International University, Florida State University, Miami-Dade College, Miami-Dade County, various state agencies, and various public and private sector industry and regulatory agency associations.

JEFF A. BLAIR has over 30 years of experience in assessing and analyzing public problems and facilitating public meetings. Jeff is faculty at Florida State University, and serves as Associate Director for the FCRC Consensus Center at FSU, and concurrently he is principle and owner of his consulting business **Facilitated Solutions, LLC**. He specializes in strategic planning and implementation, stakeholder advisory groups, commissions, taskforces, and agency rulemaking. His work for **Facilitated Solutions, LLC** and FSU includes facilitation, process design, situation assessment, strategic planning and implementation, and consensus-building on complex public policy initiatives. He has worked with federal, state, local government, and private sector representatives to design and implement collaborative approaches to consensus-building, planning, rulemaking, and dispute resolution with an emphasis on stakeholder participation in the design and implementation of policy in over 185 projects and over 2200 meetings. In addition, he teaches classes and conducts trainings in various dispute resolution topics. Ongoing projects include serving as lead facilitator and conflict resolution consultant for agency stakeholder advisory councils and commissions, and initiatives such as the USFWS SE Region's Strategic Vision Alignment Initiative, the Suwannee River Partnership Steering Committee (FDACS, FDEP, SRWMD, UF/IFAS), and DBPR's Florida Building Commission including facilitating over 67 special issue stakeholder workgroup projects for the Commission and a total of over 1,000 individual meetings for the Commission since 1999. Recently completed projects include successfully facilitating to consensus the North Florida Regional Water Supply Partnership Stakeholder Advisory Committee (SRWMD, SJRWMD, FDEP, FDACS), the Coastal SEES OysterFutures Workgroup, the Gulf of Mexico Angler Focus Group Initiative, and the For-Hire Recreational Fisheries Electronic Monitoring Assessment Process. He served as process consultant and facilitator for the Florida Department of Agriculture and Consumer Services' (FDACS) Pest Control Enforcement Advisory Council, Pesticide Review Council, FDACS Agricultural Feed, Seed and Fertilizer Advisory Council, and the Florida Coordinating Council on Mosquito Control for over ten years. He facilitated the Florida Division of Emergency Management's Flood Resistant Standards Workgroup and the Florida Emergency Notification System Vision Workshop**.** He has done work for the National Oceanic and Atmospheric Administration (NOAA) including the National Saltwater Recreational Fishing Summit, Deepwater BP Oil Spill Programmatic Environmental Impact Statement scoping workshops, NOAA Fisheries Chesapeake Modeling Symposium and the Gulf of Mexico Grouper Forum. Work for United States Environmental Protections Agency (USEPA) includes the National Bedbug Summit and the International Public Health Pesticides Workshop in London, England. In addition, he facilitated the Deepwater Horizon Natural Resource Damage Assessment Trustee Council (Alabama, Florida, Louisiana, Mississippi, Texas, and the DOI, NOAA, and DOD). Work for the private sector includes designing and facilitating the Recreational Boating Stakeholders Growth Summit, and working with National Pest Management Association (NPMA), National Marine Manufactures Association (NMMA), Association for Structural Pest Control Regulatory Officials (ASPCRO), Association of American Plant Food Control Officials (AAPFCO), Florida Green Building Coalition (FGBC), National Association of Home Builders (NAHB), and Florida Natural Gas Association (FNGA). Mr. Blair has provided facilitation, planning, and process design for numerous agencies, entities, non-profit organizations and associations since 1977. In summary, Jeff Blair meets and exceeds all of the qualifications required to meet the Dispute Resolution Professional – Level 3 qualifications. Including education, experience, and skills, as well as the requisite duties and responsibilities of the Category.

