BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA

REGULAR MEETING

Tuesday, February 11, 2014 3:00 P.M.

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

COUNTY COMMISSIONERS

Kristin Dozier, Chairman District 5

Bill Proctor District 1

Jane Sauls District 2

John Dailey District 3



Mary Ann Lindley, Vice Chair At-Large

Bryan Desloge District 4

Nick Maddox At-Large

Vincent S. Long County Administrator

Herbert W. A. Thiele County Attorney

The Leon County Commission meets the second and fourth Tuesday of each month. Regularly scheduled meetings are held at 3:00 p.m. The meetings are televised on Comcast Channel 16. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Selected agenda items are available on the Leon County Home Page at: www.leoncountyfl.gov. Minutes of County Commission meetings are the responsibility of the Clerk of Courts and may be found on the Clerk's Home Page at www.clerk.leon.fl.us

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

In accordance with Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Community & Media Relations, 606-5300, or Facilities Management, 606-5000, by written or oral request at least 48 hours prior to the proceeding. 7-1-1 (TDD and Voice), via Florida Relay Service.

Board of County Commissioners

Leon County, Florida

Agenda

Regular Public Meeting Tuesday, February 11, 2014, 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner John Dailey

AWARDS AND PRESENTATIONS

 Proclamation in Recognition of the 125th Anniversary of Florida Public Health (Chairman Kristin Dozier)

CONSENT

- 1. Approval of Minutes: December 9, 2013 Board Retreat (Clerk of the Court/Finance/Board Secretary)
- 2. Approval of Proposed 2014 Board Calendar Modifications (County Administrator/County Administration/Agenda Coordinator)
- 3. Adoption of Proposed Revisions to Leon County Personnel Policies and Procedures, Section VI, "Benefits," 6.06, "Tuition Assistance and Staff Training and Development" (County Administrator/Human Resources)
- 4. Approval of the Scope of Services for Two Requests for Proposals by the Division of Tourism Development; Tourism Research Services, and Tourism-Related Advertising, Promotional, & Public Relations Services

 (County Administrator/Economic Development & Business Partnerships/Tourism)
- 5. Approval of Payment of Bills and Vouchers Submitted for February 11, 2014 and Pre-Approval of Payment of Bills and Vouchers for the Period of February 12 through February 24, 2014 (County Administrator/Financial Stewardship/Office of Management & Budget)
- 6. Approval of the FY 2014/2015 Budget Calendar (County Administrator/Financial Stewardship/Office of Management & Budget)
- 7. Approval to Submit Modification Number 3 to the Community Development Block Grant Disaster Recovery Enhancement Fund Agreement with the Florida Department of Economic Opportunity (County Administrator/Financial Stewardship/Office of Management & Budget/Grants)
- 8. Approve the Renewal of the Agreement Between Leon County and North Florida Community College for the Provision of Internships for Emergency Medical Services Technology Students (County Administrator/Public Services/Emergency Medical Services)
- 9. Approval to Dedicate the Lake Jackson Community Center Meeting Room in Memory of Judith Anne Dougherty
 (County Administrator/Public Works & Community Development/Public Works/Parks & Recreation)

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

- 10. Acceptance of 2013 Status Report for the Leon County "Live Well Leon" Well-Being Program (County Administrator/Human Resources)
- 11. Acceptance of the 2013 Tallahassee-Leon County Board of Adjustment and Appeals Annual Report

(County Administrator/Public Works & Community Development/DSEM/Development Services)

- 12. Acceptance of the 2013 Science Advisory Committee Annual Report (County Administrator/ Public Works & Community Development/ DSEM/Environmental Services)
- 13. Acceptance of the 2012-2013 Contractors' Licensing and Examination Board Annual Report (County Administrator/Public Works & Community Development/ DSEM/Permit and Code Services)

CONSENT ITEMS PULLED FOR DISCUSSION

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

GENERAL BUSINESS

- 14. Acceptance of Status Report Regarding Property Located on Natural Bridge Road, Owned by Members of the Perry Lewis Family (County Administrator/Public Works & Community Development/DSEM/Development Services)
- 15. Consideration of Financial Assistance to Kwik Kutz Barbershop (County Administrator/County Administration)
- 16. Approval of the County's Portion for Repair and Maintenance of the HVAC System at the Tallahassee-Leon Community Animal Service Center (County Administrator/County Administration)
- 17. Authorization to Notify the North Florida Fair Association that the Requested Capital Improvements are Not Authorized Per the Lease and Offer an Invitation to Participate in the County's Fairgrounds Sense of Place Initiative (County Administrator/County Administration)
- 18. Consideration of Full Board Appointment to the Council on Culture and Arts (County Administrator/County Administration/Agenda Coordinator)
- 19. Consideration of Full Board Appointment of a Commissioner to the Big Bend Homeless Coalition's Big Bend Continuum of Care Board (County Administrator/County Administration/Agenda Coordinator)

Board of County Commissioners Regular Public Meeting February 11, 2014

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SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

None.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

<u>Items from the County Administrator</u>

Discussion Items by Commissioners

RECEIPT AND FILE

ADJOURN

The next Regular Board of County Commissioners Meeting is scheduled for Tuesday, February 25, 2014 at 300 p.m.

All lobbyists appearing before the Board must pay a \$25 annual registration fee. For registration forms and/or additional information, please see the Board Secretary or visit the County website at www.leoncountyfl.gov

Board of County Commissioners
Regular Public Meeting
February 11, 2014

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PUBLIC NOTICE

2014 Tentative Schedule

All Workshops, Meetings, and Public Hearings are subject to change All sessions are held in the Commission Chambers, 5th Floor, Leon County Courthouse unless otherwise indicated. Workshops are scheduled as needed on Tuesdays from 12:00 to 3:00 p.m.

<u>Month</u>	Day	<u>Time</u>	Meeting Type
February 2014	Tuesday 11	8:30 – 10:30 a.m.	Workshop on the Cultural Plan Update Committee Report
		10:30 a.m. – 12:30 p.m.	Workshop on the Sales Tax Committee Final Report and Recommendations
		1:30 p.m.	Workshop on Cycle 2014-1 Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting
	Monday 24	3:00 – 5:00 p.m.	Intergovernmental Agency (Blueprint) City Commission Chambers
	Tuesday 25	12:00 1:30 p.m.	Workshop on Fire Safety Infrastructure Needs in Unincorporated Leon County
		1:30 p.m.	Joint City/County Workshop on Cycle 2014-1 Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting
	Thursday 27	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
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March 2014	Saturday 1 — Wednesday 5	NACO Legislative Conference	Washington Hilton Washington, D.C.
	Monday 10	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Tuesday 11	1:30 – 3:00 p.m.	Workshop on County Health Programs
		3:00 p.m.	Regular Meeting
	Tuesday 25	No Meeting	NO MEETING
	Thursday 27	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
		FAC Legislative Day	FSU Turnbull Conference Center Tallahassee

Month	Day	Time	Meeting Type
April 2014	Thursday 3	8:30 a.m. – 5:00 p.m.	NACo Community Dialogue to Improve Health
•	,		Location to be determined
	Tuesday 8	3:00 p.m.	Regular Meeting
		6:00 p.m.	Joint City/County Transmittal Public Hearing on Cycle 2014-1 Comprehensive Plan Amendments
	Monday 14	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) Retreat; Location TBD
	Thursday 17 – Friday 18	FAC Advanced County Commissioner Workshop	Seminar 3 of 3: UF Hilton, Gainesville; Alachua County
	Tuesday 22	3:00 p.m.	Regular Meeting
	Thursday 24	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
May 2014	Tuesday 13	3:00 p.m.	Regular Meeting
	Monday 19	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Monday 26	Offices Closed	MEMORIAL DAY
	Tuesday 27	1:30 – 3:00 p.m.	Workshop on County Health Programs
		3:00 p.m.	Regular Meeting
		6:00 p.m.	Joint City/County Adoption Public Hearing on Cycle 2014-1 Comprehensive Plan Amendments
	Thursday 29	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
June 2014	Tuesday 10	3:00 p.m.	Regular Meeting
	Monday 16	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
		3:00 – 5:00 p.m.	Intergovernmental Agency (IA) City Commission Chambers
	Tuesday 17- Friday 20	FAC Annual Conference	Hilton Bonnet Creek Orange County
	Tuesday 24	3:00 p.m.	Regular Meeting
	Thursday 26	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers

Month	<u>Day</u>	<u>Time</u>	Meeting Type
July 2014	Friday 4	Offices Closed	JULY 4 TH HOLIDAY
	Monday 7	9:00 a.m. – 5:00 p.m.	FY 2014/15 Budget Workshop
	Tuesday 8	9:00 a.m. – 3:00 p.m.	FY 2014/15 Budget Workshop, if necessary
		3:00 p.m.	Regular Meeting
	Wednesday 9	9:00 a.m. – 3:00 p.m.	FY 2014/15 Budget Workshop, if necessary
	Thursday 10	9:30 a.m.	CRA Meeting; City Commission Chambers
	Friday 11– Monday 14	NACo Annual Conference	Morial Convention Center Orleans Parish/New Orleans, Louisiana
	Tuesday 22	No Meeting	BOARD RECESS
	TBD	National Urban League Annual Conference	Cincinnati, Ohio
August 2014	Friday 8 – Sunday 10	Chamber of Commerce Annual Conference	Omni Amelia Island Plantation
	Tuesday 12	No Meeting	BOARD RECESS
	Tuesday 26	3:00 p.m.	Regular Meeting
September 2014	Monday 1	Offices Closed	LABOR DAY HOLIDAY
	Tuesday 2	3:00 p.m.	Regular Meeting
	Sunday 14– Wednesday 17	ICMA Annual Conference	Charlotte/Mecklenburg North Carolina
	Monday 15	1:00 p.m.	CRTPA Meeting; City Commission Chambers
		3:00 – 5:00 p.m. 5:30 p.m.	Intergovernmental Agency (IA) Meeting FY 2015 Budget Public Hearing City Commission Chambers
	Tuesday 16	3:00 p.m.	Regular Meeting
		6:00 p.m.	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 2014/2015 *
	Wednesday 17– Friday 19	FAC Policy Committee Conference and County Commissioner Workshops	Sandestin Beach Resort Walton County
	Wednesday 17– Saturday 20	Congressional Black Caucus Annual Legislative Conference	Washington, D.C.
	Thursday 18	4:00 p.m.	CRA Meeting; City Commission Chambers
	Tuesday 23	3:00 p.m.	Regular Meeting
		6:00 p.m.	Second Public Hearing on Adoption of Millage

Month	<u>Day</u>	<u>Time</u>	Meeting Type
October 2014	TBD	FAC Advanced County Commissioner Program	Part 1 of 3 UF Hilton, Gainesville; Alachua County
	Tuesday 14	3:00 p.m.	Regular Meeting
	Monday 20	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) Retreat
	Thursday 23	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Tuesday 28	3:00 p.m.	Regular Meeting
November 2014	Monday 11	Offices Closed	VETERAN'S DAY OBSERVED
Trovellioer 2011	Monday 17	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Tuesday 18	3:00 p.m.	Installation of Newly-Elected Commissioners Reorganization of the Board Regular Meeting
	Thursday 20	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Thursday 27	Offices Closed	THANKSGIVING DAY
	Friday 28	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2014	Wednesday – 3 Friday 5	FAC Legislative Conference	Sawgrass Marriot St. John's County
	Wednesday 3	New Commissioner Workshop	Sawgrass Marriot St. John's County
	Friday 5	FAC Workshop	Sawgrass Marriot St. John's County
	Monday 8	9:00 a.m. – 4:00 p.m.	Board Retreat
	Tuesday 9	3:00 p.m.	Regular Meeting
	Thursday 11	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Tuesday 23	No Meeting	BOARD RECESS
	Thursday 25	Offices Closed	CHRISTMAS DAY
	Friday 26	Offices Closed	FRIDAY AFTER CHRISTMAS DAY

Citizen Committees, Boards, and Authorities 2014 Expirations and Vacancies

www.leoncountyfl.gov/committees/expire.asp

VACANCIES

Affordable Housing Advisory Committee

Board of County Commissioners (3 appointments)

A member who represents employers within the jurisdiction.

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

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

Council on Culture & Arts

Board of County Commissioners (1 appointment)

A member who represents Tourism

Joint City/County/School Board Coordinating Committee

Board of County Commissioners (1 appointment)

EXPIRATIONS

FEBRUARY 28, 2014

Value Adjustment Board

Board of County Commissioners (2 Commissioner appointments)

MARCH 31, 2013

Contractors Licensing and Examination Board

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

Science Advisory Committee

Commissioner - At-large II: Maddox, Nick (1 appointment) Commissioner - District II: Sauls, Jane (1 appointment) Commissioner - District III: Dailey, John (1 appointment) Commissioner - District IV: Desloge, Bryan (1 appointment)

APRIL 30, 2014

Commission on the Status of Women and Girls

Board of County Commissioners (4 appointments)

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

Commissioner - District III: Dailey, John (1 appointments)

Commissioner - District V: Dozier, Kristin (1 appointments)

Tallahassee City Commission (3 appointments)

Tallahassee Sports Council

Board of County Commissioners (2 appointments)

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MAY 31, 2014

Minority, Women & Small Business Enterprise (M/WSBE) Committee

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

JUNE 30, 2014

Adjustment and Appeals Board

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

Planning Commission

Board of County Commissioners (1 appointment) Tallahassee City Commission (1 appointment) Leon County School Board (1 appointment)

Workforce Plus

Board of County Commissioners (4 appointments)

JULY 31, 2014

Big Bend Health Council, Inc.

Board of County Commissioners (4 appointments)

Educational Facilities Authority

Board of County Commissioners (2 appointments)

Enterprise Zone Agency Development (EZDA) Board of Commissioners

Board of County Commissioners (3 appointments)

Water Resources Committee

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

AUGUST 31, 2014

Code Enforcement Board

Commissioner - At-large I: Lindley, Mary Ann (1 appointment) Commissioner - At-large II: Maddox, Nick (1 appointment) Commissioner - District II: Sauls, Jane (1 appointment)

SEPTEMBER 30, 2014

Health Coordinating Committee

Board of County Commissioners (5 appointments)

Council on Culture & Arts

Board of County Commissioners (1 appointment)

Research and Development Authority at Innovation Park

Board of County Commissioners (2 appointments)

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OCTOBER 31, 2014

Audit Advisory Committee

Board of County Commissioners (2 appointments) Clerk of the Courts (3 appointments)

Tourist Development Council

Board of County Commissioners (3 appointments) Tallahassee City Commission (2 appointments)

DECEMBER 31, 2014

Human Services Grants Review Committee

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)
Commissioner - At-large II: Maddox, Nick (1 appointment)
Commissioner - District I: Proctor, Bill (1 appointment)
Commissioner - District II: Sauls, Jane G. (1 appointment)
Commissioner - District III: Dailey, John (1 appointment)
Commissioner - District IV: Desloge, Bryan (1 appointment)
Commissioner - District V: Dozier, Kristin (1 appointment)

Joint City/County Bicycle Working Group

Board of County Commissioners (2 appointments) Tallahassee City Commission (4 appointments)

Library Advisory Board

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

Notes for Agenda Item #1

Cover Sheet for Agenda #1

February 11, 2014 /

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Minutes: December 9, 2013 Board Retreat

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Betsy Coxen, Finance Director, Clerk of the Court
Lead Staff/ Project Team:	Rebecca Vause, Board Secretary

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Approve the minutes of the December 9, 2013 Board Retreat.

Attachment:

1. December 9, 2013 Board Retreat

Board of County Commissioners Leon County, Florida FY 2013/14 Strategic Planning Retreat December 9, 2013

The Leon County Board of County Commissioners met for its FY 2013/14 Strategic Planning Retreat at the Goodwood Museum and Gardens on December 9, 2013 at 9:00 a.m.

Present were Chairman Kristin Dozier; Vice-Chair Mary Ann Lindley and Commissioners John Dailey, Bryan Desloge, Nick Maddox, Jane Sauls and Bill Proctor. Also present were County Administrator Vince Long, County Attorney Herb Thiele, and Board Secretary Rebecca Vause.

Chairman Dozier called the Retreat to order at 9:15 AM. Welcoming and opening remarks were offered, along with an overview of the days agenda.

The meeting was turned over to County Administrator Long who introduced the 2013 Retreat theme "Serving Citizens, Shaping Community." He recollected that the Board had at its 2011 retreat, initiated a two-year strategic planning process, which included identifying its Vision Statement, Core Values, Core Practices and four Strategic Priorities which focused on the Economy, Environment, Quality of Life, and Governance. He mentioned that during the December 2012 retreat, the Board refined its Vision Statement, some of its Strategic Priorities and Strategic Initiatives, and identified 25 new Strategic Initiatives (which resulted in a total of 109 initiatives). County Administrator Long conveyed that the retreat would provide an opportunity for the Board to review, affirm, or amend its Strategic Plan, including its Vision Statement, Strategic Priorities and Strategic Initiatives.

<u>SECTION ONE:</u> Shaping Our Community: Leveraging Partnerships to Create Big Opportunities for the Future

Consistent with the Board's focus on building community, forging strong partnerships, and leveraging resources to achieve greater impact and value, the first part of the retreat focused on facilitated discussions with Dr. Eric Barron, FSU President and Liz Joyner, Director of The Village Square.

• Chairman Dozier and the Board welcomed FSU President Eric Barron to join them in discussion of the redevelopment of the Civic Center District. Dr. Barron provided detailed information regarding the vision and conceptual plan for the Civic Center District, including the proposed conference hotel and convention center. Highlights of the presentation included the project's potential economic impact to the region (job creation, increased tourism, and increased tax revenue) and its ability to enhance Tallahassee's reputation as an exciting city and a contender for mid-size conferences and conventions. Dr. Barron shared that the project is estimated to cost \$260 million and would be a collaborative effort between public and private entities.

Commission Discussion:

Commissioner Lindley suggested that the project offered a way to stem the flow of graduates from the community and offered support for the proposed convention center. When asked about the timeframe, Dr. Barron responded that the project should "start to be transformative within two-three years".

Commissioner Desloge thanked Dr. Barron for his leadership and submitted that with FSU's involvement a convention center can become a reality.

Commissioner Maddox moved, duly seconded by Commissioner Desloge, to make this a strategic initiative and direct the County Administrator to work with FSU to solidify the County's involvement in the endeavor.

Commissioner Proctor offered that there was nothing in the priority list that would generate the type of economic development as the proposed project and supported the motion. He established with Dr. Barron that the proposed hotel and convention center would be a private enterprise and be marketed as such. Commissioner Proctor commented that the new hotel may create angst among other hoteliers in the area and suggested that efforts be made to form a working (not antagonistic) relationship with existing local establishments.

Commissioner Dailey stated that he supported the vision as presented by Dr. Barron. He however, was not in a position at this time to commit TDC funding for the project. He added that he could support a statement of support with the understanding that a discussion to consider funding options would be held at a future time. He mentioned that the project is being considered by the Sales Tax Committee for \$20 million in funding and deemed it appropriate to allow them to finish their process and make a recommendation to the Board. Commissioner Dailey also asserted that he would not support, now or in the future, the \$3.86 million of Tourist Development Tax (currently dedicated to a Performing Arts Center) being used for the convention center.

Commissioner Maddox clarified that his motion did not include consideration at this time of any funding; but to direct the County Administrator to work with FSU on the Civic Center District Master Plan and bring back an agenda item to include funding options at a future Board meeting.

Discussion continued between the Board and Dr. Barron and concluded with the Board conveying its support and interest to be part of the project, with the understanding that further information would be forthcoming.

Commissioner Maddox restated his motion: Direct the County Administrator to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space and to bring back issues related to the County's financial participation for future Board consideration.

Commissioner Dailey remarked that he was unclear what, other than financial, the County's role would be in the project.

The motion carried 7-0.

• The Board was joined by Liz Joyner, Director of the Village Square who discussed the potential for partnering to take citizen engagement to the next level, and Bob Jones, Director of Florida Conflict Resolution Consortium Consensus Center, who discussed challenges communities face in building and maintaining engaged, effective, and responsible citizens.

Commissioners were positive in their response to the presentation and expressed support to build upon the citizen engagement initiative already in place in the County. They discussed at length the challenges of engaging a varying geographic and political population and ways to head off potential hostilities and misunderstanding that controversial issues may produce.

The Board recessed for lunch at 12:15 p.m. and reconvened at 12:45.

<u>SECTION TWO:</u> Serving Our Citizens: Executing Our Plan to Meet the Needs of Today While Fulfilling the Board's Vision for Tomorrow

The remainder of the retreat provided the Board an opportunity to review, affirm, or amend its Strategic Plan as a means to assure Commissioners have continued consensus and staff have clear direction as to the execution of the Board's priorities.

<u>Vision Statement:</u> "As home to Florida's capitol, Leon County is a welcoming, diverse, healthy, and vibrant community, recognized as a great place to live, work and raise a family. Residents and visitors alike enjoy the stunning beauty of the unspoiled natural environment and a rich array of educational, recreational, cultural and social offerings for people of all ages. Leon County government is a responsible steward of the community's precious resources, the catalyst for engaging citizens, community and regional partners, and a provider of efficient services, which balance economic, environmental, and quality of life goals."

Commissioner Dailey moved, duly seconded by Commissioner Proctor, to accept the current Vision Statement, unchanged. The motion carried 7-0.

Strategic Priorities:

The Board's four Strategic Priorities are: Economy, Environment, Quality of Life and Governance

Commissioner Dailey moved, duly seconded by Commissioner Proctor, to accept the current Strategic Priorities, as stated, for all four categories. The motion carried 7-0.

Strategic Initiatives Status Report:

County Administrator Long provided highlights of the Strategic Initiatives Status Report (a more detailed status report on each initiative was included in the retreat materials). He noted that of the 109 strategic initiatives, 90 (83%) are completed and 19 (17%) are in progress. He anticipated that 99 (91%) would be completed by the end of December. He added that four of the 10 Strategic Initiatives that will remain in progress as of January 2014 rely upon completion of the sales tax extension process. County Administrator Long noted that categorizing a Strategic Initiative as completed does not necessarily mean that work is completed; rather, the completion of a Strategic Initiative often leads to an ongoing program and ongoing support (such as with the PACE program, and community gardens). Chairman Dozier asked that staff go through the list of Initiatives and modify some of the language to indicate that a project, while technically complete, actually was ongoing.

Strategic Initiatives:

Chairman Dozier explained that the Board would now review its current Strategic Initiatives and recommend any revisions or additions. She then offered, for Board consideration, that a super majority vote be needed to amend or add a Strategic Initiative. It was the will of the Board to retain its simple majority vote for any revisions/additions. However, it was suggested by Commissioner Maddox that a super majority vote be needed to add or change a Strategic Priority.

Commissioner Maddox moved, duly seconded by Commissioner Proctor, that a super majority vote is needed to change a Strategic Priority. <u>The motion carried 7-0.</u>

The Board conducted a review of its 109 Strategic Initiatives and made the following additions.

Economy:

1. Subsequent to the Board's discussion with FSU President Barron, Commissioner Maddox moved, duly seconded by Commissioner Desloge, to direct the County Administrator to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming role and participation for future Board consideration. The motion carried 7-0.

(During the first portion of the retreat it was agreed to add this direction as a Strategic Initiative during the second portion of the Board's retreat.)

- 2. Commissioner Maddox moved, duly seconded by Commissioner Proctor, to continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park. <u>The motion carried 7-0.</u>
- 3. Commissioner Desloge moved, duly seconded by Commissioner Maddox, to support sector planning for the area surrounding the Veterans Affairs' clinic. <u>The motion carried 7-0.</u>
- 4. Commissioner Desloge moved, duly seconded by Commissioner Lindley, to engage in a needs assessment for the Bradfordville Study Area. <u>The motion carried 7-0.</u>
- 5. Commissioner Proctor mentioned the recently held Woodville Townhall meeting and the comments heard from citizens regarding lack of core infrastructure projects, especially in the outlying areas, currently being considered for funding by the Sales Tax Committee.

 Commissioner Sauls moved, duly seconded by Commissioner Proctor, to ensure projects being considered for funding associated with the infrastructure Sales Tax extension represent geographic diversity throughout the County and address core infrastructure deficiencies in rural
- 6. On behalf of Chairman Dozier: Commissioner Dailey moved, duly seconded by Commissioner Maddox, to engage with local economic development partners to build and expand upon the success of Entrepreneur Month and work with community connectors. <u>The motion carried 7-0.</u>

Quality of Life:

- 1. Commissioner Proctor moved, duly seconded by Commissioner Maddox, to institute a Sense of Place initiative for the fairgrounds. <u>The motion carried 7-0.</u>
- 2. Commissioner Desloge moved, duly seconded by Commissioner Maddox, to focus on improving Leon County's ranking as a bicycle friendly community. <u>The motion carried 7-0.</u>
- 3. Commissioner Maddox moved, duly seconded by Commissioner Proctor, to further establish community partnerships for youth sports development programs. <u>The motion carried 7-0.</u>
- 4. Commissioner Lindley moved for the County to work with the City to celebrate the opening of Cascades Park. <u>The motion carried 7-0.</u>

Governance:

- 1. Commissioner Maddox moved, duly seconded by Commissioner Desloge, to create a capital projects priority list for the fifth-cent gas tax (programs associated with this specific revenue source to include priorities and criteria for future priorities). The motion carried 7-0.
- 2. Commissioner Lindley moved, duly seconded by Commissioner Desloge, to develop a proposed partnership for the next iteration of Citizen Engagement, possibly with the Village Square, which would be renewable after one year. <u>The motion carried 7-0.</u>
- 3. On behalf of Chairman Dozier: Commissioner Desloge moved, duly seconded by Commissioner Maddox, to engage with the private sector to develop property at the corner of Miccosukee and Blair Stone, to include the construction of a Medical examiner facility. The motion carried 7-0.

Additional Actions / Discussions by the Board:

areas. The motion carried 7-0.

1. Commissioner Proctor expressed his concerns about the administration of Bond and the lack of oversight afforded to the County. Discussion ensued on whether Leon County should apply to become a Federally Qualified Health Center (FQHC) or take a more direct administrative role with respect to oversight.

Commissioner Desloge moved, duly seconded by Commissioner Dailey, to direct staff to hold a workshop regarding healthcare in general, to include a discussion regarding the County becoming a FQHC, whether the County can provide administrative oversight without being a FQHC, and convening the following four groups: Bond Community Health Center, Neighborhood Health Services (NHS), Leon County Health Department, and the FSU School of Medicine. The motion carried 7-0.

- 2. The Board noted the apparent gap in information provided to the City and County and staff was requested to bring back, as a general business agenda item, a status report on the Market District, the City's plans for the area between Tharpe (Lake Ella area) and I-10 and any other areas that might be on the border or overlaps with the City. Approved without objection.
- 3. Commissioner Proctor brought up that the Woodville area contributes 300 times more nitrogen into the aquifer than other areas of the County and offered that he would be negligent if he did not bring this to the Board's attention. It was noted that this issue is currently being addressed by two strategic initiatives and County Attorney Thiele indicated that staff will bring an agenda item to the Board addressing this issue.
- 4. Commissioner Proctor requested staff to provide a status report on joint calendaring and use of City/County sports fields. <u>Approved without objection.</u>
- 5. Commissioner Proctor moved, duly seconded by Commissioner Maddox, to request a Resolution encouraging the School Board to consider building a new high school on the southside. The motion was subsequently withdrawn by Commissioner Proctor.

This concluded the Board's review of its Strategic Priorities and Strategic Initiatives. County Administrator Long indicated that staff would integrate the comments received from the Board and an agenda item to ratify the actions would be brought to the Board in either January or February.

CLOSING COMMENTS:

County Administrator Long thanked the Board for its leadership and direction and expressed gratitude to Alan Rosenzweig, Kim Dressel and Shington Lamy for their effort in putting the retreat materials together.

The Board commented on a great meeting and expressed its appreciation to staff for its hard work in planning the retreat.

Chairman Dozier adjourned the meeting at 2:45 p.m.

	LEON COUNTY, FLORIDA
ATTEST:	DV
	BY: Kristin Dozier, Chairman
	Board of County Commissioners
BY:	
Bob Inzer, Clerk of the Circuit Court	
& Comptroller	
Leon County, Florida	

Notes for Agenda Item #2

Cover Sheet for Agenda #2

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Proposed 2014 Board Calendar Modifications

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Christine Coble, Agenda Coordinator

Fiscal Impact:

This item has no current fiscal impact.

Staff Recommendation:

Option #1: Revise the Board's August and September 2014 calendars as follows:

- a. cancel the August 26, 2014 Regular Meeting.
- b. schedule a regular Board meeting for Tuesday, September 2, 2014 at 3:00 p.m.
- c. schedule the first public hearing regarding FY 2014/2015 tentative millage rates and tentative budgets for Tuesday, September 16, 2014 at 6:00 p.m.
- d. retain the regular Board meeting and the second public hearing to adopt FY 2014/2015 millage rates and budgets for Tuesday, September 23, 2014.

Report and Discussion

Background:

At the December 10, 2013 meeting, the Board adopted its 2014 Public Notice Schedule, setting the dates for the Commission's meetings. The August 2014 meeting is currently scheduled for August 26th. Staff has since learned that the 2014 Primary Election will be held on August 26.

Board Policy No. 03-9, "Meeting Dates for Board of County Commissioners" states that the Board may cancel, continue, or reschedule meetings to observe holidays or other events, as the Board deems appropriate.

Analysis:

As the County Commission cannot schedule its budget hearings on days scheduled for budget hearings by the School Board, staff recommended the Board schedule its regular meetings and budget hearings for Tuesday, September 16 and 23, 2014. However, based on previous experience, staff realizes that it is not optimal for the County to schedule regular Commission meetings on successive weeks. The lack of turn-around time to properly address Commission requests raised during a meeting and the ability for staff to prepare and submit agenda items is not efficient. Additionally, Florida Statutes requires that the County's non-ad valorem assessment rolls be adopted annually prior to September 15; therefore, staff recommends the Board approve the following modifications to the August and September 2014 calendars:

- cancel the August 26, 2014 Board meeting due to conflict with 2014 Primary Election
- schedule a regular Commission meeting for September 2, 2014 at 3:00 p.m.
- hold the first public hearing on the tentative FY 14/15 millage rates and budgets on September 16 at 6:00 p.m.; this would be the only action being discussed on September 16. (Note: As discussed, the County statutorily cannot conduct its budget hearing on the same day as the School Board; the School Board is scheduled for September 9, 2014.)
- keep the regular Board meeting and second public hearing to adopt FY 13/14 millage rates and budgets scheduled for September 23.

Options:

- 1. Revise the Board's August and September 2014 calendars as follows:
 - a. cancel the August 26, 2014 Regular Meeting.
 - b. schedule a regular Board meeting for Tuesday, September 2, 2014 at 3:00 p.m.
 - c. schedule the first public hearing regarding FY 2014/2015 tentative millage rates and tentative budgets for Tuesday, September 16, 2014 at 6:00 p.m.
 - d. retain the regular Board meeting and the second public hearing to adopt FY 2014/2015 millage rates and budgets for Tuesday, September 23, 2014.
- 2. Board direction.

Recommendation:

Option #1, a-d.

Notes for Agenda Item #3

Cover Sheet for Agenda #3

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Adoption of a Proposed Revision to Leon County Personnel Policies and

Procedures, Section VI, "Benefits", 6.06, "Tuition Assistance and Staff

Training and Development"

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Kim Dressel, Interim Human Resources Director
Lead Staff/ Project Team:	Geri M. Forslund, Employee Development Coordinator

Fiscal Impact:

The proposed revision to the tuition assistance provisions is not anticipated to have a financial impact. Additionally, funding for tuition assistance has been budgeted for Fiscal Year and adequate funding is available.

Staff Recommendation:

Option #1: Adopt proposed revisions to Leon County Personnel Policies and Procedures

Manual, Section VI, "Benefits", 6.06, "Tuition Assistance and Staff Training and

Development" (Attachment #1).

Title: Adoption of a Proposed Revision to Leon County Personnel Policies and Procedures, Section VI, "Benefits", 6.06, "Tuition Assistance and Staff Training and Development" February 11, 2014
Page 2

Report and Discussion

Background:

In order to improve consistency and process for employees participating in the Tuition Assistance Program, staff proposes revisions to Section 6.06 – "Tuition Assistance and Staff Training and Development," of the Leon County Policies and Procedures Manual. Employees other than those with Emergency Medical Services (EMS) may be reimbursed for up to six semester credit hours per semester, with a maximum of 18 semester credit hours per fiscal year. EMS employees may be approved by Human Resources to enter into an accelerated program, take additional courses, and be approved to receive full reimbursement for Emergency Medical Services-related coursework taken at any accredited Florida institution.

Analysis:

This agenda item seeks the Board's approval of three revisions to the Leon County Human Resources Policies and Procedures, Section 6.06 – "Tuition Assistance and Staff Training and Development."

1. If approved, this Policy revision would enable EMS employees in an accelerated program, taking additional courses, to take coursework at any accredited institution, and eliminate the requirement that the additional coursework be taken within Florida. The proposed revision eliminates the word "Florida" from the paragraph addressing EMS employees.

This change is requested because healthcare courses, at times, may only be available on a limited basis. Classes may not be offered at schools within Florida; however, with online options, a person may live in Florida and take those classes elsewhere. EMS employees frequently take classes at Thomas University in Thomasville, Georgia. This is an important factor as it relates to healthcare and EMS. Staff recommends this policy revision to enable EMS employees, in an accredited program, taking additional courses, to have the option to take classes with accredited institutions, where and when such EMS-related classes are available.

The following provides the recommended revision to said section of the Policy:

Emergency Medical Services employees may be approved by Human Resources to enter into an accelerated program, take additional courses, and be approved to receive full reimbursement for Emergency Medical Services-related coursework taken at any accredited Florida institution.

2. The second recommended Policy revision clarifies that employees are being reimbursed for coursework, not for diplomas or degrees. Under Section 6.06(F) of the Personnel Policies and Procedures, employees who participate in the Tuition Assistance Program are not eligible to participate in the Educational Attainment Compensation Program.

Title: Adoption of a Proposed Revision to Leon County Personnel Policies and Procedures, Section VI, "Benefits", 6.06, "Tuition Assistance and Staff Training and Development" February 11, 2014
Page 3

To clarify, staff recommends revising Section 6.06(D), replacing the word "Diplomas or degrees" with "Coursework" as follows:

"Diplomas or degrees <u>Coursework</u> must be from educational institution accredited by an accrediting body approved by the U.S. Department of Education."

3. The third recommended policy revision makes these changes effective with classes that begin after January 1, 2014. This effective date is recommended because Leon County EMS does have an employee, who has sought approval to take additional coursework that is currently available on-line through an accredited institution outside of Florida. His completion of this coursework is important to readying EMS to provide community paramedic paramedicine/telemedicine (mobile health), a Leon County Strategic Initiative.

The revision is reflected as follows:

"This policy shall become effective for new classes starting after <u>January 1, 2014.</u> Current employees who have taken classes prior to <u>January 1, 2014</u> will have those classes "grandfathered" in under the <u>prior</u> Tuition Assistance Policy."

Options:

- 1. Adopt proposed revised Leon County Personnel Policies and Procedures, Section 6.06, "Tuition Assistance and Staff Training and Development" (Attachment #1).
- 2. Do not adopt proposed revised Leon County Personnel Policies and Procedures, Section 6.06, "Tuition Assistance and Staff Training and Development."
- 3. Board direction.

Recommendation:

Option #1.

Attachment:

1. Proposed Revised Leon County Personnel Policies and Procedures Manual, Section VI, "Benefits"

VSL/KD/GMF

6.00 Flexible Benefits Plan

Leon County provides a Cafeteria Plan (Section 125 of the IRC) which includes Health, Dental and Vision insurance offerings plus Flexible Spending Accounts (FSA) consisting of a Medical Expense and a Dependent Care account. Health, Dental and Vision insurance premiums and FSA contributions are paid for with pre-tax dollars by payroll deduction.

Booklets and certificates of coverage are available explaining the benefits of the plans.

All regular full-time employees are eligible to participate. Part time employees (working at least 20 hours per week) who have been employed for 2 years are eligible only for health insurance and participation in the Colonial Insurance programs. New hires must enroll within the first 30 days of hire or wait until the Annual Open Enrollment period.

6.01 **Group Insurance**

Group insurance is available to all regular full time employees and their eligible family members. The County contributes to the cost of medical and group term life insurance coverage.

Leon County will pay for the total medical insurance premium for married couples/domestic partners when both spouses/domestic partners work for any separate Leon County Board or Constitutional Office: Clerk of Courts, Supervisor of Elections, Property Appraiser, Tax Collector, and Sheriff.

Employees may chose to participate in medical, dental, vision, additional/supplemental or dependent life insurance, and long-term disability insurance.

Additional voluntary programs are available for purchase such as the Legal Plan and the Voluntary Supplemental Insurance Products.

Booklets explaining the insurance programs in detail are available in Human Resources.

6.01.1 Medical Insurance Opt-Out Program

Regular full time and eligible part time employees can choose to opt out of medical insurance coverage by providing proof of other coverage. This also includes employees who opt out of the Leon County plan due to eligibility on their domestic partner plan. The employee will receive a bi-weekly dollar amount added to their paycheck for opting out of medical insurance. The opt-out amount will be determined annually.

6.01.2 Eligibility for Coverage for Domestic Partners

To the extent allowed under the contract with our insurance carriers, benefits eligible employees may include their eligible domestic partners as dependents under the eligible insurance plans. It is available to both same sex and opposite sex partners as long as the required criteria are met on the domestic partner affidavit and the required documentation is provided. Children of domestic partners may also be covered as long as the child meets the definition of dependent under the insurance plan and the domestic partner is covered under the plan.

Employees and their domestic partners must meet the following requirements in order to enroll in the eligible insurance plans:

- are both at least age 18 and are mentally competent to consent to a contract.
- are each others sole domestic partner and not legally married to another person of the opposite sex or in a domestic partnership with another person.
- are not related by blood to a degree of closeness that would prohibit marriage.
- have been, in an exclusive, emotionally committed relationship that is intended to be permanent.
- have, for the last 12 months, shared a mutual obligation of support and responsibility for each other's welfare and are jointly responsible for each other's financial obligations.
- have shared a principal residence for the last 12 months and intend to do so permanently.

Employees interested in applying for the coverage for domestic partners must contact Human Resources during their initial enrollment period for their employment or when the requirements of domestic coverage are met. Employees may add their domestic partner outside of the annual open enrollment period if the domestic partner has lost his/her coverage.

The employee must complete the required Affidavit of Domestic Partnership, provide documentation of the domestic partnership, and complete all enrollment application forms for the requested benefits.

Coverage will be effective on the first day of the month following the date of approval by Human Resources.

Under the Internal Revenue Code, unless the domestic partner qualifies as the employee's tax dependent, the value of benefits provided by and paid for by Leon County for the domestic partner or children of the domestic partner is considered taxable income to the employee. The employee is responsible for all tax liability.

It is the responsibility of the employee to contact Human Resources within 30 days of the ending of the domestic partner relationship or if all of the requirements in the Affidavit of the Domestic Partnership are no longer being met. The Affidavit of Termination of Domestic Partnership Form must be completed.

It is the responsibility of the employee to notify the domestic partner and the dependents of the domestic partner of the termination of coverage. COBRA rights are not available to the domestic partner or the children of the domestic partner.

If the domestic partnership ends, another Affidavit of Domestic Partnership cannot be filed again until twelve (12) months from the date the Affidavit of Termination of Domestic Partnership was filed.

6.02 Retirement

Leon County employees participate in the State of Florida Retirement System (FRS). This program covers all regular full-time, regular part-time and temporary full-time employees, if temporary employment is six (6) consecutive months or longer. The cost of this program is paid for by the County and no deductions will be made from employee's pay for retirement.

The FRS offers two programs from which to choose: the Pension Plan and the Investment Plan. An employee will become vested in the Pension Plan upon completing six years of service and in the Investment Plan upon completion of one year of service.

6.03 Deferred Compensation

Leon County offers the opportunity to contribute to a Deferred Compensation Plan through payroll deduction. A Deferred Compensation Plan provides the opportunity to participate in a long-range savings program, which is designed to supplement retirement income. Booklets explaining these plans are available in Human Resources.

6.03.1 Cash Match Retirement Savings Plan

Leon County offers a discretionary cash match to employees who contribute to the Deferred Compensation Plan. Employees must have 6 months of service and meet other eligibility requirements to receive the cash match and will become 100% vested at that time. The ability to offer the match will be determined annually based on availability of funds.

6.04 Disability Salary Continuation

A three-month disability salary continuation is provided to Senior Management Service employees and a six-month disability salary continuation is provided to Executive Service employees.

6.05 Credit Union

Any Leon County employee is eligible to join the Tallahassee Leon Federal Credit Union. Deposits and loan payments may be direct deposited.

6.06 <u>Tuition Assistance and Staff Training and Development</u>

Full-time employees may participate in the tuition assistance program if they have been employed for at least six months, consecutively; successfully completed six months of the probationary period; met performance standards for the past six months; and have not had any disciplinary procedures in the past six months. Employees may be reimbursed for up to six (6) semester credit hours per semester, (per participating employee) with a maximum of 18 semester credit hours per fiscal year.

Approval for tuition reimbursement will be based upon the following criteria:

- A. Course work will improve the employee's capability to perform the duties and responsibilities officially assigned to the position currently occupied by the employee.
- B. Course work will develop or improve the employee's skill, ability, and knowledge within the employee's occupational field, or will provide cross-training deemed beneficial to meeting the needs of the County.
- C. Undergraduate or graduate level college programs, vocational training courses, and correspondence courses meeting the above criteria may be eligible for reimbursement.
- D. Diplomas or degrees Coursework must be from an educational institution accredited by an accrediting body approved by the U.S. Department of Education.
- E. Grants and scholarships that cover full tuition costs will not be eligible for tuition reimbursement.
- F. Employees who participate in the Tuition Assistance Program will not be eligible to participate in the Educational Attainment Compensation Program.

To be eligible for reimbursement, the tuition must be approved prior to the start of classes and will be assigned on a first come-first serve basis, with approval based on the availability of funds. All reimbursements shall be based on local market public institution rates, with the exception of Emergency Medical Services.

Emergency Medical Services employees may be approved by Human Resources to enter into an accelerated program, take additional courses, and be approved to receive full reimbursement for Emergency Medical Services-related coursework taken at any accredited Florida institution.

Subject to the availability of funds at time of pre-approval, Human Resources will recommend payment of tuition reimbursement after successful completion of the course(s) based on the following scale:

Grades A and B, undergraduate and graduate enrollment and Pass for undergraduate internships and graduate enrollments are reimbursed at the 100% level.

Grade C is reimbursed at the 50% level.

Course-connected laboratory fees are considered part of tuition. Books and other expenses; i.e. late registration, transportation fees, health fees, and certification or examination fees are not eligible expenses for tuition reimbursement.

Leon County shall not provide tuition reimbursement to any employee who separates from employment with the County, voluntarily or involuntarily, prior to successful completion of approved course(s). Employees who voluntarily resign or terminate employment for whatever reason are required to reimburse the County as specified in Section 6.06.

Employees, who participate in the Tuition Assistance Program will be obligated to remain with Leon County for a minimum of two (2) years after the completion of the last class attended for which they were reimbursed. Those employees who voluntarily resign or terminate employment for whatever reason, prior to the expiration of the two (2) year period, shall repay the County 100% of the monies received by the employee from the Tuition Assistance Program. This payback does not include travel, board, or other related expenses. Training and staff development activities that are provided through the County's internal training programs or processes are not included in the repayment requirement. Reimbursement to the County will not be required for conference registration and employment-related or required training.

6.06.1 Procedure: Tuition Reimbursement and Staff Training and Development

All external employee training must be approved by the employee's department and Human Resources prior to the start date of the training. The employee should notify the supervisor of the intent to pursue education or training. The employee then completes a Tuition Approval and Training Request Form, which must be signed by designated administrators and submitted to Human Resources for approval prior to enrollment.

Tuition reimbursement will be provided for pre-approved credit-earning courses only. Departments may be responsible for payment of registration for department-approved staff training that does not qualify for tuition assistance. A copy of the Tuition Approval & Training Request Form will be sent back to the employee after it has been approved by Human Resources.

After completion of approved credit-earning courses, the employee may request tuition reimbursement by submitting the following documents to Human Resources:

- A. Grade report (computer printout is acceptable)
- B. Itemized payment receipt (computer printout is acceptable)
- C. Completed and signed (by requestor and designated administrators) Tuition Reimbursement Form

Reimbursement for tuition must be requested within sixty (60) working days following the completion of the approved courses.

This policy shall become effective for new classes starting after February 28, 2006 January 1, 2014. Current employees who have taken classes prior to February 28, 2006 January 1, 2014 will have those classes "grandfathered" in under the current prior Tuition Assistance Policy.

6.07 Parking

Parking space within the Courthouse is available to those employed at the Courthouse on a lease basis according to nature of the job and longevity.

6.08 Executive\Senior Management Service Severance Package

Outline is available in Human Resources.

6.09 Executive\Senior Management Service Relocation

Moving expenses in an amount not to exceed \$1,000 is allowed.

6.10 Executive\Senior Management Service Memberships and Professional Development

Financing of professional organization memberships and job related professional developmental activities is provided.

6.11 Employee Assistance Program

A referral program for all employees in need of personal help is available.

6.12 **Awards of Excellence Program**

The Board of County Commissioners encourages employees individually, and in groups to achieve superior work results. In support of this philosophy, the Awards of Excellence Program is designated to attract, encourage, develop, and retain motivated employees by appropriately recognizing and rewarding individual and group performances and contributions to improve Leon County, within the organization and the community.

6.12.1 Procedure: Awards of Excellence Program

- 1. As a part of their normal job duties, managers and supervisors are responsible for nominating employees whose contributions merit special recognition.
- 2. Employees may, and are encouraged to, nominate other employees or group of employees whose contributions merit special recognition.
- 3. These awards are competitive.

- 4. A committee made up of six employees representing their respective departments (i.e. Public Services, Management Services, Public Works, Growth and Environmental Management, County Attorney and County Administration) and a HR staff person will be responsible for the reviewing of nominations and choosing a recipient(s) for the following awards: Notable Achievement Award (quarterly), Awards of Distinction (annually), Employee Innovation and Heroism (when necessary).
- 5. All nominations must be submitted to the Human Resources department on the appropriate nomination form located on the Leon County Intranet (L-Net) under LCBCC Awards Programs (Awards of Excellence Program Description and Nomination Forms section).
- 6. Specific information and factual data provided must show how the nominee(s) exceeded normal job requirements and made exceptional contributions to the overall improvements of the operation or assisted in meeting organizational goals.
- 7. Complete details of eligibility, criteria, process and procedures of the Leon County Awards of Excellence Program is outlined in the Leon County Awards of Excellence Program Description located on the Leon County Intranet (L-Net) under LCBCC Awards Programs (Awards of Excellence Program Description and Nomination Forms section).
- 8. The County Administrator may make modifications to the types of awards given based upon need when deemed appropriate and in the best interest of the employees of Leon County.

Notes for Agenda Item #4

Cover Sheet for Agenda #4

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of the Scope of Services for Two Requests for Proposals by the

Division of Tourism Development; Tourism Research Services, and Tourism

Related Advertising, Promotional, & Public Relations Services

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Director of Economic Development and Business Partnerships
Lead Staff/ Project Team:	Lee Daniel, Director of Tourism Development Shelly Kelley, Purchasing Director Joshua Pascua, Management Analyst

Fiscal Impact:

This item has no current fiscal impact and pertains to services that will be anticipated as part of the FY 2015 budget process.

Staff Recommendation:

Option #1: Approve the scope of services for the Request for Proposals for Tourism Research

Services on the economic impact of visitors in the Tallahassee/Leon County area

(Attachment #1).

Option #2: Approve the scope of services for the Request for Proposals for Tourism Related

Advertising, Promotional, & Public Relations Services for the Division of

Tourism Development (Attachment #2).

Title: Approval of the Scope of Services for Two Requests for Proposals by the Division of Tourism Development; Tourism Research Services, and Tourism Related Advertising, Promotional, & Public Relations Services

February 11, 2014

Page 2

Report and Discussion

Background:

The Division of Tourism Development procures research, marketing, and public relations services through a competitive bidding process. The current contract for marketing and public relations services was awarded to The Zimmerman Agency through the Leon County Requests for Proposals (RFP) process, with services commencing on October 1, 2009. The Zimmerman contract will expire on September 30, 2014. Additionally, Leon County has a contract with Bonn Marketing Research, Inc. to provide research and analysis services on the economic impact of visitors in the Tallahassee-Leon County area. The current contract with Bonn Marketing Research will also expire on September 30, 2014.

Staff has prepared draft RFPs for both services to initiate a competitive bidding process (Attachments #1 and #2). The scope of services for the advertising, promotional, and public relations services includes specific goals, objectives, and strategies for promoting the Tallahassee-Leon county area. In addition, specific marketing communications and tactics have been included and identified to provide general direction to vendors on the promotion of the area as a visitor destination. The scope of services for the research and analysis RFP requires regular quarterly research reports to be submitted to the Division of Tourism Development, and economic impact studies for activities supported under the Board's new Signature Event Grant Program.

Analysis:

The procurement of tourism marketing and public relations services, combined with a separate research and analysis contractor, support the County's efforts in promoting the Tallahassee-Leon County area as a visitor destination, verify the number of room nights generated and the associated economic impact, and establish benchmarks for future funding considerations. The current contract for marketing and public relations services is \$1,003,261, including FY 2014 carry-forwards. The current contract for research and analysis is \$80,000. Funding for these services will be presented to the Board as part of the Division of Tourism's FY 2015 budget.

According to Board Policy, a total of 15% has been allocated toward the Local Preference (5%) and M/WBE (10%) requirements. Following the process of selecting an evaluation committee, reviewing qualified respondents, interviewing, and making a final selection, staff anticipates a commencement date of October 1, 2014. Through the RFP process, staff will select the top ranked firm for each contract, and submit the recommendation for the Board's final approval.

Based on the attached draft RFPs, and consistent with the current contracts, staff recommends an initial contract period of two years for both services. Thereafter, the County will have the option to extend the agreement for no more than three additional one-year periods. Such renewals will be automatic unless a written notice of non-renewal is provided to the contractor, no less than 30 days prior to the expiration date.

Title: Approval of the Scope of Services for Two Requests for Proposals by the Division of Tourism Development; Tourism Research Services, and Tourism Related Advertising, Promotional, & Public Relations Services

February 11, 2014

Page 3

Options:

- 1. Approve the scope of services for the Request for Proposals for Tourism Research Services on the economic impact of visitors in the Tallahassee/Leon County area (Attachment #1).
- 2. Approve the scope of services for the Request for Proposals for Tourism Related Advertising, Promotional, & Public Relations Services for the Division of Tourism Development (Attachment #2).
- 3. Do not approve the scope of services for the Request for Proposals for Research and Analysis Services and Request for Proposals for Marketing and Public Relations Services for the Division of Tourism Development.
- 4. Board direction.

Recommendation:

Options #1 and #2.

Attachments:

- 1. Draft RFP for Tourism Research & Analysis Services
- 2. Draft RFP for Tourism Marketing & Public Relations Services



REQUEST FOR PROPOSALS

FOR

TOURISM RESEARCH SERVICES

PROPOSAL NUMBER BC-XX-XX-14-XX

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

Release Date:

Proposal Number: BC-XX-XX-14-XX

Opening Date: Tuesday, May 20, 2014 @ 2:00 p.m.

Attachment #1 Page 2 of 46

I. INTRODUCTION

Leon County Board of County Commissioners "Leon County" is accepting proposals from qualified vendors for the provision of professional research and analysis services for the Leon County Division of Tourism Development and Tourist Development Council. The purpose of the research and analysis is to determine economic impacts, visitor demographics and related information, and, upon a specific authorization basis, to do festival or event related research. The means and methods of performing these services shall be generally accepted in the hospitality and tourism industries.

The contract shall be for a period of two (2) years, commencing on October 1, 2014, and shall continue until September 30, 2016. After the initial period, at the discretion of the County, the contract may be extended for no more than three additional (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then- current period.

II. GENERAL INSTRUCTIONS:

A. <u>Response Address:</u> The response to the proposal should be submitted in a sealed envelope/package addressed in the following manner:

<u>Proposal Number</u> Purchasing Division 1800-3 N. Blair Stone Road Tallahassee, FL 32308

- B. Proposal Copies: One ORIGINAL, five (5) copies and one electronic copy of the Response ("Proposal") must be furnished on or before the deadline. Responses will be retained as property of the County. The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, non-electronic signature of an authorized representative of the responding firm or individual, all other copies may be photocopies and should be printed double-sided. The contents of the proposal of the successful Proposer will become part of the contractual obligations.
- C. <u>Schedule of Events</u>: Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the Leon County determines is in the best interest of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon 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 to the RFP, and public meetings. The website addresses follow:

Addenda: http://www.leoncountyfl.gov/Purchasing/Addenda

Public Meetings: http://www.leoncountyfl.gov/Purchasing/PublicMeetingNotices

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Table 1 - Schedule of Events			
Date and Time			
(all eastern time)	Event		
April 15, 2014	Release of the RFP		
Not later than:	QUESTIONS/INQUIRIES DEADLINE:		
May 2, 2014	Date and time by which written questions and inquiries regarding		
	the RFP must be received by the Leon County Purchasing Division via		
	e-mail submittal to Shelly Kelley at kelleys@leoncountyfl.gov and		
	Don Tobin at tobin at 		

D. <u>Information</u>: Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Shelly W. Kelley and Don Tobin at (850) 606-1600; FAX (850) 606-1601; or e-mail at kelleys@leoncountyfl.gov and tobind@leoncountyfl.gov. Vendors are requested to send such requests to both representatives of the Purchasing Division. Email inquiries are preferred.

Each Vendor shall examine the request for proposal documents carefully; and, no later than seven days prior to the date for receipt of proposals, 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.

- E. <u>Prohibited Communications</u>: Any Form of communication, except for written communication with the Purchasing Division requesting clarifications or questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:
 - 1. Any person or person's representative seeking an award from such competitive solicitation; and
 - 2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

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The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

- F. <u>Special Accommodation</u>: Any person requiring a special accommodation at a Pre-Proposal Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- G. <u>Proposer Registration</u>: Proposers who obtain solicitation documents from sources other than the Leon County Purchasing Division or DemandStar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Proposers. Also, Proposers 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 as a prospective Proposer through the Purchasing Division or online through DemandStar.com may cause your submittal to be rejected as non-responsive.

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at http://www.leoncountyfl.gov/Purchasing/Bid.asp by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

- H. <u>Proposal Deadline</u>: Your Proposal prepared in response to this RFP must be received by the Purchasing Division at the above listed address no later than the Opening Date (date and time), as identified in the Schedule of Events, to be considered.
- I. <u>Receipt and Opening of Vendor Responses</u>: Vendor responses will be opened publicly at the date and time identified in the Schedule of Events as the Opening Date. A tabulation sheet of timely received Proposals will be made public and will be posted on the Purchasing Division website at: http://www.leoncountyfl.gov/Purchasing/TabulationSheets. A vendor may request, in their submittal, a copy of the tabulation sheet to be mailed in a vendor provided, stamped self-addressed envelope for their record.

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Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records disclosure until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

- J. <u>Timely Delivery</u>: It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE.' Late proposals may be returned unopened to the vendor.
- K. <u>Preparation Costs</u>: The County is not liable for any costs incurred by Respondents prior to the issuance of an executed contract.
- L. <u>Interviews</u>: Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- M. <u>Preparation and Changes</u>: Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- N. <u>Reservation of Rights:</u> The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- O. <u>Cancellation</u>: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- P. <u>Public Entity Crimes Statement</u>: 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 solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.
- Q. <u>Certification Regarding Debarment, Suspension, and Other Responsibility Matters</u>: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are

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not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.

R. <u>Licenses and Registrations</u>: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor 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 proposal being determined as non-responsive.

S. Audits, Records, and Records Retention:

The Contractor shall agree:

- 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 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.

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T. Monitoring:

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

U. Local Preference in Purchasing and Contracting:

- Preference in requests for proposals. 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 for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
 - a) 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 section, shall be given a preference in the amount of five percent.
 - b) 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.
- 2. Local business definition. 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, 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.
- 3. Certification. Any vendor claiming to be a local business as defined herein, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements set forth 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 vendor meets the definition of a "local business."

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٧. Addenda To Specifications: If any addenda are issued after the initial specifications are released, the County will addenda on the Leon County website post the http://www.co.leon.fl.us/purchasing/addenda. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal 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 response sheet.

W. <u>Unauthorized Alien(s)</u>: The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

X. 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.

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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 <u>Employment Eligibility Verification</u> 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.
- Y. <u>Award of RFP and Protest</u>: The proposal will be awarded as soon as possible to the responsive, responsible respondent(s) who rank highest in the evaluation process, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in proposals and to award a proposal 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 Leon County website at: http://www.leoncountyfl.gov/purchasing/IntendedDecision for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Bidder/Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. 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, 1800-3 Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written bid protest 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. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, vendors are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will addressed and/or remedied prior to a bid opening or award whenever practically possible. Vendors are not to contact departments or divisions regarding the vendor complaint.

Z. <u>Errors and Omissions</u>: The County and its representatives shall not be responsible for any errors or omission in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful proposer.

III. SCOPE OF SERVICES

Leon County is seeking the services of a qualified contractor to provide the professional research and analysis services for the Leon County Division of Tourism Development and Tourist Development Council. The purpose of the research and analysis is to determine economic impacts, visitor demographics and related information, and, upon a specific authorization basis, to do festival or event related research.

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A. <u>Budget</u>

The projected annual budget for this proposal for marketing research services is approximately \$90,000, including special project research. Future budgets may be increased or decreased, as needed depending upon available funding. This budget is subject to the availability of funds, approved by the Leon County Tourist Development Council and the Leon County Board of County Commissioners. The specific compensation for the contract will be negotiated.

Under the section below titled "Research Provided to Include" the Request for Proposal lists a number of quarterly and annual reports. The Tourist Development Council is aware that the budget may be insufficient to provide all these reports. Therefore, proposers should list which reports can be provided with the budget dollars available and prioritize the reports/profiles in order of perceived importance to the provider.

B. Statement of Work

The marketing research vendor shall be the principal advisor and provider to the Leon County Division of Tourism Development and Tourist Development Council for research services which shall include but not be limited to:

- 1. Creation and implementation of all research materials including but not limited to questionnaires, in-person interview guides, written reports, presentations, etc.
- 2. Development and coordination and analysis and interpretation of primary, proprietary research studies.
- 3. Marketing research strategy and budget stewardship.
- 4. Creation and implementation of visitor profiles by identified segments
- 5. Creation and implementation of an economic impact model
- 6. Development of proactive research programs and initiatives in order to stretch the efficiency and effectiveness of the research budget

Leon County is seeking a marketing research vendor with experience in the development and implementation of integrated destination marketing research studies. The vendor shall have destination-specific expertise in visitor profiling, economic impact, visitor trend analysis, seasonal and annual forecasting, among other types of tourism related research.

The marketing research vendor shall be able to suggest strategies to expand the impact of each research study while allowing for the most effective measurement and data collection possible within the available budget. Maximizing the usage of data across various studies should be included in such strategies.

The vendor should have expertise in researching all types of consumer and business travelers (profiling by geography of origin, demographics, psychographics, frequency of travel, etc.), accommodations providers and other travel industry partners, as well as travel trade professionals such as travel agents, tour operators and meeting planners.

The means and methods of performing these services shall be generally accepted in the hospitality and tourism industries.

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Specific responsibilities of the researcher will include, but not be limited to:

- 1. Project Design
- 2. Sample frame development
- 3. Survey Design
- 4. Survey Printing
- 5. Data Collection
- 6. Analysis
- 7. Data Editing
- 8. Data Coding
- 9. Data Entry
- 10. Programming
- 11. Cross-tabulations
- 12. Interpretation of findings
- 13. Monthly site selection (Sites should be reviewed by, and updated if necessary or determined by the TDC)
- 14. Pre-Test
- 15. Annual presentation (May include BCC, TDC, media, interested parties, etc.)
- 16. Quarterly presentation (to TDC and others)
- 17. Quarterly reports: Visitor Profile and Economic Impact of Visitors

C. Research Provided To Include:

1. On-Going Visitor Profile

- a. <u>Leisure Visitor Hotel/Motel/Campground (HMCC) Visitor Profile</u> quarterly and annual reports of in-person interviews at licensed commercial lodging establishments. Profiles should isolate demographic, economic, psychographic, lifestyle interests and budgetary characteristics of the domestic US traveler (Florida and out of state). Profiles should also identify travel planning and travel buying activities of sampled visitors (online and off) to include specific criteria determined by staff. Reports provided in format desired by TDC, typically PDF and Excel. Note: the definition of a visitor coincides with that provided in Florida Statute 125.0104.
- Leisure Visitor In Home Visitor Profile Survey quarterly and annual reports on the demographic characteristics, lifestyle interests and related socio-economic profiles of this visitor segment. Note: the definition of a visitor coincides with that provided in Florida Statute 125.0104.
- c. <u>Attractions Visitor Profile Survey</u> quarterly and annual reports of visitors to Leon County (local) attractions. Quarterly and annual examples include area museums, parks, theaters, etc. Staff will work with research vendor to identify such attractions.
- d. <u>Convention/Meeting/Business Traveler</u> quarterly and annual reporting on the origins, return likelihood, price sensitivity and economic impact of this visitor to Leon County.
- e. <u>Day Visitor</u> quarterly and annual reporting on the number and economic impact of day visitors to Leon County.
- f. Online Consumer Traveler quarterly and annual reporting of online travel used by Leon County all Leon County visitor segments. Identifies consumer rationale for planning and buying travel online. Determines the significance and relevance of destination sites such as www.visittallahassee.com for Leon County visitors. Ascertains what is valuable and useful from an online experience as it relates to planning and buying travel online. Regularly provides a list of sites consumers reveal they use for 1) travel planning and 2) travel buying. Determines visitors' knowledge of and experience with the TDC/CVB's website, www.visittallahassee.com.

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2. <u>Visitation Trend – Origin Profile</u> – quarterly and annual analyses of the points-of-origin statistics by cities and zip codes.

- 3. <u>Value of Tourism Report</u> annual report documenting the economic impact and value of tourism to Leon County. Include numbers and economic impact of day visitors.
- 4. Special Projects as required by Staff on occasion and is at the discretion of Staff. Includes special "onsite" surveys to determine, among other things, origin and overnight accommodation use of visitors attending special functions and/or events. These projects are not part of the research firm's annual fee and are billed separately for each survey project that staff directs to be completed.

IV. REQUIRED SUBMITTALS

Proposals are to be submitted bound by binder clips only. No manner of plastic, comb or wire bindings, three ring binders, or staples are acceptable. All copies of proposals are to be printed double-sided, on paper with no less than 30% post-consumer recycled content. As a part of our sustainability program, Leon County is reducing the excess packaging, binders, and waste associated with submittals.

Providers shall develop a comprehensive but succinct proposal to address the Division of Tourism Development and Tourist Development Council's marketing research needs within the projected budget. Specifically, proposers shall outline a research approach from a "blank page"--that is recommending an approach and specific studies/profiles to support the tourism marketing efforts. Proposers can incorporate some historical studies, but are also encouraged to develop a proposal that reflects new thinking as well. Each Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below.

A. Corporate Background

- 1. Company name, corporate headquarters address, phone, fax, and company website.
- 2. Branch office locations, if applicable.
- 3. Address of the office that is to perform the work.
- 4. Key contact information to include, name, address, phone, fax, and email.
- 5. List firm's ownership and date established.
- 6. Federal Identification Tax Number or Social Security Number.
- 7. Florida Corporate Charter Number, if applicable.
- 8. Present size of firm, nature of services offered, and breakdown of staff by number of full-time and part-time positions.
- 9. Total billings for **each** of the last five (5) years.
- 10. Statement of income.
- 11. Statement of changes in financial position.

B. <u>Studies, Analyses, and Reports</u>

For all studies, analyses, and reports, proposals need to provide a complete, detailed description to include, but not be limited to:

1. Recommended study design, methodology, sample size, sample parameters and composition, sample base/list source, etc.

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- 2. Rationale for samples as well as plans to avoid re-contact over the course of multiple years of data collection, if appropriate;
- 3. Estimated survey/interview length and overview of questionnaire topics;
- 4. For models, forecasts or other projections, detailed description of the algorithm, model, multipliers, input/output construct, etc. that will be used as well as details with respect to where the data inputs come from (survey data, secondary data, panel data, intercepted visitors, etc.) for each of the factors used in the model;
- 5. Reporting format with outline of key content areas;
- 6. Timing—delineating the estimated number days/dates by month for a full calendar year;
- 7. Recommended percentage of total budget being allocated to each study, analysis or report and related rationale
- 8. Recommended possible new methodology, if possible, to stretch the efficiency and effectiveness of the research budget that would not change relevancy of prior data
- 9. Rationale for maintaining versus changing what/how studies have historically been done

C. In-house Research Services and Subcontracted Services

Indicate if you have full time or part-time in-house staff that provides the following services and if so, the number of dedicated staff, full or part-time, per category. If you subcontract any of these services, you must indicate to whom (company name, contact name, location), in which situations, for what reasons, and provide a one-page company background on sub- contractors. You must also explain what processes and procedures you have in place for quality control and project management.

- 1. Study design, sample construction and composition
- 2. Questionnaire and/or interview guide development
- 3. Data collection
- 4. Data coding, cleaning, processing, and cross-tabulation
- 5. Statistical testing and interpretation
- 6. Data analysis and report writing
- 7. Econometric forecasting
- 8. Economic impact modeling
- 9. Strategic planning
- 10. Accounting (with government billing experience)

D. Resources

The Proposer shall describe the organizational structure proposed for this scope of work. The Proposer shall include the number of experienced staff that will be working on this project. Provide a brief resume of all staff included on the organizational chart. Experience and training relevant to this RFP must be specific in each resume. The resume should include but, not be limited to the following:

- 1. Name & title
- 2. Job assignment for other projects
- Percentage of time to be assigned full time
- 4. How many years with this firm
- 5. How many years with other firms
- 6. Experience
 - a) Types of projects
 - b) Size of projects (dollar value and scope of project)

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- c) What was the specific project involvement?
- 7. Education
- 8. Training
- 9. Active registration(s), if applicable
- 10. Other experience and qualifications that are relevant to this project

It should be understood that it is the intent of Leon County to insist that those indicated as the project team in the RFP response actually execute the project.

E. <u>Experience</u>

Only include the specific experience of the Proposer, not individual employees' past experiences.

- 1. List of all current Tourism/Travel/Hospitality clients and year service began.
- 2. List all other current clients.
- 3. List the clients/projects which best illustrate the experience of the firm and current staff which is being assigned to this project. List no more than 10 projects, nor projects which were completed more than five (5) years ago. This list must include your five largest (in terms of billing) Tourism/Travel/Hospitality client references and at least one client for whom you provide Economic Impact assessment services.
 - a) Name and location of the client/project
 - b) The nature of the firm's responsibility on this project
 - c) Client's representative name, address and phone number
 - d) Date project was completed or is anticipated to be completed
 - e) Fee for this project
 - f) Project manager and other key professionals involved and specify the role of each

F. Case Histories

Provide two case histories. Each case history should be <u>no more</u> than two written pages in length and should contain the following information:

- 1. Research Program Synopsis
- 2. Situation Overview
- Audiences
- 4. Objectives
- 5. Methodologies
- 6. Insights/Data Interpretation
- 7. Recommendations
- 8. Results
- 9. Budget

G. Case Summary

Provide a summary (not to exceed one page) on why Proposer is uniquely qualified to be the marketing research vendor of record for Leon County.

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H. <u>Fee Structure</u> – Please submit a firm, fixed fee quote to provide annual services as proposed in response to this RFP. Please also provide a fixed fee quote to conduct any Special Projects— onsite surveys. Also submit an hourly rate for any anticipated positions to be utilized and/or a schedule of services that would be charged to Leon County for Special Projects— focus groups that may be rendered outside the scope of the annual agreement. The annual research fee will include all services the Proposer submits as the recommended.

I. Complete and submit the following included forms: Proposal Response Cover Sheet; Insurance Certification Form; Minority/Women Business Enterprise Participation Plan; Equal Opportunity/Affirmative Action Statement; Certification Regarding Debarment, Suspension, And Other Responsibility Matters, Primary Covered Transactions; Affidavit Certification Immigration Laws; Local Vendor Certification (if applicable).

V. SELECTION PROCESS

A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review and evaluate all proposals received on time. The Committee may, select one or more firms for interview based on the evaluation of the responses of each proposer.

Meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings except for any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as a part of the competitive solicitation, or at which a vendor answers questions as a part of a competitive solicitation. Also, any portion of a meeting at which negotiation strategies are discussed are exempt from being a public session.

Notice of all meetings shall be posted on the Purchasing Division website at: www.leoncountyfl.gov/Purchasing/notices/index.asp and in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays).

- B. The Evaluation Committee will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the BCC be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative shall then undertake negotiations with the third most qualified firm.
- E. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.

F. <u>Evaluation Criteria</u>

1. Proposals will be evaluated and ranked on the basis of the following considerations:

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Eval	uation Criteria	Maximum Points*
a.	Capabilities and Experience	30
b.	Approach	20
c.	Methodology	20
d.	Cost/Budget	15
e.	Minority/Women Business Enterprise Utilization	10
f.	Local Preference	5
g.	Maximum Points Allowed	100

^{*}Actual rating for each criteria may range from zero (lowest rating) to the maximum rating points for that criteria

2. Definitions of the Evaluation Criteria are as follows:

a. Capabilities and Experience:

Shall consider the following criteria:

- i. Quantity, quality, technical ability and experience of people and firm to handle the research needs, size and scope of Leon County.
- ii. References.
- iii. Case History
- iv. Case Summary
- v. Project Management process- This includes but is not limited to skills, abilities, expertise and availability of staff (including subcontractors) assigned to each study, along with processes, techniques, standards and software to manage project time lines, budgets, deliverables, etc.

b. Approach:

Shall consider the following criteria:

- i. Innovativeness in thinking and approach outlined in proposal. Approach taken toward the task and thoroughness of response.
- ii. Rationale for maintaining versus changing what/how studies have historically been done.

c. Methodology:

Shall consider the following criteria:

- i. Recommended methodologies, sample sizes, sample composition, etc. including evaluation of proposed vendors' rationale for each study.
- ii. Evaluation of proposed timing and deadlines for completion (tasks and individual studies).
- iii. Suggested strategies to expand the impact of each research study while allowing for the most effective measurement and data collection possible within the available budget, maximizing the usage of data across various studies.

d. <u>Cost/Budget</u>:

Shall consider the budget allocation and rationale.

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e. Minority/Women Business Enterprise Utilization:

Points for Minority/Women Business Enterprise Utilization will be awarded as follows:

- i. Respondents who are a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 11% by certified MBE or WBE firms/individuals and will meet or exceed both aspirational targets and have identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use will be awarded ten (10) points.
- ii. Respondents who certify that they will meet or exceed both targets through subcontracting to certified MBE and WBE firm(s) aspirational targets and have identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use will be awarded eight (8) points.
- iii. Respondents who certify that they will meet at least 50% of both aspirational targets through subcontracting to certified MBE and WBE firm(s) and have identified in the MWBE participation plan the MBE and WBE firm(s) that it intends to use and has submitted a Good Faith Statement will be awarded six (6) points.
- iv. Respondents who certify that they will meet at least 20%, but less than 50%, of both aspirational targets through subcontracting to certified MBE and WBE firms and have submitted a Good Faith Effort Statement will be awarded four (4) points.
- v. Respondents will not meet the aspirational targets in any form and have submitted a Good Faith Effort Statement based on the guidelines referenced in Section 5 of this Participation Plan to be considered a responsive bidder, but shall receive zero (0) points.

f. Local Preference:

Points for Local Preference will be awarded as follows:

- i. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of five percent (five (5) points out of the 100 maximum points allowed); and
- ii. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of three percent (three (3) points out of the 100 maximum points allowed); and
- iii. All other individuals or firms shall be given zero (0) points for Local Preference.

VI. INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

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VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

A. Minority/Women Business Enterprise Requirements

- 1. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:
 - a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
 - b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBE's and WBEs.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
- The term "Certified Minority Women Business Enterprise" (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but those from other governmental organizations are not accepted by Leon County.
- 3. Each Respondent is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Firms responding to this bid are hereby made aware of the County's targets for MBE and WBE utilization. Respondents that require assistance or guidance with these MBE or WBE requirements should contact: Shanea Wilks, Leon County Minority, Women, and Small Business Enterprise Director, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail wilkssh@leoncountyfl.gov.

Respondent <u>must complete</u> and submit the attached Minority and Women Business Enterprise Participation Plan form. Failure to submit the completed Minority and Women Business Enterprise Participation Plan form may result in a determination of non-responsiveness for the bid.

If the aspirational target is not met, you must denote your good faith effort on the Participation Plan Form. All respondents, including MBE's, and WBE's shall either meet the aspirational target(s), or if not met, demonstrate in their bid response that a good faith effort was made to meet the aspirational target(s). Failure to complete such good faith effort statement may result in the bid being non-responsive. Below, are policy examples of good faith efforts that respondents can use if they are not meeting the aspirational target. These examples can be used to demonstrate the good faith effort.

a. Advertised for participation by M/WBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared – or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all M/WBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied.

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- b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
- c. Contacted the MWSBE Division for a listing of available M/WBEs who provide the services needed for the bid or proposal.
- d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
- e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
- g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
- h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.
- 4. For goods and/or services to be performed in this project, the following are the aspirational targets for participation by certified MBE's and/or WBE's.

Professional Services Sub-Contractor Targets: Minority Business Enterprise - 7% Woman Business Enterprise - 15%

5. Definitions for the above targets follow:

- a. Minority/Women Business Enterprise (MWBE) a business that is owned and controlled by at least 51% by one or more minority persons or by at least 51% by one or more women, and whose management and daily operations are controlled by one or more such persons shall constitute a Minority/Women business Enterprise. No business owned or controlled by a white female shall be considered a minority business for the purpose of this program if the ownership was brought about by transfer of ownership interest to the woman or women, other than by decent, within two (2) years following the sale or transfer of ownership. For the purpose of this program, all applicants for certification as a bona fide MWBE shall be an independent business entity which provides a commercially useful function. No business owned and controlled by a white male and transferred or sold to a minority or woman/women, for the purpose of participation in the County's MWBE Program, shall be considered eligible for MWBE Certification.
- b. Minority Person an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a(n):
 - 1) African/Black Americans All persons having origins in any of the Black African racial groups not of Hispanic origins and having community identification as such.

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2) Hispanic Americans - All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a Hispanic environment and whose surname is Hispanic and having community identification as such.

- 3) Asian American All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
- 4) American Indians, Alaskan Natives and American Aleuts All persons having origins in any of the original people of North America, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.
- c. Women American Woman
- 6. Prime contractors will negotiate in good faith with interested MWBE's, not rejecting a MWBE as unqualified or unacceptable without sound business reasons based on a through investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
- 7. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.
- B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

VIII. INSURANCE

Respondent's attention is directed to the insurance requirements below. Respondents 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 strictly comply with the insurance requirements, that bidder may be disqualified from award of the contract, or otherwise found non-responsive.

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Respondent 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 Respondent, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Respondent's pricing.

1. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: One Million and 00/100 (\$1,000,000.00) Dollars combined single limit per accident for bodily injury and property damage. (*Non-owned, Hired Car*).
- c. Workers' Compensation Employers Liability: Insurance covering all employees 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.

2. 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.

3. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - The County, its officers, officials, employees and volunteers are to be covered as additional 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 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. Contractor hereby waives subrogation rights for loss or damage against the county.

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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 is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5. Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles with are all at the sole responsibility and risk of Contractor.

b. 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.

4. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. 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.

6. 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.

IX. TRAVEL EXPENSES

Consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Ch. 112.06, Florida Statutes. Consultants and contractors, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator.

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X. ETHICAL BUSINESS PRACTICES

A. <u>Gratuities.</u> It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

- B. <u>Kickbacks.</u> It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

XI. AGREEMENT

After the proposal award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement. A draft agreement is attached to this solicitation and labeled "Appendix A." By submission of a response to this solicitation, the Bidder agrees to comply with and execute a contract with the County in substantially the following form.

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.

XII. PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful vendor(s), purchases may be made under this solicitation 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.

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PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

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

Kristin Dozier, Chairman Leon County Board of County Commissioners

This solicitation response is submitted by the below named firm/individual by the undersigned authorized representative.

	(Firm Name)
ВҮ	
	(Authorized Representative)
	<u> </u>
	(Printed or Typed Name)
ADDRESS	
CITY, STATE, ZIP	
E-MAIL ADDRESS	
TELEPHONE	
FAX	
ADDENDA ACKNOWLEDGMEN	ITS: (IF APPLICABLE)
Addendum #1 dated	Initials
Addendum #2 dated	Initials
Addendum #3 dated	Initials

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MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

All respondents, including Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), shall complete and submit this M/WBE Participation Plan with their proposal. Through submission of its bid/proposal, Respondent certifies, acknowledges and agrees that the Participation Level and the Good Faith Efforts herein designated are accurate and true; and, that the individual whose manual signature is on this submission is duly authorized on behalf of the respondent to make such certification.

For the purposes of MWBE participation on Leon County projects, the following definition applies:

"Certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE)" are firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but, those from other governmental organizations are not accepted by Leon County"

DIRECTIONS: Each respondent must designate in Section 3 its level of MWBE participation. If the aspirational targets are not met or exceeded, Section 2 must be completed. All Respondents are to list subcontractors as appropriate in Sections 3 and 4.

SECTION 1 - ASPIRATIONAL TARGET FOR M/WBE PARTICIPATION

The aspirational target for this project is:

Aspirational Target for Professional Services

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	7% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	15% of the total anticipated contract value

SECTION 2 - GOOD FAITH EFFORT

The following list of the good faith efforts criteria complies with Leon County's Purchasing and Minority, Women, and Small Business Enterprise Policy. This criteria is used in the determination of whether a contractor has performed and documented good faith efforts. Also, the basis for rejecting a MWBE deemed unqualified or unacceptable by the Prime Contractor shall be documented and included in the respondent's Good Faith Effort documentation.

- 1. Please identify <u>all</u> of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as "Good Faith" and provide documentation of <u>all</u> Good Faith Efforts completed by your firm may result in your proposal being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by MWBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied

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П	D.	subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
	C.	Contacted the MWSBE Division for a listing of available MWBEs who provide the services needed for the bid or proposal.
	d.	Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
	e.	Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
	f.	Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
	g.	Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
	h.	Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

- 2. Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a through investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
- 3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.

PARTICIPATION PLAN FORM continued on following pages.

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SECTION 3 - RESPONDENT'S PROPOSED MWBE PARTICIPATION

Respondent shall complete the following Table identifying each certified MWBE firm they intend to use on this project. Attach additional sheets as necessary.

MRE and WRE Intended Utilization

MBE and WBE Intended Utilization						
Firm's Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm's Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm's Telephone Number	Ethnic Group ² (B, A, H, N, F)	Total Dollar Amount of MWBE Participation	Type of Service to Provide	
Minority and Women Business						
a.						
b.						
C.						
d.						
e.						
f.						
Total Bid Amount \$		Total MWBE Participation \$		MBE Participation % WBE Participation % (MBE or WBE Participation \$ Total Bid \$)		

¹ <u>Certification</u> Attach and submit a copy of each MBE and WBE certification with the proposal.

²Ethnic Group Use following abbreviations for MBE's: African American (B); Asian American (A); Hispanic American (H); and Native American (N). WBEs include Non-Minority Female (F) owned firms.

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SECTION 4 - NON-MWBE SUBCONTRACTORS

Respondent shall complete the following Table identifying non-MBE or WBE's subcontractors it anticipates utilizing on the project.

Non-MBE and WBE Intended Utilization						
Firm's Name	Firm's Address	Firm's Phone #	Total Dollar Amount	Type of Service to Provide		
a.						
b.						
C.						
d.						
e.						
f.						
g.						
h.						
i.						
i.						

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

- 1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
- 2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed:		
Title:		
Firm:		
Address:		

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INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A.	Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?			
	☐ YES ☐ NO			
	Commercial General Indicate Best Rating: Liability: Indicate Best Financial Classification:			
	Business Auto: Indicate Best Rating: Indicate Best Financial Classification:			
1.	Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?			
	☐ YES ☐ NO			
	Indicate Best Rating: Indicate Best Financial Classification:			
	If answer is NO, provide name and address of insurer:			
2.	Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?			
	☐ YES ☐ NO			
	rance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.			

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Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by Leon County. At the option of Leon County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Leon County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

<u>Additional insured</u> (Leon County, Florida, its Officers, employees and volunteers) - General Liability & Automobile Liability

<u>Primary and not contributing coverage</u>-General Liability & Automobile Liability

<u>Waiver of Subrogation</u> (Leon County, Florida, its officers, employees and volunteers) - General Liability, Automobile Liability, Workers' Compensation and Employer's Liability

<u>Thirty days advance written notice of cancellation to County</u> - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.

Please mark the appropriate box:	
Coverage is in place Coverage will be placed	d, without exception \square
The undersigned declares under penalty of perj	jury that all of the above insurer information is true and correct.
Name Typed or Printed	Signature
Date	Title (Company Risk Manager or Manager with Risk Authority)

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CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

- 1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust 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		
Title		
Contractor/Firm		

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AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name:	
Signature:	Title:
STATE OFCOUNTY OF	
Sworn to and subscribed before me this	day of , 20
Personally known	NOTARY PUBLIC
OR Produced identification	Notary Public - State of
(Type of identification)	My commission expires:
	Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

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LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- 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 depial of certification as a local business.

Business Name:			
Current Local Address:		Phone:	
		Fax:	
If the above address has been for less than six months, please provide the prior address.			
Length of time at this address:			
Home Office Address:		Phone:	
		Fax:	
Signature of Authorized Representative		Date	
STATE OF COUNTY OF			
The foregoing instrument was acknowledged before me this	day of	,20	
(Name of officer or agent, title of officer or agent)	of	,	
		ration acknowledging)	
(State or place of incorporation) Corporation, on behal	of the corporation. He/she is pers	onally known to me	
or has produced	as identification.		
Datum Completed form with supporting			
Return Completed form with supporting documents to:	Signature of Notary		
Leon County Purchasing Division	Print, Type or Stamp Name of Notary		
1800-3 N. Blair Stone Road Tallahassee, Florida 32308	Title or Rank		

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Serial Number, If Any

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NON-COLLUSION AFFIDAVIT

l,	of the city of according to
law on my	oath, and under penalty of perjury, depose and say that:
1.	l am
	of the firm of
	in response to the Request for Proposals for:
Too authority t	urism Research Services for Leon County, and that I executed the said proposal with full to do so.
qualification made or v	This response has been arrived at independently without collusion, consultation ration or agreement for the purpose of restricting competition, as to any matter relating tons or responses of any other responder or with any competitor; and, no attempt has been will be made by the responder to induce any other person, partnership or corporation to submit, a response for the purpose of restricting competition;
	The statements contained in this affidavit are true and correct, and made with fue that Leon County relies upon the truth of the statements contained in this affidavit icontracts for said project.
(Sig	gnature of Responder) (Date)
STATE OF I	FLORIDA DF
first being	RSONALLY APPEARED BEFORE ME, the undersigned authority, who, after sworn by me, (name of individual signing) affixed his/her signature in the space provide this day of 20
	NOTARY PUBLIC
	NOTANT PUBLIC

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DRUG-FREE WORKPLACE FORM

	DIGOTREE WORK EACETORIN	
Th	e undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:	
_	(Name of Business)	
1.	Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.	
2.	Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.	
3.	Give each employee engaged in providing the commodities or contractual services that are under response/bid a copy of the statement specified in subsection (1).	
4.	In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.	
5.	Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.	
6.	Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.	
	the person authorized to sign the statement, I certify that this firm complies fully with the above quirements.	
Re	sponder's Signature	
Da	te	

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APPENDIX A - DRAFT AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and XXXXXXXXXX, hereinafter referred to as the "Contractor."

WHEREAS, the County has determined that it would be in the best interest of the citizens of Leon County, Florida, that the County be able to utilize the services of private persons when such services cannot be reasonably provided by the County; and

WHEREAS, the County has determined that it would be better to contract for these services than to hire the necessary personnel to satisfy the needs of the County: and

WHEREAS, in order to secure the lowest cost for these services, the County has sought and received competitive bids from contractor for such services.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide to the County the following services related to Tourism Research Services in accordance with: 1) (bid document name)......., Bid# BC-00-00-14-00 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, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME:

The Agreement shall be for a period of two (2) years, commencing on October 1, 2014, and shall continue until September 30, 2016. After the initial two (2) year period, at the sole option of the County, this Agreement may be extended for no more than three (3) additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

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5. PAYMENTS

The County shall make such payments 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:

Street Address:

City, State, Zip Code

Telephone:

E-mail:

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:

Street Address:

City, State, Zip Code

Telephone:

E-mail:

E. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing and Minority, Women and Small Business Enterprise Policy details the policy and procedures for payment disputes under the contract.

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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 contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

- A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
 - 1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - 2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - 3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

- C. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:
 - 1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance of self-insurance

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maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

- 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 is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- 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 pay for all necessary permits as required by law.

10. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the contractor shall be in default as of the date such license is lost.

11. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

12. INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates,

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employees and agents, arising out of or under this Agreement, including reasonable attorney's fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

13. 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 ___, 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 Leon County 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 Section 15 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), 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 2284 Miccosukee Road, Tallahassee, Florida or by facsimile to (850) 606-1651.

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.

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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.

15. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

16. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

17. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by Leon County.

18. <u>UNAUTHORIZED ALIEN(S)</u>

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.

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19. EMPLOYMENT ELIGIBILITY VERIFICATION

- a. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this 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).
- b. 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.
- 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.
 - 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.
- 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 <u>Employment Eligibility Verification</u> 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.

20. NON-WAIVER

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

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21. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the contract sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of the contract time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

22. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

23. <u>VENUE</u>

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

24. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

25. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

ATTACHMENTS

Exhibit A -

Exhibit B -

Remainder of Page Intentionally Left Blank

Proposal Number: BC-XX-XX-14-XX

Opening Date: Tuesday, May 20, 2014 @ 2:00 p.m.

Attachment #1 Page 46 of 46

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

LEON COUNTY, FLORIDA		<insert name="" vendor=""></insert>		
Ву:	Vincent S. Long County Administrator	Ву:	President or designee	
Date:		Title:		
	Γ: er, Clerk of the Circuit Court & Comptroller ounty, Florida	Date:		
BY:				
	ed as to Form: bunty Attorney's Office			
BY:	Herbert W. A. Thiele, Esquire County Attorney			



REQUEST FOR PROPOSALS

FOR

TOURISM RELATED ADVERTISING, PROMOTIONAL, & PUBLIC RELATIONS SERVICES FOR THE LEON COUNTY DIVISION OF TOURISM DEVELOPMENT

PROPOSAL NUMBER BC-XX-XX-14-XX

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

Release Date: February 18, 2014

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations ServiAttachment #2
Proposal Number: BC-XX-XX-14-XX
Page 2 of 55

Opening Date: Tuesday, May 6, 2014 at 1:00 p.m.

I. INTRODUCTION

Leon County Board of County Commissioners "Leon County" is accepting proposals from qualified vendors for the provision of tourism related Advertising, Promotional & Public Relations Services for the Leon County Division of Tourism Development. The Leon County Division of Tourism Development seeks a full service, professional, integrated marketing communications agency(s) to advertise, publicize and promote the Tallahassee-Leon County area as a preferred visitor destination through creative advertising material production and placement, interactive marketing, regional and national promotions, and public relations activities. The agency(s) should develop and maintain relationships with media suppliers and related state and regional industry cooperative advertising partners, key travel and tourism journalists through ongoing media development activities which will allow greater access and success in securing positive editorial coverage for the area and its visitor attractions. Promotional activities will be implemented on a regional and national level as directed.

The contract shall be for a period of two (2) years, commencing on October 1, 2014, and shall continue until September 30, 2016. After the initial period, at the discretion of the County, the contract may be extended for no more than three additional (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then-current period.

II. GENERAL INSTRUCTIONS:

A. <u>Response Address:</u> The response to the proposal should be submitted in a sealed envelope/package addressed in the following manner:

<u>Proposal Number</u> Purchasing Division 1800-3 N. Blair Stone Road Tallahassee, FL 32308

- B. Proposal Copies: One ORIGINAL, five (5) copies and one electronic copy of the Response ("Proposal") must be furnished on or before the deadline. Responses will be retained as property of the County. The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, non-electronic signature of an authorized representative of the responding firm or individual, all other copies may be photocopies and should be printed double-sided. The contents of the proposal of the successful Proposer will become part of the contractual obligations.
- C. <u>Schedule of Events</u>: Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the Leon County determines is in the best interest of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon 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 to the RFP, and public meetings. The website addresses follow:

Addenda: http://www.leoncountyfl.gov/Purchasing/Addenda

Public Meetings: http://www.leoncountyfl.gov/Purchasing/PublicMeetingNotices

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations ServiAttachment #2
Proposal Number: BC-XX-XX-14-XX
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Opening Date: Tuesday, May 6, 2014 at 1:00 p.m.

Table 1 - Schedule of Events			
Date and Time	Date and Time		
(all eastern time)	Event		
February 18, 2014	Release of the RFP		
Not later than:	DEADLINE FOR PRE-PROPOSAL MEETING QUESTIONS:		
February 28, 2014	Date and time by which Pre-Proposal Meeting questions must be		
	received by Leon County		
March 5, 2014 @ 10:00 a.m.	PRE-PROPOSAL MEETING (MANDATORY):		
	Date and time the MANDATORY Pre-Proposal Meeting will be held		
	in the Leon County Purchasing Division, located at 1800-3 North		
	Blair Stone Road, Tallahassee, FL 32308. This will be a public		
	meeting that the public is invited to attend.		
Not later than:	QUESTIONS/INQUIRIES DEADLINE:		
March 14, 2014 @ 5:00 p.m.	Date and time by which written questions and inquiries regarding the		
	RFP must be received by the Leon County Purchasing Division via e-		
	mail submittal to Shelly Kelley at <u>kelleys@leoncountyfl.gov</u> and Don		
	Tobin at tobind@leoncountyfl.gov Respondents are requested to		
Not later than:	send the e-mail to both representatives.		
May 6, 2014 @ 1:00 p.m.	OPENING DATE: Date and time by which Proposals must be received by the Leon		
iviay 0, 2014 @ 1.00 p.m.	County Purchasing Division, located at 1800-3 North Blair Stone		
	Road, Tallahassee, FL 32308		
May 6, 2014 @ 2:00 p.m.			
May 7 -16, 2014	Additional Evaluation Committee Meeting(s) and Anticipated		
	Posting of Short Listed Vendors		
Week of June 9, 2014	Anticipated Date of Presentations		
June 10 – 16, 2014	Anticipated Posting of Intended Decision		
July 8, 2014	Anticipated BOCC Meeting for Award Approval		
August 1 – September 30, 2014	Anticipated Contract Execution /Implementation/Transition		
October 1, 2014	Contract Start Date		

D. <u>Pre-Proposal Meeting</u>: A Pre-Proposal Meeting will be held at the date, time and location identified in the Schedule of Events. Respondent's attendance at the Pre-Proposal Meeting is MANDATORY. The Pre-Proposal Meeting will be a public meeting that the public is invited to attend either physically in person, or by dialing into an audio conference, at their option. Instructions for conferencing in will be provided as part of the public meeting notice, which will be posted on the website listed above for public meetings no less than 72 hours in advance of the Pre-Proposal Meeting. All questions of Respondents to be discussed at the Pre-Proposal meeting must be submitted in writing by the deadline identified in the Schedule of Events as the Deadline for Pre-Proposal Meeting Questions. Such questions shall be e-mailed to: Shelly Kelley at kelleys@leoncountyfl.gov and Don Tobin at tobind@leoncountyfl.gov.

The purpose of the Pre-Proposal Meeting is to provide a forum to answer questions concerning the RFP, instructions for submitting Proposals, and other relevant issues. In the event that any discussions or questions at the Pre-Proposal Meeting require, in the Leon County's opinion, official additions, deletions, or clarifications of the RFP, Leon County will issue a written summary of questions and answers or an addendum to this RFP as the Leon County determines is appropriate. No oral representations or discussions, which take place at the Pre-Proposal Meeting, will be binding on Leon County. The Respondents will be instructed to direct all questions after the meeting to Leon County Purchasing Division.

During and after the Pre-Proposal Meeting, it is the responsibility of the Purchasing Division to ensure that Registered Planholders develop their Proposal with the same information. If a Registered Planholder receives information from Leon County relating to the RFP prior to the information cutoff date, Leon County will ensure that all Registered Planholders receive the same information in a timely fashion.

E. <u>Information</u>: Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Shelly W. Kelley and Don Tobin at (850) 606-1600; FAX (850) 606-1601; or e-mail at kelleys@leoncountyfl.gov and tobind@leoncountyfl.gov. Vendors are requested to send such requests to both representatives of the Purchasing Division. Email inquiries are preferred.

Each Vendor shall examine the request for proposal documents carefully; and, no later than seven days prior to the date for receipt of proposals, 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.

- F. <u>Prohibited Communications</u>: Any Form of communication, except for written communication with the Purchasing Division requesting clarifications or questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:
 - 1. Any person or person's representative seeking an award from such competitive solicitation; and
 - 2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

- G. <u>Special Accommodation</u>: Any person requiring a special accommodation at a Pre-Proposal Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- H. Proposer Registration: Proposers who obtain solicitation documents from sources other than the Leon County Purchasing Division or DemandStar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Proposers. Also, Proposers 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 as a prospective Proposer through the Purchasing Division or online through DemandStar.com may cause your submittal to be rejected as non-responsive.

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at http://www.leoncountyfl.gov/Purchasing/Bid.asp by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

- I. <u>Proposal Deadline</u>: Your Proposal prepared in response to this RFP must be received by the Purchasing Division at the above listed address no later than the Opening Date (date and time), as identified in the Schedule of Events, to be considered.
- J. Receipt and Opening of Vendor Responses: Vendor responses will be opened publicly at the date and time identified in the Schedule of Events as the Opening Date. A tabulation sheet of timely received Proposals will be made public and will be posted on the Purchasing Division website at: http://www.leoncountyfl.gov/Purchasing/TabulationSheets. A vendor may request, in their submittal, a copy of the tabulation sheet to be mailed in a vendor provided, stamped self-addressed envelope for their record.

Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records disclosure until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

K. <u>Timely Delivery</u>: It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE.' Late proposals may be returned unopened to the vendor.

- L. <u>Preparation Costs</u>: The County is not liable for any costs incurred by Respondents prior to the issuance of an executed contract.
- M. <u>Interviews</u>: Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- N. <u>Preparation and Changes</u>: Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- O. <u>Reservation of Rights:</u> The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- P. <u>Cancellation</u>: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- Q. <u>Public Entity Crimes Statement</u>: 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 solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.
- R. <u>Certification Regarding Debarment, Suspension, and Other Responsibility Matters</u>: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- S. <u>Licenses and Registrations</u>: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor 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.

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Failure to provide the above required documentation may result in the proposal being determined as non-responsive.

T. <u>Audits, Records, and Records Retention</u>:

The Contractor shall agree:

- 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.
- 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 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.

U. Monitoring:

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

V. <u>Local Preference in Purchasing and Contracting:</u>

1. Preference in requests for proposals. 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 for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:

- a) 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 section, shall be given a preference in the amount of five percent.
- b) 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.
- 2. Local business definition. 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, 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.
- 3. Certification. Any vendor claiming to be a local business as defined herein, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements set forth 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 vendor meets the definition of a "local business."
- W. Addenda To Specifications: If any addenda are issued after the initial specifications are released, the addenda County will post the on the Leon County website http://www.co.leon.fl.us/purchasing/addenda. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal 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 response sheet.
- X. <u>Unauthorized Alien(s)</u>: The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

Y. 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 <u>Employment Eligibility Verification</u> 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.
- Z. <u>Award of RFP and Protest</u>: The proposal will be awarded as soon as possible to the responsive, responsible respondent(s) who rank highest in the evaluation process, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in proposals and to award a proposal 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 Leon County website at: http://www.leoncountyfl.gov/purchasing/IntendedDecision for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Bidder/Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. 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, 1800-3 Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written bid protest 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. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, vendors are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will addressed and/or remedied prior to a bid opening or award whenever practically possible. Vendors are not to contact departments or divisions regarding the vendor complaint.

AA. <u>Performance Bond</u>: A Performance Bond in the amount of 100% of the annual estimated project cost shall be supplied by the successful Contractor prior to contract execution. Also, a payment and material bond for the contract amount shall be supplied by the Contractor at the same time.

"Performance and Payment 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 performance bond **must** contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at (address), which is located in Tallahassee, Florida. "

BB. <u>Errors and Omissions</u>: The County and its representatives shall not be responsible for any errors or omission in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful proposer.

III. SCOPE OF SERVICES

A. <u>Overvie</u>w

- Goals: The Leon County Division of Tourism Development (LCTD) working with the Leon County
 Tourist Development Council (TDC) Advisory Board, develops and implements year-round consumer
 and travel trade-based marketing programs as well as direct sales and marketing programs directed
 to conventions, trade shows, corporate meetings, sports organizers, film producers and other
 audience segments to:
 - Increase overnight visitation primarily benefitting hotels and other lodging businesses in Leon County;
 - b. Increase average length of stay;
 - c. Increase first time visitation; and
 - d. Increase repeat visitation.
- 2. <u>Marketing Communications Objectives and Strategies</u>: Specific objectives and strategies will include, but not be limited to:
 - Continue building brand awareness and the intent to visit the destination among specific audience segments;

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- b. Increase the awareness of the Tallahassee area and the emotional and rational benefits of vacationing or conducting a meeting here;
- c. Maximize near-term intent to travel for leisure or business;
- d. Communicate Tallahassee's strengths and related appeal to market segments;
- e. Position Visit Tallahassee as the primary/official information source for comprehensive travel planning information for Leon County;
- f. Communicate the diversity and uniqueness of the Tallahassee travel and meeting experience;
- g. Complement and strengthen the promotional efforts of industry partners;
- h. Build the LCTD and TDC's reputation among local industry stakeholders, business leaders and residents to ensure a strong leadership image for this most important industry and as a valuable source for marketing and tourism information;
- i. Promote the significant economic and quality of life benefits that the tourism industry brings to the residents of Leon County;
- j. Increase the number of annual visitors who use Visit Tallahassee materials as a trip planning resource; and
- k. Generate visitor inquiries/business leads for local industry partners.

3. Marketing Communications Tactics: Specific tactics will include, but not be limited to:

- Develop results-oriented, regional and national advertising and public relations campaigns using innovative creative techniques that impact specific audience segments in defined geographic markets.
- Conduct or utilize research in developing relevant messages and effective media deployment for specific audience segments.
- c. Leverage the destination assets as Florida's capital city.
- d. Showcase the diversity of visitor experiences through targeted messages focusing on arts and culture, nature-based activities, sports and recreation, history/heritage, shopping and dining; where appropriate, generate greater intent to purchase while offering direct benefit to industry partners by integrating the names of destination assets in the messages rather than emphasizing generic experiences.
- e. Utilize appropriate media that promotes the destination to market segments: golf, weddings, arts and culture and nature-based activities, sports groups, African American, Hispanic and LGBT travelers.
- f. Maximize online exposure and consumer engagement while generating visitation to the LCTD's online media properties www.VisitTallahassee.com, www.Trailahassee.com and www.CapitalCityAmphitheater.com respective website/micro sites.
- g. Develop and manage cooperative advertising programs that benefit local industry partners and seek comparable cooperative relationships for the TDC's benefit with state or regional partners. Design all cooperative advertising communications to generate inquiries "direct-to-partner" for additional information or to facilitate booking.
- h. Schedule media to align with target market's travel patterns and purchase behavior as evidenced by research (seasonal trends).
- i. Negotiate all media buys and secure added value benefits where possible.
- j. Develop partnerships with key media that produce relevant editorial for the destination and leverage media expenditures across all departments to create efficiencies.
- k. Maintain flexibility with the annual media plan while seeking unexpected media opportunities and react to market conditions should external forces impact travel behavior.
- I. Analyze and report the results of all media placements and campaign performance on a quarterly basis.

- m. Identify promotional opportunities with the media and retailers in key feeder markets to ascertain interest in developing destination promotional programs that include product provided by local partners; Promotional ROI outline shall be provided to the LCTD quarterly.
- n. Develop promotional opportunities with air carriers using Tallahassee Regional Airport to increase the destination's appeal in the markets served by these airlines.
- o. Maximize the campaign's effectiveness and highest ROI; ensure ROI through the total integration of all marketing activities.
- p. Develop and integrate a public relations campaign that supports advertising efforts and LCTD marketing goals for audience segments.
- q. Coordinate crisis communications plan with the LCTD department and TDC to ensure accurate dissemination of information and speed recovery in the event of a natural or other disaster.
- 4. <u>Target Audience Segments</u>: Consumer marketing communications will be directed to various market segments that will include, but not be limited to: couples, individual travelers, and families traveling with children; travel trade marketing communications will be directed to tour operators, meeting and event planners and sporting event organizers/promoters; the creative message and media will be based on the target market's media consumption.
- Feeder Markets: Traditional feeder markets in Florida and the Southeast, primarily in Alabama and Georgia have served as the foundation of media placement since more than 80 percent of vacationers arrived to the destination by car.
- 6. <u>Seasonality</u>: Traditionally, March and April are extremely busy due to the Florida Legislative Session that generates high hotel occupancy Monday-Thursday; some committee business begins in January and February leading up to the commencement of the full House and Senate in early March.

The college football season (September through November) also offers significant visitation during weekend home games for Florida State University (FSU) and Florida Agricultural and Mechanical University (FAMU). Basketball and other sports can influence visitation during other times of the year.

The primary challenge is to increase visitation during the shoulder months and generate hotel stays and the related economic benefits of visitation throughout the year.

Quarterly and annual research reports can be requested through the Leon County Purchasing Department.

B. Budget

The proposed advertising, public relations and promotions budget for FY 2015 will range between \$750,000 to \$1,200,000 depending on availability of funds for final approval of the Division of Tourism Development budget.

C. Statement of Work

The successful full-service firm(s) shall serve as the principal advisor for integrated marketing communications (advertising, public relations and promotions) to Leon County and the Leon County Division of Tourism Development and Leon County Tourist Development Council to promote and encourage prosperous development of Leon County's tourism industry. The programs needs range from local and regional to national in scope with emphasis on domestic consumer marketing and cooperative partnerships.

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The successful firm(s) will work in conjunction with the TDC to develop multi-level, integrated programs to support the organizations' overall missions and goals. They will oversee brand stewardship; strategic planning; identification of key audiences; media planning and placement; development and implementation of co-operative advertising and strategic partnership programs; creative development in all media and all forms of collateral; customer relationship management; public relations; promotions; ongoing data analytics; project-based research and oversight and brand integration for interactive services provided by other suppliers such as Pay Per Click (PPC), Search Engine Optimization (SEO), Search Engine Marketing (SEM), Social Marketing, website and Visitor Guide development. The selected agency(s) will provide integrated marketing communications services for the entire organization. They will also work in close partnership with other key suppliers including but not limited to marketing research, internet and publication providers. See Appendix A for a comprehensive list of service needs. Evaluation of the agency will be based on the ability to provide all of these services for Leon County.

1. Provider Requirements

- a. To qualify for consideration as a qualified Proposer, the following minimum qualifications must be met. Respondents must acknowledge in the cover document required with your submission that they meet all the following requirements. Leon County TDC may request proof of such for finalists. The Evaluation Committee may review Agency websites and contact current clients per submitted account list to aid in their evaluation of the agency's ability to meet these requirements.
- b. The County requires a full-service integrated marketing communications company with extensive tourism experience in domestic markets. Proposer must have a solid working knowledge of the marketing issues and challenges of the tourism industry. Agency must have strong research-based strategic planning capabilities; demonstrate their ability to create successful branding campaigns and breakthrough creative executions across all possible media based on solid marketing strategies; have comprehensive media planning and buying capabilities with an ongoing commitment maximizing all media spending; demonstrate in-house Web experience and capabilities to manage redesign and upgrade the Department's Web sites; offer complete public relations services; have documented experience in developing and implementing successful cooperative advertising programs with local, state, and national partners; have implemented billing practices and procedures per government accounting specifications.
- c. Agency must have the ability to perform the functions of a full-service integrated marketing communications firm. A joint venture proposal to perform these functions is unacceptable.
- d. For the purposes of this RFP, a full-service integrated marketing communications firm is defined as a company that provides ALL the services described herein and in Appendix A. Agency must have the following in-house capabilities and have at least one full-time, dedicated employee on staff for each of these items:
 - Strategic planning
 - Research
 - Media planning and buying
 - Full-service creative capabilities
 - Interactive strategy and design
 - Customer relationship management specialists
 - Public relations
 - Promotions Marketing and strategic partnerships
 - Accounting (with government billing experience)

- e. Proposer must provide evidence of financial stability, must have the economic resources to pay all expenses in advance of reimbursement from Leon County and include proof of such payment abilities with invoices sent to the Department.
- f. Audited or reviewed financial statements are required for the three most recent years of operations. Please also provide the agency's Dun & Bradsteet number and a credit report from that organization.
- g. Agency must agree to permit complete audits of its records relating to the TDC account by any authorized representative of the TDC or Leon County Government at the TDC's/county's discretion.
- h. The County reserves the right to determine if an agency meets its guidelines for required financial capability.

2. Operational Requirements

- a. Proposer must be willing to assign one account manager to this account and demonstrate what percentage of that individual's time will be devoted to this account.
- b. All media and outside purchases will be at net cost with no markup. Fees and commissions, if any, shall be paid to the County or credited against agency billings.
- c. Written estimates must be provided for each billable job and this signed estimate must accompany billing. If changes are necessary because of a request by the TDC or for other reasons, new estimates must be provided and signed prior to any execution.
- d. Billing per job must include proof of agency payment for outside expenses, copies of all out of pocket expenses incurred, signed estimate and affidavit indicating total number of agency hours incurred.
- e. Leon County retains ownership and all rights of use (including by assigns) of all marketing and advertising materials generated by agency and paid for by the County for use in our campaigns. Monthly DVD/CD (high resolution) proof of all final ad materials to be provided to the Department TDC by the 15th of each month.
- f. Leon County TDC maintains the right to use any agency-generated materials as it deems necessary and may do so without consent or approval.
- g. The County TDC requires universal releases for materials unless mutually agreed cost considerations become prohibitive; such as model releases, music, photography, etc. Any restrictions on contracted materials such as photography, talent, models, etc are to be provided to the TDC up front with implications stated. In general, buyouts should be incorporated into the initial production costs.
- h. The Department shall have final review and approval of all work concepted, created and or produced for the account TDC by the agency.
- i. The County retains the right to hire/contract/work with other advertising, marketing, promotion or technology agencies/vendors including freelance creative suppliers as deemed appropriate to achieve the Department's needs.

- j. The Department must be advised of all new business solicitations by the selected agency that could be perceived as a conflict of interest.
- k. The agency can not represent any Leon County collector of the Tourist Development Tax.

IV. REQUIRED SUBMITTALS

Proposals are to be submitted bound by binder clips only. No manner of plastic, comb or wire bindings, three ring binders, or staples are acceptable. All copies of proposals are to be printed double-sided, on paper with no less than 30% post-consumer recycled content. As a part of our sustainability program, Leon County is reducing the excess packaging, binders, and waste associated with submittals.

Each Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below.

A. Proposal Response sheet with manual signature and addendum acknowledgement.

B. Cover Letter

Submit a one-page letter that includes the following:

- Proposer name.
- 2. Corporate headquarters address, phone, fax, and company website.
- 3. Number of Branch offices with locations, if applicable.
- 4. Address of the primary office that is to perform the work. If multiple locations are to be used, identify the location and functions to be provided from each office.
- 5. Identify the name, title, email address, telephone number of the person authorized by the proposer to:
 - a. Contractually obligate the organization.
 - b. Authorized to negotiate the contract on behalf of the proposer.
 - Be contacted for clarification.
- 6. Explicitly indicate proposer meets all requirements outlined in Section III., C., 1. Provider Requirements.
- 7. Explicitly indicate proposer agrees with all requirements outlined in Section III., C., 2. Operational Requirements.
- 8. Explicitly indicate your acceptance OR exceptions and revisions to the Contract Agreement included as Appendix C.
- 9. Be signed by the person authorized to contractually obligate the organization.

C. Background and Credentials Specifications

For this section, all proposers should submit the following information. Response to this section may be no more than a MAXIMUM of FOUR (4) one-sided 8 ½ x 11 pages. There is no font size restriction however points may be deducted for lack of legibility. Background and credentials information must include:

- 1. Firm Background. Provide founding date, brief history, overall philosophy and unique benefits/qualifications for this account, attitude toward branding/positioning, names and titles of key management and number of years with the company
- 2. Size and Scope of Firm. Indicate capitalized current billings and total number of full-time employees. Indicated services offered and the number of full-time employees by service department (account planning/management, research, creative, public relations, accounting, etc.)

- 3. Staff Assignments. Provide current biographies of those planned to be assigned as CORE members of the team for this account and identify the role of each and length of agency tenure. (We realize the agency will have more personnel and depth than is outlined in this response and may tap additional resources to accomplish the tasks at hand. Bios should be limited to the CORE team members.) It should be understood that it is the intent of Leon County to insist that those indicated as the project team in the RFP response actually execute the project.
- 4. Current Relevant Clients. List by name, actual or capitalized billing size, services provided, areas of service (local, regional, national, international), nature of assignment (single assignment, full service, consultant, project work, etc.), length of relationship, plus provide client contact information.
- 5. Other Key Clients. For other KEY agency clients not included considered directly relevant, provide a list the names of these companies and brief description of type of business or division/product handled if not clear by name.
- 6. Billings—billings overview for 2008, 2009, 2010, 2011 and 2012. Indicate percentage of overall billings represented by media and provide a breakdown of media billings by media category. Indicate where the TDC account would fit in the agency's portfolio in terms of smallest to largest accounts based on the budget offered in the RFP.

D. Success Stories

For this section, all proposers should submit the following information. Response to this section may be no more than a MAXIMUM of FIVE (5) one-sided 8 ½ x 11 pages. There is no font size restriction however points may be deducted for lack of legibility. Background and credentials information must include:

- 1. Provide your strongest case history(ies) of work done since 2008. Include objectives and third-party metrics of success. Include creative work samples if desired.
- 2. Include one public relations case history. Include objectives and third-party metrics of success. Include creative work samples if desired.
- 3. Include one case history for crisis communication outlining the situation, objectives and third-party success metrics. If you do not include a crisis communication case history, please indicate if you do not have successful experience in this category or why you didn't choose to submit one.

E. Demonstration of Strategic Thinking and Creative Approach

For this section, all proposers should answer the following questions in an interesting, compelling manner using copy, images, typography or any other demonstrative means you choose to express your responses creatively within the space constraints indicated. Response to this section may be no more than a MAXIMUM of FOUR (4) one-sided 8 ½ x 11 pages. There is no font size restriction however points may be deducted for lack of legibility.

- 1. What differentiates the Tallahassee area from other Florida destinations?
- 2. What are the consumer outcomes (benefits/ends) of a Tallahassee vacation and/or visit?

- 3. What is your recommended brand positioning platform against which all LCTD marketing and communications efforts can be measured to ensure it is on target and reinforcing the brand?
- 4. How do you creatively express this brand platform?
- 5. How do you verify it?
- 6. What big idea would advance the brand communications?
- 7. What is the public relations portion of the marketing communications plan and how does it integrate in the advertising program?
- 8. How does this help further LCTD's business goals?
- F. Completed Cost Response Form (Appendix B). This form shall be submitted in a separately sealed envelope and opened at the conclusion of vendor presentations.
- G. Complete and submit the following included forms: Proposal Response Cover Sheet; Insurance Certification Form; Minority/Women Business Enterprise Participation Plan; Equal Opportunity/Affirmative Action Statement; Certification Regarding Debarment, Suspension, And Other Responsibility Matters, Primary Covered Transactions; Affidavit Certification Immigration Laws; Local Vendor Certification (if applicable).