***Sample Project Experience*:** Served as lead facilitator and process consultant for the following relevant projects:

- **US Fish and Wildlife Service. Regional Vision Strategic Alignment Initiative.** (2018 - Current) Jeff Blair is serving as lead facilitator, process consultant, and project manager. Collaborating with the USFWS Southeast Region's expanded Regional Conservation Leadership Team including the Regional Directorate Team to develop consensus on goals, objectives and strategies to achieve the vision for the Region with a focus on working across programs to enhance collaboration and leverage resources.
- **Suwannee River Partnership Steering Committee Planning Strategy Initiative. (SRP). Department of Agriculture and Consumer Services (DACS) and Suwannee River Water Management District SRWMD).** (2017 – 2018). Successfully worked with the Suwannee River Partnership (SRP) Steering Committee (SC) to convene a Planning Strategy Initiative and working with leaders of key stakeholder partners in a Steering Committee to revitalize the Vision, Mission and Strategic Plan for the Partnership and to identify priority issues and specific actions to ensure effective implementation of key initiatives in the Suwannee River Basin and Coastal Rivers Basin including the SRWMD Water Supply Plan and BMAPs for the Suwannee River and Santa Fe River Basins. In addition, the SC adopted an Agreement in Principle on Water Resource Management in the Suwannee River Basin and Coastal Rivers Basin including an organizational and governance structure designed to ensure that the SRP's advisory groups are organized effectively to provide consensus recommendations on the

priority issues as defined and prioritized by the SC, and ultimately to ensure the effective implementation of priority actions for the Basins consistent with the Vision, Mission and Strategic Plan of the Partnership.

- **Coastal SEES OysterFutures.** (2015 – 2018) Jeff Blair served as lead facilitator, process consultant, and project manager. Collaborated with researchers from the UM Center for Environmental Science and the VIMS with funding from NSF, the project facilitated development of recommendations for oyster policies and management that meet the needs of industry, citizen, and government stakeholders in the Choptank and Little Choptank Rivers of the Chesapeake Bay. The Workgroup developed a package of consensus recommendations for submittal to the Maryland Department of Natural Resources and voted unanimously for the package.
- **Deepwater Horizon Natural Resource Damage Assessment Trustee Council.** (2010-2011) Served as process consultant and lead facilitator. Worked with the Trustee Council in identifying injuries to natural resources and services resulting from the Deepwater Horizon oil spill incident, providing for the return of injured natural resources and services to baseline conditions and securing compensation for interim lost services, and encouraging and facilitating public involvement in the restoration process.
- **Project FishSmart – Sustaining King Mackerel**. (January 2007-December 2008) Served as process consultant and lead facilitator. The Project FishSmart approach to engaging stakeholders in management policy and decisions combined consensus building in facilitated workshops and decision analysis in which stakeholders could compare the consequences of alternative management options on trends in the king mackerel population and the fisheries it supports.
- **NOAA Saltwater Recreational Fishing Summit.** (January 2010 – May 2010) Served as process consultant and lead facilitator. Worked with the National Oceanic and Atmospheric Administration (NOAA) Fisheries to design, facilitate and report on a national Saltwater Recreational Fishing Summit, with participants from all six NOAA regions and the full spectrum of recreational saltwater fisheries representatives.
- **North Florida Regional Water Supply Initiative**. (2011- 2016) Served as process consultant and lead facilitator. This Stakeholder Advisory Committee (SAC) provided guidance and advisory recommendations on development of the regional groundwater model, data needs, minimum flows and levels (MFLs), and MFL prevention and recovery strategies and implementations. Designed the collaborative process, prepared meeting materials and reports and facilitated the meetings. The SAC voted unanimously to recommend approval of the Regional Water Supply Plan.
- **Loxahatchee Impoundment Landscape Assessment (LILA). Strategic Vision Planning Process. South Florida Water Management District (SFWMD).** (2016 – 2017)**.** Served as process consultant and lead facilitator. Worked with LILA staff and stakeholders to conduct a strategic vision planning process designed to build a compelling shared vision and action plan for developing the Loxahatchee Impoundment Landscape Assessment (LILA) strategic direction in the coming decade culminating in a living plan for a living laboratory.
- **Deepwater BP Oil Spill Programmatic Environmental Impact Statement (PEIS) NOAA.** (2011). Facilitated and moderated public scoping meetings in Florida, Alabama and Texas to solicit public comments regarding ideas for broad restoration types that should be considered for compensating the public for resources injured and lost human use of the resources as a result of the Deepwater Horizon oil spill
- **International Public Health Pesticides Workshop.** (2009). Facilitated the International Public Health Pesticides Workshop in London, UK at the Chartered Institute of Environmental Health (CIEH). The purpose of the workshop was to identify new approaches, processes, and implementation strategies for the development and approval of new public health pest control tools. There were over 100 participants from 22 countries representing regulatory and other government agencies, public health authorities, the World Health Organization (WHO), the World Bank, USEPA, the Gates Foundation, pest control industry, scientists and researchers, educators and other technical experts.