V. SELECTION PROCESS

A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review and evaluate all proposals received on time. The Committee may, select one or more firms for interview based on the evaluation of the responses of each proposer.

Meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings except for any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as a part of the competitive solicitation, or at which a vendor answers questions as a part of a competitive solicitation. Also, any portion of a meeting at which negotiation strategies are discussed are exempt from being a public session.

Notice of all meetings shall be posted on the Purchasing Division website at: www.leoncountyfl.gov/Purchasing/notices/index.asp and in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays).

- B. The evaluation process will be done in two phases: Phase I Review and ranking of proposals; Phase II Presentation and final rankings.
- C. The Evaluation Committee will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- D. The (BCC) will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.

E. Should the BCC be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative shall then undertake negotiations with the third most qualified firm.

F. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.

VI. EVALUATION CRITERIA

All proposals will be reviewed for compliance with mandatory requirements stated within the RFP. Additional documentation may be requested by Evaluation Committee from Finalists to confirm meeting stated requirements. The documentation will serve only to clarify proposal data, but at no time should this information change the terms of the proposal submitted. The Evaluation Committee may make such investigations as necessary to determine the ability of the Proposer to adhere to the requirements specified within this RFP.

- A. Phase I Review, Evaluation, and Ranking of Proposals
 - 1. The evaluation committee will review the proposals and award up to 1,000 total points based on the evaluation criteria. The respondent pool will be reduced to the top scoring firms (number and score to be determined at discretion of Evaluation Committee). These firms will be considered finalists and will be advanced to Phase II where they will present their detailed proposals to the Evaluation Committee in person in Phase II. Key points to be considered in the Phase I review of proposals and scoring are:
 - Pertinence to the Leon County TDC assignment
 - Type, relevance, quality and results of current and active branding and marketing assignments
 - Agency resources available for the Leon County TDC
 - · Agency requirements, philosophy, attitude and approach and perceived fit for the Leon
 - County TDC
 - Creative and stand-out qualities in the presentation of the requested information within the constraints imposed
 - How creative, clear, complete, compelling and concise is the response

Phase I scoring will be an evaluation of a maximum of 14 pages.

One page - Cover letter

Four pages - Response for background & credentials & specifications

Five pages - Response to success stories

Four pages - Demonstration of strategic thinking and creative approach

2. Proposals will be evaluated and ranked on the basis of the following considerations:

Evaluation Criteria		Maximum Points*
a.	Agency Background/Expertise	100
b.	Financial Compliance	50
c.	Relevancy	100
d.	Case Histories	200
e.	Strategic Thinking/Creative Approach	400
f.	Minority/Women Business Enterprise Utilization	100
g.	Local Preference	50
h.	Maximum Points Allowed	1000
*Act	*Actual rating for each criteria may range from zero (lowest rating) to the maximum	

^{*}Actual rating for each criteria may range from zero (lowest rating) to the maximum rating points for that criteria

- 3. Detail of MWSBE and Local Preference Evaluation Criteria are as follows:
 - a. <u>Minority/Women Business Enterprise Utilization</u>: Points for Minority/Women Business Enterprise Utilization will be awarded as follows:
 - i. Respondents who certify that they will meet or exceed both targets through subcontracting to certified MBE and WBE firm(s) aspirational targets and have identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use will be awarded one hundred (100) points.
 - ii. Respondents who certify that they will meet at least 50% of both aspirational targets through subcontracting to certified MBE and WBE firm(s) and have identified in the MWBE participation plan the MBE and WBE firm(s) that it intends to use and has submitted a Good Faith Statement will be awarded eighty (80) points.
 - iii. Respondents who certify that they will meet at least 20%, but less than 50%, of both aspirational targets through subcontracting to certified MBE and WBE firms and have submitted a Good Faith Effort Statement will be awarded sixty (60) points.
 - iv. Respondents will not meet the aspirational targets in any form and have submitted a Good Faith Effort Statement based on the guidelines referenced in Section 5 of this Participation Plan to be considered a responsive bidder, but shall receive zero (0) points.
 - b. Local Preference: Points for Local Preference will be awarded as follows:
 - i. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of five percent (fifty (50) points out of the 1000 maximum points allowed); and
 - ii. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as

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<u>a Local Business</u>, as set forth in this RFP, shall be given a preference in the amount of three percent (thirty (30) points out of the 1000 maximum points allowed); and

iii. All other individuals or firms shall be given zero (0) points for Local Preference.

B. Phase II – Presentation and Final Rankings

Based upon the ranking in Phase I, the County will short-list the highest ranking vendors to participate in Phase II.

1. Presentations

- a. A maximum of 4 persons from each finalist firm will be given up to 90 total minutes (up to 60 minutes for agency presentation; up to 30 minutes for evaluation committee questions.) Additional agency staff can be onsite to provide technical assistance to presenters, but they may not participate.
- b. Persons presenting must be proposed as an active member of the Leon County TDC agency team, excluding the President/CEO.
- c. Purpose of oral presentation is for agency team to bring their four-page response to Section 4 ah Strategic Thinking/Creative Approach to life for the Evaluation Committee. Specifically, presentation will include agency's thoughts and recommendations on:
 - What differentiates greater Tallahassee from other destinations in Florida and the Southeastern United States?
 - · What are the consumer outcomes (benefits/ends) of a Tallahassee vacation and/or trip?
 - What is your recommended brand positioning platform against which all Department marketing and communications efforts can be measured to ensure it is on target and reinforcing the brand?
 - How do you creatively express this brand platform?
 - How do you verify it?
 - What big idea would advance the brand communications?
 - How do you integrate and advertising and public relations programs?
 - How does this help further the Department's business goals?
 - Other
- d. Final presentation will be scored based on the thoroughness and soundness of the strategic thinking; level of innovation and compelling creative thinking; ability to meet TDC's goals.
- e. Two meeting rooms will be used to enable each agency to have a maximum of ONE hour inroom set-up time prior to the start of the assigned start time for each finalist. TV monitor and power point projector will be only equipment provided in the meeting rooms.

f. Presentations will be evaluated and ranked on the basis of the following considerations:

75 75 150
75
150
150
50
100
50
50
100
100
50
50

^{*}Actual rating for each criteria may range from zero (lowest rating) to the maximum rating points for that criteria

- 2. Detail of MWSBE, Local Preference, and Cost Evaluation Criteria are as follows:
 - a. <u>Minority/Women Business Enterprise Utilization</u>: Points for Minority/Women Business Enterprise Utilization will be awarded as follows:
 - i. Respondents who certify that they will meet or exceed both targets through subcontracting to certified MBE and WBE firm(s) aspirational targets and have identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use will be awarded one hundred (100) points.
 - ii. Respondents who certify that they will meet at least 50% of both aspirational targets through subcontracting to certified MBE and WBE firm(s) and have identified in the MWBE participation plan the MBE and WBE firm(s) that it intends to use and has submitted a Good Faith Statement will be awarded eighty (80) points.
 - iii. Respondents who certify that they will meet at least 20%, but less than 50%, of both aspirational targets through subcontracting to certified MBE and WBE firms and have submitted a Good Faith Effort Statement will be awarded sixty (60) points.
 - iv. Respondents will not meet the aspirational targets in any form and have submitted a Good Faith Effort Statement based on the guidelines referenced in Section 5 of this Participation Plan to be considered a responsive bidder, but shall receive zero (0) points.

- b. Local Preference: Points for Local Preference will be awarded as follows:
 - i. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of five percent (fifty (50) points out of the 1000 maximum points allowed); and
 - ii. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of three percent (thirty (30) points out of the 1000 maximum points allowed); and
 - iii. All other individuals or firms shall be given zero (0) points for Local Preference.
- 3. <u>Agency Cost</u>: Finalist respondents must complete the COST RESPONSE FORM included in the RFP in Appendix B. On this form, respondents must indicate the SINGLE hourly rate to be charged for work performed regardless of the level of the person performing the work or how the rate is charged (fee, job-specific, etc.) The respondent with the lowest hourly rate will receive 50 points. Respondents with greater hourly rates will receive fewer points, on a pro-rata basis, using the formula below:

Where:

L = Lowest hourly rate among all proposers

P = Proposer's hourly rate

An example of how the Cost Points will be awarded follows:

Proposers	Proposed Hourly Rate	Cost Points
Vendor 1	\$95	31.6
Vendor 2	\$60	50
Vendor 3	\$75	40
Vendor 4	\$105	28.6
Vendor 5	\$100	30

4. <u>Final Scoring</u>: The scores from Phase I and Phase II will be combined and proposals will be ranked based upon the final scores.

VII. INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

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VIII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

A. Minority/Women Business Enterprise Requirements

- 1. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:
 - a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
 - b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBE's and WBEs.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
- 2. The term "Certified Minority Women Business Enterprise" (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but those from other governmental organizations are not accepted by Leon County.
- 3. Each Respondent is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Firms responding to this bid are hereby made aware of the County's targets for MBE and WBE utilization. Respondents that require assistance or guidance with these MBE or WBE requirements should contact: Shanea Wilks, Leon County Minority, Women, and Small Business Enterprise Director, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail wilkssh@leoncountyfl.gov.

Respondent <u>must complete</u> and submit the attached Minority and Women Business Enterprise Participation Plan form. Failure to submit the completed Minority and Women Business Enterprise Participation Plan form may result in a determination of non-responsiveness for the bid.

If the aspirational target is not met, you must denote your good faith effort on the Participation Plan Form. All respondents, including MBE's, and WBE's shall either meet the aspirational target(s), or if not met, demonstrate in their bid response that a good faith effort was made to meet the aspirational target(s). Failure to complete such good faith effort statement may result in the bid being non-responsive. Below, are policy examples of good faith efforts that respondents can use if they are not meeting the aspirational target. These examples can be used to demonstrate the good faith effort.

a. Advertised for participation by M/WBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared – or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all M/WBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied

- b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
- c. Contacted the MWSBE Division for a listing of available M/WBEs who provide the services needed for the bid or proposal.
- d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
- e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
- g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
- h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.
- 4. For goods and/or services to be performed in this project, the following are the aspirational targets for participation by certified MBE's and/or WBE's.

Professional Services Sub-Contractor Targets: Minority Business Enterprise - 7% Woman Business Enterprise - 15%

- 5. Definitions for the above targets follow:
 - a. Minority/Women Business Enterprise (MWBE) a business that is owned and controlled by at least 51% by one or more minority persons or by at least 51% by one or more women, and whose management and daily operations are controlled by one or more such persons shall constitute a Minority/Women business Enterprise. No business owned or controlled by a white female shall be considered a minority business for the purpose of this program if the ownership was brought about by transfer of ownership interest to the woman or women, other than by decent, within two (2) years following the sale or transfer of ownership. For the purpose of this program, all applicants for certification as a bona fide MWBE shall be an independent business entity which provides a commercially useful function. No business owned and controlled by a white male and transferred or sold to a minority or woman/women, for the purpose of participation in the County's MWBE Program, shall be considered eligible for MWBE Certification.
 - b. Minority Person an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a(n):

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- 1) African/Black Americans All persons having origins in any of the Black African racial groups not of Hispanic origins and having community identification as such.
- 2) Hispanic Americans All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a Hispanic environment and whose surname is Hispanic and having community identification as such.
- Asian American All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
- 4) American Indians, Alaskan Natives and American Aleuts All persons having origins in any of the original people of North America, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.
- c. Women American Woman
- 6. Prime contractors will negotiate in good faith with interested MWBE's, not rejecting a MWBE as unqualified or unacceptable without sound business reasons based on a through investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
- 7. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.

B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

IX. INSURANCE

Respondent's attention is directed to the insurance requirements below. Respondents 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 strictly comply with the insurance requirements, that bidder may be disqualified from award of the contract, or otherwise found non-responsive.

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Respondent 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 Respondent, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Respondent's pricing.

1. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: One Million and 00/100 (\$1,000,000.00) Dollars combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
- c. Workers' Compensation Employers Liability: Insurance covering all employees 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.

2. 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.

3. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - The County, its officers, officials, employees and volunteers are to be covered as additional 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 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. Contractor hereby waives subrogation rights for loss or damage against the county.

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 is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5. Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles with are all at the sole responsibility and risk of Contractor.

b. 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.

4. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. 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.

6. 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.

X. TRAVEL EXPENSES

Consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Ch. 112.06, Florida Statutes. Consultants and contractors, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator.

XI. ETHICAL BUSINESS PRACTICES

A. <u>Gratuities.</u> 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

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any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefore.

- B. <u>Kickbacks.</u> It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

XII. AGREEMENT

After the proposal award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement. A draft agreement is attached to this solicitation and labeled "Appendix C." By submission of a response to this solicitation, the Bidder agrees to comply with and execute a contract with the County in substantially the following form.

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.

XIII. PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful vendor(s), purchases may be made under this solicitation 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.

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PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

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

Kristin Dozier, Chairman Leon County Board of County Commissioners

This solicitation response is submitted by the below named firm/individual by the undersigned authorized representative.

ВУ	(Firm Name)
	(Authorized Representative)
	(Printed or Typed Name)
ADDRESS	
CITY, STATE, ZIP	
E-MAIL ADDRESS	
TELEPHONE	
FAX	
ADDENDA ACKNOWLEDGMEN	ITS: (IF APPLICABLE)
Addendum #1 dated	Initials
Addendum #2 dated	Initials
Addendum #3 dated	Initials

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APPENDIX A - COMPREHENSIVE LIST OF ACCOUNT SERVICE NEEDS

AGENCY RESPONSIBILITIES/ACCOUNT SERVICE

Strategic Planning – contributing to and assisting with the development of strategic marketing plans, development of brand strategy, creative strategies, etc. for all segments – meetings and conventions, leisure, corporate, sports, etc.

Development of creative strategies, and creation and production of all meeting planner and incentive advertising/marketing/sales support programs with consideration given to professional associations, public relations and promotions.

Development of creative strategies, and creation and production of all consumer advertising in domestic markets with consideration given to integration with marketing activities that include travel trade, public relations and promotions.

Meetings – attending internal meetings on marketing programs, weekly LCTD department head meeting, meetings with partners, etc.

Presentations – assisting with development of presentations regarding marketing programs, giving presentations as appropriate, providing content and electronic materials to incorporate into presentations.

Budgeting – providing input and ongoing tracking of the marketing budget, developing program budgets, ensuring agency budgets remain in sync with Department's budgets, budget status reports.

Daily Account Service – ongoing communication, development of conference reports, status reports, contributing to program summaries, trafficking of materials between the LCTD and appropriate agency depts., presentation of creative, other reporting as necessary interfacing with all other areas of the agency on the LDTD's behalf, analysis of campaign inquiries/fulfillment.

Service of all internal LCTD departments – includes Consumer Marketing, Meetings & Convention Sales, Leisure Travel, Public Relations, Sports and Film.

Interfacing with print, broadcast and online media vendors to ensure deadlines on print and Web projects are met.

Identify best practices and share those throughout the organization to maximize efficiency.

Develop methodology for measuring impact and effectiveness of all marketing/advertising programs, and provide analysis of such measurement.

Develop, provide sales support information/material, and implement an extensive cooperative advertising program for both the meeting planning and leisure consumer audiences, including management of production and media placement.

Develop and implement advertising/marketing programs for strategic alliance partners, and for other private sector alliances.

Assist in development and creation of presentations to partners, community or other groups.

Notify the Department of all new business solicitations by the agency that could be perceived as a conflict of interest with tourism interests in Leon County.

Creative -- All creative executions for print, collateral, broadcast, online, out-of-home and other media, etc.

Presentation of creative where appropriate (new concepts, ideas, etc.) Pre-press production art (preparing disks for printing, materials, etc.)

Creating renderings/comps for external and internal review of advertising/promotions/partnership/PR opportunities.

Pre-press production art (preparing disks for printing, materials, etc.) per TDC specifications.

Media -- Managing all media inquiries from media representatives.

Development of methodology for identifying appropriate target audiences (B-to-C and B-to-B) and choosing media that best reaches each target group.

Execution of all domestic media buys in the U.S. and the capability of doing the same for international markets (Broadcast, print, online, etc.) including development, placement and coordination of media plans including negotiation of added value elements and promotions.

Identifying and evaluating new media opportunities.

Creating media plans and media analysis reports.

Provide points of view and recommendations as requested for various media, promotional and other opportunities.

Post advertising/promotion/partnership program measurement and analysis.

Production -- Responsible for all trafficking of film/materials to media outlets, printers (print, broadcast, Web, etc.).

Providing dubs of broadcast materials.

Provide disks of finished material to the Department including PDF files, JPEGs, raw files, etc.

Preparing advertising and public relations materials for presentation purposes (mounting, scanning, etc.) Interactive.

Provide direction, expertise and work necessary to update the Department's consumer Website, as well as all other Department's Websites.

Purchasing of internet media as requested.

Identifications and negotiation of Internet partnerships.

Evaluate approaches to add relevant content or improve site visitation and conduct such work as directed.

Assist in strategy and marketing of consumer Website including development of online advertising creative and social networking opportunities.

Direct Marketing -- Provide advice/input and develop concepts for direct marketing programs.

Analysis of consumer and in-house meeting planner databases.

Assist in the analysis, selection and purchase of mailing lists for use in meetings direct mail campaigns.

Implementation of creative/production on direct marketing elements.

Public Relations/Promotions/Partnerships -- Development of media relations programs and collateral support to complement marketing programs.

Interaction with the Department on various programs.

Idea generation and coordination of both promotions and partnerships as they relate to agency clients or other potential relationships.

Development of community relations support programs.

Involvement in the crisis communications plan, including assistance if the agency has locations or affiliates outside of Tallahassee-Leon County.

Travel Industry Marketing -- Liaise with Leisure Travel Department in development of collateral material designed specifically for the travel professional (tour operators, wholesalers, motorcoach and travel agents.) Material includes, but is not limited to: poster designs, promotional items, direct mail pieces, e-newsletter templates, and event invitations.

Liaise with Leisure Travel Department to create appropriate ad material for select trade publications.

Maintain knowledge of industry trends as they pertain to the trade aspect of the domestic leisure business, i.e. travel intermediaries such as tour operators, wholesalers, retail travel agents, and online agencies.

Meeting, Convention, Incentive and Trade Show Marketing -- Assist in developing branding strategies.

Identify new value-added marketing opportunities that can extend the reach of meetings marketing, but can be financially supported by stakeholder cooperative funding.

Develop inquiry-driving advertising and marketing programs that generate net incremental leads for meetings.

Assist in development of TDC meetings marketing initiatives, trade show and sales mission mailings, joint satellite office initiatives, targeted newsletters, and meeting or incentive planner guides and brochures.

Research -- Interfacing with TDC's Research Firm to create research programs including brand awareness/development studies, analysis of all advertising programs, etc.

Assist in the ROI analysis of marketing initiatives that target specific tradeshows and meetings.

Working with Research Contractor to evaluate effectiveness of creative and advertising programs via appropriate audience segment input.

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APPENDIX B - COST RESPONSE FORM

Finalist						submits the following firm, fixed
_		Vendor Name				,
SINGLE h	ourly rate to be ch	narged for wor	k performed r	egardless of t	he level of	the person performing the work
or how th	e rate is charged ((fee, job-specif	ic, etc.).			
	Hourly Rate:	\$				
		<u> </u>				
	Sig	ned:				
	Titl	اه:				
	110					
	Age	ency:				

APPENDIX C – DRAFT AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and XXXXXXXXXX, hereinafter referred to as the "Contractor."

WHEREAS, the County has determined that it would be in the best interest of the citizens of Leon County, Florida, that the County be able to utilize the services of private persons when such services cannot be reasonably provided by the County; and

WHEREAS, the County has determined that it would be better to contract for these services than to hire the necessary personnel to satisfy the needs of the County: and

WHEREAS, in order to secure the lowest cost for these services, the County has sought and received competitive bids from contractor for such services.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide to the County the following services related to Tourism Related Advertising, Promotional, and Public Relations Services in accordance with: 1) (bid document name)......., Bid# BC-00-00-14-00 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, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. <u>TIME:</u>

The Agreement shall be for a period of two (2) years, commencing on October 1, 2014, and shall continue until September 30, 2016. After the initial two (2) year period, at the sole option of the County, this Agreement may be extended for no more than three (3) additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

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5. PAYMENTS

The County shall make such payments 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:

Street Address: City, State, Zip Code

Telephone:

E-mail:

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:

Street Address:

City, State, Zip Code

Telephone:

E-mail:

E. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing and Minority, Women and Small Business Enterprise Policy details the policy and procedures for payment disputes under the contract.

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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 contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

- A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
 - 1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - 2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - 3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

- C. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:
 - 1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, 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 is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- 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.

PERMITS

The Contractor shall pay for all necessary permits as required by law.

10. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the contractor shall be in default as of the date such license is lost.

11. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

12. PAYMENT AND PERFORMANCE BOND

A Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution. Also, a Payment and Material Bond for the Agreement amount shall be supplied by the Contractor at the same time.

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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	o.(enter bond number)	
BY THIS BOND, W	/e	, as Principal and	a
corporation, as S	urety, are bound to	, as Principal and , herein called Owner, in the su	ım of \$,
for payment of wand severally.	hich we bind ourselves, ou	r heirs, personal representatives, success	sors, and assigns, jointly
	THE CONDITION (OF THIS BOND is that if Principal:	
	he contract dated nade a party of this bond	, between Principal and Owner fo by reference, at the time and in the m	
Principal with lab		ants, as defined in Section 255.05(1), Floused directly or indirectly by Principal in	
•		nses, costs, and attorney's fees, including Principal under the contract; and	g appellate proceedings,
	he guarantee of all work an n this bond is void; otherwi	d materials furnished under the contract se it remains in full force.	for the time specified in
	uted by a claimant under throvisions in Section 255.05(nis bond for payment must be in accorda 2), Florida Statutes.	nce with the notice and
		uments and compliance or noncomplian does not affect Surety's obligation under	
DATED on this th	e day of	, 20	
	(Name of Principal)		
Ву:			
	(As Attorney-In-Fact)		

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.

(Name of Surety)

13. <u>INDEMNIFICATION</u>

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

14. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit, 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 Leon County 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 subcontractor 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 Section 15 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), 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 2284 Miccosukee Road, Tallahassee, Florida or by facsimile to (850) 606-1651.

15. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.

- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(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.

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 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).
- b. 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.
- 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 contract 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 <u>Employment Eligibility Verification</u> 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.

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 contract time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

23. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

24. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

25. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

26. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

ATTACHMENTS

Exhibit A -

Exhibit B -

Exhibit C -

The remainder of this page intentionally left blank.

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations Servi Attachment #2
Proposal Number: BC-XX-XX-14-XX
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Opening Date: Tuesday, May 6, 2014 at 1:00 p.m.

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

LEON COUNTY, FLORIDA	<insert name="" vendor=""></insert>
By: Vincent S. Long County Administrator	By: President or designee
Date:	Title:
ATTEST: Bob Inzer, Clerk of the Circuit Court & Comptroller Leon County, Florida	Date:
BY:	
Approved as to Form: Leon County Attorney's Office	
BY: Herbert W. A. Thiele, Esquire County Attorney	

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations ServiAttachment #2
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Opening Date: Tuesday, May 6, 2014 at 1:00 p.m.

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Respondent: _	
---------------	--

All respondents, <u>including</u> Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), shall complete and submit this M/WBE Participation Plan with their proposal. Through submission of its bid/proposal, Respondent certifies, acknowledges and agrees that the Participation Level and the Good Faith Efforts herein designated are accurate and true; and, that the individual whose manual signature is on this submission is duly authorized on behalf of the respondent to make such certification.

For the purposes of MWBE participation on Leon County projects, the following definition applies:

"Certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE)" are firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but, those from other governmental organizations are not accepted by Leon County"

DIRECTIONS: Each respondent must designate in Section 3 its level of MWBE participation. If the aspirational targets are not met or exceeded, Section 2 must be completed. All Respondents are to list subcontractors as appropriate in Sections 3 and 4.

SECTION 1 - ASPIRATIONAL TARGET FOR M/WBE PARTICIPATION

The aspirational target for this project is:

Aspirational Target for Professional Services

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	7% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	15% of the total anticipated contract value

SECTION 2 - GOOD FAITH EFFORT

The following list of the good faith efforts criteria complies with Leon County's Purchasing and Minority, Women, and Small Business Enterprise Policy. This criteria is used in the determination of whether a contractor has performed and documented good faith efforts. Also, the basis for rejecting a MWBE deemed unqualified or unacceptable by the Prime Contractor shall be documented and included in the respondent's Good Faith Effort documentation.

- 1. Please identify <u>all</u> of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as "Good Faith" and provide documentation of <u>all</u> Good Faith Efforts completed by your firm may result in your proposal being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by MWBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied

Propo	sal Nu	ımber	: BC-XX-XX-14-XX Page 45 of 55 esday, May 6, 2014 at 1:00 p.m.
		b.	Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
		C.	Contacted the MWSBE Division for a listing of available MWBEs who provide the services needed for the bid or proposal.
		d.	Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
		e.	Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
		f.	Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
		g.	Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
		h.	Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.
2.	unaco rejec Faith	ceptab ting a Effor	ractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or le without sound business reasons based on a through investigation of their capabilities. The basis for ny MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's accontracting opportunities.
3.			y reserves the right to request supporting documentation as evidence of good faith efforts indicated above at ailure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.

PARTICIPATION PLAN FORM continued on following pages.

Proposal Number: BC-XX-XX-14-XX

Opening Date: Tuesday, May 6, 2014 at 1:00 p.m.

SECTION 3 - RESPONDENT'S PROPOSED MWBE PARTICIPATION

Respondent shall complete the following Table identifying each certified MWBE firm they intend to use on this project. Attach additional sheets as necessary.

		E and WBE Intend			
Firm's Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm's Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm's Telephone Number	Ethnic Group ² (B, A, H, N, F)	Total Dollar Amount of MWBE Participation	Type of Service to Provide
Minority and Women Busines:	s Enterprise(s)				
a.					
b.					
C.					
d.					
е.					
f.					
Total Bid Amount \$		Total MWBE Part	icipation \$		MBE Participation % WBE Participation % (MBE or WBE Participation \$ Total Bid \$)

¹ <u>Certification</u> Attach and submit a copy of each MBE and WBE certification with the proposal.

²Ethnic Group Use following abbreviations for MBE's: African American (B); Asian American (A); Hispanic American (H); and Native American (N). WBEs include Non-Minority Female (F) owned firms.

Proposal Number: BC-XX-XX-14-XX

Opening Date: Tuesday, May 6, 2014 at 1:00 p.m.

SECTION 4 - NON-MWBE SUBCONTRACTORS

Respondent shall complete the following Table identifying non-MBE or WBE's subcontractors it anticipates utilizing on the project.

Non-MBE and WBE Intended Utiliza	tion			
Firm's Name	Firm's Address	Firm's Phone #	Total Dollar Amount	Type of Service to Provide
a.				
b.				
C.				
d.				
e.		B		
f.				
g.				
h.				
i.				

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations SeAtieshment #2
Proposal Number: BC-XX-XX-14-XX
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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

2.	The contractor agrees to comply with Executive Order 11246, as amended, and to comply with	th
	specific affirmative action obligations contained therein.	

Signed: _		
Title: _		
Firm:		
Address.		

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations SeAttershment #2
Proposal Number: BC-XX-XX-14-XX
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Opening Date: Tuesday, May 6, 2014 at 1:00 p.m.

INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A.	Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?
	☐ YES ☐ NO
	Commercial General Indicate Best Rating: Liability: Indicate Best Financial Classification:
	Business Auto: 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?
	Indicate Best Rating: Indicate Best Financial Classification: If answer is NO, provide name and address of insurer:
2.	Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?
	☐ YES ☐ NO
	rance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations Services hment #2 Proposal Number: BC-XX-XX-14-XX Page 50 of 55 Opening Date: Tuesday, May 6, 2014 at 1:00 p.m.
Required Coverage and Limits
The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.
Required Policy Endorsements and Documentation
Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.
Deductibles and Self-Insured Retentions
Any deductibles or self-insured retentions must be declared to and approved by Leon County. At the option of Leon County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Leon County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
Endorsements to insurance policies will be provided as follows:
<u>Additional insured</u> (Leon County, Florida, its Officers, employees and volunteers) - General Liability & Automobile Liability
Primary and not contributing coverage- General Liability & Automobile Liability
<u>Waiver of Subrogation</u> (Leon County, Florida, its officers, employees and volunteers) - General Liability, Automobile Liability, Workers' Compensation and Employer's Liability
<u>Thirty days advance written notice of cancellation to County</u> - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.
Please mark the appropriate box:
Coverage is in place \square Coverage will be placed, without exception \square
The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.
Name Signature Typed or Printed
Date Title (Company Risk Manager or Manager with Risk Authority)

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations SeAttershment #2
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CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

- 1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust 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		
Title		
 Contractor/Fir	m	

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations SeAttershment #2
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AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name:	
Signature:	Title:
STATE OF	
Sworn to and subscribed before me this day of	, 20
Personally known	NOTARY PUBLIC
OR Produced identification	Notary Public - State of
(Type of identification)	My commission expires:
	Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

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LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:		
Current Local Address:		Phone:
		Fax:
f the above address has been for less than six months, pleas	se provide the prior address.	
ength of time at this address:		
Home Office Address:		Phone:
		Fax:
Signature of Authorized Representative		Date
COUNTY OF		
The foregoing instrument was acknowledged before me this By (Name of officer or agent, title of officer or agent)	day of	, 20
Зу	of	
(Name of officer or agent, title of officer or agent) Corporation, on behal (State or place of incorporation)	(Name of corporation. He/she is per	oration acknowledging) sonally known to me
or has produced		
Return Completed form with supporting documents to:	Signature	of Notary
	Print, Type or Stan	np Name of Notary
eon County Purchasing Division 1800-3 N. Blair Stone Road	Title o	r Rank
Tallahassee, Florida 32308	Serial Num	ber, If Any

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NO	N-C	OLI	.USI	ON	AFF	IDA	VIT
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aw on my c	of the city of according to ath, and under penalty of perjury, depose and say that:
a o, o	satify and ander penalty of penjary, acpose and say that
1.	I am
	of the firm of
	in response to the Request for Proposals for:
	rism Related Advertising, Promotional, and Public Relations Services for Leon County, and ited the said proposal with full authority to do so.
qualificatior nade or wi	This response has been arrived at independently without collusion, consultation or agreement for the purpose of restricting competition, as to any matter relating the new or responses of any other responder or with any competitor; and, no attempt has been all be made by the responder to induce any other person, partnership or corporation to submit, a response for the purpose of restricting competition;
	The statements contained in this affidavit are true and correct, and made with fu that Leon County relies upon the truth of the statements contained in this affidavit i ontracts for said project.
knowledge awarding co	that Leon County relies upon the truth of the statements contained in this affidavit i
knowledge awarding co (Sign	that Leon County relies upon the truth of the statements contained in this affidavit is ontracts for said project. (Date)
(Sign STATE OF FL COUNTY OF PERS	that Leon County relies upon the truth of the statements contained in this affidavit is ontracts for said project. (Date)
(Sign STATE OF FL COUNTY OF PERS	that Leon County relies upon the truth of the statements contained in this affidavit is ontracts for said project. (Date) LORIDA SONALLY APPEARED BEFORE ME, the undersigned authority, who, after sworn by me, (name of individual signing) affixed his/her signature in the space provide

RFP Title: Request for Proposals for Tourism Related Advertising, Promotions, and Public Relations SeAtieshment #2
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Opening Date: Tuesday, May 6, 2014 at 1:00 p.m.

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:
(Name of Business)
1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing possession, or use of a controlled substance is prohibited in the workplace and specifying th actions that will be taken against employees for violations of such prohibition.
 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 employe assistance programs, and the penalties that may be imposed upon employees for drug abus violations.
3. Give each employee engaged in providing the commodities or contractual services that are unde response/bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working of the commodities or contractual services that are under response/bid, the employee will abide be the terms of the statement and will notify the employer of any conviction of, or plea of guilty of noise contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
 Impose a sanction on, or require the satisfactory participation in a drug abuse assistance of rehabilitation program if such is available in the employee's community, or any employee who is sometime.
Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
As the person authorized to sign the statement, I certify that this firm complies fully with the abov requirements.
Responder's Signature
 Date

Leon County Board of County Commissioners

Notes for Agenda Item #5

Leon County Board of County Commissioners

Cover Sheet for Agenda #5

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Payment of Bills and Vouchers Submitted for

February 11, 2014 and Pre-Approval of Payment of Bills and Vouchers for the

Period of February 12 through February 24, 2014

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

Fiscal Impact:

This item has a fiscal impact. All funds authorized for the issuance of these checks have been budgeted.

Staff Recommendation:

Option #1: Approve the payment of bills and vouchers submitted for February 11, 2014, and preapprove the payment of bills and vouchers for the period of February 12 through February 24, 2014.

Title: Approval of Payment of Bills and Vouchers Submitted for February 11, 2014, and Pre-Approval of Payment of Bills and Vouchers for the Period of February 12 through February 24, 2014

February 11, 2014

Page 2

Report and Discussion

This agenda item requests Board approval of the payment of bills and vouchers submitted for approval February 11, 2014 and pre-approval of payment of bills and vouchers for the period of February 12 through February 24, 2014. The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the February 11, 2014 meeting, the morning of Monday, February 10, 2014. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Due to the Board not holding a regular meeting the third Tuesday in February, it is advisable for the Board to pre-approve payment of the County's bills for February 12 through February 24, 2014, so that vendors and service providers will not experience hardship because of delays in payment. The OMB office will continue to review the printouts prior to payment and if for any reason questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

Options:

- 1. Approve the payment of bills and vouchers submitted for February 11, 2014, and preapprove the payment of bills and vouchers for the period of February 12 through February 24, 2014.
- 2. Do not approve the payment of bills and vouchers submitted for February 11, 2014, and do not pre-approve the payment of bills and vouchers for the period of February 12 through February 24, 2014.
- 3. Board direction.

Recommendation:

Option #1.

VSL/AR/SR/cc

Leon County Board of County Commissioners

Notes for Agenda Item #6

Leon County Board of County Commissioners

Cover Sheet for Agenda #6

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of the Fiscal Year 2014-2015 Budget Calendar

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

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Approve the Fiscal Year 2014-2015 Budget Calendar (Attachment #1).

Title: Approval of the Fiscal Year 2014-2015 Budget Calendar

February 11, 2014

Page 2

Report and Discussion

Background:

Chapters 129 and 200 of the Florida Statutes provide specific time frames and milestones necessary to complete the annual budget. In addition, Leon County Fiscal Planning Policy No. 93-44 requires that a budget calendar be adopted prior to March 31st of each year (Attachment #2). Leon County's budget calendar complies with the statutory requirements and incorporates all local policies and procedures. The calendar provides the detail in support of the applicable statutes and County process.

Analysis:

Applicable statutes have been reviewed and a budget calendar created to maximize the use of the Board's time in developing the FY 2014/2015 budget. The following provides significant dates to the Board:

Tuesday, March, 11, 2014, Regular Meeting: Staff will make recommendations for the Board to establish maximum discretionary funding levels for outside agencies as specified by County ordinance.

Tuesday, April 15, 2014 and Wednesday, April 16, 2014, Executive Administrative Hearings: Board Department Directors will meet with the County Administrator and Office of Management & Budget (OMB) to present their preliminary budgets.

Tuesday, April 22, 2014, Regular Meeting: Staff will present the Mid-Year Financial Report to the Board. This will include preliminary revenue forecasts for the upcoming fiscal year and the status of the general and special revenue fund balances.

Tuesday, May 27, 2014, (9:00 a.m. – 12:00 p.m.) and Wednesday, May 28, 2014 (9:00 a.m. – 5:00 p.m.), if necessary, Budget Workshop: Preliminary policy issues will be addressed with the Board, including any issues or impacts that may have occurred during the legislative session.

Wednesday, June 11, 2014, and Thursday, June 12, 2014, Constitutional Budget Hearings: Constitutional Officers will meet with the County Administrator and OMB regarding FY15 budget submissions (if necessary).

Monday, July 7, (9:00 a.m. – 5:00 p.m.), Tuesday, July 8, 2014 (9:00 a.m. – 3:00 p.m.), if necessary, and Wednesday, July 9, 2014 (9:00 a.m. – 3:00 p.m.), if necessary, Board Budget Workshop: This workshop will provide the Board a complete package of anticipated revenues and expenditures for FY15. Property tax estimates will be based on the certified taxable values from the Property Appraiser that will be provided July 1, 2014.

Tuesday, September 16, 2014 and Tuesday, September 23, 2014, Regular Meetings: Two statutorily required public hearings on adopting the FY 2014/2015 budget and millage rates.

Title: Approval of the Fiscal Year 2014-2015 Budget Calendar

February 11, 2014

Page 3

Options:

- 1. Approve the Fiscal Year 2014-2015 Budget Calendar (Attachment #1).
- 2. Do not approve the Fiscal Year 2014-2015 Budget Calendar.
- 3. Board direction.

Recommendation:

Option #1.

Attachments:

- 1. FY 2014/2015 Budget Calendar
- 2. Policy No. 99-44, Fiscal Planning

 FRI

SAT

Leon County Government

December 2013				De	r 20	13			
Date	Activity	Participants							
Monday, December 9, 2013	Board Retreat	Board of County	SUN	MON	TUE	WED	THU	FRI	SAT
Monday, December 7, 2013	Board Retreat	Commissioners (BOCC) Executive Staff		2	3	4	5	6	7
		Executive Stall	8	9	10	11	12	13	14
			15	16	17	18	19	20	27
			28	29	30	31			

January 2014 Date	Activity Participants			January 2014				
	· -	1 arecepanes	SUN	MON	TUE	WED	THU	FR
2014	Internal Service Requests Matrix Distributed to	Facilities Management Management Information				1	2	3
	Departments/Constitutional/ Judicial Officers	Systems Human Resources Office of Management and	5	6	7	8	9	10
			12	13	14	15	16	17
		Budget (OMB)	19	20	21	22	23	24
							_	

February 2014	Activity Participants			14	.4				
Duie	Acuvuy	1 articipantis	SUN	MON	TUE	WED	THU	FRI	SAT
Friday, February 7, 2014	Departments/ Constitutional/ Judicial	Facilities Management							1
	Officers submit	Systems	2	3	4	5	6	7	8
	Internal Service Requests		9	10	11	12	13	14	15
		buuget (OMB)	16	17	18	19	20	21	22
Tuesday, February 18, 2014	GOVMAX Budget Training	OMB/ All Departments							
Wednesday, February 19, 2014			23	24	25	26	27	28	
Wednesday, February 20, 2014	Deadline for New Capital Project Requests	OMB/All Departments	-						

March 2014	March 2014			March 2014						
Tuesday, March 11, 2014	levels for outside agencies at sioners (BOCC)		SU	MON	TUE	WED	THU	FRI	SAT 1	
Regular N	Regular Meeting		2	3	4	5	6	7	8	
Friday, March 21, 2014	Friday, March 21, 2014 Deadline for Departments to notify OMB for budget issues and submit requested Operating and Capital budgets	OMB/ All Departments	9	10	11	12	13	14	15	
			16	17	18	19	20	21	22	
	tai baagets		23	24	25	26	27	28	29	
			30	31						

Leon County Government

April 2014 Date	Activity	Participants
Tuesday, April 15, 2014 and Wednesday, April 16, 2014	Executive Budget Hearings with Board Departments	County Administrator/OMB/ All Departments
Tuesday, April 22, 2014	Presentation of Mid-Year Financial Report	BOCC/OMB/Solid Waste/ Public Works

April 2014								
SUN	MON	TUE	WED	THU	FRI	SAT		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20/ 27	21/ 28	22/ 29	23/ 30	24	25	26		

May 2014

Date	Activity	Participants
Tuesday, May 27, 2014 9:00am—12pm and Wednesday, May 28, 2014 9:00am—5:00pm (if necessary)	Budget Workshop with Board Departments and Legislative actions that may impact the FY 15 Budget	BOCC/ County Administrator/OMB/ All Departments

	May 2014									
	SUN	MON	TUE	WED	THU	FRI	SAT			
•					1	2	3			
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24			
	25	26	27	28	29	30	31			

June 2014

Date	Activity	Participants
Sunday, June 1, 2014	Receive Tentative Certified Values from Property Appraiser	Property Appraiser
Sunday, June 1, 2014	Notice to Property Appraisers regarding possible Non-Ad Valorem assessments for TRIM notice	Public Works/OMB/ Property Appraiser
Wednesday , June 11, 2014, and Thursday, June 12, 2014	Budget Hearings with Constitutionals	BOCC/County Administra- tor/OMB/Constitutional Officers

	June 2014							
SUN	MON	TUE	WED	THU	FRI	SAT		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

July 2014

Date	Activity	Participants
Tuesday, July 1, 2014	Certified Taxable Values provided by Property Appraiser	Property Appraiser
Tuesday, July 1, 2014	Non-Ad Valorem assessments to be included on TRIM due to Property Appraiser	BOCC/ County Administrator/ OMB/ Property Appraiser
Monday, July 7, 2014 9:00 am – 5:00 pm Tuesday, July 8, 2014 9:00 am — 3:00 pm Wednesday, July 9th 9:00 am — 3:00 pm (if necessary)	FY 15 Budget Workshops	BOCC/ County Administrator/ OMB/All Departments
Tuesday, July 8, 2014	Ratification of Budget Workshops and establishing the maximum millage rate for TRIM ^{ge}	County Administrator/ OMB 147 of 371

	July 2014								
SUN	MON	TUE	WED	THU	FRI	SA			
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

Leon County Government

August 2014 Date	Activity	Participants
Sunday, August 3, 2014	TRIM Maximum Millage Notice due to Property Appraiser and Department of Revenue	County Administrator/OMB/ Property Appraiser
Saturday, August 23, 2014	Last day for Property Appraiser to mail TRIM notices	Property Appraiser

	August 2014						
-	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2
	3	4	5	6	7	8	9
-	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
-	24	25	26	27	28	29	30
	31						

September 2014	A	Dunct air mate
Priday , September 12, 2014	Activity Certification of Non-Ad Valorem assessment roll due to Tax Collector	Participants GIS
Tuesday, September 16, 2014	BOCC– 1st Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2014/2015	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Tuesday, September 23, 2014	BOCC 2nd Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2014/2015	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Friday, September 26, 2014	Submit Adopted Budget Resolutions to Property Appraiser and Tax Collector	County Administrator/OMB

	Se	pter	nbe	r Zu	/14	
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014		
Date	Activity	Participants
Wednesday, October 1, 2014	Beginning of New Fiscal Year	OMB
Thursday, October 23, 2014	30 day deadline to publish the adopted budget online	OMB
Thursday, October 23, 2014	Final Day to Submit TRIM Compliance Certification to Department of Revenue (DOR)	County Administrator/ OMB

October 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Board of County Commissioners

Leon County, Florida

Policy No. 93-44

Title: Fiscal Planning

Date Adopted: February 8, 2011

Effective Date: February 8, 2011

Reference: N/A

Policy Superseded: Policy No. 93-44, revised 11/16/04; Policy 93-44, adopted 8/10/93;

Policy No. 92-3, "Fiscal Planning," adopted 3/10/92

It shall be the policy of the Board of County Commissioners of Leon County, Florida that: Policy No. 93-44, revised by the Board of County Commissioners on November 16, 2004, is hereby superseded, and a revised policy is hereby adopted in its place, to wit:

The County will establish fiscal planning practices to:

- 1. Provide that the annual operating and capital budget for Leon County shall be developed in conformity with the Tallahassee-Leon County Comprehensive Plan by the Office of Management and Budget, under the advisement of the County Administrator and adopted as provided in State law by a majority vote of the Board of County Commissioners presiding in a public hearing.
- 2. Provide for the development and annual review of a capital improvement budget. This budget shall contain a 5-year plan for acquisition and improvement of capital investments in the areas of facilities, transportation, equipment and drainage. This budget shall be coordinated with the annual operating budget.
- 3. Provide that the Board of County Commissioners will continue to reflect fiscal restraint through the development of the annual budget. In instances of forthcoming deficits, the Board will either decrease appropriations or increase revenues.
- 4. Provide that the County will strive to better utilize its resources through the use of productivity and efficiency enhancements while at the same time noting that the costs of such enhancements should not exceed the expected benefits.
- 5. Provide that expenditures which support existing capital investments and mandated service programs will be prioritized over those other supporting activities or non-mandated service programs.

- 6. Provide that the County Administrator shall be designated Budget Officer for Leon County and will carry out the duties as set forth in Ch. 129, F.S.
- 7. Provide that the responsibility for the establishment and daily monitoring of the County's accounting system(s) shall lie with the Finance Division of the Clerk of the Circuit Court, and that the oversight of investment and debt management for the government of Leon County shall lie with the Board of County Commissioners.
- 8. Annually, prior to March 31, the Board of County Commissioners will:
 - A. Establish a budget calendar for the annual budget cycle.
 - B. Confirm the list of permanent line item funded agencies that can submit applications for funding during the current budget cycle.
 - C. Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.
- 9. Provide that this policy shall be reviewed annually by the Board of County Commissioners to ensure its consistency and viability with respect to the objectives of the Board and its applicability to current state law and financial trends.

Notes for Agenda Item #7

Cover Sheet for Agenda #7

February 11, 2014

To: Honorable Chairman and Members of the/Board

From: Vincent S. Long, County Administrator

Title: Approval to Submit Modification Number 3 to the Community Development

Block Grant Disaster Recovery Enhancement Fund Agreement with the

Florida Department of Economic Opportunity

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Don A. Lanham, Grants Program Coordinator

Fiscal Impact:

This item is associated with a grant. It has been previously budgeted and adequate funding is available.

Staff Recommendation:

Option #1 Approval of Modification Number 3 to the Community Development Block Grant

Disaster Recovery Enhancement Fund Agreement with the Florida Department of Economic Opportunity regarding the 2011 Disaster Recovery Enhancement Fund

Grant (Attachment #1), and authorize the County Administrator to execute.

Option #2 Approve the Resolution and associated Budget Amendment Request

(Attachment #2).

Title: Approval of Modification Number 3 to the Community Development Block Grant Disaster Recovery Enhancement Fund Agreement with the Florida Department of Economic Opportunity February 11, 2014

Page 2

Report and Discussion

Background:

In August 2008, Tropical Storm Fay (TS Fay) struck Florida, making landfall four separate times. On August 22, 2008, the storm center passed just to the south of Leon County, bringing extremely heavy rains. The rain lasted for two days, creating 100-year flood conditions in areas throughout the County. Many neighborhoods were completely isolated by the floodwaters, some for many weeks due to the slow rate at which the historically high floodwaters receded.

In response to this, Congress allocated funding for disaster relief, long-term recovery and the restoration of infrastructure and housing in areas affected by the natural disaster. In Florida, the Florida Department of Economic Opportunity (DEO) managed the distribution of the funding to affected local governments. Leon County received \$10.179 million to address the needed recovery efforts followed by the Disaster Recovery Enhancement Fund (DREF) grant of \$3,406,812. The DREF program consisted of the following components:

Program	Budget
Oak Ridge Flooded Property Acquisition	\$1,590,853
Timberlake Stormwater Project (continuation)	155,000
Cascades Park – Segment 3A	\$1,660,959

As the projects were implemented, the need to make adjustments to the program became apparent. The first Modification to the Grant occurred in June 2012, when the additional project funds allocated to complete the Timberlake Project were determined not to be needed. These funds were moved to support the completion of the Lake Side Flood Mitigation Project.

The second Modification to the Grant was approved by DEO in December 2013 that extended the deadline for completion of the DREF grant to July 31, 2014.

Analysis:

Modification Number 3 is necessary to realign the remaining grant funding and utilize the residual grant funding by adding two new programs - the Autumn Woods Stormwater Mitigation Program and the Single-Family Housing Mitigation - Roof Replacement Program. An extension to December 31, 2014, based upon the estimated time to complete the Autumn Woods project, is recommended.

The Oak Ridge Flooded Property Acquisition project attempted to purchase flood-prone property in the Oak Ridge area. The properties targeted were either in the 100-year flood plain, or had experienced repetitive flooding. This was a voluntary acquisition process and the federal regulations would only allow the payment of appraised value, with no relocation assistance available. Although there was initial interest in the program, the low value of the property, the cost of replacement housing, and the lack of other forms of assistance resulted in only four residents participating in the program (originally projected at 19 residences). The remaining funding will be used to remove the residences purchased and clear the sites of all fabricated improvements and exotic vegetation.

Title: Approval of Modification Number 3 to the Community Development Block Grant Disaster Recovery Enhancement Fund Agreement with the Florida Department of Economic Opportunity February 11, 2014
Page 3

The Single Family Housing Mitigation – Roof Replacement project will utilize \$560,500 in residual funds and will replace substandard roofs on the homes of low to moderate-income owner occupied homes. At an average cost of \$8,000, approximately 70 roofs will be replaced. Combined with the funding in the Disaster Recovery grant, approximately 95 roofs will be replaced.

The current waiting list for housing rehabilitation services at Leon County Division of Housing Services stands at 453 units. Screening of the list includes confirmation that the property location is in the unincorporated areas of Leon County, and an income category review attesting to extremely-low, very-low, and low-income families of one or more residents per home. An interview with Housing Services' Housing Rehabilitation Specialist confirms inclusion of roof repairs or roof replacement services as either an exclusive activity or a part of the rehabilitation activity plan. Of the 453 prospective clients on the waiting list for housing rehabilitation services from the Leon County Division of Housing Services, 150 communicated roof replacement as their highest priority.

The Autumn Woods project was developed to address stormwater drainage issues. Because of inadequate downstream drainage capacity in the area, many residents experience flooding during large storm events. This project is a listed Transportation and Stormwater project in the Capital Improvement schedule and was chosen based upon the economic characteristics of the neighborhood, and the ability to have biddable plans completed, both scoring factors in the Community Development Block Grant (CDBG) application process. This project was originally submitted under the regular CDBG program, after receiving Board approval on September 18, 2012. The application was unsuccessful; however, the neighborhood was determined to be CDBG eligible and all design work was completed and all permits were obtained.

Finally, a slight increase to the Capital Cascades – Segment 3A of \$4,416 is proposed to completely fund this segment.

With the changes noted, the revised program budget is as follows:

Program	Budget
Oak Ridge Flooded Property Acquisition	\$300,000
Lakeside Stormwater Project (completed)	\$155,000
Cascades Park – Segment 3A (completed)	\$1,665,375
Single Family Housing Mitigation – Roofs (new)	\$560,500
Autumn Woods Stormwater Mitigation (new)	\$725,937

Title: Approval of Modification Number 3 to the Community Development Block Grant Disaster Recovery Enhancement Fund Agreement with the Florida Department of Economic Opportunity February 11, 2014

Page 4

Options:

- 1. Approval of Modification Number 3 to the Community Development Block Grant Disaster Recovery Enhancement Fund Agreement with the Florida Department of Economic Opportunity (Attachment #1), and authorize the County Administrator to execute.
- 2. Approve the Resolution and associated Budget Amendment Request.
- 3. Do not approve Modification Number 3 to the Community Development Block Grant Disaster Recovery Enhancement Fund Agreement with the Florida Department of Economic Opportunity.
- 4. Board direction.

Recommendation:

Options #1 and #2.

Attachments:

- 1. Modification Number 3 to the Disaster Recovery Enhancement Fund Grant
- 2. Resolution and associated Budget Amendment Request

VSL/SR/DAL/dal

MODIFICATION NUMBER 3 TO SUBGRANT AGREEMENT BETWEEN THE DEPARTMENT OF ECONOMIC OPPORTUNITY AND LEON COUNTY

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity, ("the Department"), and Leon County, ("the Recipient"), to modify **DEO/DCA Contract Number** 12DB-P5-02-47-01-K38 award dated January 3, 2012 ("the Agreement").

WHEREAS, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a subgrant of \$13,406,812 to Recipient under the Disaster Recovery Enhancement Fund ("DREF") as set forth in the Agreement;

WHEREAS, the Department and the Recipient desire to modify the Agreement;

WHEREAS, pursuant to the provisions of Chapter 2011-142, Laws of Florida, the DCA Division of Housing and Community Development was transferred to the Department of Economic Opportunity effective October 1, 2011; and the parties wish to reflect the new name.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

■ Reinstate Agreement

1. The Agreement is hereby reinstated as though it had not expired.

Extend Agreement

2. Paragraph 3, Period of Agreement is hereby revised to reflect an ending date of December 31, 2014.

Revise Activity Work Plan

3. The Attachment B, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment B, Activity Work Plan section, which is attached hereto and incorporated herein by reference.

⊠ Revise Program Budget and Scope of Work

4. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.

Modification to Subgrant Agreement

6/1/2013

Modification Number: 3 **DEO/DCA Contract Number:** 12DB-P5-02-47-01-K38 **Recipient:** Leon County Page 2 Change in Participating Parties 5. The Attachment A, Program Budget section, is hereby modified to delete all references to "(Type in name, if applicable.)," as the Participating Party, and replace them with "(Type in name, if applicable.)" as the Participating Party with the understanding that the Recipient and the new Participating Party will enter into a Participating Party Agreement containing provisions and caveats that meet or exceed the conditions agreed to in the Participating Party Agreement between the Recipient and the original Participating Party. ☐ Inclusion of an Unmet Need as Addressed in the Original Application 6. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference. , Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment , Activity Work Plan section, which is attached hereto and incorporated herein by reference. **◯** Change in Number of Accomplishments and/or Beneficiaries 8. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference. Reflect Change in Agency from DCA to DEO 9. This modification to the Subgrant Agreement hereby replaces "Department of Community Affairs" with "Department of Economic Opportunity" where appropriate in context.

Other: (Type in the reason for the modification.)

6/1/2013

Modification Number: 3

DEO/DCA Contract Number: 12DB-P5-02-47-01-K38

Recipient: Leon County

Page 3

All provisions of the Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set herein.

Depar	tment of Economic Development	Recipient: Leon County, Florida		
Ву: _		By:		
Name:	William B. Killingsworth	Name: Vincent S. Long		
Title:	Director Division of Community Development	Title: County Administrator		
Date:		Date:		
		ATTEST: BOB INZER, CLERK OF THE COURT		
		BY:		
		APPROVED AS TO FORM: LEON COUNTY ATTORNEY'S OFFICE		
		Herbert W.A. Thiele, Esq. County Attorney		

RESOLUTION NO.	
TEBUE TIOT TO	

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2013/2014; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 11th day of February, 2014.

	LEON COUNTY, FLORIDA
ATTEST: Bob Inzer, Clerk of the Court	BY: Kristin Dozier, Chairman Board of County Commissioners
Leon County, Florida	
BY:	
Approved as to Form: Leon County Attorneys Office	
BY:	
Herbert W. A. Thiele, Esq.	
County Attorney	

Attachment #2 Page 2of 2

FISCAL YEAR 2013/2014 BUDGET AMENDMENT REQUEST										
No: Date:								Agenda Item No: Agenda Item Date:	2/11/2014	
County Administrator Vincent S. Long					Deputy County Administrator				inistrator	
								Alan Rosenzweig		
Fund	Org	Acct	Prog	Account Informatio		Request De <u>Revenue</u>		Current Budget	Change	Adjusted Budget
						Expenditu	es	Subtotal:	-	
Fund	Org	Acct	Prog	Account Information	on <i>Title</i>			Current Budget	Change	Adjusted Budget
125	932069			DREF - Oakridge I Improvements Oth	Flooded Pi		tion	1,382,774	(1,290,853)	91,921
125	932071	55300	538	DREF - Capital Ca Road Materials and		-		317,304	4,416	321,720
125	932075	56300	538	DREF - Autumn W Program	oods Stor	mwater Mitigat	ion	-	725,937	725,937
125	932076	585000	554	DREF - Single Fan Replacement Prog	-	ng Mitigation	Roof	-	560,500	560,500
								Subtotal:	-	
					Pu	rpose of Re	quest			
Autumr Trail Se	Noods egment 3	Stormwa project.	ter Mit This is	tigation and Single F	Family Hou	sing Mitigation	- Roof	lge Flooded Property A Replacement programs REF Grant funding (\$3,	and the currer	nt Capital Cascade
Group/	Program	n Directo)r					Senior Analyst		
						S	cott Ro	ss, Director, Office of	Financial Stev	wardship
Approv	ed By:			Resolution 🗓		Motion		lministrato	r	

Notes for Agenda Item #8

Cover Sheet for Agenda #8

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval to Renew the Agreement Between Leon County and North Florida

Community College for the Provision of Internships for Emergency Medical

Services Technology Students

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Tom Quillin, Chief, Division of Emergency Medical Services
Lead Staff/ Project Team:	Chad Abrams, Deputy Chief, Division of EMS Darryl Hall, Quality Improvement & Education Manager

Fiscal Impact:

This item has no fiscal impact to the County, as the Agreement is not associated with any transaction of funds.

Staff Recommendation:

Option #1: Approve the renewal of the Agreement between Leon County and North Florida

Community College to provide internships for Emergency Medical Services

Technology students (Attachment #1).

Title: Approval to Renew the Agreement Between Leon County and North Florida Community College for the Provision of Internships for Emergency Medical Services Technology Students. February 11, 2014

Page 2

Report and Discussion

Background:

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

Renewal of this Agreement is essential to the following FY2012 & FY2013 Strategic Initiatives that the Board approved at the January 21, 2014 meeting:

Provide internships, Volunteer Leon Matchmaking, Summer Youth Training program, 4-H programs, EMS Ride-Alongs, and enter in agreements with NFCC and TCC which establish internship programs at EMS for EMS Technology students.

This particular Strategic Initiative aligns with the Board's Strategic Priorities Economy and Governance:

- Ensure the provision of the most basic services to our citizens most in need so that we have a "ready workforce" (EC6); and,
- Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community (G3).

The Agreement is subject to annual renewal upon the mutual consent of both parties.

Analysis:

North Florida Community College has requested that the Agreement be renewed in its current form for an additional one-year term (Attachment #2).

Options:

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

Recommendation:

Option #1.

Attachments:

- 1. Agreement with North Florida Community College
- 2. Request for renewal from North Florida Community College

AGREEMENT

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

WITNESSETH

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

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

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

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

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

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

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

. . . .

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

Insurance

A. The Board agrees that it will be solely responsible for all salaries and costs of its own personnel, agents, and employees. The Board shall provide annual proof of professional liability insurance coverage in an amount not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate covering Board students, faculty, clinical coordinator, and medical director. The County shall be listed as an insured party on the Certificate of Insurance.

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

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

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

- 14. This Agreement shall remain in effect from January 1, 2007 through September 30, 2007, and then be subject to annual renewal (October 1 through September 30) upon the mutual consent of both parties.
- 15. No alteration, modification or variation of the terms of this Agreement shall be valid unless made in writing and signed by both of the parties hereto.

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

> THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COMMUNITY COLLEGE

LEON COUNTY, FLORIDA

C.E. DePuy, Jr. Chairman

Board of County Commissioners

ATTESTED BY:

Bob Inzer, Clerk of Circuit Court

Approved as to Form:

ATTORNEY'S OFFICE

LEON COUNTY, FLORIDA

Terbert W.A. Thiele, Esq.

County Attorney



NORTH FLORIDA COMMUNITY COLLEGE PUBLIC SAFETY ACADEMY

Mike Kirkland

Director of Fire and EMS Programs 325 N.W. Turner Davis Drive Madison, FL 32340 Office (850) 973-1673

Fax (850) 973-2342

kirklandm@nfcc.edu

To: Leon County Emergency Medical Services

Date: January 8th, 2014

Re: Contract renewal

2014 JAN -9 PM 5: 05

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

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

Sincerely,

Mike Kirkland

Director of Fire and EMS Programs

Notes for Agenda Item #9

Cover Sheet for Agenda #9

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval to Dedicate the Lake Jackson Community Center Meeting Room in

Memory of Judith Anne Dougherty

County Administrator Review and Approval:	Vincent S. Long, County Administrator					
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development					
Lead Staff/ Project Team:	Leigh Davis, Director of Parks & Recreation					

Fiscal Impact:

This item has no fiscal impact to the County. The cost of a dedication plaque would be covered in the approved FY14 operating budget for Parks & Recreation.

Staff Recommendation:

Option #1: Approve the dedication of the Lake Jackson Community Center meeting room in memory of Judith Anne Dougherty.

Title: Approval to Dedicate the Lake Jackson Community Center Large Capacity Room in Memory of Judith Anne Dougherty

February 11, 2014

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Report and Discussion

Background:

On February 21, 2013, the County opened the Lake Jackson Community Center (the Center) located on the northwest side of the County in the Lake Jackson Town Center at Huntington.

At the May 28, 2013 Board meeting, Commissioner John Dailey, representing District 3, the district where the Center is located, moved that staff bring back an agenda item to officially dedicate the Lake Jackson Community Center for the late Commission Aide, Judith Dougherty. Subsequently, the Board unanimously approved the motion.

Analysis:

In accordance with 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," adopted on May 28, 2013, proposed names for County-owned facilities must be submitted to the Board of County Commissioners for approval and official designation (Attachment #1). Such proposed name shall be in writing and shall be accompanied by background data, a resume or fact sheet citing reasons for the nomination (Attachment #2).

Ms. Dougherty began her employment with Leon County in November 1998 as a County Commission Aide. She served for two District 3 Commissioners (Winchester and Dailey) until her retirement in 2009. She had a Master's degree in Urban and Regional Planning and was a devoted advocate for the Lake Jackson area. Leon County residents knew Judith well and recognized her as the dedicated public servant that she was. Her bravery, determination, and deep passion for life were an inspiration to all who knew and loved her.

Options:

- 1. Approve the dedication of the Lake Jackson Community Center meeting room in memory of Judith Anne Dougherty.
- 2. Do not approve the dedication of the Lake Jackson Community Center meeting room in memory of Judith Anne Dougherty.
- 3. Board direction.

Recommendation:

Option #1.

Attachments:

- 1. Policy No. 97-3, page 1
- 2. Obituary for Judith Anne Dougherty

Board of County Commissioners Leon County, Florida

Policy No. 97-3

Title: Naming of County-Owned Facilities, Structures, Buildings, Geographical

Areas or Other Property and Sponsorship of Park Furnishings and Trees at a

County-owned Park and Recreation Facility

Date Adopted: May 28, 2013

Effective Date: May 29, 2013

Reference: N/A

Policy Superseded: Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings,

Geographical Ares or Other Property" adopted April 8, 1997

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that proposed names for County- owned facilities, buildings, structures, geographical areas or other property, with the exception of Park Furnishings and Trees at a County-owned park and recreation facility paid for through private donations as described herein, must be submitted to the Board of County Commissioners for approval and official designation. Such proposed name shall be in writing and shall be accompanied by background data, a resume or fact sheet citing reasons for the nomination.

Areas, sections, facilities, structures, and buildings within County-owned property may be named differently from each other and that of the overall tract. Such areas, sections, structures, facilities, and buildings may be named honoring well-known persons, provided that such persons are not serving in public office at the time of naming.

The placement of displays on any County-owned property, structures, buildings or geographic areas that commemorate or honor elected officials, past or present, shall be solely determined by the Board of County Commissioners.

When the Commission finds that it would be inappropriate to name a County area, structure, or facility in its entirety in honor of an individual, it may place a plaque or other marker at an appropriate location within the area or property whereby the names of individuals may be placed in recognition of their contributions to the County.

When appropriate, County-owned facilities, structures, buildings, properties, or geographical areas may be renamed. The procedure for doing so shall be the same as for originally naming such County-owned property.



In Memory of Judith Anne Dougherty

May 19, 1948 - July 21, 2010

Judith Anne Dougherty, age 62, died Wednesday, July 21, 2010, at Big Bend Hospice House after a long battle with cancer, surrounded by family and devoted friends. Her bravery, determination, and deep passion for life were an inspiration to all who knew and loved her.

She was a wonderful daughter, mother, wife, grandmother, sister, aunt and friend to many. A Jackson County native, Judith moved to Tallahassee in 1975. She completed her Masters degree in Urban and Regional Planning at FSU and went on to serve as an aide to the Leon County Commission. Her interests were far reaching and included photography, travel, camping, politics, literature and a knowledge and curiosity about the natural world. She relished life and was a staunch friend to animals including her work with Big Dog Rescue.

She is survived by her mother Dorothy Dougherty of Marianna, her brother John Dougherty of Golden Colorado, sisters Kathy Sirmans (Terry) of Panama City, and Jill Dean of Tallahassee, daughters Gina Gorman (Scott) of Tallahassee, Jennifer Sapp (Keith) of Marianna, grandchildren Anne Marie and Ethan Sapp, devoted former husband Raymond Convery, nieces Ashleigh Jordan and Sarah Dean, nephew Josh Jordan, great-niece Makayla Jordan, and great-nephew Nathanael Jordan. She had many beautiful and interesting friends. She loved passionately and was loved by many.

She was preceded in death by her father Dale Alan Dougherty and close cousin Becky Sharpe.

The family will be receiving friends during the scheduled visitation at Culley's

MeadowWood Funeral Home 1737 Riggins Road (850) 877-8191 from 5pm-7pm EDT on Sunday, July 25, 2010. Memorial contributions may be made in lieu of flowers, to Big Bend Hospice, 1723 Mahan Center Blvd. Tallahassee, Fl. 32308 or Tallahassee Big Dog Rescue, P.O. Box 15571 Tallahassee, Fl. 32317.

Arrangements are under the direction of Culley's MeadowWood Funeral Home in Tallahassee, Florida.

Send Comfort Food

Visitation

Sunday, July 25, 2010 | 5:00 PM - 7:00 PM Culley's MeadowWood Funeral Home 1737 Riggins Road, Tallahassee, FL 32308 | (850) 877-8191 Driving Directions

Notes for Agenda Item #10

Cover Sheet for Agenda #10

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of the Status Report on the 2013 Plan Year Leon County Live

Well Leon Well-Being Program and Continuation of the Value Based Design

Program, and the Proposed My Rewards Program

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Kim Dressel, Interim Director of Human Resources
Lead Staff/ Project Team:	Mary Barley, Well-Being Coordinator Lillian W. Bennett, Human Resources Specialist

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the status report on the 2013 Plan Year Leon County Well-Being

Program.

Option #2: Adopt the proposed My Rewards Program (Attachment #1).

Option #3: Continue the implementation of the Value Based Design Program, and the

proposed My Rewards Program

Title: Acceptance of the Status Report on the 2013 Plan Year Leon County Live Well Leon Well-Being Program and Continuation of the Value Based Design Program, and Proposed My Rewards Program
February 11, 2014
Page 2

Report and Discussion

Background:

In 2008, Leon County launched a wellness program with the goal of improving the overall health of its employees by getting them to be proactive in managing and promoting healthy lifestyles. At the April 8, 2008 meeting, the Board approved a wellness program for Board employees that included 2008/09 fiscal year funding in the amount of \$25,000. On May 5, 2008, the County Administrator appointed an integrated Wellness Team comprised of a diverse group of employee representatives from the Board of County Commissioners and Constitutional Offices.

At the May 22, 2012 Budget Workshop, the Board approved the concept of transitioning the Wellness Works! Program from an activity-based program to a participation-based program. The participation-based program is a Value Based Design (VBD), which integrates Wellness into the County's Health Insurance Program. At the June 26, 2012 Budget Workshop, the Board discussed the 2013 Plan year's Capital Health Plan/Blue Cross Blue Shield (CHP/BCBS) health insurance renewal and consideration of health insurance alternatives, which included the VBD program. The Board provided preliminary guidance and directed staff to bring back selected plan designs and contribution strategies at the July 9, 2012 Budget Workshop.

At the July 9, 2012 Budget Workshop, the Board approved an 85/15 employer/employee contribution strategy for health insurance premiums. The Board approved the VBD program, which included a 2.5% employee premium incentive reduction in the contribution strategy, establishing an 87.5/12.5 employer/employee premium contribution split for VBD program participants (Attachment #2). Additionally, a plan was developed to roll out the VBD program, starting with offering Health Risk Appraisals (HRA) to employees during the month of October 2012. Employees who volunteered to take the HRA, qualified for the 2.5% health insurance premium discount.

At the September 18, 2012 meeting, the Board approved the new Wellness Policy and associated Wellness Guidelines (Attachment #3). Furthermore, the Board approved the Value Based Design and My Rewards Guidelines for the 2013 Plan Year (Attachment #4).

In January 2013, the Wellness Program was rebranded to Live Well Leon. The goal of the rebranding was to shift the program from one that just focused on employee wellness to one more focused on overall employee well-being. The five elements of the Well-Being Program include Career Well-Being; Social Well-Being; Financial Well-Being; Physical Well-Being, and Community Well-Being.

At the February 12, 2013 meeting, the Board accepted the first annual status report on the Leon County Well-Being Program (Attachment #5).

Title: Acceptance of the Status Report on the 2013 Plan Year Leon County Live Well Leon Well-Being Program and Continuation of the Value Based Design Program, and Proposed My Rewards Program
February 11, 2014
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Analysis:

The purpose of this agenda item is to update the Board on the accomplishments of the Live Well Leon Well-Being Program for the 2013 plan year and to highlight planned programs and events for the 2014 plan year. Additionally, this agenda item seeks Board approval to continue the implementation of the VBD and My Rewards programs, and to adopt proposed revisions to the My Rewards Program. The Live Well Leon Wellness Team and the Well-Being Coordinator will continue to review, evaluate, and make recommendations to improve the program and create a "Culture of Health" in Leon County.

Highlights of the 2013 Live Well Leon Well-Being Program

Value Based Design (VBD)

The Value Based Design program is an employee-driven benefit strategy that builds employee incentives into the benefit design and/or healthcare premium contributions structure to encourage employees to use specific high value services/providers or to adopt or maintain healthy behaviors. Leon County currently provides employees a 2.5% incentive discount on health insurance premiums for employees who successfully complete the My Rewards and the Health Risk Assessment as required. The Board establishes the amount of the incentive discount annually. A total of 1,178 employees successfully completed the 2013 My Rewards Program and were eligible to receive the 2.5% health insurance premium incentive discount as of January 1, 2014, as part of the VBD program. The following table reflects the percentage of employees participating in the VBD Program and received the health insurance premium incentive discount for 2013 Plan Year, effective January 1, 2014. The table also provides a comparison of participation between the 2012 and 2013 Plan years:

Value Based Design (VBD) Participation Percentages 2012 and 2013 Plan Years

Constitutional Office	# 2013 Participation	2013 Participation % Premium Discount effective Jan 1, 2014	2012 Participation % Premium Discount effective Jan 1, 2013	Inc./(Dec.) in Participation %
BOCC/Elections	496	88%	94%	(6.0%)
Clerk of the Courts	110	97%	100%	(3.0%)
Property Appraiser	51	96%	93%	3.0%
Sheriff's Office	434	86%	81%	5.0%
Tax Collector	87	100%	99%	1.0%
Total/Avg. Participation	1,178	93.4%	93.4%	0.0%

As reflected in the table, the BOCC and Clerk of Courts participation percentages decreased by 6% and 3% respectively, over 2012. The participation percentages increased for the Property Appraiser, Sheriff's Office, and Tax Collector by 3%, 5%, and 1%, respectively. However, the overall average participation in the VBD Program for all entities remained constant at 93.4% for both the 2012 and 2013 plan years.

Title: Acceptance of the Status Report on the 2013 Plan Year Leon County Live Well Leon Well-Being Program and Continuation of the Value Based Design Program, and Proposed My Rewards Program
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My Rewards

The My Rewards Program is an incentive-based wellness program designed to help Leon County employees participate in healthy lifestyles. The program helps employees address many aspects of their health and provides rewards for completing a certain number of healthy activities throughout the year. Employees who successfully complete the My Rewards Program annually are eligible to receive an incentive discount on health insurance premiums, as part of the VBD, for the upcoming health insurance plan year. The Board establishes the amount of the health insurance premium discount annually. A 2.5% incentive discount on health insurance premiums was established for the current 2014 plan year, which began January 1, 2014.

For the 2013 plan year, the My Rewards Program was launched and incorporated into the 95210 website platform. The website was branded with the new Live Well Leon logo. Employees participating in the program were able to select from 60 tasks between January 2013 and October 2013. These tasks were designed to assist employees in creating healthier lifestyles. The 60 tasks were broken into the following seven categories:

- 1) physical activity,
- 2) health and nutrition,
- 3) stress/work-life balance,
- 4) financial wellness,
- 5) tobacco cessation,
- 6) preventative care, and
- 7) participation in Leon County-sponsored wellness activities.

Employees were required to complete 10 out of the 60 tasks in order to receive the health insurance premium discount in January 2014. The only required task out of the 10 was completion of the Health Risk Assessment (HRA). The other nine tasks were personal choices of the employee. The Well-Being Team encouraged employees to complete at least three tasks a quarter and to complete as many as possible during the 2013 plan year. An overview of the My Rewards Program and HRA requirements were presented at employee meetings in September 2012 and throughout the 2013 plan year.

Beginning in 2014, staff recommends adoption of the following criteria for employees' successful completion of the My Rewards. The employees must

- 1. complete not less than 10 healthy tasks/activities from among the tasks/activities identified in the My Rewards Program, by not later than October 31 of each year;
- 2. record their accomplishment of these tasks/activities in the My Rewards Tracking System, by not later than October 31 of each year; and,
- 3. complete a Health Risk Assessment for each year same is required.

The adoption of the requirements for successful completion of the My Rewards Program would provide for a consistent requirement that employees complete not less than 10 tasks/activities, in addition to the Health Risk Assessment for each year it is required.

Title: Acceptance of the Status Report on the 2013 Plan Year Leon County Live Well Leon Well-Being Program and Continuation of the Value Based Design Program, and Proposed My Rewards Program
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Staff anticipates repeating the Health Risk Assessment bi-annually, beginning in 2015. There will be no Health Risk Assessment in 2014. Currently, employees have been required to complete nine tasks on those years a Health Risk Assessment has been required.

For the 2014 Plan Year forward, staff further recommends the adoption of a revised list of tasks/activities. The revised list includes 70 tasks/activities (the 2013 list included 60 tasks/activities). Additionally, the revised list clarifies some of the 2013 tasks/activities, so that they are measurable or more clearly defined with respect to the expected behavior for completion. A copy of My Rewards 2013 is included as Attachment #5. Employees will continue to select 10 out of 70 tasks/activities identified for the My Rewards Program, available in the My Rewards Program Tracking System. All 10 tasks/activities will be the employee's personal choices from the 70 tasks/activities.

Additionally, due to customization and data requirements, Leon County will move away from the 95210 website platform to the new Live Well Leon intranet website. The new My Rewards Tracking System will be available in February 2014. However, employees can begin to manually track their activities now and enter them into the My Rewards tracking system in February.

Annually, the Live Well Leon Well-being Team and the Well-Being Coordinator will communicate details and requirements of the VBD program and My Rewards Program to County employees. Staff will prepare an agenda item if changes to the My Rewards Program or the VBD program are recommended.

Health Risk Assessment (HRA)

As part of the My Rewards Program in the 2013 plan year, employees were again required to take the HRA to be eligible for the discount in January 2014. Although this information is self-reported, it provided an opportunity to assess whether or not employees are improving their lifestyle behaviors, as well as provide the Live Well Leon Well-Being Program aggregate baseline data for future analysis of the program.

The results of the 2013 plan year HRA are based on aggregate data for the organization and do not identify any individual employee(s) as required in the Wellness Policy. The following are high-level highlights of HRA results:

- The top three Health Risks by Prevalence for Leon County are: Body Weight, Blood Pressure and Stress
- The Most Improved Health Risks for Leon County are: Physical Activity, Medication Use and Life Satisfaction
- The Least Improved Health Risks for Leon County are: Existing Medical Conditions, Cholesterol and Body Weight

Based on the results of the HRA, the top three points of focus (Body Weight, Blood Pressure, and Stress Management) are recommended for population-wide programs offered through the Live Well Leon Program in the 2014 plan year.

Title: Acceptance of the Status Report on the 2013 Plan Year Leon County Live Well Leon Well-Being Program and Continuation of the Value Based Design Program, and Proposed My Rewards Program February 11, 2014

At the September 18, 2012 meeting, the Board approved the new Wellness Policy and Guidelines. Live Well Leon will continue to operate in accordance with the Wellness Policy, as follows:

- insure privacy and confidentiality for all employees participating in the program.
- emphasize that the Wellness Program is voluntary, as well as HIPAA, GINA and ADA compliant, and that individuals can request additional programs and services or new ones to better meet their needs.
- outline the objectives of the VBD and My Rewards Programs.
- provide for use of up to one hour of administrative leave each month to attend County-sponsored Wellness activities or programs.

As previously stated, staff anticipates continuing the Health Risk Assessments on a biannual basis, beginning in 2015.

Program/Activities

Page 6

A total of 1,178 County and Constitutional Offices' employees successfully completed the My Rewards Program and the HRA for the 2013 plan year. A total of 3,442 participants were engaged in the VBD/My Rewards Program and/or one or more County-sponsored events or activities.

These programs/activities included Walk through Florida, the annual Health Fair, Lunch N Learns, Breakfasts and Learns, tobacco cessation programs, blood pressure checks, Flu shots, seated chair massages, the Working Well Corporate Cup Challenge, My Rewards, and the Health Risk Assessment. The following table provides a summary of the 2013 Live Well Leon Program activities/events and participation.

2013 Live Well Leon Program Summary				
Program/Activity/Event	# of County- Sponsored Events	# of Participants*		
Value Based Design/My Rewards Programs	-	1,178		
Lunch N Learns/Breakfast N Learns	19	800		
Other County Sponsored Events	18	1,464		
Grand Total	37	3,442		

^{*}Employees participated in multiple events

A total of 3,442 participants were engaged in the Live Well Leon Well-Being Program for the 2013 Plan Year. A detailed summary of actual Programs and Events held during the year is outlined in Attachment #6.

Title: Acceptance of the Status Report on the 2013 Plan Year Leon County Live Well Leon Well-Being Program and Continuation of the Value Based Design Program, and Proposed My Rewards Program
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Well-Being Team

The Live Well Leon Well-Being Team members carry out the vision and mission of the program and represent a dedicated and diverse cross-section of employees throughout County and Constitutional Offices (Attachment #7). Their role is to develop, evaluate, and communicate programs and activities within the Wellness Program. The Well-Being Team is currently planning programs and activities for the 2014 plan year. A tentative schedule of planned events is reflected in Attachment #8.

Awards

At the annual 2013 Working Well CEO Breakfast, Leon County won the top level Working Well Shooting Star Award for the fourth year. Shelley Cason, a Leon County Facilities Management employee, won the Working Well Inspiring Star Award in 2013. More recently, Leon County has been notified of winning the American Heart Association Fit Friendly Platinum Award in January 2014.

Summary

Leon County continues to build a wellness infrastructure with the goal of creating a true "Culture of Health" that makes the healthy choice the easy choice for County employees. The VBD Program provides a health insurance premium incentive discount to employees participating in the My Rewards Program. The My Rewards program outlines the specific wellness tasks, activities and requirements that qualify employees to receive the healthcare premium discounted rates under the VBD program. The Well-Being Policy and Guidelines establish the structure for the organization to follow when developing wellness programs and activities. Leon County is continuing to create a "Culture of Health" and employee well-being that drives individual, as well as organizational, health. Staff recommends Board acceptance of the status report on the Leon County Live Well Leon Well-Being Program and approval to continue the implementation of the Value Based Design Program, and the proposed My Rewards Program as revised.

Options:

- 1. Accept the status report on the 2013 Plan Year Leon County Well-Being Program.
- 2. Adopt the proposed My Rewards Program (Attachment #1).
- 3. Continue the implementation of the Value Based Design Program, and the proposed My Rewards Program.
- 4. Board direction.

Recommendation:

Options #1, #2, and #3.

Title: Acceptance of the Status Report on the 2013 Plan Year Leon County Live Well Leon Well-Being Program and Continuation of the Value Based Design Program, and Proposed My Rewards Program February 11, 2014 Page 8

Attachments:

- 1. Proposed 2014 My Rewards Program
- 2. July 9, 2012 Agenda Item titled (w/o attachments)
- 3. Live Well Leon Wellness Policy and draft Wellness Guidelines
- 4. Live Well Leon VBD and My Rewards Program Guidelines
- 5. February 12, 2013 Agenda (with only its Attachment #2, My Rewards 2013)
- 6. Activities, Events, and Participation of 2013 Live Well Leon Program
- 7. Live Well Leon Vision and Mission and Well-being Team Members
- 8. 2014 Tentative Listing of Live Well Leon Programs and Events

Leon County Live Well Leon – 2014 Forward My Rewards Tasks/Activities, and Tracking

The My Rewards Program is an incentive-based wellness program designed to help Leon County employees participate in healthy lifestyle behaviors. Employees who successfully complete the My Rewards Program annually are provided a financial reward: the amount such employees will be required to pay for their employer-sponsored health insurance premium in the upcoming health insurance plan year, which begins January 1 of each year, will be less than the amount employees who do not successfully complete the My Rewards Program will be required to pay for the same coverage. The My Rewards Program encourages employees to recognize and address several different aspects of their health in the following categories: 1) Physical Activity; 2) Health and Nutrition; 3) Stress/Work-Life Balance; 4) Financial Wellness; 5) Tobacco Cessation; 6) Preventative Care and 7) Participation in Leon County Sponsored Wellness activities.

Requirements to Successfully Complete the My Rewards Program

To successfully complete the My Rewards Program, employees must:

- 1. Complete not less than 10 healthy tasks/activities, from among the tasks/activities identified in the My Rewards Program, by not later than October 31 of each year;
- 2. Record their accomplishment of these tasks/activities in the My Rewards Tracking System by not later than October 31 of each year; and
- 3. Complete a Health Risk Assessment for those years that it is required.

Financial Reward for Successful Completion

Employees who successfully complete the My Rewards Program are eligible to receive an incentive discount on their health insurance premiums, as part of the Value Based Design Program. The Board establishes the discount amount annually.

My Rewards Program Tracking

From among the tasks/activities included in the My Rewards Program, employees are:

- 1. Asked to annually select not less than 10 tasks/activities they will work toward (their goals); and are
- 2. Required to track their successful completion of not less than 10 of the tasks/activities in the My Rewards Tracking System, by not later than October 31 annually. The My Rewards Tracking System is located on the Leon County website at http://intra/wellness/rewards.html

The Live Well Leon Well-Being Team will continue to verify attendance at County Sponsored Events (Health Fair, Lunch N Learns, Tobacco Cessation, etc.). However, employees should track all activities, including County Sponsored activities, on the My Rewards Tracking System. Although, the My Rewards Tracking System is a self-reporting system, employees are expected to be honest about the tasks/activities they have successfully completed. Employees are also encouraged to complete at least three tasks/activities per quarter.

My Rewards Program Tasks/Activities

Requirements to Successfully Complete the My Rewards Program Annually: To successfully complete the My Rewards Program, employees must annually: (1) complete not less than 10 healthy tasks/activities by not later than October 31 of each year, from among the tasks/activities identified below; (2) record their accomplishment of these tasks/activities in the My Rewards Tracking System by not later than October 31 of each year; and (3) complete a Health Risk Assessment for those years that it is required.

Physical Activity

- 1. **Give Strength-Training a Shot -** Perform strength-training exercises, which may include weight training, twice a week for at least 30 days. Try the 15-Minute Beginner Weight Training, Easy Exercise program located on You Tube at: http://www.youtube.com/watch?v=U0bhE67HuDY
- 2. **Join a Gym or Fitness program -** Whether you join a gym or any kind of fitness program, have already joined one, or exercise at home or outside, work out at least twice a week for at least 30 days.
- 3. **Participate in a Community Sponsored Event** Set a goal and participate in at least one Community-sponsored physical activity (i. e., Heartwalk, Corporate Cup Challenge, Turkey Trot, bike races, triathlons, etc.)
- 4. **Connect with a Community Sports Clubs** Become a member of a community sports team/league/club such as softball, football, soccer, rowing, running, biking, etc. and participate in club activities for at least 30 days.
- 5. **Track Physical Activity -** Track and log your physical activity for at least 30 days.
- 6. **Take a Break at Work** Take a walk during your approved break time twice a week for at least 30 days.
- 7. **Hook up with Move.Tallahassee.com** Take the Move.Tallahasse.Com challenge, sponsored by the Tallahassee Democrat. Participate in one or more scheduled walks this year. Find out more information at http://move.tallahassee.com/
- 8. **Take the Stairs** Use the stairs instead of the elevators three times a week for at least 30 days.
- 9. **Schedule Family Fun Activities** schedule time for a fun physical activity with your family at least six times during the year (i. e. walking, biking, swimming, playing ball, etc.)
- 10. **Stretch with the Stretch Clock -** Stretch at your desk (or before and after you leave work) for two minutes each morning and each afternoon for at least 30 days. The Stretch Clock is available on the Live Well Leon website.
- 11. **Map out an Exercise Plan -** Set clear goals, know what you will do, and pencil in your activity on your schedule as you would any appointment. Do this for at least 30 days.
- 12. **Sit Less -** Research now shows that the more you sit, the greater you are at risk for obesity, heart disease, Metabolic Syndrome and Diabetes. Set your cell phone alarm to go off each hour to get up and move, whether you are at work or home, for at least 30 days.

Health and Nutrition

- 13. **Join a Weight Loss Program -** Join Weight Watchers or any other weight loss program, online or in person, including the ones offered by CHP and participate for not less than 30 days.
- 14. **Practice Portion Control** Focus on using the recommended portions on www.ChoseMyPlate.gov. for at least 30 days. Half of your plate should be fruits and vegetables, one-quarter whole grains, and one-quarter protein.
- 15. **Eat more Fruits and Veggies -**Track the number of fruits and vegetables you eat each day for at least 30 days.
- 16. **Try Healthy Recipes -** Try five new healthy recipes or foods during the year (either tasting or cooking). New, healthy recipes will be posted on the Live Well Leon website on a regular basis under Healthy Living.
- 17. **Plant a Garden -** Plant a garden at home or participate in a Community Garden for not less than one growing season.
- 18. **Read Food Labels** Read the ingredients on food item labels before you purchase them. The Mayo Clinic has **Nutrition Facts: An interactive guide to food labels**. Just click on the label to find nutrition facts.
- 19. **Shop Local** Buy locally grown fruits and vegetables at local Farmer's Market at least six times this year.
- 20. **Reduce Sweet Beverages Intake -** Track and reduce the number of sweetened beverages you drink by one each day for at least 30 days. For more information on sweetened beverages, go to http://www.sugarstacks.com/beverages.htm
- 21. **Increase Water Intake -** Track and increase the number of glasses of water you drink, from the amount of water you are currently drinking, for not less than 30 days.
- 22. **Monitor Food Intake -** Monitor your food intake online for at least 30 days or use one of the mobile apps available. Go to the following website for some options: http://www.forbes.com/sites/jennifercohen/2012/08/21/the-8-best-smart-phone-apps-forweight-loss/
- 23. **Eat More Fiber** Increase the amount of fiber you are eating, from the amount of fiber you are currently eating, for not less than 30 days. Adding just 5-10 grams of fiber a day has been shown to help take off pounds and lower cholesterol levels. You can get the fiber count from food labels or view the fiber counts of fruits and vegetables at http://www.huffingtonpost.com/2013/09/25/high-fiber-foods_n_3983188.html
- 24. **Monitor When /Where You Eat -** For at least 30 days, sit down to eat, preferably at a table and away from distractions that could cause you to overeat; such as, eating while working at your desk, watching TV, eating in the car, or eating on the run.

Stress/Work-Life Balance

- 25. **Don't Worry/Be Happy** Record your worries in a journal for not less than 30 days. You can put them away, talk them out with a trusted friend, or use other techniques to reframe your perspective of what is stressing you out.
- 26. **Meditate on Positive Moments -** Focus on times in your life when you felt loved, respected, and appreciated. Do this not less than once a day for at least 30 days. This makes you feel less stressed and enhances your immune and nervous hormone system. This exercise is effective when you are feeling down, angry, anxious, confused, or stressed.
- 27. **Develop or Maintain a Hobby -** Do something you really enjoy, which provides solace and rejuvenation, and keeps you "in the present moment," which helps relieve stress and prevents you from worrying about the future or regretting the past.
- 28. **Recognize Stress Symptoms** Focus on recognizing your physical symptoms when you feel stressed (headache, jaw clenching, stomach tightening/upset/nervous/etc, neck or back muscles tightening, etc). Once you recognize you are stressed, stop and take 10 deep breaths. Do this each day for at least 30 days.
- 29. **Get Plenty of Rest -** Track the number of hours you sleep each night for at least 30 days. Strive for at least seven hours of sleep each night.
- 30. **Attend Yoga Classes -** Attend a yoga class at least three times this year.
- 31. Relax with a Massage Get at least one relaxing massage this year
- 32. **Become a Volunteer** Participate in Volunteer Leon or in the local community in an area that interests you. Try to volunteer at least twice this year. For more information on the Volunteer Leon program, go to http://intra/Volunteer/index.asp
- 33. **Access the EAP Program** Access the County's Employee Assistance Program at least once this year if you feel overwhelmed, personally or professionally. Contact the Well-Being Coordinator for more information.
- 34. **Technology Overload -** Set healthy boundaries around technology. Make time to unplug from smartphones, I-Pads, computers, etc. and focus on yourself, your family, and your friends. Do this for at least 30 days.
- 35. **Take Vacation Pictures -** Send the Well-Being Coordinator a photo of you using your vacation time to do something meaningful and relaxing to you, whether taking a trip or enjoying your family at home. We will post them on the Live Well Leon Website for others to enjoy!
- 36. **Take Caregiver Break** If you are a caregiver, find a way to get help to give yourself a break—ask a friend to take over for you for a couple of hours, at least once a week each month, so you can have some downtime for yourself.

Financial Wellness

- 37. **Attend a Lunch N Learn** Attend a Lunch N Learn or Breakfast N Learn on Financial Fitness.
- 38. **Meet with a Financial Planner** Meet with a financial planner at least once this year.
- 39. **Create A Budget -** Create a budget with your family to follow this year for at least 30 days.
- 40. **Start a Retirement Savings Account** Begin participation in a 457 Deferred Compensation Retirement Account or increase the amount of your annual contribution.
- 41. **Watch FRS Videos -** Watch any of the videos on Financial Planning on the FRS website and act on what you have learned. See the Live Well Leon website for additional information.
- 42. **Attend FRS Financial Planning Workshops** The Florida Retirement System offers free financial planning workshops. Contact the MyFRS Financial Guidance Line at 1-866-446-9377 and press #2 for retirement or financial planning. You can register for an upcoming workshop or opt to be notified about upcoming events.
- 43. Clip Store/Restaurant Coupons Clip store/restaurant coupons and use them at least six times this year.
- 44. **Utilize Vendor Discounts and Special Offers** Take advantage of vendor discounts offered to County employees. Check the Live Well Leon website under Healthy Living for various gym membership discounts, as well as discounts from Verizon and Avis.

Tobacco Cessation –You must be a tobacco user to count the activities below.

- 45. **Join a Tobacco Cessation Class** Join and complete a tobacco cessation class, if you are using any tobacco products, including cigarettes, cigars, pipes, chewing tobacco, snuff, pouches, and electronic cigarettes.
- 46. **Don't Give UP Keep Trying -** If one class did not work, attend another, use nicotine replacement therapy (NRT), and keep trying to quit.
- 47. **Smoke Free Zones** Do your part to maintain your house, car, and public entrances as smoke-free zones. Try this for at least 30 days.
- 48. **Second Hand Smoke -** Discontinue smoking around your kids or other non-smokers; even in your car for at least 30 days. Try to keep it up.
- 49. **Utilize a Health Coach** If you are interested in having a certified Health Coach work with you to help you quit using tobacco, call the Well-Being Coordinator at 606-2427, and she will arrange it for you.

Preventative Care

- 50. **Get a Wellness Check Up -** Get a Wellness check-up or Annual Physical with your Insurance Carrier (CHP/BCBS),
- 51. **Obtain Age-Related Screenings -** Get your age-related screenings as needed/recommended (Colonoscopy, Mammogram, Prostrate Screening, Skin Cancer Check, Pap Smear, etc.) (CHP/BCBS).
- 52. Show Off that Beautiful Smile Get your annual dental check-up and cleanings this year.
- 53. **Get \$150 from CHP** Join a gym or approved Weight Watchers class and receive up to a \$150 reimbursement from Capital Health Plan.
- 54. Consult with a Health Coach –The Health and Well-Being Coordinator will soon be certified as a Health Coach and available to work with you by phone or in person to help you with healthy eating, increased physical activity, and stress management. Call or email Mary Barley at barley@leoncountyfl.gov or 606-2427 (Due to employee privacy issues, please see your medical provider regarding any personal medical-related issues).
- 55. **Participate in Chronic Disease Management** Participate in a Chronic Disease Management Program with CHP, BCBS, or TMH. Visit their websites for more information.
- 56. **Connect with CHP** Use CHP Connect and familiarize yourself with your medical records (CHP) and/or all the other health resources that are available to CHP members.
- 57. **Take Health Classes** Enroll in at least one health-related class offered online by CHP or at other agencies throughout the community this year.
- 58. **Get a Flu Shot Get** a flu shot at work or through your physician's office. Flu shots are also available at Publix, CVS, and Walgreens.
- 59. **Read Educational Articles--**Read at least three educational articles on healthcare, wellness, fitness, etc. this year and begin one new health-related activity this year. Check the Live Well Leon website under Healthy Living throughout the year for new health and well-being articles.
- 60. **Get a Shingles Sho**t Get a Shingles shot if you are over 60 and had chicken pox as a child. Shingles shots are available at CHP/BCBS/CVS.
- 61. **Keep Children's Vaccinations Updated** Check with your child's doctor to be sure your children's/grandchildren's shots are up to date.

Participation in Leon County-Sponsored Wellness Activities

- 62. Lunch N Learns Attend two Lunch N Learns during the year.
- 63. **Health Fair** Attend the Annual Leon County Health Fair.
- 64. Walk Through Florida Participate in the Walk Through Florida Program this year.
- 65. **WellQuest Challenge -** Apply for the WellQuest Challenge to represent Leon County in the quest for the "Wellest Employees in our Community."
- 66. **Corporate Cup Challenge** Participate in the Working Well Corporate Cup Challenge.
- 67. **Blood Pressure Checks -** Take advantage of the Blood Pressure Checks offered at work.
- 68. The Heartwalk Participate in the annual Heartwalk with the Leon County Team.
- 69. "Diabetes Conversation Maps" participate in one of TMH's "Diabetes Conversation Maps" group sessions offered this year.
- 70. **Other County-Sponsored Programs -** Participate in any other County-sponsored wellbeing activity that is created by the Well-Being Team.

Leon County Board of County Commissioners Cover Sheet for Budget Workshop Item #12

July 9, 2012

To:

Honorable Chairman and Members of the Board

From:

Vincent S. Long, County Administrator

Title:

2013 Plan Year CHP/BCBS Health Insurance Renewal and Plan Design,

Employee Contributions, and Establishing a Value Based Benefit Design

Program

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Lillian Bennett, Director of Human Resources
Lead Staff/ Project Team:	Ernest Poirier, Human Resources Specialist Mary Barley, Health and Wellness Coordinator

Fiscal Impact:

This agenda item has a fiscal impact. For the 2013 Plan year, CHP/BCBS have proposed a 0.42% blended renewal rate increase for health insurance services with no change in the Current Plan Design. At the June 26, 2012, Health Insurance Workshop, staff presented CHP/BCBS Current and Alternative Plan Designs and Renewal Rates for Board consideration (Attachment #1).

Staff Recommendation:

Option #1:

Accept staff's report on FY 2013 CHSP/BCBS plan designs and employee contribution strategies and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13

Title: 2013 Plan Year CHP/BCBS Health Insurance Renewal and Plan Design, Employee Contributions, and Establishing a Value Based Benefit Design Program July 9, 2012

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Report and Discussion

Background:

At the June 26, 2012 workshop, the Board discussed the 2013 Plan Year CHP/BCBS Health Insurance Renewal and consideration of Health Insurance Alternatives (Attachment #1). Staff provided the following information for Board review and consideration:

- 1. Plan Designs and Renewal Rates
 - o Plan A Leon County's Current Plan Design 0.42% Renewal Rate
 - o Plan B CHP 5 Plan Design (City of Tallahassee) (2.25%) Renewal Rate
 - o Plan C Capital Select Plan Design (Leon County Schools) (4.30%) Renewal Rate
- 2. Contribution Strategies
 - o Standard Contribution Strategies
 - o 4 Year Phase-In Contribution Strategies
 - o Multiple Tier Contribution Strategies
- 3. Value Based Benefit Design (VBD) Program

Analysis:

The Board provided preliminary guidance and directed staff to bring back selected Plan Designs and Contribution Strategies at the July, 9, 2012 Budget Workshop as follows:

- 1. Plan Designs
 - a. Plan A Leon County's Current Plan Design
 - b. Plan B CHP 5 Plan Design (City of Tallahassee)
- 2. Contribution Strategies
 - a. Standard Contribution Strategies

Strategy #1	Maintain 90/10
Strategy #2	87.5/12.5
Strategy #3	85/15

b. Multiple Tier Contribution Strategies

	Single	Emp +1	Family
Strategy #1	90/10	87.5/12.5	87.5/12.5
Strategy #2	90/10	87.5/12.5	85/15
Strategy #3	90/10	85/15	85/15

3. The Board also requested that staff bring back the correlating Value Based Benefit Design (VBD) strategy applicable to each of the selected Standard and Multiple Tier Contribution strategies.

Title: 2013 Plan Year CHP/BCBS Health Insurance Renewal and Plan Design, Employee Contributions, and Establishing a Value Based Benefit Design Program July 9, 2012
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Capital Health Plan

Table #1 provides highlights of major differences in the Plan Designs for Plan A (Leon County's Current Plan Design) and Plan B (CHP 5 Plan Design -City of Tallahassee) as reflected below:

Table #1
Plan Design Highlights - Plan A and Plan B

	Highlights of Major Differences in Co-			
		Pays		
	Plan A	Plan B		
Medical Service	Leon County's Current Plan	CHP 5 Plan (City of Tallahassee)		
Primary Care	\$10	\$10		
Specialist	\$25	\$40		
Urgent Care	\$20	\$25		
Physician -Out Patient	\$25	\$40		
Mental Health	\$25	\$40		
Hospital Out-Patient	\$100	\$250		
Emergency Room	\$100	\$250		
Ambulance	\$0	\$100		
Ambulatory Surgical	\$100	\$100		
MRI/PET/CT	\$25	\$100		
Rehab Therapies	\$25	\$40		
Routine Vision	\$15	\$10		
RX-Prescriptions	\$7/\$30/\$50	\$7/\$30/\$50		

Blue Cross/Blue Shield

The Alternative BCBS Plan Design 3559 is the preferred provider plan that will be associated with the selection of Plan B. A comparison chart of the changes in co-pays from the current BCBS plan design to the Alternate BCBS Plan Design 3559 under Plan B is shown in Attachment #2.

Title: 2013 Plan Year CHP/BCBS Health Insurance Renewal and Plan Design, Employee Contributions, and Establishing a Value Based Benefit Design Program July 9, 2012
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Standard Contribution Strategies

Table #2 reflects Standard Contribution Strategies and the related fiscal impact:

Table #2
Standard Contribution Strategies
2013 Fiscal Impact - Inc/(Dec) over 2012 Costs

Strategy	2013 Board Established Contribution Strategy	Plan A - Leon County Current Plan Design	Plan B - CHP 5 (City of Tallahassee)
Renewal Rate		0.42% Inc.	(2.25%) Dec.
Strategy #1	Maintain 90/10	\$67,000	(\$355,000)
Strategy #2	87.5/12.5	(\$374,000)	(\$784,000)
Strategy #3	85/15	(\$814,000)	(\$1,213,000)

o Correlating Value Based Benefit Design Strategies

Table #3 reflects the correlating VBD Strategies for each of the Standard Contribution Strategies noted in Table #2 above:

Table #3
Correlating Value Based Benefit Design (VBD) Strategy for Standard Contribution Strategies

Fiscal Impact – Inc/(Dec) over 2012 Costs

Strategy	Standard Contribution Strategies For Plan A and Plan B	Corresponding VBD Contribution Strategies	VBD - 2.5% Incentive Reduction in Contribution Strategy	Plan A - Leon County Current Plan Design	Plan B - CHP 5 (City of Tallahassee)
Strategy #1	Maintain 90/10	87.5/12.5	90/10	\$44,000	(\$377,000)
Strategy #2	87.5/12.5	85/15	87.5/12.5	(\$396,000)	(\$806,000)
Strategy #3	85/15	82.5/17.5	85/15	(\$837,000)	(\$1,235,000)

Title: 2013 Plan Year CHP/BCBS Health Insurance Renewal and Plan Design, Employee Contributions, and Establishing a Value Based Benefit Design Program July 9, 2012

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Multiple Tier Contribution Strategies

Table #4 reflects Multiple Tier Contribution Strategies and related fiscal impact:

Table #4
Multiple Tier Contribution Levels

Waterple Tier Contribution Develo						
Fiscal Impact – Inc/(Dec) over 2012 Costs						
Strategy		Employer Multi-tier Contribution		Plan A - Leon County Current Plan Design	Plan B - CHP 5 (City of Tallahassee)	
	Single	Emp+1	Family	0.42% Inc.	(2.25%) Dec.	
Strategy #1	90/10	87.5/12.5	87.5/12.5	(\$309,000)	(\$720,000)	
Strategy #2	90/10	87.5/12.5	85/15	(\$574,000)	(\$978,000)	
Strategy #3	90/10	85/15	85/15	(\$683,000)	(\$1,084,000)	

o Correlating Value Based Benefit Design Strategies

Table #5 reflects the correlating VBD Strategies for each of the Multiple Tier Contribution Strategies noted in Table #4 above:

Table #5
Correlating Value Based Benefit Design (VBD) Strategy

For Multiple Tier Contribution Levels

	Fiscal Impact – Inc/(Dec) over 2012 Costs							
Strategy		tablished Nribution Str		VBD Participation - 2.5% Incentive Reduction in Contribution Strategy		Plan A - Leon County Current Plan Design	Plan B - CHP 5 (City of Tallahassee)	
	Single	Emp+1	Family	Single	Emp+1	Family	0.42% Inc.	(2.25%) Dec.
Strategy #1	87.5/12.5	85/15	85/15	90/10	87.5/12.5	87.5/12.5	(\$330,000)	(\$742,000)
Strategy #2	87.5/12.5	85/15	82.5/17.5	90/10	87.5/12.5	85/15	(\$596,000)	(\$1,000,000)
Strategy #3	87.5/12.5	82.5/17.5	82.5/17.5	90/10	85/15	85/15	(\$705,000)	(\$1,106,000)

Title: 2013 Plan Year CHP/BCBS Health Insurance Renewal and Plan Design, Employee Contributions, and Establishing a Value Based Benefit Design Program July 9, 2012
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Options:

- 1 Accept staff's report on FY 2013 CHSP/BCBS plan designs and employee contribution strategies and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.
- 2. Plan Design for the 2013 Plan Year:
 - a. Maintain Plan A Leon County's Current Plan Design
 - b. Select Plan B CHP 5 Plan (City of Tallahassee)
- 3. Contribution Strategy from the following list from (a) Standard Contribution Strategy or from (b) Multiple Tier Contribution Strategy for 2013 Plan Year:
 - a. Standard Contribution Strategy (Table #2)

Strategy #1	Maintain 90/10
Strategy #2	87.5/12.5
Strategy #3	85/15

b. Multiple Tier Contribution Strategy (Table #4)

	Single	Emp +1	Family
Strategy #1	90/10	87.5/12.5	87.5/12.5
Strategy #2	90/10	87.5/12.5	85/15
Strategy #3	90/10	85/15	85/15

4. Implement the correlating Value Based Benefit Design (VBD) strategy reflected in Table #3, Standard Contribution Strategy or Table #5, Multiple Tier Contribution Strategy.

Recommendation:

Option #1: Accept staff's report on FY 2013 CHSP/BCBS plan designs and employee contribution strategies and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.

Attachment:

- 1. 2013 Plan Year CHP/BCBS Health Insurance Renewal and Consideration of Health Insurance Alternative Workshop Agenda Item
- 2. Comparison of current BCBS Plan Design and Alternate BCBS 3559 Plan Design

Back

Print

Leon County Board of County Commissioners Cover Sheet for Agenda #25

July 10, 2012

To:	Honorable Chairman and Members of the Board
From:	Vincent S. Long, County Administrator
Title:	Ratification of the July 9, 2012 Fiscal Year 2013 Budget Workshop

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review and Approval:	Alan Rosenzweig, Deputy County Administrator, Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Felisa Barnes, Principal Management & Budget Analyst Roshaunda Bradley, Senior Management & Budget Analyst

Fiscal Impact:

This agenda item has a fiscal impact and establishes Board direction for the development of the FY 2013 Tentative Budget.

Staff Recommendation:

- Option #1: Ratify Board actions taken at the July 9, 2012 Fiscal Year 2013 Budget Workshop as reflected in the options specified in budget discussion items.
- Option #2: Establish the maximum countywide millage rate at the rolled back rate of 8.3144 mills.
- Option #3: Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) at 0.5 mills.
- Option #4: Approve the Resolution and associated budget amendment to appropriate \$13.1 million in unreserved fund balance to support the five -year capital improvement plan.
- Option #5: Approve the Resolution and associated budget amendment to appropriate \$1.5 million in unreserved Transportation Trust fund balance to complete transportation and stormwater improvement projects.

Report and Discussion

Background:

Pursuant to the Board adopted budget calendar, a workshop was conducted on July 9, 2012 to provide staff with direction regarding the development of the tentative FY 2013 budget.

Analysis:

In accordance with Board actions taken during the July 9, 2012 budget workshop, the Board approved the following:

- 1. Workshop Item #1: July 9, 2012 Budget Workshop Overview
 The Board approved Option #1: Accept staffs overview of the July 9, 2012 FY
 2013 Budget Workshop.
- 2. Workshop Item #2: Fiscal Year 2013 Preliminary Budget and Balancing Strategies

The Board approved Option #1: Accept staffs report on the preliminary budget.

- 3. Workshop Item #3: Capital Improvement Program Fund Balance Sweep
 The Board approved Options #1 and #2:
 - 1. Approve the Resolution and associated budget amendment to appropriate \$13.1 million in unreserved fund balance to support the five-year capital improvement plan (Attachment #1)
 - 2. Approve the Resolution and associated budget amendment to appropriate \$1.5 million in unreserved Transportation Trust fund balance to complete transportation and stormwater improvement projects (Attachment #2).
- 4. Workshop Item #4: Analysis of Active Parks & Recreation Facilities and Needs within the Unincorporated Area

The Board approved Options #1 and #2:

- 1. Accept staffs report on active parks and recreation facilities and improvement needs within the unincorporated area.
- 2. Approve the \$125,000 allocation from the Tourist Development tax to support the improvement and widening of the cross-country track at Apalachee Regional Park.
- 5. Workshop Item #5: Consideration of Privatizing Probation, Pretrial Release and Drug and Alcohol Testing Services and the Fiscal Impacts
 The Board approved Option #1: Accept staffs report and take no further action.
- 6. Workshop Item #6: Approval of the Primary Healthcare Program Allocations for Fiscal Year 2012/13

The Board approved Options #1 and #3:

Posted at 6:00 p.m. on February 3, 2014

- 1. Accept staffs report on FY 2013 Primary Healthcare funding allocations and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.
- 3. Authorize the County Administrator to execute corresponding contracts in a form approved by the County Attorney.

Additionally, the Board requested staff provide a status report on Neighborhood Health Services plan to seek a Federally Qualified Health Center Look-a-Like designation.

7. Workshop Item #7: Consideration Regarding the Future Direction of the Development Support and Environmental Management Contracted Storage Tank Program

The Board approved Options #1 and #2:

- 1. Authorize the acceptance of \$118,192 in program contract funds from FDEP and approve \$36,235 in the FY 2013 budget to maintain the Storage Tank Program at the current level of 100% facility inspections per year in Leon County and authorize expansion of the program into Wakulla and Gadsden Counties at a facility inspection level of 50% per year.
- 2. Authorize the County Administrator or designee to enter into a revised contract with FDEP that outlines the expansion of the Countys Storage Tank Program into Wakulla and Gadsden Counties and establishes associated task assignments.

8. Workshop Item #8: Discretionary Funding Levels for Outside Agencies The Board approved Options #1 and #2:

- 1. Accept staffs report on funding for outside agencies for FY 2013 and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.
- 2. Maintain the \$150,000 previously earmarked for the Mary Brogan Museum in the Tourist Development Fund Balance. This would provide COCA with \$354,000 for regranting.

Additionally, the Board requested the Mary Brogan Museum and COCA submit proposals in October on the utilization of the \$150,000.

9. Workshop Item #9: Acceptance of Staff Report on the Proposed Small Business Lending Guarantee Program

The Board approved Options #1 and #2:

- 1. Accept staff report on the proposed Small Business Lending Guarantee Program.
- 2. Direct staff to bring back an item encumbering \$1 million for the Small Business Lending Guarantee Program upon concurrence by the City of Tallahassee.

10. Workshop Item #10: Consideration of Implementing Consultant Recommendations Regarding Improvements to the Solid Waste Management System

The Board approved Options #1, #2, #3 and #4:

Posted at 6:00 p.m. on February 3, 2014

- 1. Disposal Authorize County staff to negotiate with Decatur County Landfill for potential disposal agreement.
- 2. Processing Authorize County staff to proceed with the development and issuance of an RFP for processing/waste diversion.
- 3. Collection Authorize staff to:
 - 3.1. Extend the current waste collection contract with Waste Management Inc. by six months.
 - 3.2. Proceed with the development of a draft waste collection RFP.
- 4. Authorize County staff to continue to secure Kessler Consultings professional services in regards to strategic waste planning.

11. Workshop Item #11: Consideration of Funding for Mental Health Competency Restoration Services and the LIFT Program

The Board approved Options #1, #2, and #3:

1. Accept staffs report on Mental Health Competency Restoration Service and the LIFT program and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.

During the May 22, 2012 budget workshop, ratified at the June 12, 2012 meeting, the Board provided the following direction: Direct staff to include a budget discussion item for the July budget workshop to consider the utilization of the current \$100,000 allocation for the Public Safety Coordinating Council (PSCC) to support competency restoration services for people with a persistent mental health issue. The Board addressed this issue with the approval of the following Option #2.

- 2. Take no further action on the existing \$100,000 carryforward available in the jail diversionary account and allow the appropriation to be returned to fund balance.
- 3. Provide direction regarding the inclusion of \$100,000 in the jail diversionary account as part of the FY2013 budget (Item #13) and if included, direct the PSCC to provide a recommendation on how the funds should be utilized.

12. Workshop Item #12: 2013 Plan Year CHP/BCBS Health Insurance Renewal Plan Design, Employee Contributions, and Establishing a Value Based Benefit Design Program

The Board approved Option #1: Accept staffs report on FY 2013 CHSP/BCBS plan designs and employee contribution strategies and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.

13. Workshop Item #13: Budget Reductions and Balancing Strategies

The Board approved the following:

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Posted at 6:00 p.m. on February 3, 2014

Establish Primary Healthcare Funding Levels, Budget Discussion Item #6:

The Board maintained funding for the Primary Healthcare Program at current level funding for a total of \$1,739,582 as follows: Bond Primary Care \$332,052; Bond Women & Childrens Services \$245,588; Bond Pharmacy \$177,500; Bond Mental Health \$50,000; Neighborhood Health Services Primary Care \$416,740; Neighborhood Health Services Mental Health \$50,000; Apalachee Mental Health Services \$157,671; Capital Medical Society Foundation (We Care) \$130,043; Florida A&M University College of Pharmacy \$177,500; and Florida Healthy Kids/KidCare \$2,488.

Establish Discretionary Funding Levels for Outside Agencies, Budget Discussion Item #8:

The Board maintained funding for Outside Agencies at current level funding, with the exception of direction provided in Item #8 which provides COCA \$354,000 for regranting. The FY 2013 levels are as follows: Community Human Service Partnerships (CHSP) \$825,000; Line Item Agency Funding \$996,559; Event Sponsorship (Special Event Funding) \$24,500; Youth Sports Teams \$4,750; Economic Development Council \$199,500; Tallahassee Memorial Trauma Center \$200,000.