Sample Publications:

- **Jeff Blair** along with Thomas J. Miller, Robert M Jones, Thomas F. Ihde, David H. Secor, and Michael J. Wilberg, "*FishSmart: An Innovative Role for Science in Stakeholder- Centered Approaches to Fisheries Management"* Fisheries, Vol. 35, No. 9, September 2010.
- "OysterFutures: applying a spatially-explicit model and testing a collaborative process for developing oyster fishing regulations in Chesapeake Bay." Elizabeth North, Michael Wilberg, **Jeff Blair**, Robert Jones, et al., 2018.
- *"Scientists and Local Ecological Knowledge in Participatory Oyster Management."* Taylor Goelz, Troy Hartley, Elizabeth North, Michael Wilberg, **Jeff Blair**, Robert Jones, et al. 2017.

From: Jeff Blair <jblair@fsu.edu>
Sent: Thursday, March 19, 2020 3:55 PM
To: Mary Smach <SmachM@leoncountyfl.gov>
Cc: Barry Wilcox <WilcoxB@leoncountyfl.gov>
Subject: Re: Leon County Citizen Committees: Application #3215

Hello Mary, if that is the case I would prefer to serve on the ACQC, and if appointed I would tender my resignation on the BOAA. Please advise whether this is a viable/legal option. I was initially called by the City-County and asked whether I would serve on the BOAA, I indicated I would, however my preference was to serve on the Planning Commission. They indicated that I could apply and if appointed resign from the BOAA. Instead I opted to serve a full three-year term, and was subsequently reappointed for a second. I would prefer to serve in another capacity if possible, and the ACQC seems a good fit for my experience and interests. Please let me know, and thank you.

As an aside I served for 9 years on the Leon County Code Enforcement Board starting in 1990.

Regards,
Jeff Blair
Associate Director
FCRC Consensus Center
850.694.1209
jblair@fsu.edu
http://consensus.fsu.edu

"Seek first to understand, then to be understood."

"My commitment must be to truth and not to consistency." Mahatma Gandhi

"YOU must be the change you want to see in the world." Mahatma Gandhi

"Our lives begin to end the day we become silent about things that matter."
Martin Luther King, Jr.

FCRC CONSENSUS CENTER THE FLORIDA STATE UNIVERSITY

Think Before You Print

On Mar 19, 2020, at 3:44 PM, Mary Smach <SmachM@leoncountyfl.gov> wrote:

Dear Jeff Blair,

Thank you for your interest in serving on a citizen committee. Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community.

We received your application for the Advisory Committee on Quality Growth (ACQG). Your application indicates that you are currently serving on the Board of Adjustments & Appeals (BOAA). It is the Board's policy to limit citizens to one appointment to a committee, therefore you would not be eligible to serve on the ACQG at this time.

We thank you for your service on the BOAA. If I can be of any further assistance please feel free to contact me.

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.

<Committee ACQG-Mr. Jeff Blair-20200318143434.pdf><Applicant 3022 - Jeff Blair - Blair_BOCC_Resume_2020.pdf>