Determine Funding for Mental Health Competency Restoration Services and the LIFT Program, Budget Discussion Item #11:

The Board maintained the current \$100,000 funding level for the LIFT Program and voted to agenda the funding consideration for Mental Health Competency Restoration Services for the Boards August meeting.

Establish the 2013 Plan Year CHP/BCBS Health Insurance Renewal and Plan Design, Employee Contributions, and Establishing a Value Based Benefit Design Program, Budget Workshop Item #12:

- o Plan Design for the 2013 Plan Year The Board approved Plan B CHP 5 Plan (City of Tallahassee)
- Contribution Strategy The Board approved the Standard Contribution Strategy #2 (with the Correlating Value Based Benefit Design), with an 85/15 Employer/Employee Split.
- Value Based Benefit Design Program The Board implemented the Value Based Benefit Design (VBD) program, which includes a 2.5% Incentive Reduction in the Contribution Strategy, establishing an 87.5/12.5 Employer/Employee split for program participants.

The Board provided the following direction to staff on budget reductions, the level of fund balance to utilize to support the operating budget, and establishing the maximum countywide millage rate:

o The Board approved Strategy #2, and established the maximum countywide millage rate at the rolled back rate of 8.3144 mills, as reflected in

Attachment #3. This strategy contemplates the utilization of \$4,961,915 in fund balance for the FY 2013 tentative budget.

Additionally, the Board requested staff provide information regarding grant costs to the City of Tallahassee to reestablish the Star Metro bus route to Bradfordville (Route 80x).

Options:

- 1. Ratify Board actions taken at the July 9, 2012 Fiscal Year 2013 Budget Workshop as reflected in the options specified in budget discussion items.
- 2. Establish the maximum countywide millage rate at the rolled back rate of 8.3144 mills.
- 3. Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) at 0.5 mills.
- 4. Approve the Resolution and associated budget amendment to appropriate \$13.1 million in unreserved fund balance to support the five-year capital improvement plan.
- 5. Approve the Resolution and associated budget amendment to appropriate \$1.5 million in unreserved Transportation Trust fund balance to complete transportation and stormwater improvement projects.
- 6. Board direction.

Recommendation:

Options # 1, #2, #3, #4, and #5.

Attachments:

- 1. Resolution and Associated Budget Amendment Request for General Capital Improvement Projects
- 2. Resolution and Associated Budget Amendment Request for Transportation and Stormwater Improvement Projects
- 3. Proposed Budget Balancing Strategy (Strategy #2)

Back

Print

Board of County Commissioners Leon County, Florida

Policy No. 12-4

Title: Leon County Wellness Program

Date Adopted: September 18, 2012

Effective Date: September 18, 2012

Reference: N/A

Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that establishing a Leon County Wellness Program will create a "Culture of Health" by encouraging healthy lifestyles in order to improve employee health and well-being, reduce absenteeism, increase productivity and mitigate the cost of medical insurance, to wit:.

I. Purpose:

The primary purpose of the Leon County Wellness Program shall be to offer programs and services to assist employees in making voluntary behavior changes that improve employee health and enhance individual productivity and well-being or maintaining a healthy lifestyle.

II. Scope:

The Leon County Wellness Program is a voluntary program and is available to all Board and Constitutional Office employees. Leon County's Wellness Program is a member of the Wellness Council of America (WELCOA). The Wellness Program shall operate under the seven benchmarks established by WELCOA as follows:

- Capturing Senior Level Support
- Creating a Cohesive Wellness Team
- Collecting Data to Drive Health Efforts
- Crafting an Operating Plan
- Choosing Appropriate Programs/Activities
- Creating a Supportive Environment
- Consistently Evaluating Outcomes

III. Definitions:

- A. County Sponsored Programs A County sponsored wellness program is one that is administered by the Leon County Wellness Team under the division of Human Resources and one in which participation can be tracked by the Wellness Team
- B. **Value Based Design (VBD)** An employee-driven benefit strategy that builds employee incentives into the benefit design and healthcare premium contributions structure to encourage employees to use specific high value services or providers or to adopt or maintain healthy behaviors.
- C. **HRA/PHA** A Health Risk Appraisal (HRA) or Personal Health Assessment (PHA) is a self-reported survey that evaluates a person's risk for health problems and/or chronic diseases based on their lifestyle behaviors such as tobacco use, eating and exercise habits and their ability to manage stress.
- D. **Rewards Program** The wellness activities that will qualify the employees to receive healthcare premium discounted contribution rates under the VBD program in 2014.

IV. Administration:

- A. The County Administrator, County Attorney Office and Constitutional Officers participating in the Wellness Program shall appoint representatives to serve on the Wellness Team.
- B. The Wellness Coordinator will be responsible for the daily management and administration of the Wellness Program.
- C. The Wellness Team comprised of representatives from Board and Constitutional Offices will be responsible for the implementation of programs and services offered through the Wellness Program to employees.

V. <u>Employee Privacy</u>

The Wellness Program will collaborate with the County Attorney's office to ensure that programs and services offered protect the privacy and confidentiality of employees' personal information. Leon County shall comply with all applicable Federal and State regulations impacting employee participation in the Wellness Program, including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) the Genetic Information Nondiscrimination Act (GINA), and the Americans with Disabilities Act (ADA).

Leon County, in its operation of the Wellness Program, is strictly prohibited from any and all access to individual employee health records or medical information. Leon County may only obtain aggregate reports and data on the overall health of the workforce to measure Wellness Program effectiveness and evaluate outcomes.

VI. Employee Participation

Employees voluntarily participating in health and wellness activities should seek the advice of a medical professional prior to engaging in wellness related activities. Programs and services will be developed and offered through the Wellness Program with the goal of meeting the needs of all employees. Employees should contact the Wellness Coordinator to request additional programs or services or changes in programs or services to better meet their individual needs.

VII. Value Based Design (VBD)

The Value Based Design (VBD) Program is an employer-driven benefit strategy that builds employee incentives into the benefit design and premium contributions structure to encourage employees to adopt or maintain healthy lifestyles. For Leon County, the proposed VBD Program would gradually integrate the Wellness Program into the Health Insurance Program by offering discounted premium contributions for employee participation.

A. Objective:

The primary objective of the program is to help control employer healthcare costs while improving employee health. This is accomplished by encouraging participation in Wellness programs and offering discounts and incentives that are directly tied to the Health Insurance Program.

The VBD will be offered to Board and Constitutional Office employees with the following eligibility criteria:

- 1. The VBD is a voluntary program for all employees
- 2. All employees will be able to participate in the Wellness Program.
- 3. Benefits eligible employees who are enrolled in a County sponsored health insurance plan shall be offered a lower employee contribution rate on Health Insurance premiums if they participate in Wellness Program activities and incentive programs.
- 4. Employees currently enrolled in the health insurance Spousal Program or Op-Out program will not be eligible for the VBD Premium incentive, however, these employees may participate in the wellness program
- 5. New employees will have the opportunity to take the HRA during their initial 30-days on the job, at the same time they are selecting their benefits.

B. Employee Premium Contributions

Annually, the Leon County Board of County Commissioners shall establish the employer/employee contribution strategy for health insurance premiums. Employee's voluntarily participating in designated VBD wellness program activities shall be eligible to receive a financial incentive discount in the form of a reduced health insurance premium contribution rate as determined the Board annually. The premium discount will be effective on January 1 of each plan year.

C. Rewards Program

During the first quarter of the 2012/13 Fiscal Year, employees voluntarily participating in the VBD Wellness Program will be requested to complete a Health Risk Assessment in order to be eligible to receive reduced health insurance premiums effective January 1, 2013. In subsequent years a Wellness Rewards Program will be available. Wellness Rewards is an incentive-based wellness program designed to help Leon County employees participate in healthy lifestyles. The program helps employees address many aspects of their health and provides rewards for completing a certain number of healthy activities throughout the year. Employees will be provided a variety of lifestyle improvement programs and activities to choose from to meet their healthy lifestyle goals. Employees meeting the number of activities set by the Rewards Program will be eligible to receive a lower medical insurance employee premium contribution rate.

Annually, the Wellness Coordinator will communicate details of the Rewards Program to County employees. While a variety of programs and services will be offered through Rewards Program, any employee that has ADA limitations which prevent them from participating in the programs or services offered through the Wellness Rewards Program should contact the Wellness Coordinator to determine potential alternatives. The Wellness Coordinator will consult with the ADA Coordinator to determine potential alternatives.

The Rewards Program will focus on the following areas:

- Wellness Education
- Physical Activity
- Health and Nutrition
- Stress Management and Work-Life Balance
- Preventative Care
- Tobacco Cessation

VIII. Administrative Leave for Wellness Activities

In order to encourage employees participating in Wellness Program activities and to accommodate employees traveling to and from wellness events, each County employee may be granted up to one hour of administrative leave per month to participate in a County sponsored wellness program. A County sponsored wellness program is one that is administered by the Leon County Wellness Team, and the Wellness Coordinator maintains a record of employee participation in Wellness events. Administrative Leave is not provided to Temporary OPS or EMS PRN Employees.

Supervisors are responsible for coordinating their department's involvement in any wellness activity and are encouraged to accommodate employees, when feasible, to attend a wellness event. As with any voluntary program, decisions surrounding the availability of an employee to attend a wellness activity should be made in consideration of the operational needs of the respective office. In accordance with the core values of Leon LEADS, customer service and appropriate staffing to provide required services will take precedence over any County sponsored wellness activity.

Adopted September 18, 2012

Leon County Value Based Program (VBD)

Definition:

Value Based Design (VBD) is an employer-driven benefit strategy that builds employee incentives into the benefit design and healthcare premium contributions structure to encourage employees to use specific high value services or providers or to adopt or maintain healthy behaviors. For Leon County, the proposed VBD Program would gradually integrate the Wellness Program into the Health Insurance Program by offering discounted premium contributions for employee participation.

Objective:

The primary objective of the program is to slow down the acceleration of employer costs while improving employee health. This is accomplished by encouraging participation in Wellness programs and offering discounts and incentives that are directly tied to the Health Insurance Program.

Eligibility:

The VBD Program premium incentive will be offered to Board and Constitutional Office employees voluntarily participating in Wellness Program activities with the following eligibility criteria:

- 1. The Wellness Program is a voluntary program for all employees.
- 2. All employees will be able to participate in the Wellness Program.
- 3. The VBD health insurance premium incentive will only be provided to benefits eligible employees who are enrolled in CHP or BCBS. These employees will be offered a lower employee contribution rate on Health Insurance premiums if they participate in Wellness Program activities and screenings (ex. Health risk assessment, Biometric screening, and other programs and activities sponsored by the Wellness Program).
- 4. Employees currently enrolled in the health insurance Spousal Program or Opt-Out program will not be eligible for the VBD Premium incentive, however, these employees may participate in the Wellness Program.

VBD Program Structure:

- 1. Obtain Executive level buy-in to implement a VBD program over the next two years, in order to give the staff time to evaluate it, and slowly roll out the VBD concept to employees.
- 2. Communicate with employees to help them understand how the VBD program will work and why having healthy employees and reigning in health care costs, benefits the employer as well as the employees.
- 3. Provide discounted or reduced health insurance premium contribution rates to those employees voluntarily participating in Wellness Programs (ex. Health Risk Assessments, Biometric Screenings and other Wellness Program services).

- 4. Develop approved VBD Program wellness programs, screenings and other services that will be eligible for employee discounted contributions on health insurance.
- 5. Meet with health plan providers to determine the capabilities of CHP/BCBS health to offer programs that support VBD plans.
- 6. Collect as much aggregate data as possible regarding Leon County and Constitutional Officer employee population to create a benchmarking baseline.
 - a. Standard health plan or third party administrator reports, including: Major cost drivers, how employees access services, drug adherence rates, etc.
 - b. Dental utilization and costs
 - c. Short Term Disability utilization and costs
 - d. Employee Assistance Plan utilization and costs
 - e. Long Term Disability utilization and costs
 - f. Health Risk Assessments and biometric data
 - g. Biometric Screenings (blood pressure, cholesterol, glucose, etc)
 - h. Workers Compensations claims and FMLA Leave request
 - i. Employee satisfaction survey results
 - j. Participation rates in employer incentive programs
 - k. Absenteeism data
 - 1. Wellness Vendor experience

Proposed Timelines for initial VBD initiative:

2012 Current Plan Year

- 1. Communicate to employees that Leon County is implementing a Value Based Design Program which integrates Wellness and Health Insurance for the 2013 Plan Year.
- 2. The Board establishes the 2013 Plan year employer/employee contribution percentage for Health Insurance at the July 2012 Budget Workshop.
- 3. Use CHP to conduct a Health Risk Assessment at no cost to the County
- 4. Employees voluntarily completing HRA in October 2012 receive 2.5% discounted premium contribution effective January 1, 2013.

2013 Plan Year

- 1. The Board establishes the 2014 Plan year employer/employee contribution percentage for Health Insurance.
- 2. Use CHP to conduct a follow up Health Risk Assessment at no cost to the County for evaluation purposes
- 3. Develop Wellness Programming and Rewards Based Program where employees voluntarily participate in selected wellness activities or programs and receive discounted premiums.
- 4. Provide a Board approved discounted premium contribution to those employees voluntarily participating in Health Assessments and other Wellness Program activities to be effective January 2014.

2014 Plan Year

1. During 2014 Plan Year, the Wellness Team will conduct an analysis and evaluation of the effectiveness of the VBD program for the 2015 Plan Year.

Communications Strategy

An effective communications strategy is critical to successfully implementing a VBD Program. Accordingly, Leon County proposes to follow best practices and features of a well-structured communications strategy:

- 1. Develop an employee communications plan for the next 6-12 months.
- 2. Emphasize that the VBD initiative is driving participation to collect data, only.
- 3. Emphasize that the program is voluntary and that the goal is to improve employee health while controlling health care costs.
- 4. Stress that the confidentiality of the health care information will be strictly enforced.
- 5. Conduct focus groups to understand employee key concerns about the initiative and their health.
- 6. Continue communication efforts to get employee buy-in throughout the organization.
- 7. Reinforce the key messages of the VBD program through benefits vendors and at open enrollment.
- 8. Brand the VBD program.
- 9. Conduct a consumer satisfaction survey after the first two years of operation to gauge program acceptance and identify possible improvement areas.

Leon County Wellness Rewards Program

In order to qualify for the 2014 Value Based Design discount each employee will need to show that they are trying to improve their overall health and well-being during 2013. The Rewards Program encourages employees to recognize and address several different aspects of their health.

To qualify, each employee would need to complete 9 out of 57 options. The only activity that will be required during the 4th quarter of the calendar year is the annual Health Risk Assessment in October 2013.

The Wellness Team can verify the Tracking Programs on the Website, attendance at the Health Fair, Lunch N Learns, Tobacco Cessation programs, or any County offered program. The others will be self-reported. Employees are expected to be honest about completing them.

There is a tracking system set up on the County's Intranet Wellness Corner for you to record the programs or activities completed. Just click on the link at _____ and it will take you there.

Employees can start at any time during the first quarter of 2013. The last day that activities can be entered will be October 31, 2013. At least three activities will need to be completed each of the first three quarters.

The options employees may choose from for the Rewards Program are:

Physical Activity

- 1. Participate in "Walk Through Florida."
- 2. Join a gym or fitness program. If you already have joined one or if you have a home gym, work out at least twice a week for at least 15 weeks out of the year.
- 3. Participate in at least one Community-sponsored physical activity like the Heartwalk, Corporate Cup Challenge, Turkey Trot, bike races, triathlons, etc.
- 4. Join or be a member of a Community Sports Team/League/Club such as Softball, Football, Soccer, Rowing, Running, Biking, etc.
- 5. Track your physical activity on the 95210 Website for at least two weeks.
- 6. Walk during the workday, when and if allowed by your Supervisor, at least four times a month.
- 7. Track the number of hours you spend in recreational screen time –not work time but social media, computer games, television, texting, etc. for at least two weeks. This could be done on the 95210 website
- 8. Participate in any physical activity offered by the County wellness program.
- 9. Participate in a physical activity with your family at least six times during the year.
- 10. Stretch at your desk for a few minutes each morning and afternoon for at least two weeks or stretch before you go to work if you are not working at a desk. A good way to do this is to use the Stretch Clock on the Wellness Corner of the Intranet.

Health and Nutrition

- 11. Join Weight Watchers or any other Weight Loss program.
- 12. Take the Weight Loss class offered by CHP, either in person or online.
- 13. Track the number of Fruits and Vegetables eaten each day for at least two weeks on the 95210 website.
- 14. Try five healthy recipes or foods during the year (either tasting or cooking).
- 15. Plant a garden at home or participate in a Community Garden.
- 16. Read the ingredients on food labels.
- 17. Attend a grocery store tour to help you eat healthier (Google Grocery Store Tours).
- 18. Buy locally grown fruits and vegetables at local Farmer's Markets at least three times during the year.
- 19. Track the number of sweetened beverages you drink each day for at least two weeks on the 95210 website.
- 20. Track the number of glasses or ounces of water you drink each day for at least two weeks.

Stress/Work-Life Balance

- 21. Take a Time Management course
- 22. For two weeks, focus on recognizing your physical symptoms when you feel stressed (headache, jaw clenching, stomach tightening/upset/nervous/etc, neck or back muscles tightening, etc) Once you recognize you are stressed, stop and take 10 deep breaths.
- 23. Track the number of hours you sleep each night for two weeks on at 95210.org (target 7-9 hours)
- 24. Try a yoga class, if you have not; or, if you have, attend a yoga class at least a couple of times a month.
- 25. Get a massage this year.
- 26. Volunteer in the Community in an area you are interested in helping.
- 27. Access the County's Employee Assistance Program (EAP) program if you feel overwhelmed, personally or professionally.
- 28. Set healthy boundaries around technology, especially as it pertains to work; unplug from cell phones, iPads, the computer, etc., and focus on yourself, your family, your friends.
- 29. Use vacation time; and, when you do, unplug yourself from work!!!!!!
- 30. If you are a caregiver, find a way to get help to give yourself a break—ask a friend to take over for a couple of hours, at least once a week, so you could have some "down time" for yourself.

Financial Wellness

- 31. Attend a Lunch N Learn on Financial Fitness.
- 32. Meet with a financial planner at least once this year
- 33. Create a budget with your family to follow this year.
- 34. Participate in the 457 Deferred Compensation Program
- 35. Watch any of the videos on Financial Planning on the FRS website

Tobacco Cessation - You must be a tobacco user to count the activities below.

- 36. Complete a Tobacco Cessation class if you are using any tobacco products; including cigarettes, cigars, pipes, chewing tobacco, snuff, pouches, and electronic cigarettes.
- 37. If one class didn't work, keep trying to quit.
- 38. Designate your house as a smoke-free zone.
- 39. Don't Smoke around your kids—even in the car.
- 40. If your kids start to smoke, encourage them to quit.

Preventative Care

- 41. Get a Wellness check-up or annual physical with your insurance carrier (CHP/BCBS).
- 42. Get your age-related screenings as needed/recommended (Colonoscopy, Mammogram, Prostrate Screening, Skin Cancer Check, Pap Smear, etc) (CHP/BCBS).
- 43. Get an annual dental check-up and cleaning.
- 44. Get your \$150 from CHP for belonging to a gym or taking a Weight Watchers class
- 45. Consult with a CHP Health Coach at least once this year to discuss upcoming surgery options whether to go to the emergency room, make an appointment for a Dr.'s visit, second opinions on medical diagnosis, etc.
- 46. Participate in a Chronic Disease Management Program if applicable (CHP/BCBS).
- 47. Go on to CHP Connect and familiarize yourself with your medical records (CHP)
- 48. Take one of the CHP online health classes.
- 49. Get a flu shot.
- 50. Read at least threeeducational articles on healthcare, wellness, fitness, etc this year

Participation the Leon County SponsoredWellness Program

- 51. Attend two Lunch N Learns during the year
- 52. Attend the Annual Leon County Health Fair
- 53. Apply for the WellQuest Challenge to represent Leon County in the quest for the "Wellest" Employees in our Community
- 54. Sign up with the Working Well 95210 grant/program to be a family that tracks the usage of the 95210 tenants for their family for three months.
- 55. Participate in the Working Well Corporate Cup Challenge
- 56. Take the HRA in October 2013.
- 57. Participate in any other County-Sponsored Wellness Program activity that is created by the Wellness Team during 2013.

Leon County Board of County Commissioners

Cover Sheet for Agenda #13

February 12, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Status Report on Leon County Well-Being Program

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Lillian Bennett, Director of Human Resources
Lead Staff/ Project Team:	Mary Barley, Well-Being Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the status report on the Leon County Well-Being Program.

Report and Discussion

Background:

In 2008, Leon County launched a wellness program with the goal of improving the overall health of its employee by getting them to be proactive in managing and promoting healthy lifestyles. At the April 8, 2008 meeting, the Board approved a Wellness Program for Board employees that included 2008/09 fiscal year funding in the amount of \$25,000. On May 5, 2008, the County Administrator appointed an integrated Wellness Team comprised of a diverse group of representatives from the Board and some of the Constitutional Offices.

At the May 22, 2012 Budget Workshop, the Board approved the concept of transitioning the Wellness Works! Program from an activity-based program to a participation-based, Value Based Design (VBD) program, which integrates Wellness into the County's Health Insurance Program.

At the June 26, 2012 Budget Workshop, the Board discussed the 2013 Plan year CHP/BCBS Health Insurance Renewal and consideration of health insurance alternatives, which included the VBD program. The Board provided preliminary guidance and directed staff to bring back selected Plan Designs and Contribution Strategies at the July 9, 2012 Budget Workshop.

At the July 9 Budget Workshop, the Board approved an 85/15 employer/employee contribution strategy for health insurance premiums. The Board approved the VBD program, which includes a 2.5% employee premium incentive reduction in the Contribution Strategy, establishing an 87.5/12.5 employer/employee premium contribution split for VBD program participants (Attachment #1). Additionally, a plan was developed to roll out the VBD program, starting with offering Health Risk Appraisals (HRA) to employees during the month of October 2012. Employees who volunteered to take the HRA, qualified for the 2.5% health insurance premium discount.

The establishment of the VBD program is essential to the following FY 2012 and FY 2013 Strategic Initiative that the Board approved at the January 29, 2013 meeting:

"Implement healthy workplace initiatives, including: evaluate options for value-based benefit design."

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

"Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's core practices." (G4)

Analysis:

Establishing the VBD program was the first step in building an infrastructure that would help create a true "Culture of Health" that makes the healthy choice the easy choice at Leon County. The VBD Program provides incentives to employees for participating in the Wellness Program.

Following that first step, the Wellness Team proposed the adoption of a Wellness Program Policy and Guidelines to further create an environment that supported and encouraged employees to participate in the Wellness Program. The Board adopted the Policies and Guidelines at the September 18, 2012 Board meeting.

The last piece of building an infrastructure was to rebrand the Wellness Program to a Well-Being Program in order to integrate it with the new Leon LEADS program. With approval from the County Administrator, the Wellness Team Rebranding Committee began the work of rebranding the Wellness Program and the new program was rolled out in January 2013.

The purpose of this agenda item is to update the Board on highlights of the Wellness Program accomplishments for 2012 and new programs and events planned for the 2013 calendar year.

Highlights of the Wellness Program

I. Value Based Design (VBD)/Health Risk Assessments (HRA)

In order to qualify for the approved 2.5% discount on the 2013 health insurance premium, employees were required to take a Health Risk Appraisal (HRA). The HRA is an online survey consisting of 70 questions related to lifestyle behaviors, such as healthy eating, exercising, tobacco cessation, stress management, etc. This appraisal was provided at no cost to the County through CHP.

The timeline to take the HRA was determined to be from October 1-31, 2012; however, it was extended to November 15 to provide additional time for employees to complete the HRA. A Communications Plan was created that included providing All Employee emails each week during September, the month before the kickoff date to begin taking the HRA's and all during the month of October, while they were eligible to take the HRA. Posters were distributed to provide information about the HRA and meetings were scheduled during September to inform the 1,600 combined County and Constitutional Office employees of the VBD Program and the HRA.

A few years ago, the wellness team offered the HRA to County employees, but include no incentive to encourage participation. As a result, only 67 employees took it at that time.

The value of the VBD program and incentivizing employees through the health insurance plan was evident in the response of the number of employees who took the HRA in 2012.

The following table reflects the percentage of employees who are on the County's health plan and are eligible for the discount. Not included are Opt-Out, Spousal, Part Time, or OPS employees.

Constitutional Office	% of participants
BOCC/Elections	94%
Clerk of the Courts	100%
Property Appraiser	93%
Sheriff's Office	81%
Tax Collector	99%
Total	93.4%

Each individual who took it received a personal, confidential report on their health status, based on the information they provided, with recommendations of how to improve their lifestyle behaviors.

As part of the My Rewards 2013, employees will be required to take the HRA again in 2013 to be eligible for the discount in 2014. This will provide an opportunity to see if employees have improved their lifestyle behaviors during 2013 as a result of the rebranded Well-Being Program, as well as provide the Well-Being Program baseline data for future analysis of the program.

II. My Rewards 2013

When the Board approved the Wellness Program Policy and Guidelines at the September 18, 2012 Board meeting, a draft of the My Rewards 2013 was also approved. Staff met with the County Attorney's Office to insure that the employee's privacy and confidentiality would be protected and that everything was HIPAA, GINA, and ADA compliant.

My Rewards 2013 consists of 60 tasks the employees can do from January 2013 – October 2013. These tasks are designed to help employees create healthier lifestyles. The 60 tasks are broken into the following seven categories:

- 1. Physical Activity
- 2. Health and Nutrition
- 3. Stress/Work-Life Balance
- 4. Financial Wellness
- 5. Tobacco Cessation
- 6. Preventative Care
- 7. Participation in Leon County sponsored wellness activities

The employees will be asked to complete 10 out of the 60 tasks in 2013 to receive the health insurance premium discount in 2014. The only required task is participation in the HRA in 2013. The other nine tasks are personal choices of the employee. The Well-Being Team is encouraging employees to complete at least three tasks a quarter and to complete as many as possible during the 2013 year. See the My Rewards 2013 attachment #2

An overview of the My Rewards 2013 was presented at employee meetings in September 2012, and a draft of the 60 tasks was provided to employees during each of the Benefits Fairs in November 2012.

The Well-Being Team has contracted with James Chapman, the designer of the 95210 website, to incorporate the My Rewards 2013 into the existing 95210 platform. Once an employee signs in on the 95210 website, they will be directed to a page that is branded with the new "Live Well Leon" logo. This My Rewards 2013 page will give them instructions for the program and a link to the Tasks page. All the tasks are listed on the webpage. Employees then check off each task completed, as appropriate.

Quarterly reports will be broken down by Constitutional Office, detailing the participation each quarter. Each HR Director for the different Constitutional Offices will receive the report for their group so they can encourage employees to voluntarily participate to be eligible to get the annual discount.

All Employee emails will be sent out on a regular basis directing the employees to the new website and the My Rewards 2013. The employees will have the opportunity to track their health behaviors on the 95210 website, which is part of a Community initiative that the County committed to support in 2012.

The r HRA will be offered again in October 2013 and the My Rewards 2013 will end the last day in October 2013 so the Well-Being Team has time to get all the reports and apply the discount to the 2014 health insurance premiums for the employees who qualify.

III. Rebranding of the Wellness Program

Early in the first quarter of 2012, the decision was made to rebrand the Wellness Works! Program. The goal was to shift the program from one that focused on employee wellness to one more focused on overall employee well-being. Additionally, this goal supported and tied into the new Leon LEADS initiative. In August, the Well-Being Team appointed a Rebranding Committee.

The team interviewed four communications firms and Moore Communications Group was selected to work with the Committee to develop a new name, tagline, and logo for the program.

In mid-December, with additional input from the County's Community and Media Relations Team, those three things were finalized. The new name, tagline, and logo, along with the new Vision and Mission Statements for the program, created by the Wellness Team are shown in Attachment #3.

A significant part of the rebranding initiative is the creation of a new Well-Being website for the County Intranet. The new website provides communication about the Well-Being program and the events and activities offered as well as educational information and Well-Being resources for County employees. The new Wellness Well-Being website became operational in January 2013. The new brand is centered on the five elements of Well-Being that Gallop Healthways has identified through years of research. These elements help people achieve the highest levels of health and happiness in their lives. The five elements of the Well-Being Program include:

- Career Well-Being
- Social Well-Being
- Financial Well-Being
- Physical Well-Being
- Community Well-Being

The Well-Being Program will continuously tie these five areas of Well-Being back into the many benefits the County offers employees. The goal is to create a "Culture of Well-Being" that drives individual as well as organizational health.

IV. New Wellness Program Policy and Guidelines

At the September 18, 2012 meeting, the Board approved the new Wellness Policy and Guidelines (Attachment #4). The highlights of the Policy include:

- Insuring privacy and confidentiality for all employees participating in the Program;
- Emphasizing that the Wellness Program is voluntary as well as HIPAA, GINA and ADA compliant and that individuals can request additional programs and services or new ones to better meet their needs;
- Outlining the new VBD Program;
- Granting an hour administrative leave each month to attend County Sponsored Wellness activities or programs.

The Guidelines were designed to help support the Wellness Program Policy and encourage County employees to develop healthier lifestyles.

V. Highlights of 2012

A. Program/Activities

Approximately 1300 of 1600 eligible County and Constitutional Officer's employees participated in the various wellness programs and activities sponsored by the Wellness Team in 2012. These programs/activities included Walk through Florida, the Annual Health Fair, Lunch N Learns, Breakfasts and Learns, Tobacco Cessation Programs, the Working Well WellQuest Challenge, the Working Well Corporate Cup Challenge, and the HRA survey.

B. Well-Being Team

The Well-Being Team has new members for 2013, and each Constitutional Office has a representative on the team. This will ensure that the information is taken back to their respective offices so that their employees could participate in all the Well-Being Activities (Attachment #5).

C. Awards

In 2012, for the third year, Leon County won the Working Well Shooting Star Award, the highest award offered for its wellness program. Additionally, Leon County was recognized at the CEO Breakfast for winning the National WELCOA Gold Workplace Wellness Award.

Summary

The development and implementation of the VBD Program in 2012 was critical to the Well-Being Program getting the baseline data needed to begin to design the program to meet the specific needs of the County's employee population and be able to evaluate the program. The 94% participation rate obtained for the 2012 HRA would not have happened without the incentive provided through the VBD.

The "My Rewards 2013" will be the basis for getting employees to take the "Small Steps to Big Changes," which is the tagline for the new rebranding campaign. A review of the the detailed CHP quarterly reports and annual Employer Reports will be provided to the County to determine areas where Leon County is trending toward improved outcomes.

In 2013, the Well-Being program will focus on four different areas--one each quarter:

- 1st Qtr.--Healthy Eating and Physical Activity
- 2nd Qtr.--Healthy Living—Know Your Numbers?
- 3rd Qtr.--Relationships/Stress Management
- 4th Qtr.--Financial Health

Various activities will be offered each quarter to educate and support County employees in these key areas of their health.

The most important step in any Well-Being program is Executive support. The County has demonstrated a strong commitment to the Well-Being program by putting a solid infrastructure in place in 2012 to set this program up to be highly successful in helping employees improve their individual health; which, in return, will improve organizational health.

Staff is recommending Board acceptance of the Status Report of the Leon County Well-Being Program.

Options:

- 1. Accept the status report on the Leon County Well-Being Program
- 2. Do not accept the status report on the Leon County Well-Being Program
- 3. Board direction.

Recommendation:

Option #1.

Attachments:

- 1. VBD Program
- 2. My Rewards 2013
- 3. New Rebranding Elements
- 4. Wellness Policy
- 5. Well-Being Team members

My Rewards 2013

In order to qualify for the 2014 Value Based Design discount, each employee will need to show that they are trying to improve their overall health and well-being during 2013. The Rewards Program encourages employees to recognize and address several different aspects of their health.

To qualify, each employee will need to complete 10 out of the 60 options listed. The only required activity employees **must do** is to complete another Health Risk Assessment (HRA) in October 2013.

The Well-Being Team can verify the Tracking Programs on the Website, attendance at the Health Fair, Lunch N Learns, Tobacco Cessation programs, or any County-offered program. The others will be self-reported. Employees are expected to be honest about completing them.

My Rewards 2013 can be accessed by going to the County Intranet page, clicking on the Well-Being Website, and then clicking on the My Rewards 2013 link on the left.

Employees can start at any time during the first quarter of 2013. The last day activities can be entered will be October 31, 2013. At least three activities will need to be completed each of the first three quarters. The only activity that will be required during the 4th quarter of the calendar year is the annual Health Risk Assessment in October 2013.

The requirements for the 2013 Rewards program are:

1. Employees must take the HRA in October 2013. It is the only thing an employee is required to do in the 4th quarter

The options employees can choose from for the Rewards Program are:

Physical Activity

- 1. **Try weights**. If you are not doing any strength training at all, start incorporating some into your workouts. Start with push-ups, sit-ups, squats, lunges, etc. with just your bodyweight. Try a DVD in your home. Shoot for twice a week.
- 2. **Join a gym or fitness program**. If you already have joined one, or if you have a home gym, work out at least twice a week for one full month.
- 3. **Community Sponsored Events.** Participate in at least one Community sponsored physical activity like the Heartwalk, Corporate Cup Challenge, Turkey Trot, bike races, triathlons, etc.
- 4. **Community Sports Clubs.** Join or be a member of a community sports team/league/club such as softball, football, soccer, rowing, running, biking, etc.
- 5. **95210 Physical Activity Tracking.** Track your physical activity at www.95210.org for at least 2 weeks.
- 6. **Walking at Work.** Walk during the workday; when, and if allowed, by your Supervisor, at least four times a month.
- 7. **95210 Screen Time Tracking**. Track the number of hours you spend in recreational screen time –not work time but FB, computer games, TV, texting, etc. for at least 2 weeks (you could be using some of them to be more physically active) at www.95210.org

- **8.** Take the Stairs. Try taking the stairs whenever they are an option for at least one month.
- 9. **Family Physical Activity**. Participate in a physical activity with your family at least 6 times during the year such as walking, biking, swimming, playing ball, etc.
- 10. **Use the Stretch Clock**. Stretch at your desk for a few minutes each morning and afternoon for at least 2 weeks or stretch before you go to work if you are not working at a desk. A good way to do this is to use the Stretch Clock on the Wellness Corner of the Intranet.

Health and Nutrition

- 1. **Join a Weight Loss Program**. Join Weight Watchers or any other Weight Loss program, online or in person, including the ones offered by CHP.
- 2. **Portion Control**. Focus on using the recommended portions on www.ChoseMyPlate.gov. Half of your plate should be fruits and vegetables, one-quarter whole grains and one quarter, protein.
- 3. **95210 Fruit and Veggie Tracking.** Track the number of Fruits and Vegetables you eat each day for at least 2 weeks at www.95210.org
- 4. **New Healthy Foods**. Try 5 new healthy recipes or foods during the year (either tasting or cooking)
- 5. **Gardening**. Plant a garden at home or participate in a Community Garden
- 6. **Reading Ingredients**. Read the ingredients on food labels before you purchase them.
- 7. **Grocery Store Tour**. Attend a grocery store tour to help you eat healthier (Google Grocery Store Tours or check with New Leaf, Earth Fare, etc.)
- 8. **Shop Local**. Buy locally grown fruits and vegetables at local Farmer's Markets at least 3 times during the year
- 9. **95210 Sweetened Beverages Tracking**. Track the number of sweetened beverages you drink each day for at least two weeks at www.95210.org
- 10. **95210 Water Tracking**. Track the number of glasses or ounces of water you drink each day for at least two weeks at www.95210.org.

Stress/Work-Life Balance

- 1. **Journal Your Worries**. Write your worries in a journal. You can put them away, talk them out with a trusted friend or use other techniques to try to reframe your perspective of what is stressing you out.
- **2. Reflect on Positive Emotional Moments**. Focusing on times in your life when you felt loved, respected, appreciated, etc. enhances your immune, nervous and hormone system. A good time to do this is if you are feeling down or stressed.
- **3. Develop or Maintain Hobbies**. Doing something we really enjoy and that keeps us "in the present moment", will prevent us from worrying about the future or regretting the past.
- 4. **Recognize Stress Symptoms**. For 2 weeks, focus on recognizing your physical symptoms when you feel stressed (headache, jaw clenching, stomach tightening/upset/nervous/etc., neck or back muscles tightening, etc.) Once you recognize you are stressed, stop and take 10 deep breaths.
- 5. **95210 Sleep Tracking**. Track the number of hours you sleep each night for 2 weeks at 95210.org (shoot for 7-9)
- 6. **Yoga Classes**. Try yoga class if you have not or if you have, attend a yoga class at least a once a month.

- 7. **Massage**. Get a massage this year
- 8. **Volunteer**. Volunteer in the Community in an area you are interested in helping.
- 9. **EAP Program**. Access our EAP program if you feel overwhelmed personally or professionally
- 10. **Set Boundaries**. Set healthy boundaries around technology, especially as it pertains to work. Make time to unplug from cell phones, iPads, the computer, etc. and focus on yourself, your family, and your friends.
- 11. **Use your Vacation Time**. Send the Wellness Director a photo of you using your time off to do something meaningful and relaxing to you—whether taking a trip or enjoying your family at home. We will post them on the Wellness Corner.
- 12. **Take a break from Caregiving**. If you are a caregiver, find a way to get help to give yourself a break—ask a friend to take over for you for a couple of hours at least once a week so you can have some downtime for yourself.

Financial Wellness

- 1. **Lunch N Learn**. Attend a Lunch N Learn on Financial Fitness
- 2. **Financial Planner**. Meet with a financial planner at least once this year
- 3. **Budgeting**. Create a budget with your family to follow this year.
- 4. **Deferred Comp.** Participate in the 457 Deferred Compensation Program
- 5. FRS Videos. Watch any of the videos on Financial Planning on the FRS website
- 6. **Attend FRS Financial Workshops.** On the <u>free (paid for by FRS) financial planning workshops</u> page is the number for the MyFRS Guidance Line is 1-866-446-9377 press 2 for retirement or financial planning. You can <u>register</u> for the workshops there or <u>op to be notified</u> about upcoming events.

<u>Tobacco Cessation – You must be a tobacco user to count the activities below.</u>

- 1. **Tobacco Cessation Class**. Complete a Tobacco Cessation Class if you are using any tobacco products, including cigarettes, cigars, pipes, chewing tobacco, snuff, pouches and electronic cigarettes.
- 2. **Keep Trying**. If one class did not work, attend another, use the NRT and keep trying to quit.
- 3. **Smoke Free Zones**. Designate your house as a smoke-free zone
- 4. **Kids and Smoke**. Don't' Smoke around your kids—even in the car.

Preventative Care

- 1. **Wellness Check Up**. Get a Wellness check-up or Annual Physical with your Insurance Carrier (CHP/BCBS)
- 2. **Age Related Screenings**. Get your age related screenings as needed/recommended (Colonoscopy, Mammogram, Prostrate Screening, Skin Cancer Check, Pap smear, etc.) (CHP/BCBS)
- 3. **Dental Check-up**. Get an annual dental check-up and cleaning.
- 4. **Get your \$150 from CHP.** for belonging to a gym or taking a Weight Watchers class
- 5. **Consult with a CHP Health Coach** --at least once this year to discuss upcoming surgery options, whether to go to the emergency room, make an appointment for a doctor's visit, second opinions on medical diagnosis, etc.

- 6. **Chronic Disease Management**. Participate in a Chronic Disease Management Program if applicable (CHP/BCBS)
- 7. **Use CHP Connect**. Go on to CHP Connect and familiarize yourself with your medical records (CHP) and/or all the other health resources they have available
- 8. **Health Classes**. Take one of the CHP online health classes
- 9. **Flu Shot**. Get a flu shot
- 10. **Educational Articles**. Read at least 3 educational articles on healthcare, wellness, fitness, etc. this year

Participation the Leon County Sponsored Wellness Program

- 1. **Lunch N Learns**. Attend 2 Lunch N Learns during the year
- 2. Health Fair. Attend the Annual Leon County Health Fair
- 3. Walk Through Florida. Participate in the 2013 Walk Through Florida program
- 4. **WellQuest Challenge**. Apply for the WellQuest Challenge to represent Leon County in the quest for the "Wellest Employees in our Community
- 5. **95210 Family Program**. Sign up with the Working Well 95210 grant/program to be a family that tracks the usage of the 95210 tenets for their family for 3 months.
- 6. **Corporate Cup Challenge**. Participate in the Working Well Corporate Cup Challenge
- 7. **HRA**. Take the HRA in October 2013
- 8. **Other County Sponsored Programs**. Participate in any other County Sponsored Wellness Program activity that is created by the Wellness Team during 2013.

Highlights of the 2013 Live Well Leon Program Activities, Events and Participation

Value Based Design/My Re	wards Program Completion
Total # of Employees Successfully Completing the	1178
My Rewards Program and receiving the 2.5% health	
insurance premium incentive discount, effective	
January 1, 2014, as a part of the VBD program.	

	2013 Lunch N Learns and Breakfast N Learns		
Date	Event	Speaker	# Participants
Feb. 26th	Tips for Healthy Mealtime Magic (Coop Ext)	Heidi Copeland, Family and Consumer Services Extension Agent, Cooperative Extension	38
March 6th	You are What You Eat (LCSO)	Dr. Patrick Smith, Smith Family Chiropractic	57
March 26th	Living with Allergies (Public Works)	Dr. Ron Saff, Allergy and Asthma Diagnostic	100
March 27th	Living with Allergies (Library)	Dr. Ron Saff, Allergy and Asthma Diagnostic	53
July 15th	Declutter and Get Organized (Library)	Heidi Copeland, Family and Consumer Services Extension Agent, Cooperative Extension	25
July 22nd	Declutter and Get Organized (LCSO)	Heidi Copeland, Family and Consumer Services Extension Agent, Cooperative Extension	12
Sept. 12 th	Transforming Stress (Public Works)	Mary Barley, Health and Well-Being Coordinator	73

Highlights of the 2013 Live Well Leon Program Activities, Events and Participation

	2013 Lunch N Learns	and Breakfast N Learns (Continued)	
Date	Event	Speaker	# Participants
Sept. 18th	Transforming Stress (Library)	Mary Barley, Health and Well-Being Coordinator	40
Sept. 19th	Transforming Stress (LCSO)	Mary Barley, Health and Well-Being Coordinator	22
Aug. 21st	More Sleep, Better Health (Public Works)	Dr. Greg Holt, Sleep Diagnostic Center	80
Aug. 22nd	More Sleep, Better Health (Library)	Dr. Greg Holt, Sleep Diagnostic Center	34
Aug. 29th	More Sleep, Better Health (LCSO)	Dr. Greg Holt, Sleep Diagnostic Center	19
May 17th	Learning to Stretch Properly (Library)	Kim Ortloff, Exercise Physiologist, Stretching for Life	23
May 21st	Learning to Stretch Properly (Public Works)	Kim Ortloff, Exercise Physiologist, Stretching for Life	50
June 6th	Learning to Stretch Properly (LCSO)	Kim Ortloff, Exercise Physiologist, Stretching for Life	17
Sept. 5th	Eating on the Run (Library)	Amy Mullins, Registered Dietician	35
Oct 3rd	Identity Theft (Library)	Kevin Gilpin, National Crime Stop Program	65
Dec 5th	Identity Theft (LCSO)	Kevin Gilpin, National Crime Stop Program	22
Dec. 5th	Identity Theft (Facilities)	Kevin Gilpin, National Crime Stop Program	35
Total 2013 Lunch N Learns/Breakfast N Learn Events			19
Total 2013 Lunch N Learns/Breakfast N Learn Participants			800

2013 Other County Sponsored Activities/Events

Highlights of the 2013 Live Well Leon Program Activities, Events and Participation

Date	Activity/Event	# Participants
February 1st	Souper Bowl – 3 events, 24 participants prepared soup in the tasting contest, Courthouse (4), Public Works (6) and LCSO (3)	125
February 21st	Blood Pressure Checks (Courthouse)	24
February 21st	Blood Pressure Checks (Public Works)	73
Feb/March	Walk Through Florida	289
April 17th	Annual Health Fair (Fairgrounds)	450
September 28th	American Heart Association's Annual Big Bend Heart Walk	214
October 3rd	Flu Shots (Public Works)	70
October 12th	Working Well Corporate Cup Challenge	20
October 23rd	Flu Shots (Courthouse)	25
October 23rd	Flu Shots (Property Appraiser)	75
November 13	Tobacco Cessation Program (Pub Works)	18
November 14th	Tobacco Cessation Program (BOA)	5
November 20th	Zumba Class (Library)	21

Highlights of the 2013 Live Well Leon Program Activities, Events and Participation

2013 Other County Sponsored Activities/Events (Continued)		
Date	Activity/Event	# Participants
December 5th	Seated Chair Massage (Public Works)	18
December 19th	Seated Chair Massage (BOA)	21
December 12th	Seated Chair Massage (LCSO)	16
Total Other Cou	nty Sponsored Activities/Events	18
Total Participati Activities/Events	on at Other County Sponsored	1,464

2103 Live Well Leon	Program Summary	
Program/Activity/Event	Number of County Sponsored Activities/Events	Number of Participants*
Value Based Design/ My Rewards Programs	-	1,178
Lunch N Learns and Breakfast and Learns	19	800
Other County Sponsored Events and Activities	18	1,464
Grand Total	37	3,442

^{*}Participants engaged in multiple activities/events



2014 "Live Well Leon" Team Members

Health and Well-Being Coordinator: Mary Barley

Team Members:

- 1. Cathy Dunklin
- 2. CMR-rotates
- 3. Ernie Poirier
- 4. Heidi Copeland
- 5. Joanne Tomlinson
- 6. Julia Hylton
- 7. Karen Williams
- 8. Mike Murphy
- 9. Patti Jackson
- 10. Roshaunda Bradley
- 11. Sally Davis
- 12. Sally Witter
- 13. Sharon Ferrell
- 14. Shington Lamy
- 15. Teasha Williams
- 16. Tim Canavan
- 17. Tom Beauford

Tentative 2014 Live Well Leon Programs and Activities

The overall focus on the 2014 Live Well Leon Program will be on three major areas as identified in the aggregate results of the Health Risk Assessments: Stress Reduction, Body Weight, and Blood Pressure Management. Live Well Leon will bring in speakers and schedule events/activities with these three major areas in mind. The Well-Being Team and the Health and Wellness Coordinator will be finalizing the calendar for the rest of the 2014 plan year.

The following activities reflect a tentative schedule for the 2014 Plan Year.

January

- Identity Theft Lunch n Learn National Crime Stop Program
- Healthy Eating/Weight Loss Dr. Freddy Kaye
- 2014 Souper Bowl Employee event at the Courthouse, Public Works and Sheriff's Office

February

- Heart Disease What is your Calculated Risk? Dr. Michelle Bachtel
- How Can Heart Disease Hurt my Legs? Dr. Ajay Mhatre
- Finding Peace through the Practice of Mindfulness Dr. Linda Miles

March

- Resources to Help with Aging Parents Area Agency on Aging (Dept. of Elder Affairs)
- Medical Issues you Should Know about Your Aging Parents Dr. Scamaria
- Conversations about Diabetes TMH Diabetes Center

April

• Annual Health and Well-Being Fair

May

• Finding the Joy in Life Again! - Dr. Paul Peavy

Leon County Board of County Commissioners

Notes for Agenda Item #11

Leon County Board of County Commissioners

Cover Sheet for Agenda #11

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of the 2013 Tallahassee-Leon County Board of Adjustment and

Appeals Annual Report

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development
	David McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Shawna Martin, Planner II

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the 2013 Tallahassee-Leon County Board of Adjustment and Appeals

Annual Report.

Title: Acceptance of the 2013 Board of Adjustment and Appeals Annual Report

February 11, 2014

Page 2

Report and Discussion

Background:

Subdivision 3, Article II, of the Land Development Code of Leon County establishes the Board of Adjustment and Appeals (BOAA), defines their powers and duties, and sets out applicable regulations and due process provisions (Attachment #1). In addition, details of the BOAA's policies and procedures are set out in its bylaws, which have been approved by both the Board of County Commissioners and Tallahassee City Commission (Attachment #2).

The BOAA is composed of seven full board members and two alternate board members: three of the full board members are appointed by the Leon County Board of County Commissioners, three of the full board members are appointed by the Tallahassee City Commission, and one full board member is appointed on a rotating basis by the City Commission and Leon County Board of County Commissioners. To comply with the BOAA meeting quorum requirements, two alternate Board members (one City of Tallahassee alternate member, one Leon County alternate member) also compose the BOAA. The alternate members may attend the meetings when necessary to make up the required BOAA quorum.

Analysis:

Summary of Activities: During the 2013 calendar year, the Department of Development Support & Environmental Management received no applications or requests for variances; therefore, there is no report to submit.

Options:

- 1. Accept the 2013 Tallahassee-Leon County Board of Adjustment and Appeals Annual Report.
- 2. Do not accept the 2013 Tallahassee-Leon County Board of Adjustment and Appeals Annual Report.
- 3. Board direction.

Recommendation:

Option #1.

Attachment:

- 1. Subdivision 3, Article II, of the Leon County Land Development Code
- 2. BOAA Bylaws for Policies and Procedures

VSL/TP/DM/RC/SM

Chapter 10 - LAND DEVELOPMENT CODE ARTICLE II. - ADMINISTRATION

DIVISION 3. - BOARDS, COMMITTEES AND COMMISSIONS

Subdivision 3. Board of Adjustment and Appeals

Subdivision 3. Board of Adjustment and Appeals

Sec. 10-2.341. Appointment.

Sec. 10-2.342. Powers and duties.

Sec. 10-2.343. General procedure.

Sec. 10-2.344. Quorum.

Sec. 10-2.345. Hearings.

Sec. 10-2.346. Appeals.

Sec. 10-2.347. Variations and modifications.

Sec. 10-2.348. Decisions.

Sec. 10-2.349. Time limits.

Sec. 10-2.350. Filing fees.

Sec. 10-2.351. Waiver of nonconforming use status.

Sec. 10-2.341. Appointment.

- (a) There is hereby created the Tallahassee-Leon County Board of Adjustment and Appeals which shall consist of three members appointed by the Board of County Commissioners and three members appointed by the city commission and a seventh member whose position shall alternately be appointed by the city and the county. The city commission and the Board of County Commissioners may each appoint an alternate board member who shall serve at board of adjustment and appeals meetings in the event that their presence is needed to constitute a quorum.
- (b) The terms of members of the board of adjustment and appeals including alternate members shall be three years. The terms shall extend from July 1 in the year in which the appointment is made. Vacancies may be filled at any time for the unexpired term of a member by the appropriate governmental unit.
- (c) The position of a member appointed by the county commission shall become vacant under the following circumstances:
 - (1) When a member is absent from three consecutive meetings of the board without approval of the chair. Absences from emergency or special called meetings will not be recorded against a member in counting the absences. Special exceptions on the removal of members for absences may be made by the chair when the absences are due to health or time-limited extenuated circumstances and the absences do not affect the ability of the board of maintain a quorum; or,
 - (2) When a member is absent from 33 percent of the regularly scheduled meetings in a given calendar year, regardless of whether such absence is excused or unexcused.

(Ord. No. 07-20, § 2, 7-10-07; Ord. No. 09-29, § 1, 8-25-09; Ord. No. 2010-30, § 1, 12-14-10)

Chapter 10 - LAND DEVELOPMENT CODE ARTICLE II. - ADMINISTRATION DIVISION 3. - BOARDS, COMMITTEES AND COMMISSIONS

Subdivision 3. Board of Adjustment and Appeals

Sec. 10-2.342. Powers and duties.

The board of adjustment and appeals shall have the following powers and duties under the zoning, housing, building, plumbing, gas and fire prevention codes of the city and the county:

- (1) Appeals. To hear and decide appeals as set out in section 10-2.346
- (2) Variations and modifications. To hear and decide variations and modifications as set out in section 10-2.347
- (3) Additional powers. The board of adjustment and appeals shall perform such additional duties as may by ordinance be delegated to it, and which pertain to the above assigned powers.

(Ord. No. 07-20, § 2, 7-10-07)

Sec. 10-2.343. General procedure.

- (a) The board of adjustment and appeals shall elect a chairman from its membership, appoint a secretary and adopt rules for the conduct of its affairs and procedures not inconsistent with the provisions of law. Alternate members may not serve as chairperson. The board shall hold regular meetings at least once in each calendar month. Special meetings may be held upon the call of the chairman or upon the written request of any two members of the board other than alternate members. The chairman, or in his absence, the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public. The board shall keep minutes of its proceedings showing the vote of each member upon each question or if absent or failing to vote, indicating such fact, and shall keep record of its examinations and other official actions which shall be immediately filed in the office of the board.
- (b) No provisions in this article shall be construed so as to require the board to be strictly bound by the rules of evidence in the review of any matters that may be considered.

(Ord. No. 07-20, § 2, 7-10-07; Ord. No. 09-29, § 1, 8-25-09)

Sec. 10-2.344. Quorum.

Four members of the board of adjustment and appeals shall constitute a quorum and shall be necessary to conduct business or take any official action; and a majority vote of those members present shall be required to grant a variance or to reverse or to modify an order, requirement, decision or determination of an administrative official. No board member shall act in any case in which he has a personal interest.

(Ord. No. 07-20, § 2, 7-10-07)

Sec. 10-2.345. Hearings.

In any hearing on an appeal or request for variance or modification to the board, due notice of the public hearing shall be given at least ten days in advance of the hearing by publication in a newspaper of regular and general circulation in the city and county. In cases affecting 30 or less contiguous parcels of land, additional written notice shall be mailed to the current address of each property owner involved, as shown in the records of the property appraiser and to owners of property within 200 feet of the parcel which is the subject of the appeal or request for variance or modification.

Chapter 10 - LAND DEVELOPMENT CODE ARTICLE II. - ADMINISTRATION DIVISION 3. - BOARDS, COMMITTEES AND COMMISSIONS

Subdivision 3. Board of Adjustment and Appeals

(Ord. No. 07-20, § 2, 7-10-07)

Sec. 10-2.346. Appeals.

- (a) Whenever it is claimed that the true intent or meaning of any of the codes referred to in this article or any of the regulations contained therein or promulgated thereunder have been misconstrued or wrongly interpreted, the owner or his duly authorized agent may appeal from the decision of the administrative officer of the code involved to the board of adjustment and appeals. In addition, a request for an extension of time to avoid a determination that a discontinuance of use constitutes an abandonment for purposes of the zoning code shall be processed as an appeal.
- (b) Notice of appeal shall be in writing and filed within 30 days after the decision is rendered by the responsible administrative officer under the code. In case of a building or structure which in the opinion of the responsible administrative officer is unsafe or dangerous, he may in his order limit the time for such appeal in the public interest to a shorter period.
- (c) Appeals hereunder shall be on forms provided by the department of development support and environmental management.

(Ord. No. 07-20, § 2, 7-10-07; Ord. No. 13-06, § 1, 3-12-13)

Sec. 10-2.347. Variations and modifications.

- (a) The board of adjustment and appeals, when appealed to and after a hearing, may vary the application of any provision of the codes as set out in this chapter.
- (b) A variance is hereby defined as a relaxation of the strict terms of this Code or ordinance in cases involving practical difficulties or hardships and where such variance request meets the following criteria:
 - (1) The variance will not be contrary to the public interest;
 - (2) The intent of the regulation sought to be varied will be observed and substantial justice done by granting the variance;
 - (3) Where owing to conditions peculiar to the property, existing structure or building thereon, and not the result of the actions of the applicant, a strict and literal enforcement of the code involved would deprive the applicant of rights commonly enjoyed by and frequently occurring on other properties in the same zoning district under the terms of this Code, and would result in undue practical difficulty or hardship not shared by other property owners in the zoning district;
 - (4) The owner's predicament feasibly cannot be obviated through any method other than the variance;
 - (5) The applicant may not have created the hardship or practical difficulty;
 - (6) The alleged hardship or practical difficulties which would result from failure to grant the variance extend to the inability to use the land in question for any reasonable legal use which is consistent with the surrounding properties and in conformity with the provisions of this Code and include substantially more than mere inconvenience and inability to obtain a higher financial return;
 - (7) The variance shall not substantially interfere with or detrimentally affect the health, safety, or welfare of others whose property would be affected by allowance of the variance;

Leon County, Florida, Code of Ordinances

Chapter 10 - LAND DEVELOPMENT CODE ARTICLE II. - ADMINISTRATION DIVISION 3. - BOARDS, COMMITTEES AND COMMISSIONS

Subdivision 3. Board of Adjustment and Appeals

- (8) The variance shall not adversely affect the delivery of government services;
- (9) The variance shall not be in conflict with the Comprehensive Plan;
- (10) The variance shall not allow establishment or expansion of a nonconforming use;
- (11) A variance shall not be granted because of the presence of nonconformities in the zoning district or adjoining districts;
- (12) No use variances are permitted;
- (13) For the purpose of the zoning code a variance is authorized only for the area and size of structure or size of yards or open spaces, or parking regulations;
- (14) In granting a variance of a provision of the environmental management article, the board of adjustment and appeals must also determine that the criteria in section 10-4.503 has been met.
- (c) The board of adjustment and appeals may consider a variance upon filing of a written request with the department of development support and environmental management by the property owner for whose land the variance is sought, and payment of a free for same.
- (d) A decision of the board of adjustment and appeals to vary the application of any provision of the codes or to reverse or modify an order, requirement, decision or determination of an administrative official shall specify in writing in what manner such variation or modification is made, the conditions upon which it is made, including, but not limited to safeguards and the reasons for the variance. The board of adjustment and appeals may impose reasonable conditions upon the granting of any variance to ensure that the public health, safety, and general welfare shall be protected. When all criteria for a variance have been met, based on the evidence presented, only the minimum variance necessary shall be granted.
- (e) Any variance granted shall be deemed to be applicable to the affected land in perpetuity, except as provided in <u>section 10-2.349</u>, regardless of ownership.

(Ord. No. 07-20, § 2, 7-10-07; Ord. No. 2010-30, § 2, 12-14-10; Ord. No. 13-06, § 2, 3-12-13)

Sec. 10-2.348. Decisions.

- (a) Except as otherwise provided in this article, every decision of the board of adjustment and appeals shall be final; subject, however, to such remedy as any aggrieved party might have at law or in equity. The decision shall be in writing and shall indicate the vote. Every decision shall be promptly filed with the county administrator, or designee, and shall be open to public inspection; a copy shall be sent by mail or otherwise to the appellant or applicant.
- (b) The board shall in every case reach a decision without unreasonable or unnecessary delay. In no case may the board fail to render a decision on an application within five days after the final hearing thereon. Any continuance of a final hearing in which the applicant shall be allowed to submit additional information to the board shall be by public hearing and with notice to the public as directed by the board. The board may waive the applicant's fee for the costs of renotification.
- (c) If a decision of the board reverses or modifies a decision, order, requirement or determination of an administrative official, or varies any provision of the code involved, the affected administrative official shall immediately take action in accordance with such decision.

(Ord. No. 07-20, § 2, 7-10-07)

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Sec. 10-2.349. Time limits.

- (a) In granting any variance, the board of adjustment and appeals may establish an expiration date for the variance granted.
- (b) Any variance granted shall expire within one year from the date of the grant unless a permit based upon and incorporating the variance is issued within the one-year period, and substantial construction has begun thereunder. Failure to meet both permitting and construction requirements within the one-year period shall cause such variance to become void.

(Ord. No. 07-20, § 2, 7-10-07)

Sec. 10-2.350. Filing fees.

- (a) No request for a variance shall be filed with the board of adjustment and appeals until a filing fee has been paid and such filing fee shall not be refundable.
- (b) No request for an appeal of an administrative decision shall be filed with the board of adjustment and appeals until a filing fee has been paid and such fee shall not be refundable.
- (c) Fees shall be established by resolution of the Board of County Commissioners.

(Ord. No. 07-20, § 2, 7-10-07)

Sec. 10-2.351. Waiver of nonconforming use status.

- (a) The board of adjustment and appeals may grant a previously established land use conformity (PELUC) certificate upon application of the property owner and after public review and hearing. Notice of the public hearing shall be given at least ten days in advance of the hearing and shall be mailed to property owners of record within 500 feet of the subject property. A principal place of residence shall be exempt from the requirements as set forth below. A PELUC certificate for any other eligible use may only be granted upon the board of adjustment and appeals' findings of fact and conclusions of law that the nonconforming use is consistent with the following criteria as set forth by Land Use Policy 1.5.1 and Chapter 10, Article VI, Division 3, of the Code of Ordinances of Leon County:
 - (1) A determination that the impact of the nonconformity is minimal upon surrounding land use and is not detrimental to the public health, safety, and welfare and, as a result, the nonconforming status may be waived.
 - (2) A determination that the impact of the nonconformity may be substantially mitigated such that the development may attain conforming status by implementing the outlined mitigation steps.
 - a. Site plan or plan of development may be required to demonstrate mitigative measures that will maintain compatibility through specified design measures. Inter-site compatibility criteria shall be determined by the board of adjustment and appeals based on the following:
 - 1. Aesthetically and functionally compatible with adjacent uses.
 - 2. Adequate buffering, screening, landscaping, and architectural treatment if located in a residential area.

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- Sufficient parking, designed to provide safe internal traffic circulation, and off-site access
- b. The objectionable impacts of service and delivery areas, refuse and recycling collection areas, as well as the outdoor storage and work areas generally associated with commercial residential buildings shall be designed to minimize off-site impacts.
- (b) If the board of adjustment and appeals determines that the nonconforming use meets the required criteria as specified by Land Use Policy 1.5.1 and Chapter 10, Article VI, Division 3, of the Code of Ordinances of Leon County, the board of adjustment and appeals shall issue a PELUC certificate, in a recordable format, which shall be valid only for the specific use and area of the site for which the waiver was granted. The certificate may contain conditions under which the waiver has been granted and may contain an expiration date for the waiver. The certificate shall provide that any expansion proposed on the property covered by the certificate must comply with the development standards for the primary use in the district in which the property is located. If an expiration date is provided, the use shall revert to nonconforming status on the expiration date. Upon application to the board of adjustment and appeals prior to the expiration date, the expiration date may be extended after review by the board of adjustment and appeals. The granting of a PELUC certificate for a particular use on a single parcel of property shall in no way be construed to waive any other development requirements or to establish vesting or precedence for other nonconforming uses on that parcel or on any other parcel.
- (c) The PELUC certificate may require the applicant to meet certain specific mitigative conditions such as, but not limited to, a site plan or plan of development, buffering, architectural treatment in residential areas, additional setbacks, access limitations, limitations on use, or an expiration date of the use. Such order cannot allow a waiver that exceeds a floor area ratio of 0.5 for office uses and 0.35 for all other uses.
- (d) The written certificate of the board of adjustment and appeals shall be permanently on file in the office of the department of growth and environmental management and a copy thereof promptly transmitted to the applicant. The applicant shall provide proof that the certificate has been recorded in the public records of Leon County within 30 days of the date of the certificate. Failure to record shall render the certificate null and void as though it had never been issued.
- (e) Any application for a PELUC certificate shall be denied based upon the board of adjustment and appeals' findings of fact and conclusions of law in accordance with the provisions of this division that the nonconformity violates the intent of this division or that it has substantial impacts which may not be overcome by any mitigation procedures and as such, the development shall remain in a nonconforming status and such use shall terminate according to law.
- (f) Every determination of the board of adjustment and appeals regarding a PELUC certificate shall be final, subject to such remedies as any aggrieved party might have at law or in equity.

(Ord. No. 07-20, § 2, 7-10-07)

1 2 3 4	BYLAWS OF THE TALLAHASSEE-LEON COUNTY BOARD OF ADJUSTMENT AND APPEALS WITH POLICIES AND PROCEDURES ¹
5 6	ARTICLE 1
7	
8	NAME AND AUTHORIZATION
9	
10 11	A. Name.
12	The name of the Board shall be the Tallahassee-Leon County Board of Adjustment and
13	Appeals, hereinafter referred to as the "Board".
14 15	B. Authorization.
16	B. Authorization.
17 18 19	1. The Board is created pursuant to Sections 2-156 through 2-163, Tallahassee Land Development Code, and Section 10-2.341, Leon County Land Development Code. The Board's actions shall be governed by the following state statutes, ordinances and rules:
20	
21 22	a. State statutes that apply to public boards, members, and officials;
23	b. Ordinances, policies, regulations, and rules of the City of Tallahassee and
24	Leon County that affect local boards and officials;
25	
26	c. Those provisions of the City of Tallahassee and Leon County Land
27	Development Codes, the City of Tallahassee and Leon County Building, Plumbing, Gas
28 29	and Fire Prevention Codes, and other applicable land development regulations that specifically grant powers and duties to the Board; and
30	specifically grant powers and duties to the Board, and
31	d. The bylaws of the Board as set forth herein.
32	
33	ARTICLE 2
34	DUDDOGE AND EVINCEION
35	PURPOSE AND FUNCTION
36 37	A. Purpose.
38	A. Turpose.
39	1. Appeals and Variances. The Board shall hear and decide appeals of
40	administrative decisions as provided in the City of Tallahassee and Leon County Land
41	Development Code, and variances to sign, plumbing, zoning, housing, building, gas and fire
42 43 44	prevention codes of the City of Tallahassee and Leon County as provided in the City and Leon County Land Development Codes.

 $^{^1}$ These Bylaws replace completely the previous Policies and Procedures of the Board of Adjustment and Appeals dated May 13, 1993.

1		2.	Jurisdiction.
2 3 4 5 6		office	a. Appeals. After a hearing on an appeal pursuant to the procedures ed herein, the Board may affirm or reverse the decision of an administrative or if it determines that the true intent or meaning of the regulatory code has misconstrued or wrongly interpreted.
7			h Variances After a hearing on a variance application pursuant to
8 9		the n	b. Variances. After a hearing on a variance application pursuant to rocedures outlined herein, the Board may vary the application of any
10			sion of the codes in paragraph 1 above to any particular case where such
11		-	nce will not be contrary to the public interest and where, owing to conditions
12			iar to the property and not the result of the actions of the applicant, a literal
13			cement of the regulatory code involved would result in undue hardship.
14			
15		3.	Other duties. The Board shall perform such additional duties as may be
16	delega	ted to t	the Board by ordinance.
17	ъ	ъ.	
18	В.		ion. The Board shall have the following functions as set forth in the Land
19	-		of the City of Tallahassee and Leon County, as well as additional functions
20	that may be as	ssigned	by ordinance to the Board:
21 22 23 24 25 26 27 28		1.	City of Tallahassee:
22 23		1.	City of Tallallassee.
23 24		a. To	o hear appeals of administrative decisions;
25		u. 10	s hear appears of administrative decisions,
26		b. To	o decide variances for single family and duplex dwelling units;
27			, access , access, acc
28		c. To	o hear appeals of the building officials;
29			
30		d. To	o decide variances to the technical requirements of the Florida Building
31		C	ode;
32			
33		e. To	o decide variances from standards for fences and walls;
34			
35		f. To	o decide variances to the sign code;
36		-	
37 38		g. To	o hear appeals of decisions related to connections to public streets;
38 20		ь т.	has a sum all of decisions related to building normits.
39 40		h. To	o hear appeals of decisions related to building permits;
40 41		i. To	o grant extensions of time for abandonment of nonconforming uses;
42		1. 10	grant extensions of time for availdonment of noncomorning uses,
43		j. To	o certify previously established land use conformity (<i>PELUC</i>);
44		J. 10	o corary proviously established land use comformity (1 EBCC),
45		k. To	o decide variances to height of structures and uses for property governed by
46			e airport/aerospace regulations.

2		
3		2. Leon County:
4		
5		a. To hear appeals of administrative decisions;
6		
7		b. To hear requests for variances from the application of any provision of Chapter
8		the Leon County Code of Laws, unless the consideration of a variance is already
9	conte	mplated by the provision to be accomplished by other means;
10		
11		c. To certify previously established land use conformity (PELUC);
12		
13		d. To perform such additional duties as may by ordinance be delegated to it, and
14	which	n pertain to the above assigned powers.
15		
16		A DIFFICILE 2
17		ARTICLE 3
18		MEMDEDCHID
19 20		MEMBERSHIP
20		
21 22 23	A.	Members.
22	Α.	Wichiocis.
24	1.	The Board shall consist of seven (7) members: three (3) shall be appointed by the
25		Commission, and three (3) shall be appointed by the Tallahassee City Commission.
26	_	member shall be alternately appointed by the City and the County Commissions.
27		memoer sharr of uncernatery appointed by the city and the country commissions.
28	B.	Eligibility.
29		
30	Each	member shall be a resident of Leon County, Florida, and shall be a real property
31	owner and ta	xpayer.
32		
33	C.	Appointments.
34		
35	1.	Appointments shall be for a term of three (3) years. The terms shall extend from
36		ne year in which the appointment is made. The appropriate Commission may fill
37	vacancies at	any time for the un-expired term of a member.
38		
39	2.	Members shall not serve more than two (2) full consecutive terms on the Board,
40	whether appo	ointed by the City Commission or the County Commission.
41	_	
42	3.	It is the responsibility of the City or County Commissions to ensure an
43		will occur within thirty (30) days of notification of a vacancy. If an appointment is
44 45		hin thirty (30) days, the Board may request an appointment be agendaed for the next
45 46	available Coi	mmission meeting.
46		

1 2	4. are serving on	The approval of these bylaws shall not affect the terms of Board members who the date the bylaws are approved.	
3 4	D.	Vacancies.	
5 6	1.	A member's position shall become vacant when:	
7 8 9		a. A member no longer meets eligibility requirements, or	
10 11		b. A member's term expires, or	
12 13		c. A member resigns, or	
14 15 16		d. For a City, appointee, if a member is absent from two (2) of three (3) consecutive meetings of the Board, without approval of the Chair.	
17 18 19 20 21	absences. Sp Chair of the	All absences will be duly recorded in the meeting minutes. Absences from a special called meetings will not be recorded against a member in counting the recial exceptions on the removal of members for absences may be made by the Board when the absences are due to health or time-limited extenuating and the absences do not affect the ability of the Board to maintain a quorum.	
22 23 24 25	3. Commission s	When a vacancy is determined to exist by the Chair or the Board, the appropriate shall be informed that such vacancy exists.	
25 26 27	4.	Resignation.	
28 29 30 31		a member intends to resign, if reasonably feasible, the member shall provide of such intent to the Chair, allowing a reasonable time for the appointment of a	
33 34	5.	Causes for Removal from Board.	
35 36 37 38	The appropriate Commission may remove a member of the Board due to malfeasance, misfeasance, or nonfeasance, the failure to disclose a conflict of interest for purposes of disqualification when a member has personal or monetary interest in the matter involved, or will be directly affected by a decision of the Board or as otherwise specified by applicable statutes.		
39 40		ARTICLE 4	
41 42		ORGANIZATION	
13 14 15	A.	Officers.	

A 4 41-				
At the regular meeting of the Board each June, the Board shall elect from its members a				
Chair and Vice-Chair. If such regular meeting is cancelled or a quorum is lacking, the election shall be held at the next regular or specially called meeting that a quorum may be obtained. The				
Chair and Vice-Chair shall serve until successors have been elected and assume office.				
Chan and V	ice-enan shan serve until successors have been elected and assume office.			
R	Duties of the Chair and Vice-Chair.			
D.	Duties of the Chair and Vice-Chair.			
1	The Chair shall preside at all meetings of the Board.			
1.	The chair shair preside at an incomigs of the Board.			
2.	The Chair may delegate specific duties generally to the Vice-Chair.			
	come only acceptant of comes			
3.	The Chair shall ensure compliance with these bylaws and policies and procedures.			
	r and			
4.	The Chair will notify members of removal from the Board.			
	·			
5.	The Chair shall immediately, upon receipt of a resignation, or when advised of a			
vacancy, notify the City or County Commission to begin the appointment process.				
6.	In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.			
7.	The Chair shall report to the Board on all official transactions, which have not			
otherwise come to the attention of the Board. The Chair shall also make any reports concerning				
the affairs of	f the Board required or requested by the City or County Commissions.			
C.	Removal.			
	n an officer has been absent or has not performed the duties of that office for three			
	ive meetings, the Board, with a majority vote, at a regularly scheduled meeting, may			
remove that	officer from office.			
	A DELICIT E			
	ARTICLE 5			
	DOADD ODED ATIONS			
	BOARD OPERATIONS			
٨	The Board shall have no authority other than as stipulated by the City and County			
	opment Codes and approved by the respective Commissions.			
Land Devel	princin Codes and approved by the respective Commissions.			
В	The Board will meet routinely based upon an adopted meeting schedule, which			
	ided to the City Treasurer-Clerk and the County Public Information Officer. The			
	Chair and V shall be held Chair and Chai			

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members and the Chair.

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C. All meetings will be open to the public. For advertising purposes, the Board will provide to the City Treasurer Clerk and County Public Information Officer a schedule of

Chair may change the meeting date with notification in advance by mail to Board members and

reasonable notice to the public. Special meetings may be called by the Chair or by two Board

1 2 3	•	will ensure agendas and minutes are available to the public in accordance with the la Sunshine Laws.	
4 5 6 7	D. these bylaws. as may be requ	All meetings shall be conducted in accordance with Robert's Rules of Order and All quasi-judicial proceedings shall be conducted as provided in these bylaws and uired by law.	
8		ARTICLE 6	
9			
10 11		STAFF SERVICES	
12 13	A.	Appointment of Board Administrators.	
14 15 16	to the Board. Management	ty and Leon County shall each designate a staff person to serve as an administrator The City's Board Administrator shall be an employee of the City's Growth Department. Leon County's Board Administrator shall be an employee of	
17 18 19	County's Grov	wth & Environmental Management Department	
20 21	В.	Duties of the Board Administrators.	
22 23 24 25	Subject to the provisions of the City and County Codes, these bylaws, and the direction of the Board, each administrator or his/her designee shall serve as a liaison between the Board and his/her local government, City or Leon County, and shall have the following duties, limited to the administrator's local government:		
262728	1.	Attend to all correspondence of the Board;	
29 30 31	2. these bylaws;	Publish all required notices, as required by the City and Leon County Codes and	
32 33 34 35	3. Ensure that notices of variance applications are prominently posted on properties that are the subject of variance applications pursuant to the policies and procedures of the City and Leon County growth management departments;		
36 37	4.	Prepare orders for the Board under the supervision of the Board's legal counsel;	
38 39	5.	Attend all meetings and hearings conducted by the Board;	
40 41	6. these bylaws;	Review all matters to assure compliance with the City and County Codes and	
42 43 44	7.	Ensure that appropriate City or County staff reviews all appeals and applications;	

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- Provide a report and recommendation on each application to the Board; preparing the case for docketing; placing the case on the calendar; and ensuring public notice of the case as required by the City or Leon County Code and these bylaws;
- 9. Ensure that all applications are processed and reviewed in accordance with the City and Leon County Codes and these bylaws and that all Board hearings are conducted in accordance with the procedures outlined in the City and Leon County Codes and these bylaws;
- Provide a schedule of meetings to the City Treasurer-Clerk and Leon County Public Information Officer and Board members, arrange meeting locations, maintain summary minutes of the meetings, prepare and distribute appropriate information related to the meeting agenda;
- Inform the Board of events, activities, policies, programs, etc. occurring within 11. the scope of the Board's functions and informing the Board of all City and County Commission actions affecting the Board's functions;
- Ensure the appropriate City and County officials are informed of all Board vacancies, expired terms, changes in officers, or any other changes to the Board and that all requests for review of applicants, and any subsequent recommendations by the Board or staff, are returned in a timely manner to the City and County officials to facilitate the appointment process;
- Ensure the continuous flow of information to the appropriate City or County Commission including providing reports, actions, and recommendations of the Board and notification of noncompliance by the Board or Chair with the bylaws or Codes;
- 14. Ensure information provided by the Board for City or County Commission review is appropriately agendaed for the City or County Commission meetings;
- 15. Schedule a standard orientation program to be provided by Legal Counsel to all new members. The program will address, but not be limited to, the bylaws, conflicts of interest. State of Florida Sunshine Law, ethics violations, and public records law.
- 16. Keep all records of the Board and a Docket Book and Minute Book, as provided below; and
 - 17. Otherwise perform or supervise all clerical or ministerial work of the Board.
 - C. Docket Book.

Each administrator shall maintain a docket book or its equivalent, which shall be kept posted to date. The administrator shall enter in the docket book the number of the case, the name of the applicant, the location of the premises by street number and tax parcel identification number or otherwise, the nature of the case, and when completed, the final disposition of the

1 matter. All continuances, postponements, dates of sending notices and other steps taken and acts 2 done shall be noted on the docket. The Docket Book may be kept in an electronic format. 3 4 D. Minute Book: Minutes a Public Record. 5 6 Each administrator shall maintain a minute book, which shall be kept posted to date. The 7 minute book shall include a record of the Board's proceedings, showing attendance and all 8 absences, with indications, where appropriate, as to whether absences were excused or 9 unexcused by the Chair, disqualifications of members, the record of the Board's actions, 10 motions, and the vote of each member voting on every motion. The minutes of the Board shall be a public record, and be maintained in the respective growth management offices of the City and 11 12 County. The Minute Book may be kept in an electronic format. 13 14 E. Staff Services. 15 16 The City Growth Management Department shall provide staff services to the Board for 17 the City. The Leon County Growth Management Department shall provide staff services to the 18 Board for the County. 19 20 21 22

F. Duties of Legal Counsel.

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Legal Counsel to the Board shall provide advice to the Board as to matters under its jurisdiction and may assist in questioning witnesses. Advice of counsel may be received and entered in the minutes before disposition of any question of law or matter requiring legal interpretation or advice. Legal Counsel shall also provide orientation to all members on legal issues, such as conflicts of interest, the Florida Sunshine Law, ethics violations, and public records law.

ARTICLE 7

CONDUCT OF BOARD MEMBERS, STAFF

A. Representation of Applicants or Appellants.

No member of the Board or its staff or of City or County staff shall represent an applicant or appellant on a matter on which the Board is to make determinations, except where the City or County is the applicant or appellant.

В. Conflicts of Interest

The Board will be governed by the applicable requirements of Section 112.3143, Florida Statutes, as may be amended from time to time. A copy of Section 112.3143 is attached hereto as Appendix I.

- 2. When a member of the Board becomes aware of a potential conflict of interest in a case to come before the Board, the member shall notify the Chair and Board's legal counsel. The affected Board member shall refrain from further involvement in the case and, during the Board's consideration of the case, disclose the conflict on the record, and place in the records of the Board a memorandum which states the facts leading to the member's disqualification from participation in the matter.
- 3. Any questions regarding conflicts of interest may be directed to the Board's legal counsel.
 - C. Ex Parte Communications Prohibited.
- 1. An *ex parte* communication is generally defined as an oral or written contact with a public official by a party or interested person regarding a matter pending before the Board or a matter which may be reasonably foreseen to come before the Board, without giving notice to other interested parties.
- 2. No *ex parte* communications will be permitted on any matter coming before the Board.
- 3. In the event of any *ex parte* communication to a Board member, the substance of the communication and the identity of the person, group, or entity with which the communication took place shall be disclosed and made a part of the record before final action on the matter.
- 4. Nothing herein shall preclude any Board member from individually visiting any site that is the subject of a proceeding.
- 5. Disclosures made pursuant to this paragraph must be made before or during the public meeting or hearing at which action is taken on such matters, so that persons who have opinions contrary to those expressed in the *ex parte* communication are given a reasonable opportunity to refute or respond to the communication.
 - D. Members Not to Vote Unless Present at Hearing.

No Board member shall vote on any matter involving an application or appeal unless the member attended the public hearing on the application or appeal and bases his or her determination on the facts presented at the hearing. In the event of multiple public hearings on an application or appeal, the Board member shall have attended all such hearings or, if not at the public hearings, he/she has reviewed the materials presented to the Board and a written transcript, video recording, or audio recording of the proceedings he/she missed.

ARTICLE 8

1 2 3			EGATION OF POWERS; FILING APPEALS AND APPLICATIONS; TIME IS FOR APPEALS; INFORMATION REQUIRED; EFFECTS OF FAILURE TO PROVIIDE REQUIRED INFORMATION;	
4 5 6		A.	Powers of the Board; Limitations; Procedures Generally.	
7 8 9	The Board shall have all only such powers as are delegated to it by the City and County Commissions and shall exercise such powers only in the manner, for the purposes, and in accordance with the procedures set forth herein.			
11 12		B.	Filing Appeals and Applications: Forms.	
13 14 15 16	All appeals and applications shall be filed on forms approved by the Board. In addition to information required to identify persons and property involved, date and time of filing, and the like, such forms shall indicate the findings and determinations for which information is required, and the nature of the information required to make such findings.			
17 18 19		C.	Time Limits on Appeals from Decisions of Administrative Officials.	
20 21 22 23	In the case of appeals from decisions of administrative officials, an appeal shall be filed no later than thirty (30) days from the date of the written decision of such officials and shall specify the alleged error or errors in such decision.			
24 25		D.	Preliminary Determinations on Appeals and Applications Submitted for Filing; Deficiencies in Information Supplied.	
26 27 28 29 30 31 32 33 34	All appeals and applications shall be examined by the appropriate City or Leon Count growth management staff for completeness and accuracy. If the information submitted is no sufficient so as to allow the staff to appropriately review the appeal or application, and the deficiency cannot be remedied immediately, the applicant or appellant shall be notified of the nature and extent of such deficiency, and the documents shall be retained as an intent to appear or apply until such deficiency is remedied. No docket number shall be assigned in such case until required information has been supplied.			
35 36		E.	Continuances.	
37 38 39 40 41	Cases which have been continued shall be given priority over new cases except where the Chair finds that circumstances of the continued case require a different order of hearing. In such event the Chair shall assign such order in such a manner as to conclude the continued case as soon as is reasonably possible.			
42 43			ARTICLE 9	
43 44 45			MEETINGS, HEARINGS, GENERALLY	
45 46		A.	Regular Meetings.	

Regular meetings of the Board shall be held at 1:00 p.m. on the second Thursday of the month, unless cancelled as permitted by these bylaws, or at such other times as the Board may from time to time decide.

B. Special Meetings.

 Special meetings may be held at the call of the Chair or by two members with the concurrence of the Chair. Any applicant or Board member may request a special meeting. Such requests shall be in writing, and set forth the justification or purpose of such special meeting. The request shall be circulated by staff among all Board members and approved by at least four (4) members in writing. Special meetings may be held concurrently with any regularly scheduled meeting.

C. Continuance or Adjournment.

Any regular or special meeting may be continued or adjourned from day to day, or to the time of any previously announced regular or special meeting. Any continuance or adjournment to a time and place certain shall not require additional public notice.

D. Cancellation.

If no business is scheduled before the Board or if it is apparent that a quorum will not be available, the Chair may cancel any meeting by notifying all members before the time set for such meetings.

E. Quorum.

A quorum of the Board shall consist of four (4) members. The Board shall not pass on any question relating to an appeal from a decision of any administrative official or upon any variance unless there are at least four (4) members present.

F. Public Meetings of the Board; Notice; Other Activities of the Board; Schedule.

All meetings of the Board involving hearing of evidence or decisions of the Board on appeals and applications shall be public, with formal notice as required by law.

G. Agenda; Order of Business.

Each Board administrator shall prepare an agenda for each Board meeting. The order of business shall be substantially as follows:

1. Call to order and recording of members present and absent.

2. Continued hearings, with consideration and determination on cases as heard.

1	3.	New hearings, with consideration and determination on cases as heard.
2	4.	Action on minutes of previous meetings.
4 5	5.	Old business.
6		
7	6.	New business.
8	_	
9	7.	Adjournment.
10 11	H.	Application of Robert's Rules of Order.
12	11.	Application of Robert's Rules of Order.
13	Excer	ot as otherwise specified by these Bylaws, parliamentary procedures of the Board
14	-	ngs shall be in accord with Robert's Rules of Order.
15		
16		
17		ARTICLE 10
18		
19		QUASI-JUDICIAL PROCEEDINGS
20 21	Unles	ss waived by all parties, all hearing on variance requests shall be conducted as quasi-
22		eedings. Such waivers must be approved by the Board.
22 23	judiciui proce	bedings. Such warvers must be approved by the Board.
24	A.	The City or County Growth Management Department Director, or his/her
25		all receive all variance applications to go before the Board, and examine the material
26		erewith to assure completeness and that required maps, plans, or reports to be
27		an applicant or appellant are in good order and in sufficient number for processing
28 29		g. In the City, an application for a variance shall not be determined complete until ent has verified that the property that is the subject of the variance application has
29 30	-	ently posted pursuant to the policies and procedures of the Growth Management
31	Department.	entry posted pursuant to the policies and procedures of the Growth Management
32	2 . Par	
33	B.	Within 10 days after a variance application has been determined to be complete,
34	the City's B	oard Administrator shall provide notice by regular mail of the pendency of the
35		lication to all owners of abutting property. The notices shall provide notice of the
36		ication; and clearly delineate the right of any aggrieved or adversely affected party
37	-	quasi-judicial hearing before the Board, the time frames for requesting such a
38	_	how to obtain the written procedures for a quasi-judicial proceeding. This notice
39 40	-	bined with any other required mailed notice so long as it is mailed within 10 days ce application has been determined to be complete.
41	arter a varran	ce application has been determined to be complete.
12	C.	The hearing before the Board shall be conducted as provided herein in Article 11.
13	٥.	g commendation of the property
14	D.	Following the conclusion of the hearing, the Board shall render a written
15	preliminary	decision to approve, approve with conditions, deny the application, or continue
16	consideration	to a date and time certain, and shall so notify the applicant in writing. The

preliminary decision shall include a statement that any party may request a quasi-judicial proceeding on the preliminary decision as provided in this section.

E. The preliminary decision of the Board shall become final 30 calendar days after it is rendered unless a person who qualifies as a party, as defined in Section 1-2 of the City's Land Development Code or Section 10-7.703 of the Leon County Land Development Code pays the required fee and files a petition for quasi-judicial proceedings in accordance with Section 2-131, et seq., Tallahassee Land Development Code or Section 10-7.703 of the Leon County Land Development Code. The preliminary decision shall include a statement that any party may request a quasi-judicial proceeding on the preliminary decision as provided in the Code and these bylaws. Failure to pay the filing fee, and/or to file the petition as required in the Tallahassee or Leon County Land Development Code is jurisdictional and shall result in a waiver of the right to petition for quasi-judicial proceedings.

F. Quasi-judicial proceedings on timely petitions for variance applications in the City shall be conducted as provided in the City's Land Development Code. Quasi-judicial proceedings on timely petition for variance applications in Leon County shall be conducted as provided in the Leon County Land Development Code.

G. Appeals from the final decisions on variance applications after quasi-judicial proceedings shall be by petition for writ of certiorari filed in Leon County Circuit Court within 30 days after the Board's final decision is rendered.

ARTICLE 11

PROCEDURES AT APPEAL AND VARIANCE HEARINGS

In addition to procedures outlined in the City and County Land Development Codes, the following procedures apply to appeal and variance hearings:

A. Any Person May Appear or Be Represented: Authorization or Representatives.

Any person may appear at a hearing, or be represented by authorized agents or attorneys. Such agents or attorneys shall present competent evidence of the extent of their authorization.

B. Witnesses to Testify Under Oath.

All witnesses to material facts shall testify under oath.

C. Evidence.

The Board shall not be bound by strict rules of evidence, nor limited to consideration of such evidence as would be admissible in a court of law. The Board may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony or evidence. The Chair shall rule on all

1 2	questions re Board memb	lating to the admissibility of evidence, but may be overruled by a majority of the pers present.
3		
4 5	D.	Conduct During Hearings; Interrogations.
6	Duri	ng the hearing, each side shall proceed without interruption by the other. All
7		and pleadings shall be addressed to the Chair. There shall be no questioning or
8	argument be	tween individuals in the audience or the parties.
9		
10	The	Chair or, upon recognition by the Chair, Board members, counsel to the Board, or
11	staff, or cou	insel for any party, may direct questions to the applicant, witnesses, or any person
12	speaking fro	m the audience. The Board members may make comments pertinent to the case.
13	1 0	·
14	E.	Submittal of Written Materials.
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16	If wr	itten materials intended to be evidence are presented to staff or to the Board less than
17		g (5) days prior to the meeting, the Chair may reject the written materials. In lieu of
18	•	materials, the Board may continue the item to a subsequent meeting to allow time
19		f the written materials.
20		
21	F.	Order for Presenting Evidence.
22		
23	1.	The Chair, or such persons as the chair may direct, shall describe the nature of the
24	case, and pre	esent evidence, including staff reports and recommendations based on the applicant's
25	-	s written application or appeal.
26	11	
27	2.	The applicant or appellant shall outline the nature of the request and present
28	supporting e	vidence and argument.
29	11 0	<u>C</u>
30	3.	Board members shall examine witnesses supporting the application or appeal.
31		
32	4.	Persons appearing in opposition to the application or appeal shall present
33	evidence and	11 • 11
34		
35	5.	Board members shall examine witnesses opposed to the application or appeal.
36		
37	G.	If all parties agree, any of the above procedures may be, with the Board's
38	approval, wa	
39	11	
40		
41		ARTICLE 12
42		
43	FINDI	NGS AND DECISIONS, INDIVIDUAL CASES OR CLASSES OR CASES
44		
45	A.	Decisions and Evidence.

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- 1. After conclusion of the hearing on the case the Board shall examine the evidence presented and make its decision. The Board shall, in every case, reach a decision without unreasonable or unnecessary delay. In no case may the Board fail to render a decision on the application within ten (10) working days after the final hearing thereon. Any continuance of a final hearing in which the applicant shall be allowed to submit additional information to the Board shall be by public hearing and with notice to the public as directed by the Board. The Board may waive the applicant's fee for the costs of renotification.
- 2. Every decision of the Board shall become final as provided herein; subject to the right of any party to request a quasi-judicial hearing. The Board's decision shall be in writing and shall indicate the vote. Every decision shall be promptly rendered in the office of the appropriate growth management department, and shall be open to public inspection. A copy shall be sent by mail or otherwise to the appellant or applicant. Appeals of the Board's final decision shall be by petition for writ of certiorari to the Circuit Court, which must be filed within 30 days of the date the Board's final order is rendered.
 - B. Appeals from Decisions of an Administrative Official.
- 1. The Board may affirm or reverse, in part or in whole, a decision of an administrative official. If at least four (4) members of the Board concur in a finding of error in any decision, order, requirement, or determination of an administrative official appealed from, the decision of the administrative official may be reversed. The Board may specify the decision, order, requirement, or determination, which should have been made, and the decision of the Board shall be binding upon the administrative official and the appellant.
- 2. If the decision of the Board reverses or modifies a decision, order, requirement or determination of an administrative official, the affected administrative official shall immediately take action in accordance with such decision. A decision of the Board to reverse or modify an order, requirement, decision or determination of an administrative official shall specify in writing in what manner such modification is made, the conditions upon which it is made, including but not limited to safeguards and the factual basis for the decision.

C. Variances.

- 1. After hearing, the Board may vary the application of any provision of the codes to any particular case when, based on the evidence submitted, as a result of special or unique circumstances peculiar to the property, enforcement of the provision would result in an unnecessary hardship to the applicant, and would be contrary to the spirit and purpose of the applicable code or the public interest.
- 2. A "variance" is a relaxation of the terms of the code or regulation involved where, as a result of special or unique circumstances peculiar to the property, and not the result of the actions of the applicant, a literal enforcement of the code involved would result in an unnecessary hardship, and such relaxation will not be contrary to the public interest.

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- 3. A variance may not be granted based solely on economic hardship or based solely on a hardship, which is not peculiar to the property in question.
- 4. The establishment or expansion of a use that is otherwise prohibited shall not be allowed by variance nor shall a variance be granted because of the presence of nonconformities in the zoning district or adjoining districts.
- 5. A variance may only be authorized for height, area and size of structure, size of yards or open spaces, or parking regulations.
- 6. Where a variance is granted, the record shall state in detail the nature of the hardship found to exist by the Board, and shall also detail conditions and safeguards imposed by the Board, if any, with reasons for such imposition. Where a variance is denied, reasons for such denial shall be indicated in detail.
 - 7. The Board may establish an expiration date for a variance.
- 8. In the City, any variance granted shall expire within one year from the date the order is rendered, unless otherwise specified by the Board, unless a permit based upon and incorporating the variance is issued within such period, and construction has begun thereunder. In the County, unless the Board establishes an expiration date for a variance, the variance shall expire within one year from the date of the grant unless a permit based upon and incorporating the variance is issued within the one-year period and substantial construction has begun thereunder. Failure to meet both permitting and construction requirements within the time specified shall cause such variance to become void. As part of such conditions relating to time limits, the Board may require a performance bond or other surety be provided in an amount and form appropriate to the circumstances of the case. Such bond or other surety may also be required to assure continued maintenance of facilities required as conditions or safeguards.

D. Construction Appeals.

The owner of a building, structure or service system, or his duly authorized agent, may appeal a decision of the Building Official to the Board if:

- The Building Official rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system,
- The provisions of the Florida Standard Building Code do not apply to the specific case.
- 3. An equally good or more desirable form of installation may be employed in a specific case, or
- The true intent and meaning of the Florida Standard Building Code or any of the regulations thereunder have been misconstrued or incorrectly interpreted.

E. Construction Variances.

After a hearing as provided in the Land Development Codes and herein, the Board may vary the application of any provision of the Florida Standard Building Code to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this or the technical codes or public interest, and also finds that:

1. Special conditions and circumstances exist which are peculiar to the building, structure or service system involved and which are not applicable to others;

2. The special conditions and circumstances do not result from the action or inaction of the applicant;

3. Granting the variance requested will not confer on the applicant any special privilege that is denied by this Code to other buildings, structures or service systems;

4. The variance granted is the minimum variance that will make possible the reasonable use of the building, structure or service system; and

5. Granting the variance will be in harmony with the general intent and purpose of this Code and will not be detrimental to the public health, safety and general welfare.

F. Request to Amend Variance Application Prior to Scheduled Publication of Notice.

An application for a variance may be amended not less than five (5) working days prior to scheduled publication of public notice by delivery of such written amendment to the administrator. If the amendment is timely received, the administrator shall not direct that notice of the hearing on the application be published, nor place the case on the hearing agenda, until the amendment has been received and processed by the appropriate City or County staff.

G. Other Requests.

1. Other requests to amend applications shall be made in writing to the administrator after publication of the variance request, prior to the hearing, or to the Board at the hearing, and shall include the amendment and the nature and purpose of the amendment. No amendment shall exceed the scope of the variance request, which has been noticed and published.

2. If the request to amend is denied, with cause for such denial stated in the motion, hearing and decision on the case shall proceed.

3. If the amendment is granted, the Board shall make a finding as to whether there is substantial difference between the case as it has been described in public notice and the case as

2 the applicant, before the hearing of the case may proceed. 3 4 H. Deferrals and Continuances. 5 6 On its own motion, or on approval of requests by applicants or appellants, the Board may 7 defer the hearing of cases or provide for the continuance of cases on which hearings have begun. 8 Deferrals or continuances shall be permitted only for good cause, stated in the motion, and unless 9 time and place are stated, shall require new public notice. If the applicant or appellant requests 10 the deferral or continuance, or if the deferral or continuance is the result of the action of the applicant or appellant, the applicant or appellant shall be responsible for the payment of any 11 12 required fees. 13 14 **ARTICLE 13** 15 16 **APPEALS** 17 18 Decisions of the Board may be challenged by petition for writ of certiorari in the Circuit 19 Court. In no event shall an appeal of the Board be appealable to either the Tallahassee City 20 Commission or the Leon County Commission. 21 22 **ARTICLE 14** 23 24 AMENDING, WAIVING OR SUSPENDING BOARD BYLAWS OR PROCEDURES 25 26 A. Amending Bylaws. 27 28 These bylaws may be amended by a majority of the Board except where such amendment 29 would be contrary to requirements or limitations set by statutes or applicable codes. An 30 amendment may be proposed at any regular meeting of the Board, and shall not be acted upon until the following regular meeting. Not less than seven (7) days prior to the meeting at which 31 the amendment is to be voted upon, members shall be sent a copy of such proposed change. As 32 33 to the City, amendments shall not be effective until approved by the City Commission. 34 35 В. Waiving or Suspending Bylaws. 36 37 A rule of procedure may be suspended or waived at any meeting by unanimous vote of 38 Board members present, with agreement of the parties, unless such rule is established by statute 39 or applicable code. 40 41 **ARTICLE 15** 42

amended. If substantial difference is found, new public notice shall be required, with fees paid by

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SEVERABILITY

1	If any section, subsection, sentence, clause or phrase of these Bylaws is for any reason						
2	held to be unconstitutional, such decision shall not affect the validity of the remaining portions of						
3	the Bylaws.						
4							
5							
6		ARTICLE 16					
7							
8	E	FFECTIVE DATE					
9							
10		These policies and procedures shall take effect immediately for Leon County upon					
11		For the City of Tallahassee, these policies and procedures					
12	* *	ption and approval by the City Commission of the City of					
13	Tallahassee.						
14							
15	± ±	unty Board of Adjustment and Appeals on the day					
16	of, 2007.						
17							
18	Approved by the City of Tallahassee Ci	ty Commission on the day of, 2007.					
19							
20		oment Code authorizes adoption of Bylaws by the Board;					
21	approval by the Board of County Comn	nissioners is not required.					
22							
23	TALLAHASSEE-LEON COUNTY						
24	BOARD OF ADJUSTMENT AND AP	PEALS					
25							
26	OH A TO	-					
27	CHAIR						
28	A	A 1 4 C 1 CC' '					
29	Attest:	Approved as to form and sufficiency:					
30							
31	CECDETADY	DOADD ATTODNEY					
32	SECRETARY	BOARD ATTORNEY					
33							
3435	CITY OF TALLAHASSEE						
	CITT OF TALLAHASSEE						
36 37							
38	John Marks, Mayor						
39	John Marks, Mayor						
39 40	Attest:	Approved as to form:					
	Auest.	Approved as to form.					
41 42							
42	City Treasurer-Clerk	City Attorney					
44	City Treasurer-Clork	City Audiney					
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Leon County Board of County Commissioners

Notes for Agenda Item #12

Leon County Board of County Commissioners

Cover Sheet for Agenda #12

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of the 2013 Annual Report of the Science Advisory Committee

County Administrator Review and Approval:	Vincent S. Long, County Administrator	
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development	
	David McDevitt, Director, Development Support & Environmental Management	
Lead Staff/ Project Team:	John Kraynak, P.E., Director, Environmental Services Division	

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the 2013 Annual Report of the Science Advisory Committee

(Attachment #1).

Title: Acceptance of the 2013 Annual Report of the Science Advisory Committee

February 11, 2014

Page 2

Report and Discussion

Background:

The Board established the Science Advisory Committee (SAC) on March 28, 1995 (Attachment #2). SAC's Statement of Purpose is as follows:

"In order to safeguard natural resources and the public health and safety, the Committee shall evaluate and report findings to the Commission on the scientific evidence and make recommendations concerning policies and programs that pertain to environmental issues in developed and developing areas, and evaluate the need for further data collection and analysis on issues approved by the Board of County Commissioners or the appropriate administrator."

The original establishment of the SAC included seven Board-appointed members, but was later modified to include two City Commission-appointed members. The initial meeting of the SAC took place on May 24, 1995. The meetings occur on the first Friday of each month at the Department of Development Support and Environmental Management in the Renaissance Center.

This year-end report satisfies the requirements of the existing by-laws that requires the SAC to provide an annual report to the Board on the Committee's actions from the preceding year (Attachment #3).

Analysis:

The SAC is composed of seven Board appointed members and two City Commission appointed members. The following is a list of the current members and their appointer:

- Ben Fusaro appointed by Jane Sauls
- Vincent Salters appointed by Bryan Desloge
- Bob Newburgh appointed by Kristin Dozier
- Michael Abazinge appointed by Bill Proctor
- Scott Hannahs appointed by Mary Ann Lindley
- Thomas Lewis appointed by Nick Maddox
- Bill Landing (chair)— appointed by John Dailey
- Cynthia Jones appointed by the City
- Rich Wieckowicz appointed by the City

The SAC met every month during 2013, with the exception of June and August. The minutes for each of these monthly meetings comprise the 2013 SAC Annual Report.

In 2014, it is anticipated that the SAC will be working on the following issues and topics:

- 1. review legislation regarding springs protection;
- 2. review Leon County's Annual Water Quality Report; and
- 3. monitor the Basin Management Action Plan process for the Upper Wakulla River.

Title: Acceptance of the 2013 Annual Report of the Science Advisory Committee

February 11, 2014

Page 3

Options:

- 1. Accept the 2013 Annual Report of the Science Advisory Committee (Attachment #1).
- 2. Do not accept the 2013 Annual Report of the Science Advisory Committee.
- 3. Board direction.

Recommendation:

Option #1.

Attachments:

- 1. SAC Annual Report
- 2. March 28, 1995 Agenda Request to Establish the SAC
- 3. SAC By-laws

VSL/TP/DM/JK

2013 Annual Report of the Science Advisory Committee

January

John Kraynak informed the SAC that its Annual Report was going before the BCC in February. The Lombardo Report Workshop was scheduled for January 29, 2013, 12:00 to 1:30 p.m. in the Commission chambers, 5th floor. The Wakulla Springs Basin Management Action Plan (BMAP) would be discussed in a "Technical Meeting" on Friday, Jan. 18, from 10:30AM-12:00PM in the Wakulla County Public Library, 4330 Crawfordville Highway, Crawfordville, FL, 32326.

Chairman Bill Landing advised the members of the 2013 meeting dates and requested nominations for 2013 SAC Chairman and Co-Chairman. Vincent Salters nominated Bill Landing as Chairman and the nomination was approved 5-0. Scott Hannahs nominated Vincent Salters for Co-Chairman, and Bill Landing nominated Bob Newburgh. Vincent Salter's nomination was approved 3-2.

Sean McGlynn discussed the Capital Cascades Park/Sinkholes, also referred to as the Boca Chuba Stormwater Management Facility, and discussed the water quality impacts in the area. This was noted as a "superfund" site. The sink was grouted in 2010 and determined it was a karst fracture which probably drains into a cavern system. Mr. McGlynn provided a slide show presentation of the project.

The manatee count of fifty-eight at Wakulla Springs was discussed, and that they were eating the hydrilla down to stubble levels. The hydrilla reduction was a positive benefit for the river.

Bob Newburgh addressed the committee on the Brogan Museum and associated financial and legal issues, and asked members of any possible displays and methods of assisting the facility to remain open. Basic fundraising ideas were discussed.

February

The Lombardo Report Workshop was held on January 29, 2013 from 12:00 to 1:30 p.m. in the BCC chambers. A day prior to this workshop, Vincent Salters and Scott Hannahs attended a meeting with the County Administrator to discuss SAC's responses to the Lombardo Report. SAC members discussed the workshop presentation and the BCC's response. The members then moved to discussion of scenarios and the BMAP process.

John Kraynak advised the members that DSEM staff were working on language for the Low Impact Development Ordinance, and that the members would be provided the opportunity to review the Ordinance prior to presentation to the Board.

Johnny Richardson asked the members to review the Santa Fe Basin BMAP and referred the members to a brochure available on the internet produced by the City of Archer on the 33% septic system failure rates and associated economic impact to the area.

March

The planned agenda item "Sunshine Laws & Open Meetings" was postponed due to a scheduling conflict with Laura Youmans, Assistant County Attorney. Laura Youmans was invited to attend the next meeting on April 5, 2013.

Bill Landing asked the members that attended the Wakulla Springs BMAP monthly meeting to update the committee. Committee members discussed the foundation and potential issues of the action plan. It is approximately a 12 month process to develop the BMAP.

Scott Hannahs discussed the possible issue with multiple members attending public/open meetings. The County Attorney's interpretation of Open Meetings Law is that if two or more members attend a meeting pertaining to a proposed topic that will come before the Committee, a public notice has to be issued and minutes taken. Scott Hannahs made a motion for him to contact the City's Attorney to obtain their interpretation of the Open Meetings Law. Bill Landing seconded the motion, which was unanimously approved 6-0.

Members were asked by Bill Landing for an update on the Lombardo Workshop held January 29, 2013. John Kraynak discussed issues with subdividing lots associated with new developments. A new development can require advanced On-Site Sewage Treatment & Disposal System (OSTDS) if a septic system is associated with a new lot and if the development is located south of the Cody Scarp.

Scott Hannahs proposed that SAC members attend Sales Tax Committee meetings for projects relative to environmental protection and water quality.

April

Theresa Heiker, Leon County Public Works, discussed current water projects under review by the Sales Tax Committee. Committee members were given a summary map with current water projects, in addition to Blue Print 2000 and County projects. On April 26, 2013, from 12:00 p.m. to 5:30 p.m., a meeting was to be held to determine which projects will move forward, and to evaluate cost proposals. It was noted that all considered projects with descriptions are located on the Sales Tax Committee website. Committee members were concerned with one of the projects under review due to the Killearn Estates sediment problem. Specifically, the use of community funds for privately owned ponds. The Committee requested ongoing updates on the project.

Sean McGlynn invited members to the opening of Capitol Cascade Greenway to be held at 11 a.m. on April 8, 2013.

John Kraynak discussed the Low Impact Development (LID) standards agenda item that was presented to the Board on March 12, 2013. The Board directed staff to proceed with drafting an Ordinance. The agenda focused on incentive-based concepts with minimal integrated regulation. Mr. Kraynak was to keep members updated with the progress of the Ordinance and welcomed feedback throughout the process.

May

Bill Landing introduced Laura Youmans, Assistant County Attorney, who discussed "Sunshine Laws & Open Meeting Requirements." Laura explained who has to adhere to the law, consequences of a violation, and gave examples of different violation scenarios.

Members discussed the Sales Tax Committee Report. The report consisted of priority lists which included projects such as the Bradfordville Road Widening, Killearn Estates Private Lakes Project, etc. Any questions, concerns or additional assessments should be emailed to John Kraynak for the committee to discuss in further detail at the next meeting.

Scott Hannahs updated the committee on the City of Tallahassee (COT) Clean Electric Portfolio. COT accepted and is moving forward with the portfolio developed by CLEAResult. Carlos Boueres, TCC-adjunct professor of Physics and Lucas Enterprises-Sustainable Design, thought more action should be taken, and submitted comments on the accepted report to the City Commissioners. Scott Hannahs reviewed the documents and created an analysis for the committee. Bill Landing requested Scott Hannahs continue to follow this report and keep the committee updated.

Johnny Richardson discussed the Lake Munson Algal Bloom Report from February 2013. The report contained information about the water quality at different flow areas, numeric nutrient criteria for Florida, and toxins that may exist in algal blooms. Currently, there are no Federal or Florida regulations for microcystis bacteria in drinking water or recreational waters.

Vincent Salters discussed Lead Isotopes in Lake Bradford. Due to a recent detection of high levels of lead in Lake Bradford, extra samples were taken to research the high level. Vincent concluded from his research that the high levels of lead are from a recent contamination in the area. Bill Landing will distribute the presentation to the committee.

June No meeting

July

Sean McGlynn gave a presentation on the proposed Water Bucket Project and Total Maximum Daily Load (TMDL). He began the presentation with historical information about the Killearn Estates' Lakes. He also discussed various maps and photographs of the area, the creation of ponds in some subdivisions, and the City of Tallahassee's collective data in comparison to his data. The committee openly discussed natural lakes versus stormwater ponds, water quality and levels, and a potential action plan to improve the lakes. Scott Hannahs requested Sean McGlynn provide him with a copy of the presentation.

It was noted that the Water Resources Committee requested the committee's interpretation of the Sales Tax Committee's proposal. It was determined that the committee will need to further review and discuss the presentation before making a recommendation, and it was also noted that a quorum will be required in order to take action on the \$10 million proposal. Theresa Heiker will contact the coordinator of the Sales Tax Committee to receive a timeline.

August No meeting

September

Committee members gave updates on the potential for a berm around the sink hole in Lake Jackson and the Septic System Report from Leon County's Department of Health (DOH). Bill Landing agreed to forward the Septic System Report to all members following the meeting and would also follow-up on the Lake Jackson berm issue.

Sean McGlynn gave a second presentation on the Killearn Estates' Lakes. He discussed various maps, graphs, photographs and data about the area and comparable areas. The members were apprehensive of the numeric criteria data in the presentation, specifically the improper calculations (geometric mean vs. mean). Sean McGlynn will correct the error and send an updated copy to the members. In closing his presentation, he gave each member a copy of the "McGlynn Hypothesis" for their review. The committee expressed their concerns and gave constructive guidance.

October

John Kraynak discussed LID concepts. The conceptual LID strategies were developed by Leon County DSEM staff, with input from Leon County Public Works and the City of Tallahassee. He presented the LID concepts to the committee for comments prior to completion of the Ordinance. The committee suggested the LID concepts could benefit from the addition of a credit or a reduction in the stormwater fee for pervious pavement in redevelopment or new development. Also, public education may be beneficial for some of the incentive concepts. The draft Ordinance was to be scheduled for Board adoption at a Public Hearing in December, 2013.

November

During review of the October meeting minutes, John Kraynak noted that the entity credited with developing the LID Ordinance should be revised to read, "Leon County DSEM with input from Leon County Public Works & the City of Tallahassee."

John Kraynak presented the LID Ordinance draft to the committee for their comments. The Ordinance will also be presented to the Water Resources Committee and DSEM Citizen's User Group for their review and comments. The committee suggested the LID Ordinance could benefit from clarification of some of the language in the document, and requested an attorney review some of the standards and create an incentive for a credit to implement Florida Friendly Landscaping. The draft Ordinance received favorable approval from the committee, with the recommended changes.

December

Committee members discussed the Woodville Water Quality, Stormwater and Central Sewer Town Hall Meeting, Blue Print 2000 projects and the water quality of local rivers and lakes.

John Kraynak briefly updated the committee on the LID Ordinance. The Ordinance received favorable comments from the Planning Commission, Water Resources Committee and DSEM Citizen's User Group. The committee suggested that the "Friendly Florida Landscape Incentive" concept mentioned in the LID Ordinance should read "Resource Sufficient Landscape Incentive", due to trademark laws. The Ordinance will go before the Board of County Commissioners on December 10th for adoption.

Board of County Commissioners Agenda Request

Agenda Item for:

March 28, 1995

Date:

March 23, 1995

TO:

Honorable Chairman and Members of the Board

FROM:

Parwez Alam, County Administrator

Howard Pardue, Director, Growth and Environmental Management

SUBJECT:

Tallahassee-Leon County Area Science Advisory Committee

Statement of Issue:

Creation of a Science Advisory Committee to review recent scientific research on Lakes in Leon County.

Background:

Pursuant to policies 2.2.6, 2.2.7, and 2.2.11 of the Conservation Element of the Local Comprehensive Plan and citizen concern about the conditions of lakes in Leon County, the Board of County Commissioners established a water quality monitoring program. It was implemented through a contract between the County and FSU. Research is conducted under the direction of Dr. Robert J. Livingston, Professor, Bic logy Department.

Based on reports produced under the first three years of research, the County and FSU co-hosted a Symposium on Leon's Lakes in December 1994. Media coverage of the research reports, current drinking water and flooding issues, and the Symposium resulted in public and Commission concern about the condition of lakes and groundwater. At the urging of Commissioner Host (Attachment 1), the Commission directed staff to develop an agenda request for the establishment of a Science Advisory Committee charged to review scientific and technical information developed to date and for the Chairman to inquire as to City interest in participation in a Mayor-Chair meeting.

Analysis:

In keeping with Commissioner Host's suggestion, the purpose of the Science Advisory Committee would be to:

1. Review and synthesize scientific findings and conclusions of county sponsored and other published research and determine adequacy and soundness of methods and results from the research.

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Posted at 6:00 p.m. on February 3, 2014

Agenda Item:

Page 2

- Prepare statements of consensus on conclusions, findings, and implications, as 2. appropriate, from this review as to the ecological condition of lakes, groundwater. and environmental resources and on the impact of urbanization on natural features.
- Recommend directions for future research by county agencies and through the 3. water quality monitoring program.
- Suggest policy changes, management strategies, and needed programs to better 4. address current environmental problems related to the water quality monitoring program.

Given the scientific nature of the research, a list of likely candidates who have some knowledge of the water quality program and established credentials in the scientific community is included in Attachment 2. Individuals were identified based on their having a Ph.D. degree in a relevant field, having conducted and published creditable research, and currently serving in a scientific capacity. These individuals have not been contacted to determine their interest in participation in such a Committee.

Options:

- Approve the concept for establishing a seven member committee. Review and, as 1. appropriate, give staff direction on the above stated purposes of the Committee.
- 2. a. Review names of suggested Committee participants (Attachment 2) and select possible participants. Direct staff to contact participants to determine the possibility of their participation.
 - Provide staff additional direction as to names of possible Committee participants.
- Do not approve the concept of a Science Advisory Committee to review existing research on water quality monitoring in Leon County's lakes.

Recommendation:

Implement Options 1, and 2, a.

PA/HP/HS/sc

- Attachments: 1. February 16, 1995, Memorandum from Commissioner Host
 - 2. Possible Participants on Science Advisory Committee

SCIENCE ADVISORY COMMITTEE BYLAWS

STATEMENT OF PURPOSE

The Leon County Science Advisory Committee (hereafter referred to as "Science Advisory Committee"), a committee duly established by the Board of County Commissioners, Leon County, Florida in 1995 on the 28th day of March, ratifies and adopts the following Revised Science Advisory Committee By-laws on this 8th day of _February 2000 with respect to the procedures to be followed and adhered to by discharging its assigned duties and responsibilities.

It shall be the duty of the Science Advisory Committee to carry out the following charge: In order to safeguard natural resources and the public health and safety, the Committee shall evaluate and report findings to the Commission on the scientific evidence and make recommendations concerning policies and programs that pertain to environmental issues in developed and developing areas, and evaluate the need for further data collection and analysis on issues approved by the Board of County Commissioners or the appropriate administrator.

ARTICLE I – INTENT

It is the intent of these By-laws to codify and ratify the rules of procedure and operation of the Science Advisory Committee.

ARTICLE II – OFFICES

The offices of the Science Advisory Committee shall be in the Leon County Courthouse, Tallahassee, Florida.

ARTICLE III – MEETINGS

Section 1. <u>Regular Meetings</u>. The Science Advisory Committee shall hold at least twelve regular meetings each year. Meetings will be held in the Administration Conference Room at the Leon County Courthouse, or other county facility, on such day and at such time as determined by the committee and noticed.

Section 2. Special Meetings. Any member of the Science Advisory Committee may call a meeting or the committee to discuss any issue properly before the committee. Such meeting shall be called by special notice to each member at least seventy-two (72) hours in advance of the meeting.

Section 3. <u>Sunshine</u>. All meetings of the Science Advisory Committee shall be open to the public and shall be noticed as required by law. The committee may alter or modify the scheduled place of any of its regular meetings by directing written notice of such meeting place change to the parties with matters agendaed for such regular meeting at least three (3) days before the scheduled meeting, as well as providing all other notices of change as required by law.

ARTICLE IV – QUORUM

The Science Advisory Committee shall be composed of nine (9) members with seven (7) appointed by the Board of County Commissioners and two (2) appointed by the City Commission. If additional governmental bodies desire to make appointments to the Committee, said appointment shall be of an exofficio nature. Ex-officio members will not have voting rights, but they may participate in all other

proceedings of the Committee. All appointees to the Science Advisory Committee shall be credentialed scientists. If any member is absent from two of three consecutive committee meetings, without cause or without prior approval from the Committee Chairman, the Chairman shall advise the Commissioner who appointed the individual of these absences.

No acts or recommendations of the Science Advisory Committee shall be made unless a quorum of five (5) members are present.

ARTICLE V – OFFICERS

The Science Advisory Committee shall select one of its appointed members Chairman for a term of one (1) year. The committee shall also select one of its appointed members as Vice Chairman for a term of one (1) year. The Vice-Chairman shall serve as Chairman in the absence of the Chairman. A Past Chairman member shall serve as Chairman in the absence of the Chairman and Vice-Chairman. Selection of Chairman and Vice-Chairman shall be held at the first meeting in October.

ARTICLE VI – PASSAGE OF MOTIONS OR MATTERS

Section 1. <u>Motions or Matters for Regular Business</u>. At a duly assembled meeting of the Science Advisory Committee, no motion or matter pertaining to the regular business of the Committee shall be passed unless a majority of the members in attendance for the motion or matter under consideration, and voting, are recording as voting in favor of the motion or matter. In those cases where a majority vote in favor of a motion or matter is not recorded, the motion or matter shall be recorded as being defeated.

Section 2. <u>Motions or Matters Amending By-laws</u>. These By-laws may be amended at a regular or special meeting of the Science Advisory Committee by affirmative vote of a simple majority of the Committee, subject to approval by the Board of County Commissioners. Such amended By-laws shall be submitted to the Board of County Commissioners for approval within thirty (30) days of such amendment.

ARTICLE VII – OTHER RULES OF PROCEDURE

Except as expressly provided for herein, the Science Advisory Committee shall generally adhere to *Robert's Rules of Order* in conducting its business and meetings. All parties wishing to present scientific data and analysis will be welcome to do so, however, only credentialed individuals shall be permitted to present reports. All who are to make reports to the Committee shall present written comments in advance to permit members adequate time to review their reports. Report presenters shall be asked to make brief oral opening statements of their reports followed by a question and answer period conducted by the Committee during which time ex-officio members may participate. Meetings shall be limited to two hours in length.

ARTICLE VIII - STAFF/COMMITTEE INTERACTION

County staff may seek the advice and input of the Science Advisory Committee on staff work program issues if such action has been approved by the appropriate administrator.

ARTICLE IX – COMMITTEE/STAFF INTERACTION

The Committee may make requests of staff for information, briefing, reports, and the like on approved issues, except that major staff time or resource commitments must receive prior approval from the appropriate administrator or the Board.

ARTICLE X – SCIENTIFIC ENDINGS AND POLICY CONCLUSIONS

The Science Advisory Committee shall conduct a scientific review of matters brought before it for discussion. The Committee shall make an assessment of the scientific theory, methods, data, and conclusions involved with the literature associated with the issue brought before it and produce a report on its findings. This report shall summarize the conclusions of the SAC on the topic in question, and give recommendations to the Board of the Administration. The Board of County Administrator may forward such reports to the appropriate entity for the development of policies that take the scientific findings into account.

ARTICLE XI – MINUTES

The Science Advisory Committee shall appoint a secretary (who may or may not be a member of the Committee) to take minutes of each regular and special meeting of the Committee. The minutes thus prepared become the official minutes of the Science Advisory Committee once they have been presented to and approved by a motion by the Committee. All such approved minutes shall be signed by the Chairman and attested to by the secretary or another member of the Committee.

ARTICLE XII – RECORDS

The records of the Committee shall be subject to the Florida Public Records Laws.

ARTICLE XIII-REPORTING TO THE BOARD OF COUNTY COMMISSIONERS

The Chairman of the Science Advisory Committee or his/her designee shall provide an annual report to the Board as to the Committee's action.

ARTICLE XIV – TERMS OF MEMBERS

Appointed members of the Science Advisory Committee shall serve a term of two years and shall be eligible for Commissioner reappointment as long as they are active, interested and adhere to the articles herein. Beginning upon the adoption of these 2000 revisions, terms shall be staggered with County Commissioner appointments representing commission districts one, three, four and City Commission appointment #1 expiring in 2000 and appointments from County Commissioner representing the two at large districts, districts two, five and City Commissioner appointment #2 expiring in 2001.

Adopted February 8, 2000

Leon County Board of County Commissioners

Notes for Agenda Item #13

Leon County Board of County Commissioners

Cover Sheet for Agenda #13

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of the 2012-2013 Contractors' Licensing and Examination Board

Annual Report

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development
	David McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	Emma Smith, Permit and Code Services Director Jessica Lowe, Compliance Board Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the 2012-2013 Contractors' Licensing and Examination Board Annual

Report.

Title: Acceptance of the Contractors' Licensing and Examination Board 2012-2013 Annual

Report

February 11, 2014

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Report and Discussion

Background:

The Leon County Contractors' Licensing and Examination Board (CLB) is empowered by Ordinance to enforce Chapter 5, Article IV of the Leon County Code of Laws, as well as Section 489 of the Florida Statutes, through licensing and disciplinary actions. The Board's responsibilities include review and approval of applications for licensing and review of complaints filed against licensed contractors operating in Leon County (Attachment #1).

The CLB members for the 2012-2013 fiscal year were Chairman William Muldrow, Vice Chairman Helen Arnold, and board members Katherine Beck, Stephen Hodges, John Utermohle, Royce Van Jackson, and Robert Bullard. The seven board members volunteer their time, which averages approximately five hours per month, inclusive of review time (Attachment #2). The CLB meets on the first Thursday of every month, supported by staff consisting of one full time person as the CLB Administrator, and two backup support positions. At the CLB hearings, the CLB is represented by counsel from the County Attorney's Office.

The 2012-2013 Annual Report was reviewed by the CLB members on December 5, 2013.

Analysis:

Leon County currently maintains 897 active contractor files. This includes State Certified, Leon County Registered, and Specialty Contractors (Attachment #3).

Examination Analysis:

During Fiscal Year 2012-2013, no licensing applications were received.

Complaint Action:

The CLB processes all complaints against contractors that fall within its statutory authority, regardless if the alleged violation occurs within the city limits or the unincorporated areas. During FY 2012-2013, no orders of the Board were overruled, either in civil courts or by the Florida Construction Industry Licensing Board (FCILB). Staff continues to work diligently in processing complaints in a timely and efficient manner.

The complaint process has been streamlined and the database updated; this allows easy accessibility, timely inspections, and follow-up. Utilizing the advanced automation resources approved by the Board of County Commissioners, County and City staff have implemented several modifications to the electronic database where licensing information is shared.

There were three complaints filed with the CLB in FY 2012-2013. Of the three complaints received, one was brought into compliance and closed. There has been no response from the remaining two complainants to pursue the matter further and the cases were closed (Attachment #4). Complaints brought to the CLB are processed faster than those processed by the FCLIB. Currently, it takes the State approximately 10 months to process a contractor complaint. Leon County averages 60 days to process and bring complaints to resolution. With success and quality customer service, the licensing program continues to be a model program throughout the state.

Title: Acceptance of the Contractors' Licensing and Examination Board 2012-2013 Annual

Report

February 11, 2014

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The following is a chart of the licensing activity for previous fiscal years.

COMPARISON OF LICENSING BOARD ACTIVITY

CONTRACTOR COMPLAINTS	06-07	07-08	08-09	09-10	10-11	11-12	12-13
Complaints Resolved							
Administratively (In Compliance,	10	11	9	12	5	2	3
Non-Jurisdictional or No Probable							
Cause Found)							
Pending Complaints	2	2	1	0	0	0	0
Subtotal:	12	13	10	12	5	2	3
Public Hearings:							
Total Complaints Scheduled before	3	4	5	2	0	0	0
the Board							
Public Hearings Carried Over from	2	0	0	0	0	0	0
Previous Year							
Breakdown of Board Action:							
Contractor License Revoked	0	0	0	0	0	0	0
Contractor License Suspended	0	1	1	0	0	0	0
Contractor License Placed on	0	0	0	0	0	0	0
Probation							
Permitting Privileges Suspended	1	0	1	0	0	0	0
Letter of Reprimand Issued	0	0	0	0	0	0	0
Cases Dismissed	2	2	2	1	0	0	0
Board Deadline Met	0	1	1	1	0	0	0
Complaint Withdrawn	0	0	0	0	0	0	0
Complaint Continued to Next Fiscal	0	0	0	0	0	0	0
Year							
Total Complaints Received	15	17	15	14	5	2	3

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Title: Acceptance of the Contractors' Licensing and Examination Board 2012-2013 Annual

Report

February 11, 2014

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The following chart shows the revenue for the last five fiscal years.

REVENUE ANALYSIS

	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
License Applications	*\$6,780	*\$5,829	\$3,390	\$1,219	\$0.00
Competency Letters for Construction Related Occupational Licenses	\$18,484	\$0	\$0	\$0	\$0
Permit File Maintenance	\$5,209	\$5,506	\$4,539	\$6,250	\$3,274
Administrative Fees Collected from Public Hearings	\$2,239	\$0	\$0	\$0	\$0
License Renewal Fees	\$6,250	\$6,548	\$4,911	\$5,506	\$8,706
Total	\$38,962	\$17,883	\$12,840	\$12,976	\$11,980

^{*} The increase in application fees is due to the requirement of a Garage Door Specialty License and all garage door contractors applying for exam.

Note: Fees are paid into the Building Enterprise Fund.

Options:

- 1. Accept the 2012-2013 Contractors' Licensing and Examination Board Annual Report.
- 2. Do not accept the 2012-2013 Contractors' Licensing and Examination Board Annual Report.
- 3. Board direction.

Recommendation:

Option #1.

Attachments:

- 1. Contractors' Licensing Board Activity for FY 2012-2013
- 2. Board Members Attendance Log
- 3. Chart of Active Contractors
- 4. Complaints Received/Public Hearings Held

VSL/TP/DM/EDS/JL

Contractors Licensing Board Activity for FY 2012-2013

Con	tractors Li	consing Doar	u Activity to	OF F Y ZU1Z-ZU	13
	12-13 Qtr 1	12-13 Qtr 2	12-13 Qtr 3	12-13 Qtr 4	12-13 Year End Figures
Licensing Complaints Received	0	1	0	2	3
Complaints Resolved Administratively	0	0	0	0	0
Public Hearings	0	0	0	0	0
Probable Cause Hearings	0	0	0	0	0
New Applications	0	0	0	0	0
Request for Reciprocity	0	0	0	0	0
Competency Letters for Occupational Licenses	0	0	0	0	0
Walk-Ins for Licenses	30	45	38	53	166
Permits Routed to verify license for Contractors and Sub- contractors	232	297	361	373	1263
Number of verified contractors and subcontractors licenses	538	662	652	718	2570
Telephone Calls Received	319	333	335	296	1283
Insurance Certificates Entered	305	319	257	328	1209
Velocity Hall Inquiries	9	10	7	9	35
TOTAL ACTIVITY	1433	1667	1650	1779	6529

LEON COUNTY CONTRACTORS LICENSING AND EXAMINATION BOARD

ATTENDANCE REPORT FOR FISCAL YEAR 2012-2013

Board Member	Appointed by:	Term Expires	Percent of
			Attendance
William Muldrow	Commissioner Proctor	03/31/15	n/a
Stephen Hodges	Commissioner Sauls	03/31/16	n/a
Katherine Beck	Commissioner Maddox	03/31/16	n/a
Robert Bullard	Commissioner Desloge	03/31/14	n/a
Helen Arnold	Commissioner Dozier	03/31/14	n/a
Royce Van Jackson	Commissioner Dailey	03/31/15	n/a
John Utermohle	Commissioner Lindley	03/31/15	n/a

Notes:

■ No meetings were held during FY 2012-2013 due to no Public Hearings being scheduled and no applications for exam received.

Fiscal Year 2012-2013 ACTIVE CONTRACTORS

	State Certified	Registered	Total
General	292	2	294
Building	244	2	246
Residential	76	4	80
Roofing	150	9	159
Pool	22	1	23
Underground			
Utility Certified	14	0	14
Solar Aluminum	3	0	3
Structures	5	0	5
		Subtotal:	824

Local Specialty Contractors		
Excavation	60	
Aluminum Structure	3	
Vinyl Siding	2	
Carpentry	1	
Garage Door	7	
	Total Contractors:	897

Leon County Contractors' Licensing and Examination Board Fiscal Year 2012-2013

COMPLAINTS RECEIVED / PUBLIC HEARINGS HELD

Case	Complainant		City or
No.	Contractor	Status	County
	Silverstein		
13-001	Dale Tadlock	In compliance - Closed	County
	Peckoo		
13-002	Charlie Salem	No response from complainant	County
	Stephens		
13-003	Wayne McDaniel, Jr.	No response from complainant	County

Leon County Board of County Commissioners

Notes for Agenda Item #14

Leon County Board of County Commissioners

Cover Sheet for Agenda #14

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of a Status Report Regarding Property Located on Natural Bridge

Road Owned by Members of the Perry Lewis Family

County Administrator Review and Approval:	Vincent S. Long, County Administrator		
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development		
	David McDevitt, Director, Development Support & Environmental Management		
Lead Staff/ Project Team:	Ryan Culpepper, Development Services Director		

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the status report regarding property located on Natural Bridge Road that is

owned by members of the Perry Lewis Family.

Title: Acceptance of a Status Report Regarding Property Located on Natural Bridge Road Owned by Members of the Perry Lewis Family

February 11, 2014

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Report and Discussion

Background:

At the Board's December 10, 2013 meeting, several members of the Lewis family addressed the Board during the "Citizens to be Heard on Non-agenda Items" portion of the meeting. Subsequent to the Lewis family comments concerning their family's property in Woodville, the Board directed staff to provide a summary report regarding the property.

The referenced property is located off Natural Bridge Road and consists of multiple parcels totaling approximately 116 +/- acres (Attachment #1). Prior to the adoption of the Comprehensive Plan in 1990, the property was zoned Agricultural (A-2). With the adoption of the Comprehensive Plan, the property was bifurcated with two different future land use designations: Woodville Rural Community (WRC) for the western portion of the property and Rural (R) for the eastern portion. Subsequently, in 1997, the Board adopted site-specific zoning districts for the County. This effectively zoned the western portion of the site to Residential Acre (RA) and the eastern portion as Rural (R). Residential Acre allows a density of one dwelling unit per acre while the Rural district is more restrictive, allowing only one dwelling unit per 10 acres.

Subsequent to the adoption of the Comprehensive Plan, warranty deeds were recorded in September 1991, which distributed the property to several family members as part of the provisions of the Perry M. Lewis Living Trust. At that time, the recording of these deeds to create parcels did not comply with the procedures outlined in Chapter 10 of the Leon County Land Development Code (LDC) for the subdivision of property. Section 10-7.109 of the LDC states that no development permit shall be issued for a parcel or lot undertaken in violation of Chapter 10. Therefore, in order to correct the improper division of the property, the owners were advised of the need to submit an application for the proper subdivision of the property.

Analysis:

Subdivision Review Timeline

Beginning in 1997, the applicant has submitted several applications with the intent of correcting the previous improper subdivision, in accordance with the Leon County LDC, and to subsequently further subdivide the property.

Title: Acceptance of a Status Report Regarding Property Located on Natural Bridge Road Owned by Members of the Perry Lewis Family

February 11, 2014

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The following chart provides an outline of the applications and fees submitted since 1997 for review of a proposed subdivision of the property.

Date Submitted	Review Process Application Submitted	Fee Paid	Comments/Results
Feb. 1997	Permitted Use Verification (PUV) application submitted to correct improper subdivision	\$30	PUV issued Feb. 1997 stating that the portion zoned RA was eligible for a Limited Partition Subdivision (LP); portion zoned Rural was eligible for a Family Heir Policy 2.1.9 Subdivision
June and December 2000	Two Natural Features Inventory applications (NFI) submitted: one for the LP Subdivision and one for the Family Heir Policy 2.1.9 Subdivision.	\$1,730	\$500 fee for Policy 2.1.9 Subdivisions; \$1,230 for LP Subdivision. Both applications were completed.
June 2000	Family Heir Policy 2.1.9 Subdivision application for seven (7) lots on the property zoned Rural, along with the associated concurrency application	\$619 base (includes \$119 concurrency)	After a significant period of inactivity, the application for Family Heir Policy 2.1.9 Subdivision was removed from active status
June 2001	LP Subdivision application submitted for eight (8) lots on the property zoned RA	\$825	Applicant failed to respond to Notice of Application Deficiency letter dated July 31, 2002; therefore, the application was removed from active status.
March 2009	Unity of Title application submitted	\$156	Unity of Title was required prior to submitting for current Policy 2.1.9 Subdivision
September 2009	Revision to original PUV application	\$60	Revision to original PUV certificate to include updates to Policy 2.1.9 regulations: entire 116 +/- acre property now determined eligible for Policy 2.1.9 Subdivision.
October 2009	Submittal of Policy 2.1.9 Subdivision application for 13 residential lots	\$375 (includes \$300 concurrency)	This application was considered to be a continuation of the original LP Subdivision application. The applicant paid the \$75 difference of the fee for the original LP application (\$825) and the current fee for a Policy 2.1.9 Subdivision (\$900). After a 90-day extension was granted, the application was withdrawn due to inactivity.
Total		\$3,795	,

Prior to 2009, in order to properly subdivide the property into the number of lots requested, the owners needed to submit both a Limited Partition Subdivision application for the portion zoned RA and a Family Heir Policy 2.1.9 Subdivision application for the portion zoned Rural. However, in 2009, the Board adopted an amendment (ORD 09-19) to the LDC allowing Family Heir Policy 2.1.9 in any zoning district outside the Urban Service Area; thereby, enabling the family to submit one Family Heir Policy 2.1.9 Subdivision application for the entire family property (Attachment #2).

Title: Acceptance of a Status Report Regarding Property Located on Natural Bridge Road Owned by Members of the Perry Lewis Family

February 11, 2014

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As a result, the total amount of fees the applicant has paid the County for review of the various subdivision proposals of their property over the last 16 years is approximately \$3,795. This figure only includes the Board-adopted review fees and does not include any associated expenses they may have paid to private firms for surveying, planning, engineering, legal assistance, etc.

Future Land Use Map Amendment/Rezoning Status

A portion of the property is located in the Woodville Rural Community (WRC) Future Land Use Category, while the remainder is located in the Rural Future Land Use Category. While the bifurcation of property into multiple future land use categories is not a frequent occurrence, this issue is not uncommon. In the Woodville area, six properties share the same distinction of having WRC and Rural Future Land Use Categories on the same property (Attachment #3).

In addition, there are 32 properties in other areas of the County that share a similar distinction of having a Rural Community (RC) and Rural Future Land Use Category bifurcation (Attachment #4). These other areas include the Capitola, Chaires, Ft. Braden, and Miccosukee communities. The RC Future Land Use Category allows the same two dwelling units per acre, as does the WRC Future Land Use Category, for sites with no access to central sewer services. Nine parcels in the Ft. Braden area are bifurcated with the RC Future Land Use Category (two dwelling units per acre), and Lake Talquin/Urban Fringe and/or Urban Fringe (one dwelling unit per three acres) Future Land Use Category.

In September of 2012, Planning Department staff coordinated with several members of the Lewis family who were seeking to change the zoning and/or future land use designation for the western portion of the property. At that time, some of the family members were interested in changing the zoning and Future Land Use Category to "Rural" for the western portion of the property currently inside the "Woodville Rural Community" Future Land Use Category. The stated goal was to provide increased protection against further subdivision of the property into smaller lots.

Planning Department staff met with other members of the Lewis family who were only interested in changing the zoning to "Rural," while retaining the Future Land Use Map Category of "Woodville Rural Community." The stated goal was to provide some assurance against near-term subdivision without forgoing the longer-term development potential associated with the Woodville Rural Community designation. Family members prepared the application materials; however, the successor trustee of the estate, who is entrusted with the legal authority to submit the application, chose not to pursue either avenue.

Conclusion:

In summary, with regard to the zoning of the Perry Lewis property, staff is currently assisting the family (all of which have agreed to be signatories) with completing the required rezoning application, and it is anticipated this request will be on the Board's public hearing agenda in May. The rezoning proposal is not related to and would not impact the proposed subdivision of the Perry Lewis property.

If approved by the Board the rezoning proposal would provide for a consistent land use designation of Rural for the entire 116-acre Perry Lewis tract. Additionally, the proposed rezoning action, which is fully supported by all of the applicable Lewis family members would allow individual property owners the ability to seek future property tax assessment reductions should they decide to pursue an agricultural exemption for their property consistent with applicable state laws and regulations.

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Posted at 6:00 p.m. on February 3, 2014

Title: Acceptance of a Status Report Regarding Property Located on Natural Bridge Road Owned by Members of the Perry Lewis Family

February 11, 2014

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However, the County cannot assist the Lewis family members with the subdivision of the Perry Lewis property until all family members that are party to the distribution of the Perry Lewis estate agree to be signatories to the required application. To date all applicable Lewis family members have not signed the documents required for a complete application; therefore, the County cannot approve the subdivision of the property in question.

Options:

- 1. Accept the status report regarding property located on Natural Bridge Road that is owned by members of the Perry Lewis Family.
- 2. Do not accept the status report regarding property located on Natural Bridge Road that is owned by members of the Perry Lewis Family.
- 3. Board direction.

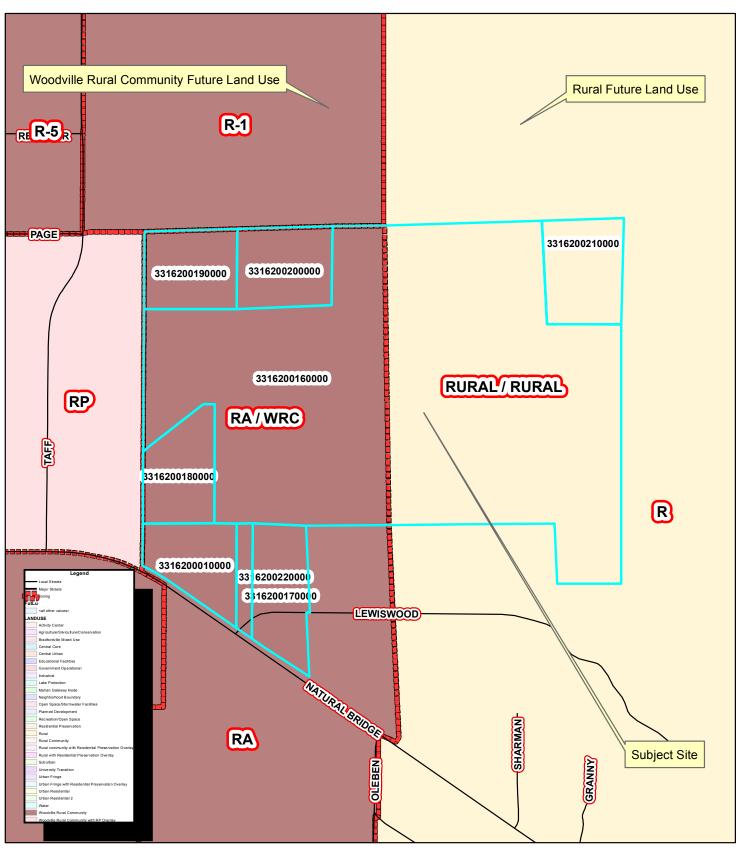
Recommendation:

Option #1.

Attachments:

- 1. Location Map
- 2. Ordinance 09-19
- 3. Map of Woodville Properties Bifurcated with the WRC and Rural Future Land Use Categories
- 4. Table of Communities with Bifurcated Parcels in the Rural Community Future Land Use Category

VSL/TP/DM/RC



Lewis Properties Location Map Map Prooduced By Marcus Curtis GIS Tech II / 1/13/14

1 in = 500 feet



ORDINANCE NO. 09-19

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10, LAND DEVELOPMENT CODE, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; AMENDING DIVISION 2 OF ARTICLE VII, SUBDIVISION AND SITE AND DEVELOPMENT PLAN REGULATIONS, SUBDIVISION CLASSIFICATIONS, EXEMPTIONS, AND PLATTING, AMENDING DIVISION 2 OF ARTICLE VII, SUBDIVISION AND SITE AND DEVELOPMENT PLAN REGULATIONS. SUBDIVISION CLASSIFICATIONS, EXEMPTIONS, AND PLATTING, TO AMEND SECTION 10-7.202, RESIDENTIAL DEVELOPMENT PURSUANT TO POLICY COMPREHENSIVE PLAN 2.1.9; PROVIDING CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners desires to enact an ordinance amending Section 10.7.202 of the Leon County Code of Laws, relating to Residential Development Pursuant to Policy 2.1.9 of the Land Use Element of the Comprehensive Plan;

WHEREAS, Policy 2.1.9 of the Land Use Element of the Comprehensive Plan was amended, effective June 6, 2008, to sunset the ability to subdivide land to create parcels of transferable property pursuant to Policy 2.1.9 of the Land Use Element of the Comprehensive Plan on February 1, 2010;

WHEREAS, Policy 2.1.9 of the Land Use Element of the Comprehensive Plan was amended, effective June 6, 2008, to preserve the ability for the owners of property within Leon County to subdivide land to create parcels for use as a homestead by a family member pursuant to Policy 2.1.9 of the Land Use Element of the Comprehensive Plan on February 1, 2010;

WHEREAS, the Board of County Commissioners desires to ensure that the provisions included herein are utilized for their intended purposes of conveying land for use as a homestead by a family member and not as a general exception from the density limitations established for affected regions of the County in the Comprehensive Plan and thereby desires to establish appropriate implementing regulations;

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

Section 1. Short title: The short title of this ordinance shall be referred to as "Revised 2.1.9 Family

Heir Subdivision Standards."

Section 2: [Same]

Section 3: Section 10-7.202 of the Code of Laws of Leon County, Florida, is hereby amended as follows:

Sec. 10-7.202. Residential development pursuant to Comprehensive Plan Land Use Element Policy 2.1.9.

- 1. Eligibility to subdivide land to create parcels of transferable property. [Same]
- 2. Eligibility to subdivide land to create parcels for use as a homestead by a family member. To qualify for subdivision of land pursuant to Comprehensive Plan Land Use Element Policy 2.1.9., for purposes of creating parcels of property for use solely as a homestead by an individual who is the grandparent, parent, stepparent, adopted parent, sibling, child, stepchild, adopted child, or grandchild of the person who conveys the parcel, notwithstanding the density or intensity of limits established for this land by the Future Land Use Map of the Comprehensive Plan or the Official Zoning Map, the following conditions must be met:
 - (a) The land to be subdivided must be located in one or more of the following zoning districts: the Rural; the Urban Fringe; the Lake Talquin Recreation/Urban Fringe; or the Residential preservation overlay of one of the three districts listed above, and only if outside of the urban services area.
 - (b) The parcel to be subdivided has existed in its present is in the same configuration as it was on since February 1, 1990; or, the parcel was created, subsequent to February 1, 1990, through subdivision pursuant to the family heir provision of Policy 2.1.9 of the Land Use Element of the Comprehensive Plan and conveyed to an originally intended heir, as defined herein, and the applicant is an originally intended heir or an heir through successive generations of that property owner the originally intended heir. Any subdivision or eonveyance of the parcel after February 1, 1990, shall thereafter void the eligibility to

subdivide the parcel under this section for use as a homestead by a family member, unless such that subdivision or conveyance was undertaken pursuant to the family heir provision of Policy 2.1.9 of the Land Use Element of the Comprehensive Plan.

- 3. Criteria for approval. [Same]
- 4. Additional criteria for approval for subdivision to create parcels for use as a homestead by a family member (subsection, 10-7.202.2). [Same]
- 5. Substantive requirements for the subdivision of land pursuant to this section. [Same]
- 6. Timely completion of a deficient application. [Same]
- 7. Approval subject to condition. [Same]
- 8. Timely revision of an application approved subject to condition. [Same]
- 9. Limitations on the Use of Parcels Created Pursuant to 10-7.202.2; creating parcels of property for use solely as a homestead by a family member:

[Same]

10. Procedural standards.

[Same]

Section 5. 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 2010 Comprehensive Plan as amended, which provisions shall prevail over any part of this ordinance which is inconsistent, either in whole or in part, with the said Comprehensive Plan.

Section 6. Severability.

If any word, phrase, clause, section or portion of this ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 7. Effective date.

This ordinance shall have effect upon becoming law.

DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon County, Florida, this 9th day of June, 2009.



LEON COUNTY, FLORIDA

Y: Bryan Desloge, Charman

Board of County Commissioners

ATTEST:

BOB INZER, CLERK OF THE COURT

Clerk

APPROVED AS TO FORM:

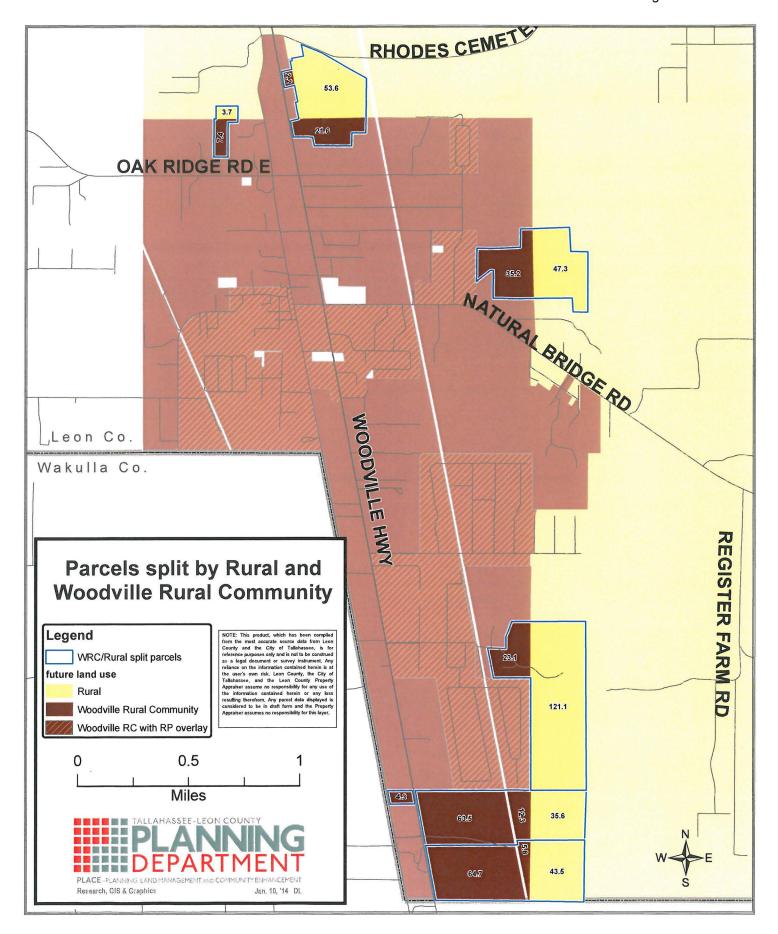
COUNTY ATTORNEY'S OFFICE

LEON COUNTY, FLORIDA

Herbert W. A. Thiele, Esq.

County Attorney

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Bifurcated Parcels in the Rural Community (RC) and Woodville Rural Community (WRC) Future Land Use Map Designation

Communities in the RC or WRC Future Land Use Category	Number of Parcels Bifurcated	Associated Zoning Districts
Capitola	14	Rural Community (2 units/acre) and Rural (1 unit/10 acres)
Chaires	6	Rural Community (2 units/acre) and Rural (1 unit/10 acres)
Miccosukee	12	Rural Community (2 units/acre) and Rural (1 unit/10 acres)
Ft. Braden	9	Rural Community (2 units/acre) and Lake Talquin/Urban Fringe and/or Urban Fringe (1 unit/3 acres)
Woodville	6	Woodville rural Community (2 units/acre) and Rural Future Land Use Category (1 unit/10 acres)
Total	38	

Leon County Board of County Commissioners

Notes for Agenda Item #15

Leon County Board of County Commissioners

Cover Sheet for Agenda #15

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Consideration of Financial Assistance to Kwik Kutz Barber Shop

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Shington Lamy, Assistant to the County Administrator

Fiscal Impact:

This item has a fiscal impact. The owners of Kwik Kutz are requesting compensation in the amount of \$100,000 for business losses caused by construction projects that led to the partial closure of Lafayette Street. Staff's analysis of the information submitted by Kwik Kutz determined that the amount of \$51,374 reflects losses the business has experienced. Budget amendments in the amount of \$51,374 and \$100,000 are attached for consideration should the Board wish to move forward with financial assistance (Attachments #1 and #2).

Staff Recommendation:

Board direction.

Title: Consideration of Financial Assistance to Kwik Kutz Barber Shop

February 11, 2014

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Report and Discussion

Background:

For the past several months, construction has been taking place on Lafayette Street in several phases to repave the road, improve stormwater drainage system, widen the sidewalks, and enhance the landscaping. The project is anticipated to be completed by May 2014. Several business owners have expressed concern regarding the limited access and lack of visibility of their establishments because of the closure of portions of Lafayette Street. On December 10, 2013, the Board directed staff to review the construction project and its impact on businesses along Lafayette Street, and bring back policy options for the Board's consideration.

On January 21, 2014, staff brought back an agenda outlining past efforts to mitigate the impact of the Lafayette Street Construction on local businesses and policy options for the Board's consideration. At that time, the Board established the Leon County Outreach and Partnership and Enhanced Navigation (OPEN) for Businesses Program to provide a shelf-ready program that would mitigate the impact of County construction projects on businesses. After hearing input from the owners of Kwik Kutz Barber Shop, the Board directed staff to review the unique financial impact of the Lafayette Street projects on Kwik Kutz. The Board directed staff to prepare an agenda item to consider potential financial assistance to Kwik Kutz and, specifically, take into account business earnings prior to construction, versus business earnings during the construction process.

Analysis:

According to the owners of Kwik Kutz, the business relocated from Gaines Street to its current location on Lafayette Street in May 2010. Since that time, there have been several projects by various entities that have led to the partial closure of Lafayette Street, including (Attachment #3):

- construction of the Lafayette Street Pedestrian tunnel (September 2010 January 2011)
- construction of Cascade Park (May 2011 March 2012)
- phased improvements to Lafayette Street (March 2012 June 2012, June 2013 present)

The current Lafayette Street improvements are expected to be completed by May 2014. Although there was a 12-month period between June 2012 and June 2013 in which Lafayette Street was fully open, the following analysis incorporates the entire timeframe recognizing the impact of frequent partial closures of the road on the business.

The owners of Kwik Kutz submitted a document that lists actual, estimated, and projected loss for 2011 through 2014 due to the construction on Lafayette Street for a total of \$155,465 (Attachment #4). The information in the document is presented in two categories: the projected losses to Kwik Kutz as a business establishment through rental and vendor revenues (\$75,905), and the projected losses to the two owners as barbers (\$79,560). However, the owners are requesting financial assistance in the amount of \$100,000. Kwik Kutz projected losses assume the business would have experienced an annual growth of 20% if not for the various construction along Lafayette Street. The owners provided several tax documents that presented the actual gross revenue for 2011 and 2012. The tax information for 2013 and year-to-date documents for 2014 were not available at the time of this writing and is presented as estimates provided by Kwik Kutz.

Title: Consideration of Financial Assistance to Kwik Kutz Barber Shop

February 11, 2014

Page 3

Table 1 presents staff's analysis of the information provided by Kwik Kutz reflecting the business' gross income from 2011-2014 that projects Kwik Kutz total loss at \$51,374.

Table 1. Staff Analysis of Kwik Kutz Business Losses

Year	Gross Revenue*	Projected Loss
2011	\$ 84,723	
2012	\$ 76,084	\$ (8,639)
2013 (estimated)	\$ 54,892	\$ (29,831)
2014 (projected)	\$ 54,000	\$ (12,904)**
	TOTAL	\$ (51,374)

^{*}Gross revenue based on information submitted by Kwik Kutz, including tax documents.

It important to note that 2011 is utilized as the base year by Kwik Kutz and in staff's analysis to determine the projected loss, since it was the business' first full year at the Lafayette Street location. The Projected Loss column in Table 1 shows the difference between the 2011 gross revenue and the three subsequent years. It does not include annual percentages for projected growth that the business may have experienced during that period. Additionally, the 2014 projected loss in Table 1 is for the first six months of the year; as previously mentioned, the Lafayette Street project is expected to be completed by May 2014.

Should the Board wish to provide financial assistance to the owners of Kwik Kutz for the impact of construction on Lafayette Street, the amount of \$51,374 reflects projected loss to the business based on analysis of actual gross revenue and does not include anticipated annual growth. Although the Board's intent is to provide financial assistance in this single circumstance, such action may establish a precedent that could encourage similar requests during the construction of this and future County projects.

Financial assistance for businesses impacted by public construction projects is highly uncommon. However, as opined by the County Attorney's Office, Section 125.045 Florida Statutes provides the Board the authority to "expend public funds to attract and retain business enterprises..." and declares, "the use of public funds toward the achievement of such economic development goals constitutes a public purpose." As a result, the legal validity of expending funds for economic development is primarily dependent on the Board's legislative finding that such an action would serve a paramount public purpose (Attachment #5).

As part of the establishment of the Leon County OPEN for Businesses Program, the Board adopted a Resolution declaring the expenditure of County funds for a program that assists private businesses in mitigating adverse impacts resulting from County Public Works construction projects a paramount public purpose (Attachment #6). According to the County Attorney's Office, should the Board wish to provide financial assistance to Kwik Kutz, the Board would have to declare that such action is consistent with economic development and a paramount public purpose for expending County funds.

^{**}Projected loss for five months; Lafayette Street is expected to be open by May 2014

Title: Consideration of Financial Assistance to Kwik Kutz Barber Shop

February 11, 2014

Page 4

Staff further reviewed current state law in order to identify a model in which to develop a limited scope for providing financial assistance to Kwik Kutz. Presently, Section 73.071 Florida Statutes entitles businesses with compensation for damages when a property is partially taken for eminent domain. Under the State law, a business must also be established on the property for at least five years.

The Lafayette Street Project has not required the taking of property as part of eminent domain and Kwik Kutz has not been at its current location for at least five years; therefore, Kwik Kutz would not qualify for business damage compensation. Should the Board determine to move forward with financial assistance, staff recommends the Board utilize a limited scope for financial assistance to Kwik Kutz recognizing the following criteria:

- In its current location for less than five years
- Primary access and visibility severely impeded due to County construction project

This limited criteria recognizes the unique impact of the Lafayette Street Construction project on Kwik Kutz. Staff does not recommend that the Board adopt the criteria as a policy. The criteria may be utilized for the Board's consideration should a unique situation, similar to Kwik Kutz, arise in the future.

Options:

- 1. Utilizing the above criteria, appropriate \$51,374 to Kwik Kutz Barber Shop for financial assistance, related to the impact of the Lafayette Street Construction Project and declare that such action is consistent with economic development and a paramount public purpose for expending County funds (Attachment #1).
- 2. Utilizing the above criteria, appropriate \$100,000 to Kwik Kutz Barber Shop for financial assistance, related to the impact of the Lafayette Street Construction Project and declare that such action is consistent with economic development and a paramount public purpose for expending County funds (Attachment #2).
- 3. Accept staff analysis on Kwik Kutz Barber Shop and take no further action.
- 4. Board direction.

Recommendation:

Board direction.

Attachments:

- 1. Budget Amendment Resolution in the amount of \$51,374
- 2. Budget Amendment Resolution in the amount of \$100,000
- 3. Lafayette Street Road Closure Timeline
- 4. Loss Income Document Submitted by Kwik Kutz
- 5. County Attorney's Memorandum on the Necessity of Public Purpose
- 6. Resolution 14-01 Declaration of Paramount Public Purpose

Attachment #1 Page 1 of 2

						EAR 2013			
				BUDGE	T AMEN	1DMENT	REQUEST		
No:	BAB1		-				Agenda Item No:		
Date:	1/31/2	2014					Agenda Item Date:		2/11/2014
County	Adminis	strator					Deputy County Adı	ministrator	,
Vincent	t S. Long	j					Alan Rosenzweig		
					Requ	est Detail	:		
					<u>Re</u>	evenues			
Fund	Org	-	Accoun Prog	nt Information	Title		Current Budget	Change	Adjusted Budget
							Subtotal:	-	-
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			Accour	nt Information	EXP	<u>enditures</u>	Current Budget	Change	Adjusted Budget
Fund	Org		Prog	it iiiioi iiiatic	Title		Ouriont Daago.	Onange	Aujustou Buugot
001	990	59900	599	General Fund (Contingend	-		(51,374)	
001	820	58200	519	Aids to Priv	≀ate Organ	izations	6,500	51,374	57,874
							Subtotal:	_	
					Purpose	e of Reque			
	-				from gener	ral fund conti	ingency to Kwik Kutz	Barber Sho	op as compensation
Group/F	Program	Directo	or			Soott Pou	Senior Analyst	of Financia	- Stowardship
						Scott Kos	ss, Director, Office of	of Financia	I Stewardship
Approve	ed By:			Resolution		Motio	n X	Administra	ator

		В	CONTINGENCY FUND UPDATE (FY 2013/14)	
			GENERAL FUND 001-990-59900-599	Beginning Balance: \$250,000.00
	APPROVAL	AGENDA		
No.	DATE	DATE	AMENDMENT TITLE	BALANCE
1		19-Nov-13	Realignment of District #1 budget to Contingency	\$603
2		19-Nov-13	Consideration of Disabled American Veterans Request	\$0
3		11-Feb-14	Consideration of Financial Assistance to Kwik Kutz	\$51,374
5 6 7 8 9 10 13 15 16 17 18 19 20 21 22 23 24 25		Bold, Italic items	s are pending Board Approval	
		Boid, Italic Itellis	are pending Board Approval	
			USAGE TO DATE (TOTAL AMENDMENTS)	\$51,977.00
			ENDING BALANCE END BALANCE AS % OF BEGIN BALANCE USAGE BALANCE AS % OF BEGIN BALANCE	198,023.00 79% 21%

						YEAR 2013					
				BUDGE	T AME	ENDMENT	REQUEST	Γ			
No: Date:	BAB14 1/31/20						Agenda Item N Agenda Item D			2/11/2	2014
County	Administ	rator					Deputy County	y Adm	ninistrator		
Vincent	t S. Long						Alan Rosenzw	eig			_
					Rec	quest Detail:	:				
Fund	Org	Acct	Accoun <i>Prog</i>	nt Information		Revenues	Current Bud	get	Change	Adjusted	Budget
							Subtotal:		-		-
Fund	Org	Acct	Accoun <i>Prog</i>	nt Information	<u>Ex</u> Title	penditures	Current Bud	get	Change	Adjusted	Budget
001 001	990 5	59900 58200	599	General Fund (Aids to Priv	Continge	-	249, 6,	397 500	(100,000) 100,000		149,397 106,500
<u></u>							Subtotal:				
						se of Reque					
				oriates \$100,000 due to the Lafa				k Nuiz	. Daidei Si	iop as	
Group/F	Program [Directo	or				Senior Analys	t			
						Scott Ros	ss, Director, Off	fice o	f Financia	I Stewards	 ship
Approv	ed By:			Resolution		Motio	n X	A	Administra	itor	

	BUDGET "OPERATING" CONTINGENCY RESERVES				
			CONTINGENCY FUND UPDATE (FY 2013/14)		
			GENERAL FUND 001-990-59900-599	Beginning Balance: \$250,000.00	
	APPROVAL	AGENDA			
No.	DATE	DATE	AMENDMENT TITLE	BALANCE	
1		19-Nov-13	Realignment of District #1 budget to Contingency	\$603	
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3		11-Feb-14	Consideration of Financial Assistance to Kwik Kutz	\$100,000	
4				, ,	
5 6 7 8 9 10 13 15 16 17 18 19 20 21 22 23 24 25		Bold, Italic items	s are pending Board Approval		
		•			
			USAGE TO DATE (TOTAL AMENDMENTS)	\$100,603.00	
			ENDING BALANCE END BALANCE AS % OF BEGIN BALANCE USAGE BALANCE AS % OF BEGIN BALANCE	149,397.00 60% 40%	

LAFAYETTE STREET CLOSURE TIMELINE FOR VARIOUS PROJECTS

on the West Side of Magnolia Drive

Development of Schedule		Actual or		Actual or
Project Name	Segment of the Lafayette Street Closed	Predicated Starting Date of the Closure	Duration	Predicated Ending Date of the Closure
Pedestrian Tunnel	Intermitent lane closure of Lafayete St from Suwannee Street to the east side of CSX Property	9/10/2010	135	1/23/2011
Capital Cascade Park	Franklin Blvd (Jefferson St. to Lafayette St) Lafayette St (Suwannee St. to Meridian St) Meridian St. (Pensacola St to Gaines St)	5/19/2011	291	3/5/2012
Lafayette Street Phase 1	From east of Suwannee Street to the CSX Property Line as a part of the Capital Cascade Park Construction	3/12/2012	95	6/15/2012
Lafayette Street Phase 2A1	From CSX Rail Road to Marvin Street	6/3/2013	116	9/27/2013
Lafayette Street 2A2	From Marvin Street to Myers Park Drive	9/27/2013	24	10/21/2013
Lafayette Street 2A3	Intersection of Lafayette St @ Myers Park Dr.	10/21/2013	15	11/5/2013
Lafayette Street 2B ₁	From Myers Park Drive to Goodbody Lane	11/5/2013	58	1/2/2014
Lafayette Street 2B ₂	Intersection of Lafayette St @ Goodbody Lane	1/2/2014	11	1/13/2014
Lafayette Phase 2C	From Goodbody Lane to Seminole Drive	1/13/2014	45	2/27/2014
Lafayette Street Phase 3A ₁	From Seminole Drive to Eastern Driveway at the Moon	1/6/2014	42	2/17/2014
Lafayette Street Phase 3A ₂	From the Eastern Driveway at the Moon to Cabo's	2/17/2014	42	3/31/2014
Lafayette Street Phase 3A ₃	From Cabo's to Sahara	3/31/2014	28	4/28/2014



Kwik Kutz Barber Shop Inc 922 E Lafayette St Ste A Tallahassee, FI 32301

January 27, 2014

RE: Loss Income

To: Leon County Commissioners

Sales		Revenue Loss
Sales 2010	9,600.00	
Sales 2011	27,750.00	
Difference	18,150.00 Increase 65%	
2012 Expected Growth 20% Sales S/B	33,000.00	
2012 Sales	16,675.00 Decrease 40%	
Difference	16,325.00	-16,325.00
2013 Expected Growth 20% Sales S/B	39,600.00	
2013 Sales	15,540.00	
Difference	24,060.00	-24,060.00
2014 Expected Growth 20% Sales S/B	47,520.00	
2014 Expected Sales	12,000.00	
Difference	35,520.00	-35,520.00
Total Loss		-75,905.00

Kwik Kutz experienced a 75% growth from its inception in 2010 through 2011. However the construction cost the business any growth potential and a substantial loss for the next three years totaling \$75,905.00. This does not include what the barbers Mahir Rutherford and Shannon Booker loss from personal loss of clients.

Each Barber is currently cutting approximately 6 haircuts per day. The average haircut cost is \$17.00, and the barber work a five day work week Tuesday thru Saturday. This would generate (6 cuts x \$17.00 = \$102.00 per day)x (5 days=\$510.00 per week) x 52 weeks = 26520.00 per year.

The expected Income from Kwik Cuts for each barber is (9 cuts per day x \$ 17.00 per cut = 153.00 per day) x <math>(5 days per week = 765.00 per week) x <math>(52 weeks per year) = \$39,780.00 per year.

The loss of Income for each Barber is (\$ 39,780.00 - \$ 26,520.00 = \$ 13260.00) per year for three years for a total of \$39,780.00 per barber x 2 barbers = \$ 79,560.00.

Total Loss -79560.00

Kwik Kutz Barber Shop Inc. receives its income from chair rental. There are currently six chairs in the barbershop, two are occupied by Mr. Booker and Mr. Rutherford. The Chair rental is 175.00 per week x 4 chairs = 1050.00 per week. Currently Kwik Kutz is losing income for two of the chairs for 2012 which is 175.00 x 2 chairs = 350.00 per week x 52 weeks = 18200.00 per year of loss income for 2012. 2013 we expected to rent at least 3 chairs at 175.00 per chair = 525.00 per week x 52 weeks \$ 27,300.00. 2014 should be all 4 chairs x 175.00 per chair = 700.00 per week x 52 weeks = \$ 36,400.00 a year. The construction has made keeping the chairs occupied impossible.

The losses a	re as follows
2012	18,200.00
2013	27,300.00
2014	36,400.00
Total	81,900.00

Based on the information Provided Kwik Kutz.

Kwik Kutz Loss of Rental Income	75,905.00
Kwik Kutz Barbers Mr Shannon Booker and Mr Mahir Rutherford	79,560.00

Total Loss of Income 155,465.00

Total requested Loss of Income Reimbursement 100,000.00

Mahir Rutherford Shannon Booker

BOARD OF COUNTY COMMISSIONERS

INTER-OFFICE MEMORANDUM

TO:

Vincent S. Long

County Administrator

FROM:

Herbert W. A. Thiele, County Attorney

Daniel J. Rigo, Assistant County Attorney

DATE:

January 9, 2014

SUBJECT:

Expenditure of County Funds to Mitigate Business Losses Caused by Road

Construction; Necessity of Public Purpose

This memorandum addresses the legal issues involved in the development of a proposed new program designed to assist private businesses in mitigating any business losses caused by a disruption of normal traffic flow resulting from an adjacent or nearby County public works construction project (the "Program"). The legal validity of the new Program is primarily dependent on Board's legislative finding that the purpose of advancing County funds to help mitigate losses to private businesses is primarily or substantially a public purpose. Such a finding would make the benefit to the private businesses only incidental to the paramount public purpose of the Program.

Finding of Paramount Public Purpose

Our office has advised the Board in the past about the necessity of a public purpose in the expenditure of public funds. On June 14, 2005, in an agenda item regarding proposed revisions to Policy No. 01-06, entitled "County Commission Projects Requiring Commitment of Staff Time.", we advised the Board in part as follows:

County Commissioners are constitutional officers whose powers and duties are derived by the Constitution and are fixed by the legislature. Wright v. Cramdon, 156 So. 303 (Fla. 1934). Chapter 125, Florida Statutes, defines the County Commission as the governing body of a county, which has the power to carry on County government.

Section 125.01, Florida Statutes, sets forth numerous specific powers, including the power to perform any acts not inconsistent with general law, which are in the common interest of the people of the county, and the board may exercise all powers and privileges not specifically prohibited by law. The Florida courts have found that county commissioners have a wide discretion in exercising the authority conferred upon them by Florida Statutes; however, this discretionary authority is to serve the state and the

Memorandum to Vincent S. Long, County Administrator

Re: Expenditure of County Funds to Mitigate Business Losses Caused by Road Construction; Necessity of Public Purpose

January 9, 2014

Page 2

public generally, rather than a particular individual. Owen v. Baggett, 81 So. 888 (Fla. 1919).

While carrying out the functions of county government, Section 125.01(7), Florida Statutes, requires that no county revenues be used to fund services or projects when no real or substantial benefit accrues to the residents of the county. Under Article VII, Section 10, Florida Constitution, public funds may be used only to accomplish a public purpose. For example, this constitutional provision prevents the County from lending or using its taxing power or credit to aid any private corporation, association, partnership, or person. The Florida Supreme Court has ruled that the purpose of this provision is to protect public funds and resources from assisting or promoting private ventures, when the public would be, at most, only incidentally benefited. Bannon v. Port of Palm Beach District, 246 So.2d 737, 741(Fla. 1971). Thus, the expenditure of County resources must serve a "paramount public purpose," rather than an incidental public purpose or a private purpose. Poe v. Hillsborough County, 695 So.2d 672 (Fla. 1997). Furthermore, the expenditure should accomplish a *county* purpose specifically. See, AGO 88-52, and AGO 95-66 (County funds to be used only for County purpose).

The determination of that which constitutes a valid public purpose for the expenditure of public funds is, at least initially, within the legislative judgment of the board of county commissioners. State v. Housing Authority of Polk County, 376 So.2d 1158, 1160 (Fla. 1979). The governing body is required to take into consideration the purpose of the project and the benefits accruing to the county when determining whether to expend funds for a specific project.

In the Board's determination of whether the expenditure of County funds for the new Program is primarily a public purpose, it should especially consider the findings of the Florida Legislature regarding a county's economic development powers. In Section 125.045, Florida Statutes, among the legislative findings is the following:

- (1) The Legislature finds and declares that this state faces increasing competition from other states and other countries for the location and retention of private enterprises within its borders. Furthermore, the Legislature finds that there is a need to enhance and expand economic activity in the counties of this state, by attracting and retaining manufacturing development, business enterprise management, and other activities conducive to economic promotion, in order to provide a stronger, more balanced, and stable economy in the state; to enhance and preserve purchasing power and employment opportunities for the residents of this state; and to improve the welfare and competitive position of the state. The Legislature declares that it is necessary and in the public interest to facilitate the growth and creation of business enterprises in the counties of the state.
- (2) The governing body of a county may expend public funds to attract and retain business enterprises, and the use of public funds toward the achievement of such

Memorandum to Vincent S. Long, County Administrator

Page 3 of 3 Re: Expenditure of County Funds to Mitigate Business Losses Caused by Road Construction;

Necessity of Public Purpose

January 9, 2014

Page 3

economic development goals constitutes a public purpose. The provisions of this chapter which confer powers and duties on the governing body of a county, including any powers not specifically prohibited by law which can be exercised by the governing body of a county, must be liberally construed in order to effectively carry out the purposes of this section.

Section 125.045 goes on to provide that such expenditure of public funds may include economic development incentives given by the County directly to a business including, but not limited to, "...grants, loans, equity investments, loan insurance and guarantees, and training subsidies..." Given these legislative findings regarding a county's economic development powers, it is clear that the Board's expenditures of County funds to implement the proposed new Program would constitute a paramount public purpose. By providing impacted businesses with the assistance they need to survive the disruption of an adjacent road construction project, the Program would help achieve the County's economic development goals of enhancing and expanding economic activity in the County and retaining businesses that may be adversely impacted by a County road construction project.

Before proceeding with the new Program, we would advise that the Board first make the legislative determination that the Program serves a paramount public purpose. For the Board to do so, we have prepared the attached Resolution for the Board's consideration which finds that the new program constitutes a paramount public purpose under its economic development powers as discussed hereinabove. Upon the adoption of the Resolution, nothing prohibits the Board from expending County funds for the purposes set forth in the new Program. Such expenditures could include, but not be limited to, promotional advertising for the impacted business community during construction, the provision of educational materials and other such resources to help businesses to survive during a road construction project, the provision of community outreach by County staff and its consultants to address the questions and concerns of the impacted business community, and the provision of direct financial assistance in the form of loans to those impacted businesses in need of such assistance to survive the duration of the construction project. However, with regard to any direct financial assistance to businesses, we would advise that the application process for such assistance include safeguards to prevent any instances of fraud or abuse.

If you have any further questions or comments regarding this matter, please contact our office for assistance.

HWAT/DJR/dr

Attachment

Alan Rosenzweig, Deputy County Administrator cc: Shington Lamy, Assistant to the County Administrator

RESOLUTION: 14-01

DECLARATION OF PARAMOUNT PUBLIC PURPOSE REGARDING THE EXPENDITURE OF COUNTY FUNDS, PURSUANT TO ITS ECONOMIC DEVELOPMENT POWERS, FOR PROGRAMS THAT ASSIST PRIVATE BUSINESSES TO MITIGATE ADVERSE IMPACTS RESULTING FROM COUNTY PUBLIC WORKS CONSTRUCTION PROJECTS

WHEREAS, in accordance with Capital Improvements Program adopted by the Leon County Board of County Commissioners (the "Board"), there regularly exists throughout Leon County ongoing public works construction projects taking place within existing road rights-of-way; and

WHEREAS, in many instances, such construction projects result in a temporary disruption of the normal traffic patterns along the associated roads which, in turn, may sometimes result in an adverse impact to the businesses located adjacent to, or nearby, such projects; and

WHEREAS, depending on the severity of the traffic disruption and the duration of the construction project, the adverse impact to an adjacent or nearby business could cause an economic hardship to the business owners and their employees which, in the most severe cases, could result in the closure of the business; and

WHEREAS, the disruption and closure of businesses caused by a County public works construction project is contrary to the County's economic development goals of enhancing and expanding economic activity, and retaining businesses in the County; and

WHEREAS, pursuant to Section 125.045, Florida Statutes, the Florida Legislature finds, "... that there is a need to enhance and expand economic activity in the counties of this state, by attracting and retaining manufacturing development, business enterprise management, and other activities conducive to economic promotion, in order to provide a stronger, more balanced, and

stable economy in the state; to enhance and preserve purchasing power and employment opportunities for the residents of this state; and to improve the welfare and competitive position of the state. The Legislature declares that it is necessary and in the public interest to facilitate the growth and creation of business enterprises in the counties of the state...;" and

WHEREAS, the Florida Legislature further finds therein that, "[t]he governing body of a county may expend public funds to attract and retain business enterprises, and the use of public funds toward the achievement of such economic development goals constitutes a public purpose..." and that such expenditure of public funds may include economic development incentives given by the County directly to a business including, but not limited to, "...grants, loans, equity investments, loan insurance and guarantees, and training subsidies...;" and

WHEREAS, in response to the request for assistance from various impacted business owners adjacent to the County's public works construction project on Lafayette Street, County staff has proposed the Leon County Outreach Partnership and Enhanced Navigation (OPEN) for Business Program ("OPEN for Business Program") whereby County funds would be expended to incorporate the existing "Don't Forget, Shop Lafayette" promotional campaign into the new OPEN for Business Program and expanded to provide resources and assistance to businesses adversely impacted by a County public works construction project to include, but not be limited to, promotional advertising for the impacted business community during construction, availability to educational materials and other such resources to help businesses to survive during a public works construction project, and community outreach by County staff and its consultants to address the questions and concerns of the impacted business community; and

WHEREAS, the adoption of the new OPEN for Business Program, and the expenditure of County funds necessary to implement it, will provide impacted businesses with the assistance

they need to survive the disruption of an adjacent public works construction project and will, thereby, help achieve the County's economic development goals of enhancing and expanding economic activity in the County and retaining businesses that may be adversely impacted by such a project.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, that:

- 1. Pursuant to the Board's Capital Improvements Program, the County undertakes the construction of public works projects within road rights-of-way which, in many instances, causes a temporary disruption of the normal traffic patterns along roads associated with such construction projects.
- 2. Such temporary disruption of the normal traffic patterns may sometimes result in an adverse impact to the businesses located adjacent to, or nearby, such construction projects.
- 3. Depending on the severity of the traffic disruption and the duration of the construction project, the adverse impact to an adjacent or nearby business could cause an economic hardship to the impacted business owners and their employees which, in the most severe cases, could result in the closure of the impacted businesses.
- 4. Among the Board's economic development goals for the County are the enhancement and expansion of economic activity within the County, along with retaining businesses in the County, and the disruption and closure of businesses caused by a County public works construction project is contrary to such economic development goals.
- 5. The new OPEN for Business Program will provide impacted businesses with the assistance they need to survive the disruption of an adjacent County public works construction project and will help achieve the County's economic development goals. As such, the Board

hereby declares that the adoption of the new OPEN for Business Program constitutes a paramount public purpose.

6. The Board further declares that the expenditure of County funds to implement the new OPEN for Business Program constitutes a paramount public purpose including, but not limited to, expending County funds for promotional advertising for the impacted business community during construction, for the provision of educational materials and other such resources to help businesses to survive during a road construction project, and for the provision of community outreach by County staff and its consultants to address the questions and concerns of the impacted business community. Additionally, if the Board decides to expand the OPEN for Business Program to include the provision of direct financial assistance in the form of loans to those impacted businesses in need of such assistance to survive the duration of the construction project, the expenditure of County funds for such financial assistance also constitutes a paramount public purpose.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 21st day of January 2014.



ATTEST:

Bob Inzer, Clerk of the Circuit Court Leon County, Florida

Bv:

LEON COUNTY, FLORIDA

Kristin Dozier, Chairman

Board of County Commissioners

APPROVED AS TO FORM:

Office of the County Attorney
Leon County Florida

County Attorney

Leon County Board of County Commissioners

Notes for Agenda Item #16

Leon County Board of County Commissioners

Cover Sheet for Agenda #16

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of the County's Portion for Repair and Maintenance of the HVAC

System at the Tallahassee-Leon Community Animal Service Center

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

Fiscal Impact:

This item does have a fiscal impact. The total costs of the County's portion of repair and maintenance of the HVAC system at the Tallahassee-Leon Community Animal Service Center (ASC) is \$228,773. The current fiscal year impact would be \$45,675, \$40,000 is available in the Municipal Services Contingency Account with the balance available in the Animal Control budget. The remaining \$183,098 would be spread over subsequent fiscal years.

Staff Recommendation:

Option #1: Approve the County's portion of repair and replacement costs of the HVAC

system at the Tallahassee-Leon Community Animal Service Center.

Option #2: Approve the Resolution and associated Budget Amendment Request allocating

\$40,000 in funds from the Municipal Services Fund contingency to support the

initial capital costs during FY2014 (Attachment #1).

Title: Approval of the County's Portion for Repair and Maintenance of the HVAC System at the Tallahassee-Leon Community Animal Service Center

February 11, 2014

Page 2

Report and Discussion

Background:

Leon County Animal Control and the Tallahassee-Leon Community Animal Service Center have a long-standing working relationship with regard to animals being housed at the shelter and other activities. The agencies work together on animal welfare education and promotional events and collaborate on joint rabies vaccination clinics, adoption promotions, field operation, wildlife issues, rabies control, and spay and neuter vouchers. In addition, the two entities try to retain similar ordinances.

In January 2003, Leon County entered into an Interlocal Agreement with the City of Tallahassee for animal sheltering services. The County pays the City an annual fee to receive, care, and dispose of animals impounded by the County. This fee is based on a percentage of the Animal Service Center's shelter operational cost, and is derived from the number of County animals brought to the Center by Leon County field officers or citizens. At the end of each fiscal year, an audit is performed to determine the actual cost, and a "true-up" between agencies is performed.

The Interlocal Agreement expired in 2010. Since that time, both entities have been operating under the terms of the original Interlocal Agreement, although no current formal Agreement exists. Currently, staff from the County and the City are in the process of finalizing a new agreement that would be placed on a subsequent agenda for Board consideration.

Analysis:

The Animal Service Center building is 17 years old, and there have been a number of challenges with the heating and cooling systems in the facility. Some challenges are due to design issues, while others are due to operational issues. The air quality requirements for an animal shelter are complex when considering the amount of shedding, dander, and cleaning processes; therefore, an increased standard of preventative maintenance and care is required.

To address these issues and to seek long-term solutions, the City commissioned a design analysis from an HVAC and mechanical engineering firm, as well as consulted with building/facility staff at the City and County. The analysis provides for a three-phased approach:

- 1) Correct design and control issues and repair necessary equipment that houses the system.
- 2) Install an upgraded system.
- 3) Adhere to a strict monthly preventative maintenance schedule.

Title: Approval of the County's Portion for Repair and Maintenance of the HVAC System at the Tallahassee-Leon Community Animal Service Center

February 11, 2014

Page 3

Costs

The City's mechanical engineering firm's proposal provided two options for the HVAC system. Option #1 would replace the current steel duct heaters system. Option #2 would call for an alternative design over the current system. County and City staff are recommending Option #2, the alternative design, which will be an upgrade to the current system and provide safe and reliable heat to the Animal Service Center. The total cost of Option #2 is \$468,659. Additionally, Option #2 allows for the spreading of the initial capital and operating costs over a 36-month period. The initial capital outlay cost would be divided evenly, 50/50, between the County and the City, while the ongoing operational and maintenance costs would be divided 45/55, with the County's portion at 45% and the City's at 55%, as negotiated in the forthcoming Animal Control Services agreement. The current fiscal year impact to the County would be \$45,675 with the remaining capital outlay and operating costs spread out over subsequent months. As a result, the County's portion of the costs would be \$228,773, as reflected in Table 1.

Table 1:

Fiscal Year		County Share	County Total	City Share	City Total	
FY14*	Capital	\$39,724	\$45,675	\$39,724	\$46,997	
	Operating	\$5,951	\$43,073	\$7,273	\$40,997	
FY15	Capital	\$59,586	\$68,777	\$59,586	\$70.910	
	Operating	\$9,191	\$00,777	\$11,233	\$70,819	
FY16	Capital	\$59,586	\$76,286	\$59,586	\$79,997	
	Operating	\$16,700	\$70,200	\$20,411	J \$13,991	
FY17	Capital	\$19,862	\$38,035	\$19,862	\$42,073	
	Operating	\$18,173	φ30,U33	\$22,211		
			\$228,773		\$239,886	

^{*}prorated over the remaining eight months of the fiscal year

Options:

- 1. Approve the County's portion of repair and replacement costs of the HVAC system at the Tallahassee-Leon Community Animal Service Center.
- 2. Approve the Resolution and associated Budget Amendment Request allocating \$40,000 in funds from the Municipal Services Fund contingency to support the initial capital costs during FY2014 (Attachment #1).
- 3. Do not approve the County's portion of the repair and replacement of the HVAC system at the Animal Services Center.
- 4. Board direction.

Recommendation:

Options #1 and #2.

Attachment:

1. Resolution and associated Budget Amendment Request

RESOLUTION NO.	
TEBUE TIOT TO	

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2013/2014; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 11th day of February, 2014.

	LEON COUNTY, FLORIDA
ATTEST: Bob Inzer, Clerk of the Court Leon County, Florida	BY: Kristin Dozier, Chairman Board of County Commissioners
BY:	
Approved as to Form: Leon County Attorneys Office	
BY: Herbert W. A. Thiele, Esq. County Attorney	

FISCAL YEAR 2013/2014 BUDGET AMENDMENT REQUEST									
No: Date:		14014 /2014					Agenda Item No: Agenda Item Date	e:	2/11/2014
County	Adminis	strator					Deputy County A	dministrato	r
Vincent	t S. Long	9				-	Alan Rosenzweig	ļ	
Fund	Org		Account <i>Prog</i>	t Information	•	uest Detail: <u>evenues</u>	Current Budget	Change	Adjusted Budget
Fund 140 140	Org 990 201	Acct 59900 53400	Prog 599	t Information Reserve Other Cor	Title e for Cont		Subtotal: Current Budget 40,000 542,030	0 (40,000)	Adjusted Budget - 582,030
					Burnos	of Poque	Subtotal:	-	582,030
	and main			\$40,000 in res	serve con		the municipal serv		upport the initial at the City Animal
Group/Program Director Senior Analyst									
						Scott Ros	s, Director, Office	of Financia	al Stewardship
Approve	ed By:			Resolution	x	Motion	n 🗌	Administra	ator

Leon County Board of County Commissioners

Notes for Agenda Item #17

Leon County Board of County Commissioners

Cover Sheet for Agenda #17

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Herbert W.A. Thiele, County Attorney

Title: Authorization to Notify the North Florida Fair Association that the Requested

Capital Improvements are Not Authorized per the Lease and Offer an Invitation to Participate in the County's Fairgrounds Sense of Place Initiative

County Administrator Review and Approval:	Vincent S. Long, County Administrator
County Attorney Review and Approval:	Herbert W. A. Thiele, County Attorney
Department/ Division Review:	N/A
Lead Staff/ Project Team:	Dan Rigo, County Attorney Alan Rosenzweig, Deputy County Administrator

Fiscal Impact:

This item does not have a fiscal impact. However, if the Leon County Sheriff does not remain at the Fairgrounds, the County will have to address the costs of relocating existing facilities related to the livestock impoundment area and mounted posse facilities.

Staff Recommendation:

Option #1: Direct the County Administrator and County Attorney to notify the North Florida Fair Association of the following:

- a. The County has authorized a Sense of Place initiative to be conducted for the fairground property and the North Florida Fair Association is invited to participate.
- b. That the request for the current capital improvements, related to the road alignment and displacement of the Sheriff's mounted posse and livestock impoundment, is not approved, thus rendering moot the basis for the move by the Sheriff.
- c. Since the capital project is not approved, the Board continues to support the Page 323 of 371 Posted at 6:00 p.m. on February 3, 2014 Sheriff and the livestock impoundment being maintained at the Fairgrounds.

Title: Authorization to Notify the North Florida Fair Association that the Requested Capital Improvements are Not Authorized per the Lease and Offer an Invitation to Participate in the County's Fairgrounds Sense of Place Initiative

February 11, 2014

Page 2

Report and Discussion

Background:

The North Florida Fair Association has requested that the Leon County Sheriff vacate their Mounted Patrol Facility currently located at the Fairgrounds. At the Board of County Commissioners meeting of October 8, 2013, the Board authorized the County Administrator to notify the North Florida Fair Association of the County's support for the Sheriff to remain at the Fairgrounds (Attachments #1 and #2).

Analysis:

The Manager of the North Florida Fair Association responded on December 17, 2013 to the County's letter of support for the Sheriff remaining at the Fairgrounds (Attachment #3). The letter concludes as follows:

In summation, the North Florida Fair intends to exercise its right to terminate the Sheriff's use of the property as specified in the original lease agreement.

Based on the response received from the North Florida Fair Association, the County Attorney's Office further reviewed the lease agreements. On November 2, 1959, Leon County entered into an Agreement to lease the fairground property to the North Florida Fair Association. Subsequent to the initial lease, many modified Agreements were entered into by the North Florida Fair Association and Leon County. Of particular note are the provisions set forth in the Modified Lease Agreement dated December 20, 1995 in paragraph 9, which indicates clearly that the North Florida Fair Association and the County must jointly agree on development plans for the premises and the construction of new improvements and facilities thereon (Attachment #4).

Thus, it is the opinion of the Leon County Attorney's Office that any physical alterations to the Fairgrounds properties, at any of the locations, including construction of parking lots or roadways, is expressly subject and contingent upon the approval of the Leon County Board of County Commissioners. There is nothing set forth in the Lease Agreement that indicates that the County Commission is obligated, in any fashion, to approve any proposed improvements that the Association might propose.

The Board has supported the need to address future improvements to the Fairgrounds. Specifically, through the annual budget, the Board approved funding to support the Board's adopted strategic initiative to "Institute a Sense of Place initiative for the Fairgrounds." The Planning Department is taking the lead in developing the initiative. The process will involve community partners, member of the public, and other interested stakeholders, including the North Florida Fair Association. The initiative should take into consideration the internal circulation issues being addressed by the Fair Association. In addition, the Sales Tax Committee recommended the Board consider including \$12 million as a Tier 1 project to renovate the Fairgrounds.

Title: Authorization to Notify the North Florida Fair Association that the Requested Capital Improvements are Not Authorized per the Lease and Offer an Invitation to Participate in the County's Fairgrounds Sense of Place Initiative

February 11, 2014

Page 3

Given the ongoing Sense of Place initiative and the possible future funding, staff recommends:

- Inviting the North Florida Fair Association to be part of the sense of place initiative.
- Notifying the Fair Association that, under the existing lease, the County is not approving the proposed capital project modifications to the existing site, in order to allow the Sense of Place initiative to proceed, thus rendering moot the basis for the move by the Sheriff.
- Notify the Fair Association that since the capital project is not approved, the Board continues to support the Sheriff and the livestock impoundment being maintained at the Fairgrounds.

Options:

- 1. Direct the County Administrator and County Attorney to notify the North Florida Fair Association of the following:
 - a. The County has authorized a Sense of Place initiative to be conducted for the fairground property and the North Florida Fair Association is invited to participate.
 - b. That the request for the current capital improvements, related to the road alignment and displacement of the Sheriff's mounted posse and livestock impoundment, is not approved, thus rendering moot the basis for the move by the Sheriff.
 - c. Since the capital project is not approved, the Board continues to support the Sheriff and the livestock impoundment being maintained at the Fairgrounds.
- 2. Accept staff's report and take no further action.
- 3. Board direction.

Recommendation:

Option #1, a-c.

Attachments:

- 1. October 9, 2013 letter from the County Administrator to the North Florida Fair Association
- 2. October 8, 2013 Agenda Item
- 3. December 27, 2013 letter from the North Florida Fair Association
- 4. Modified Lease Agreement, December 1995



Leon County

Board of County Commissioners

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

October 9, 2013

Commissioners
SILL PROCTOR

District 1

ANE G. SAULS

Pistrict 2

OHN DAILEY

District 3

3RYAN DESLOGE

District 4

KRISTIN DOZIER

District 5

MARY ANN LINDLEY

Al-Large

VICK MADDOX

M-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE County Afforney

Mark Harvey Manager North Florida Fair Association 441 Paul Russell Road Tallahassee, Florida 32301

Dear Mr. Harvey:

I am writing to inform you that the Leon County Board of County Commissioners unanimously voted at its October 8th meeting to support the Leon County Sheriff's Office Mounted Patrol continued use of the North Florida Fairground for livestock impoundment and mounted posse. It is our understanding that the North Florida Fair Association intends to terminate the Sheriff's use of the property for such operations.

The property has served multiple functions for Leon County Sheriff's Office since 1999. Leon County has invested in the property by building a livestock impoundment facility which is maintained by the Sheriff's Office to hold running at-large and/or stray livestock until they can be returned to their owner. It also serves as a mounted training facility along with other operational uses.

The cost to the taxpayers of Leon County to move this facility would be substantial. We trust that another solution can be found that will benefit both parties and allow for the Mounted Patrol to remain at the North Florida Fairground.

Please feel free to contact myself or Alan Rosenzweig in Leon County Administration at 850-606-5300 if you have any additional questions.

Sincerely.

Vincent S. Long

County Administrator

Cc: The Honorable Board of County Commissioners

Herb Thiele, Leon County Attorney

Sheriff Larry O. Campbell. Leon County Sheriff's Office

Major Alan Griner, Leon County Sheriff's Office

Encl: May 22, 2013 North Florida Fair Association Letter

Leon County Board of County Commissioners

Cover Sheet for Agenda #2

October 8, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Support the Sheriff's Mounted Posse and Livestock

Impoundment Facility Remaining at the Fairgrounds

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	N/A
Lead Staff/ Project Team:	Alan Rosenzweig, Deputy County Administrator

Fiscal Impact:

This item does not have a fiscal impact. However, if the Leon County Sheriff is not able to remain at the Fairgrounds, the County will have to address the costs of relocating existing facilities related to the livestock impoundment area and mounted posse facilities.

Staff Recommendation:

Option #1: Authorize the County Administrator to send a letter of support to the North

Florida Fair Association requesting the Sheriff's facilities, related to livestock

impoundment and mounted posse, remain at the Fairgrounds.

Title: Authorization to Support the Sheriff's Mounted Posse and Livestock Impoundment Facility Remaining at the Fairgrounds

October 8, 2013

Page 2

Report and Discussion

Background:

The North Florida Fair Association has requested that the Leon County Sheriff vacate their Mounted Patrol Facility currently located at the Fairgrounds. The Sheriff has notified the County of this request and is seeking any action the County deems appropriate (Attachment #1).

Analysis:

The North Florida Fair Association currently leases the Fairgrounds property from the County for \$1.00 per year, terminating in 2067. In 1999, the Sheriff, the North Florida Fair Association, and the County entered into a Joint-Use Agreement for the purpose of the Sheriff maintaining a Mounted Posse Unit. Subsequently, the space was modified to include a livestock impoundment facility to temporarily keep impounded livestock that are found running at large and/or stray. Leon County funded the construction of the impoundment facility. As noted in the Sheriff's letter, if the Mounted Patrol Facility is relocated, this would leave the impoundment facility unattended, which would, potentially, also be required to be relocated. As outlined in the Sheriff's letter, there could be considerable expense associated with the relocation. According to Sheriff's staff, no reason has been provided for the Sheriff to vacate the premises.

Staff recommends that the Board authorize the County Administrator to send a letter to the North Florida Fair Association stating the County supports the Sheriff not being required to vacate the Fairgrounds property.

Options:

- 1. Authorize the County Administrator to send a letter of support to the North Florida Fair Association requesting the Sheriff's facilities related to livestock impoundment and mounted posse remain at the Fairgrounds.
- 2. Do not authorize the County Administrator to send a letter of support to the North Florida Fair Association requesting the Sheriff's facilities related to livestock impoundment and mounted posse remain at the Fairgrounds.
- 3. Board direction.

Recommendation:

Option # 1.

Attachment:

1. Letter from Sheriff's Office dated September 24, 2013



441 Paul Russell Road • Tallahassee, Florida 32301-6996
Telephone (850) 878-3247 (878-FAIR) • FAX (850) 942-6950
Information Line (850) 671-8400
Email: info@northfloridafair.com

December 17, 2013

Mr. Vincent Long
County Administrator
301 South Monroe Street
Tallahassee, FL 32301

Dear Mr. Long,

I did receive your October 9, 2013 letter regarding the Leon County Board of County Commissioners' stated support of the Leon County Sheriff's Office Mounted Patrol's continued use of the North Florida Fairgrounds.

The North Florida Fair has experienced a considerable increase in attendance over the last six years and is in need of additional parking for the continuing growth of our event. Additionally, the two existing parking lots used by fair patrons are not functionally connected and when the stadium lot is full, patrons have to re-enter traffic and circle the grounds to enter another parking lot. This adds to traffic congestion and may cause some of our patrons to abandon their intention of going to the fair. The land that the Mounted Posse occupies would alleviate both of those issues by providing additional parking and a functional connector joining the two parking lots.

While it is not the goal of the North Florida Fair to create a hardship for the Leon County Sheriff's Office or the Leon County Board of County Commissioners, the land is necessary for the growth of the fair and the accessibility of fair patrons. This is particularly important now, as I have learned that the fairgrounds may lose some of its existing parking lot due to the upcoming connection of Tram Road to Crawfordville Highway.

If livestock impoundment is an issue, the fairgrounds will be happy to assist with this by allowing use of our facility for that purpose. Our cattle barn and livestock pens can be utilized provided we have assistance with cleanup. The Mounted Posse seems to me to be a lesser issue, as I understand they trailer to events from their homes.

In summation, the North Florida Fair intends to exercise its right to terminate the Sheriff's use of the property as specified in the original lease agreement.

Sincerely,

Mar

Mark Harvey

Manager, North Florida Fair Association

Cc:

The Honorable Board of County Commissioners

Herb Thiele, Leon County Attorney

Sheriff Larry O. Campbell, Leon County Sheriff's Office

Major Alan Griner, Leon County Sheriff's Office

MODIFIED LEASE AGREEMENT

This Agreement is made and entered into this 20th day of December, 1995, between LEON COUNTY, a political subdivision of the State of Florida (the "County"), and NORTH FLORIDA FAIR ASSOCIATION, INC., a non-profit corporation created and existing under the laws of the State of Florida (the "Association").

WITNESSETH

WHEREAS, on November 2, 1959, a written agreement (the "Lease") was entered into between the parties hereto by which the County leased certain property therein described to the Association and which set forth the terms and conditions of such Lease, such Lease being recorded in Deed Book 250, Page 83 of the Public Records of Leon County, Florida; and

WHEREAS, such Lease has subsequently been modified by certain written modifications executed by the parties hereto, such written modifications being recorded in Official Records Book 386, Page 69 (dated October 28, 1969), Official Records Book 554, Page 280 (dated November 7, 1972, Official Records Book 918, Page 2180 (dated October 17, 1978), Official Records Book 1011, Page 2096 (dated June 24, 1980) of the Public Records of Leon County, Florida, and has been further modified by that certain Modification of Lease dated October 9, 1984, and by that certain Modification of Lease dated June 30, 1987, and by that certain Modification of Lease dated September 20, 1988, and by that certain Modified Lease Agreement dated January 15, 1991; and

WHEREAS, the parties now desire to further modify certain provisions of the Lease; and

WHEREAS, the parties also desire to enter into this Modified Lease Agreement, which shall contain the modifications referred to in the preceding paragraphs, and which shall integrate the above-referenced Lease and all of the subsequent modifications into a single instrument, which instrument shall supersede the above-referenced Lease and all of the modifications thereto, which were executed prior to the date of this Modified Lease Agreement;

NOW, THEREFORE, the County, for and in consideration of the sum of \$1.00 and other valuable consideration to it in hand paid by the Association, the receipt of which is hereby conclusively acknowledged, hereby enters into this Modified Lease Agreement with the Association to lease and let unto the Association the lands hereinafter described for the period of time and upon the conditions hereinafter set forth. The parties hereto agree as follows:

- 1. The Premises Leased. See Exhibit "A" attached hereto and made a part hereof.
- 2. Term of Lease. The term of this Lease with regard to all of the leased premises shall extend until the 31st day of December, A.D., 2067.
- 3. Termination of Lease. This Lease may be terminated in any one or more of the following ways or upon any one or more of the following grounds:

- A. In the event the Association may become panking of be dissolved, the County may terminate this Agreement by written notice to the Association.
- It is recognized that the Association is organized В. and exists for the purpose of conducting and operating public fairs or exhibitions for the benefit and development of the educational, agricultural, horticultural, livestock and other resources of the State, or any county or counties of the State, and that the Association contemplates conducting an annual fair as provided in Chapter the event the 616. Florida Statutes. In Association does not hold or conduct such annual fair during each year of the period of this Agreement, except in the event of disaster, national emergency or reasonable or other justifiable cause, then this Agreement shall terminate on the 31st day of December of the year in which said annual fair was not conducted. ways, means, methods, grounds and causes for termination of this Agreement as set forth, shall be separate, distinct, and independent ways, means, methods, grounds and causes for termination of this Agreement.
- C. Notwithstanding the foregoing or any other provision in this Agreement, this Lease shall not

be terminated unless the ground or cause for termination is not remedied within 90 days after the County notifies the Association of such ground or cause, or if there is a ground or cause that cannot with due diligence be cured within such 90-day period, unless the Association does not commence the cure of such ground or cause within such 90-day period and thereafter diligently prosecute the same to completion.

- 4. Rental. On January 1 of each calendar year during the term of this Agreement, the Association shall pay the sum of One and No/100 Dollar (\$1.00) to the County as rental for the above-described premises.
- 5. <u>Purposes of This Agreement</u>. The purpose of this Agreement is to provide the means and facilities for the conduct of the activities of the Association.
- 6. Maintenance of Premises. The Association, with such assistance as the County may contribute, shall maintain the grounds and improvements thereon in a state of good repair, except for the paving on said demised premises which the County hereby agrees to maintain, subject to the terms and conditions of that certain Joint Use Agreement by and between the Leon County School Board and the North Florida Fair Association dated August 10, 1989. The Association will pay for all utilities used on the leased premises.
- 7. <u>Insurance</u>. The County shall, at its expense, insure the improvements on the premises against damage by fire, wind storm or

other casualties to the full replacement cost of such improvements. In the event of loss, insurance proceeds shall be used to rebuild or repair such improvements. The Association shall, at its expense, carry public liability insurance in the amount of not less than one million dollars and deposit with the County the evidence of such insurance and shall name the County as an additional named insured.

8. Assignment And Subletting. This Lease shall not be assigned by the Association without the express written consent of the County.

It is recognized that the leased premises are highly desirable and in considerable demand for use for public assemblies and community meetings, and it is expressly understood in leasing the premises to the Association that the people of Leon County and the various religious, civic, fraternal and other community organizations shall not be deprived of the use of the premises on an equal and non-discriminatory basis without just cause therefor, and the Association shall establish a fair and reasonable schedule of rates for subleasing said premises or parts or portions thereof. No religious, civic, fraternal or other community organization of Leon County shall be denied use of the premises at the prescribed rate without just cause.

9. Restrictions And Reservations. The Association and the County will agree on questions of policy touching such matters as the overall development plans for the premises and the construction of new improvements and facilities thereon. Pursuant to such

Agreement, the Association, or the Association in cooperation with the County, may construct or provide for such improvements and facilities.

- 10. Notices. Notices provided for in this Agreement shall be in writing and delivered to the County by delivery to the Clerk of the Circuit Court of Leon County, Florida and to the Leon County Administrator, and shall be delivered to the Association by delivery to its Secretary or to its President, or in the event of their absence from the County, by mailing such notices to them or either of them at the last known address of such officers.
- 11. Lease Binding Upon Parties and Their Successors And Assigns. This Agreement and each and every term and provision hereof shall be binding upon the parties hereto and their successors in interest and assigns.
- 12. <u>County Defined</u>. Wherever used herein the word "County" shall be also deemed to mean the Board of County Commissioners of Leon County, Florida.

IN WITNESS WHEREOF, the parties have caused their hands and official seals to be affixed as of the date first above written.

LEON COUNTY, FLORIDA

By: Host Chairman

APPROVED AS TO FORM:

County Attorney

ATTEST:

6

WITNESSES:

- Canal

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NORTH FLORIDA FAIR ASSOCIATION, INC., a non-profit corporation

Its: - Preside

STATE OF PLORIDA COUNTY OF LEON

I HEREBY CERTIFY that on this day, before me, a Notary Public duly authorized in the State and County aforesaid to take acknowledgements, personally appeared Trace , host, to me known to be the Chairman of the BOARD OF COUNTY COMMISSIONERS, LEON COUNTY, FLORIDA, and acknowledged before me that he executed the foregoing instrument freely and voluntarily under authority duly vested in him by the laws of the State of Florida.

WITNESS my hand and official seal in the State and County aforesaid, this 20th day of December, 1995.

NOTARY PUBLIC

My commission expires: 7.13.98



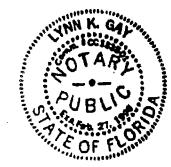
STATE OF FLORIDA COUNTY OF LEON

I HEREBY CERTIFY that on this day, before me, a Notary Public duly authorized in the State and County aforesaid to take acknowledgements, personally appeared force Midvete OR. to me known to be the President of the NORTH FLORIDA FAIR ASSOCIATION, INC. and acknowledged before me that he executed the foregoing instrument freely and voluntarily under authority duly vested in him by the laws of the State of Florida.

WITNESS my hand and official seal in the State and County aforesaid, this 20th day of December , 1995.

NOTARY PUBLIC

My commission expires: 72b. 27, 1996



7

" EXHIBIT "A"

A tract of land located in Township 1 South, Range 1 East, Section 18 and Township 1 South, Range 1 West, Section 13:

Commence at the Northeast corner of Section 13, Township 1 South, Range 1 West; thence South 00 degrees 21 minutes 39 seconds West 33.00 feet to a point on the southerly right-of-wey boundary of Paul Russell Road said point being the POINT OF BEGINNING.

From said FOINT OF BEGINNING; thence North 89 degrees 53 minutes 54 seconds East 2591.74 feet along said southerly right-of-way boundary to a point on the westerly right-of-way boundary of Zillah Street; thence South 00 degrees 24 minutes 59 seconds West 1328.99 feet along said westerly right-of-way boundary to a point on the northerly right-of-way boundary of Omega Avenue; thence North 89 degrees 35 minutes 01 seconds West 1272.80 feet to a point at the intersection of the northerly right-of-way boundary of Omega Avenue with the westerly right-of-way boundary of Cornelia Street; thence South 668.29 feet along said westerly right-of-way boundary to a point on the northerly right-of-way boundary to a point on the northerly right-of-way boundary to a point on the easterly right-of-way boundary to a point on the easterly right-of-way boundary of South Monroe Street; thence along said easterly right-of-way boundary North 60 degrees 09 minutes 57 seconds West 2494.94 feet along said northerly right-of-way boundary of South Monroe Street; thence along said easterly right-of-way boundary North 00 degrees 09 minutes 57 seconds West 101.43 feet to a point; thence North 03 degrees 35 minutes 58 seconds West 100.18 feet to a point; thence North 04 degrees 55 minutes 54 seconds East 6.42 feet to a point; thence North 04 degrees 55 minutes 54 seconds East 6.42 feet to a point; thence North 04 degrees 53 minutes 54 seconds East 1036.59 along said southerly right-of-way boundary of Paul Russell Road; thence North 89 degrees 53 minutes 54 seconde East 1036.59 along said southerly right-of-way boundary to the Point Of BEGINNING.

LISS AND EXCEPT the following described parcels:

PARCEL-NO. 1 - Lying in Section 18, Township 1 South, Range 1 East,

Commence at the Northeset corner of Section 13, Township 1 South, Range 1 West; thence South 00 degrees 21 minutes 39 seconds West 33.00 feet to a point on the southerly right-of-way boundary of Paul Russell Road; thence North 89 degrees 53 minutes 54 esconds East 2591.74 feet to a point at the intersection of the South right-of-way boundary of Paul Russell Road with the West right-of-way of Zillah Street, said point being the POINT OF BEGINNING.

From said POINT OF BEGINNING; thence South 00 degrees 24 minutes 59 seconds West 400.00 feet along the said Westerly right-of-way boundary to a point; thence leaving the said Westerly right-of-way boundary South 89 degrees 53 minutes 34 seconds West 450.00 feet to a point; thence North 00 degrees 24 minutes 59 seconds East 400.00 feet to a point on the southerly right-of-way boundary of Paul Russell Road; thence North 89

degrees 51 minutes 54 seconds Fast 450.00 fest along said southerly right-of-way boundary to the POINT OF BEGINNING.

PARCEL NO. 2 - Lying in Section 18, Township I South, Range 1 East,

Commence at the Northeast corner of Section 13, Township 1 South, Renge 1 West; thence South 00 degrees 21 minutes 39 seconds West 13.00 feet to a point on the southerly right-of-way boundary of Paul. Russell Road; thence North 89 degrees 53 minutes 54 seconds fast 1106.21 fest to a point; thence leaving the said southerly right-of-way boundary South 00 degrees 12 minutes 06 seconds fast 37.00 fest to a concrete monument which is the POINT OF BEGINNING;

From said POINT Of BEGINNING continua South 00 degrees 12 minutes 06 seconds East 850.00 feat to a concrete monument; thence North 89 degrees 53 minutes 54 seconds East 400.00 feet to a concrete monument; thence North 00 degrees 12 minutes 06 seconds West 850.00 feet to a concrete monument, said concrete monument being 37.00 feat 5outh of the southerly right-of-way of Paul Russell Road; thence South 89 degrees 53 minutes 54 seconds West 400.00 feet to the POINT OF BEGINNING.

PARCEL NO. 3 - Lying in the Northeast quarter of Section 13, Township 1 South, Range 1 West, per D.O.T. Description,

Commence at an iron pipe marking the Northeast corner of said Northeast 1/4; thence South 00 degrees 21 minutes 39 seconds West along the East line of said Northeast 1/4 for 31.00 feet to a point on the South right-of-way of Paul Russell Road; thence South 89 degrees 51 minutes 49 seconds West along a line 33.00 feet South of (when measured at right angles) and parallel with the North line of said Northeast 1 Quarter for 401.95 feet to the POINT OF BEGINNING. Thence continue South 89 degrees 53 minutes 49 seconds West along said parallel line for 634.61 feet to a point on the eseterly maintained right-of-way of State Road No. 61; thence South 04 degrees 58 minutes 37 seconds West along said sasterly right-of-way for 59.71 feet; thence North 45 degrees 55 minutes 03 seconds Last for 35.25 feet; thence South 89 degrees 55 minutes 03 seconds Seconds East for 613.91 feet; thence North 00 degrees 55 minutes 03 East for 35.22 feet to the POINT OF BEGINNING.

Leon County Board of County Commissioners

Notes for Agenda Item #18

Leon County Board of County Commissioners

Cover Sheet for Agenda #18

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Consideration of Full Board Appointment to the Council on Culture & Arts

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Christine Coble, Agenda Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Make full Board appointment of a Tourism representative to the Council on

Culture & Arts.

Title: Consideration of Full Board Appointment to the Council on Culture & Arts

February 11, 2014

Page 2

Report and Discussion

Background:

At its August 23, 2011 meeting, the Board approved the revised process for Advisory Committee appointments by having a General Business item prepared for full Board appointments.

Analysis:

Council on Culture & Arts (COCA)

<u>Purpose</u>: The purpose of COCA is to serve as the facilitator and voice for the arts and cultural industry in Florida's capital area. COCA provides information and promotes the arts and culture to both citizens and visitors. In addition, COCA contracts for artistic services, performances, and exhibits; provides financial and/or technical assistance to artists, arts institutions, and audiences; and, surveys and assesses the needs of the arts, artists, arts institutions, community organizations sponsoring arts activities, and people of Tallahassee/ Leon County relating to the arts. (Attachment #1).

<u>Composition:</u> COCA is comprised of 15 members appointed by the City and the County. The Board appoints eight members and the Mayor appoints seven members. Members include two members who are practicing artists, two members from the heritage community, at least one member each from the volunteer, business/economic development, tourism, finance, or marketing categories. In addition to the 15-member board, a member of the Board of County Commissioners and a member of the City Commission are voting ex officio members.

<u>Vacancies:</u> A County-appointed Tourism seat became vacant with the resignation of Karen Lambert. When there is a vacancy, COCA is required to submit a letter with the names of three individuals, as nominees, for Board consideration (Attachment #2). Applications have been submitted by Gabriela Arisso, Director of Sales and Marketing at the Tallahassee Doubletree (Attachment #3); Beth LaCivita, owner of Historic Florida Consulting, which includes ghost walking tours of Tallahassee (Attachment #4); and, Laura Winn, who was the Vice-President of the Tallahassee Area and Convention & Visitors Bureau from 2006 to July 2008 (Attachment #5).

<u>Table 1: Tourist Development Council</u>

Vacancies	Applicants	Recommended Action
Vacant – Tourism category (Karen Lambert resigned)	Gabriela Arisso Beth LaCivita	Full Board makes one appointment.
	Laura Winn	

Options:

- 1. Make full Board appointment of a Tourism representative to the Council on Culture & Arts.
- 2. Continue the appointment of a Tourism representative to the Council on Culture & Arts.
- 3. Board direction.

Recommendation:

Option #1.

Title: Consideration of Full Board Appointment to the Council on Culture & Arts

February 11, 2014

Page 3

Attachments:

- 1. Eligibility and Criteria COCA
- 2. Letter from Amanda Thompson, COCA
- 3. Application Gabriela Arisso
- 4. Application Beth LaCivita
- 5. Application Laura Winn

VSL/AR/CC

Council on Culture & Arts

Responsibility:

Coordinates and disseminates information regarding cultural events and opportunities.

Created By:

1985 - Section 265.32, Florida Statutes; County/City Resolution 1985 - City/County Interlocal Agreement

Appointments:

15 members;

8 - BCC

7 - City

- 1 County Commissioner, voting ex-officio
- 2 City Commissioner, voting ex-officio

Terms:

4 year terms. Terms expire September 30. No council member who serves two full terms shall be reappointed to the Council during the 2-year period following expiration of his or her term. Anyone appointed to fill an unexpired term is eligible for reappointment for two full, 4-year terms, and is then subject to the criteria above at the conclusion of their second full term.

Eligibility Criteria:

One appointment from each of the following categories:

At-Large

At-Large

Business

Heritage

Marketing

Practicing Artist

Tourism

Volunteer

Schedule:

Generally meets every other month at COCA's offices from 4:00-5:30 pm.

Contact Person/Staff:

Amanda Karioth Thompson, Interim Executive Director 816 S. Martin Luther King Jr. Boulevard Tallahassee, FL 32301

Office: 224-2500

Fax: 224-2515

Email: amanda@cocanet.org

Members:

Lambert, Karen (Resigned)	Begin Term: 12/8/2009 End Term: 9/30/2013 Type: four years	Original Date: 12/8/2009	Category: Tourism Email: karen@cocanet.org	
(nesigneu)	Type. Tour years	Appointed by: BOCC		
Stephenson, Kay Datamaxx Group	Begin Term: 10/24/2006 End Term: 9/30/2014 Type: four years	Original Date: 10/24/2006	Category : At-large Email: kay@cocanet.org	
	Type Tour years	Appointed by: BOCC		
Dozier, Kristin Board of County	Begin Term: 1/1/2011 End Term: 12/31/2014	Original Date: 1/1/2011	Category: BOCC dozierk@leoncountyfl.gov	
Commissioners	Type: four years	Appointed by: BOCC		
Mackenzie, Anne	Begin Term: 11/11/2011 End Term: 9/30/2015 Type: four years	Original Date: 1/10/2006	Category: Volunteer Email: anne@cocanet.org	
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Appointed by: BOCC		
End Te	Begin Term: 11/8/2011 End Term: 9/30/2015 Type: four years	Original Date: 11/8/2011	Category: At Large Email: stephen@cocanet.org	
	, years	Appointed by: BOCC		
Olivella, Miguel A. Begin Term: 11/8/2011 End Term: 9/30/2015 Type: four years		Original Date: 11/8/2011	Category: Practicing Artis Email: miguel@cocanet.org	
''	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Appointed by: BOCC	impacie accumencia	
Lawrence, John Begin Term: 11/8/2011 End Term: 9/30/2015 Type: four years		Original Date: 12/8/2009	Category: History/Heritage Email: john@cocanet.org	
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Appointed by: BOCC		
Vasilinda, Mike Mike Vasilinda Productions, Inc.	Begin Term: 11/8/2011 End Term: 9/30/2015 Type: four years	Original Date: 10/24/2006	Category: Marketing and public relations Email: mike@cocanet.org	
oddetions, me.	Type. Tour years	Appointed by: BOCC		
Wood, Rosanne	Begin Term: 12/11/2012 End Term: 9/30/2016 Type: four years	Original Date: 12/11/2012	Category: At-Large Email: rosannewood@gmail.com	
	Type. Tour years	Appointed by: BOCC	Tosamic woode gmail.com	



November 24, 2013

Commissioner Kristin Dozier Office of the County Commission 301 S. Monroe Street, 5th Floor Tallahassee, FL 32301

Dear Commissioner Dozier:

A County-appointed tourism seat on the Council on Culture & Arts' Board of Directors became vacant when Karen Lambert resigned. As you may recall, we are required to put forth three names for each vacancy. As recommended by COCA's Nominating Committee, approved unanimously by COCA's Board of Directors, and in accordance with our organization's bylaws, the Board submits the following individuals for your consideration. Careful thought was given to the skills and influence these new appointees will need to compliment the current membership of the board, as well as its demographic composition as a whole. All nominees have been contacted and are willing and eager to serve, if appointed.

Tourism position (previously filled by Karen Lambert):

Laura Winn, Ms. Winn was the Vice-President of the Tallahassee Area Convention & Visitors Bureau from 2006 to July 2008; and the former marketing director for Orlando Opera and Orlando Repertory Theater.

Gabriela Arisso, Director of Sales and Marketing at the Tallahassee Doubletree.

Beth LaCivita, owner of Historic Florida Consulting which includes ghost walking tours of Tallahassee.

We look forward to hearing the Commission's action. And as always, feel free to contact us if you have any questions.

Sincerely,

Amanda Thompson

Interim Executive Director

Cc Lee Daniels, Visit Tallahassee



ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov



Applications will be discarded if no appointment is made after two years.

Name: Gabriela Arisso	Date: 03-Dec-2013		
Home Phone: (850) 264-5763 Work Phone:	Email: gaby.arisso@hilton.com		
Occupation:HOSPITALITY	Employer: DOUBLETREE BY HILTON		
Preferred mailing location: Home Address			
Work Address: 101 SOUTH ADAMS ST			
City/State/Zip: TALLAHASSEE FL	32301		
Home Address 9242 EAGLES RIDGE DRIVE			
City/State/Zip: TALLAHASSEE FL	32312		
	es, 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 ov			
Are you currently serving on a County Advisory			
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			
	ommittee(s)? If yes, please indicate your preference		
1st Choice: Council on Culture & Arts	2nd Choice:		
What cultural arts organization do you represen TOURISM	ı, ır any?		
TOURISM			
If not interested in any specific Committee(s) as	re you interested in a specific subject matter? If yes, please		
note those areas in which you are interested:	re you interested in a specific subject matter? If yes, please		
note those areas in which you are interested.			
If you are appointed to a Committee, you are			
How many days permonth would you be willing			
And for how many months would you be willing			
What time of day would be best for you to atten	d Committee meetings? Day		
(OPTIONAL) Leon County strives to meet its a	oals, and those contained in various federal and state laws, of		
, ,	nittees that reflects the diversity of the community. Although		
•	mation is needed to meet reporting requirements and attain		
those goals.			
Race: Hispanic Sex:	Age:		
Disabled? No District: I	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: JOHN KELLY Telephone: 850-224-5000

Address: 101 SOUTH ADAMS ST

Name: GLORIA GARCES Telephone: 786-236-5786

Address:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee?

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

Nο

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? Yes If yes, please explain.

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? If yes, please explain.

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

Signature: Gabriela Arisso

12/3/2013 2:03:30PM This application was electronically sent:

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.



Name: Beth J. LaCivita Date: Work Phone: 850-212-2063 Home Phone: Email: booking@toursintallahassee.com Occupation: Business Owner Employer: Self Employed Please check box for preferred mailing address. Work Address: 1484 Mitchell Avenue, Tallahassee, FL 32303 City/State/Zip: Home Address (Required to determine County residency) City/State/Zip: Do you live in Leon County? $XXYes \square No$ If yes, do you live within the City limits? $XXYes \square No$ Do you own property in Leon County? XXYes □ No If yes, is it located within the City limits? XXYes Are you currently serving on a County Advisory Committee? \Box Yes XX No If Yes, on what Committee(s) are you a member? Have you served on any previous Leon County committees? Yes XX No If Yes, on what Committee(s) have you served? I have served on many committees, but not LCBCC appted Citz.Coms. Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference 1st Choice Council on Culture and Arts 2nd Choice: If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please note those areas in which you are interested: If you are appointed to a Committee, you are expected to attend regular meetings. How many days per month would you be willing to commit for Committee work? \Box 1 XX 2 to 3 \Box 4 or more And for how many months would you be willing to commit that amount of time? \square 2 \square 3 to 5 **XX** 6 or more What time of day would be best for you to attend Committee meetings? I am open to various times (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. XX Caucasian ☐ African American Race: ☐ Hispanic ☐ Other ☐ Asian □ Male XX Female Sex: Age: Can't remember XX No \square Yes Disabled? District 1 District 2 District 3

District 4	District 5	XX		

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.

Florida Seller of Travel Registration Number: ST39027

City of Tallahassee Business Tax Certificate Acct. Number: 63771

- *Leon County Tourist Dev. Council, Cultural Events Grant Panel
- *Tall/LC Council on Culture and Arts Events Grant Panel Member
- *Leon County Community Classroom Consortium, Board Member
- *Economic Development Council of Tall/LC, International Business Dev., Ambassador
- *Choose Tallahassee, Tallahassee Senior Ctr, Get to Know Tallahassee's Sites, Ambassador Training Tour Guide
- *LX3, Life Long Learning Extravaganza, Tallahassee Senior Center, Tour Planning and Guide, 2012 Outdoor Public Art & Architecture Tour
- *City of Tallahassee, Economic Dev Historic Pres. Grant and Revolving Low Interest Loan Finance Committee
- *Tallahassee Mayor's Brokaw-McDougall House Citizen Committee
- *Tall/LC Historic Preservation Award Ceremony Committee
- *Tour Coordinator, Tallahassee Trust for Historic Preservation
- *Principal Staff for the Tall/LC Architectural Review Board

Recognized for service to the community and achievements in historic preservation by the LCBCC who declared November 16, 2004, as "Beth J. LaCivita Day."

Also in 2004, because of my knowledge about our community's local attractions and experience in tour planning, I began a guided tour company, Guided Tours in Florida's Capital & The Forgotten Coast d.b.a. My tour company provides step-on-guide and itinerary planning services and the guides conduct area guided driving and downtown walking tours. The company also produces the Ghost Walking Tours in Downtown Tallahassee, employing many local community actors and theater students.

I hope to assist the committee by contributing my experience and knowledge of bringing visitors to the area, ensuring that visitors enjoy their stay by connecting them to our unique sites and attractions, and most importantly return to the area for a longer visit.

People who hire tour guides know

"It is not down in any map; true places never are."

Herman Melville, Moby Dick

References (you must provide at least one personal reference who is not a	a family member):
Name:Susan Stratton	Telephone: 850-980-8727
Address: 215 S. Monroe Street, Tallahassee, FL 32301	
Name: Ann Kozeliski, Telephone: 850-228-4873	
Address: 125 N. Gadsden Street, Tallahassee, FL 32301	
IMPORTANT LEGAL REQUIREMENTS FOR ADVISOR AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICATIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE THE FOLLOWING QUESTIONS, YOU MUST COMPLETE WWW.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION.	ATED TO FOLLOW ANY APPLICABLE LAWS PUBLIC OFFICERS, AND PUBLIC RECORDS BLE LAWS INCLUDE CRIMINAL PENALTIES, ANY SUBSEQUENT ACTION BY THE BOARD E LAWS AND TO ASSIST YOU IN ANSWERING THE ORIENTATION PUBLICATION
Have you completed the Orientation? Are you willing to complete a financial disclosure form and/or a backgroun \square \square \square \square \square \square Will you be receiving any compensation that is expected to influence your on a Committee? \square Yes \square XX No \square If yes, from whom?	r vote, action, or participation
Do you anticipate that you would be a stakeholder with regard to your part XXNo Do you know of any circumstances that would result in you having to abstract conflicts? Yes XXNo If yes, please explain.	·
Do you or your employer, or your spouse or child or their employers, do b XXNo If yes, please explain. Do you have any employment or contractual relationship with Leon Count recurring conflict with regard to your participation on a Committee? Yes XX No	
If yes, please explain. All statements and information provided in this application are true to the	hast of my knowledge
Signature: s/Beth J. LaCivita	best of my knowledge.
Please return Application by mail: Christine Coble, Agenda Coordinator 301 South Monroe Street Tallahassee, FL 32301 by email: coblec@leoncountyfl.gov by fax: 850-606-5301 Online: http://cms.leoncountyfl.gov/servicerequest/committeeapplication.aspx	

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Guided Tours in Florida's Capital and the Forgotten Coast and

Capital City Loop Tours, programs of Historic Florida Consulting, LLC 1484 Mitchell Avenue Tallahassee, FL 32303 850.212.2063

Booking@ToursInTallahassee.com www.ToursInTallahassee.com

Guided Tours in Florida's Capital and The Forgotten Coast began in 2004. The tour company develops tour plans and strategies and conducts sight-seeing guided driving and walking tours for all ages and for visitors from all around the world. Most recently the business has expanded to include the Capital City Loop Tours with nine designated stops in Florida's capital city. One, two, and three day passes are offered to encourage visitors to stay overnight and enjoy the many attractions that Tallahassee has to offer. The tours are designed to connect visitors to the attractions in a relaxing and enjoyable way.

LEON COUNTY AWARD

Leon County Board of County Commission, Declaring November 6, 2004, Beth J. LaCivita Day, for service to Leon County as its Local Historic Preservation Officer.

RELATED PROFESSIONAL ORGANIZATIONS and MEMBERSHIPS:

Lx3, Life Long Learning Extravaganza, Tallahassee Center Center, Step-On-Guide, 2012 and 2013

Choose Tallahassee, Tallahassee Senior Center, Get to Know Tallahassee's Historic and Cultural Sites, Ambassador Tour Guide, on-going since 2012

Economic Development Council of Tallahassee/Leon County, International Business Development, Ambassador

Florida Trust for Historic Preservation, Inc., Member

Leon County Community Classroom Consortium, Board Member

Leon County Council of Arts and Culture, Member

LeMoyne Center for the Visual Arts, Member

Carrabelle History Museum, Docent

City of Tallahassee Business Tax Certificate Acct. No.: 63771 Florida Seller of Travel Registration Number: ST39027

FEIN: 202594615

BETH J. LACIVITA RESUME

EDUCATION

Florida State University — History, M.A., 1986, graduated with honors Internship, fall 1986, Historic Tallahassee Preservation Board University of South Florida — History, B.A, 1979 Boston Conservatory of Music, Dance, 1973

PAST WORK EXPERIENCE

Tallahassee Trust for Historic Preservation, Inc. Executive Director, 1998 – 2004

- Tour Coordinator, Gold Dust Tours and the Cotton Trail Tours
- Increased the Annual Operating Budget from \$40,000 to \$180,000
- Coordinated three comprehensive historic and architectural preservation surveys and served as a consultant for the Tallahassee-Leon County Planning Department's Historic Resources GIS Inventory Web Site
- Conducted Community Heritage Educational Programs and Heritage Tours
- Maintained and updated the Tallahassee-Leon County Local Register of Historic Places
- Processed, coordinated, and assisted in the research and writing of all permits and applications related to the local and national designations of historic resources in Tallahassee and Leon County
- Held the position of the Tallahassee-Leon County Local Historic Preservation Officer
- Served as principal staff for the Tallahassee-Leon County Architectural Review Board
- Served on related local citizen boards, committees, and panels
- Served as key representative and spokesperson for the Tallahassee Trust for Historic Preservation, Inc.
- Responsible for all fund development programs, events, and public relation activities
- Managed the Tallahassee Trust rental space and oversaw the maintenance of the Tallahassee Trust office in a building listed on the Local and National Registers of Historic Places

Professional Positions, Florida Department of State, Division of Historical Resources, 1987 - 1998:

- Acting Manager Historic Tallahassee Preservation Board
- Community Assistance Consultant Historic Tallahassee Preservation Board
- Local Historic Preservation Officer- designee, Historic Tallahassee Preservation Board
- Florida Certified Local Government Coordinator Grants and Education Section

- Historic Preservation Planner Grants and Education Section
- Historic Site Specialist Historic Preservation Compliance Review Section

OTHER HISTORIC PRESERVATION CONSULTING WORK, 1985 – 1996

- Principal Surveyor <u>Historical and Architectural Survey of the Lafayette Park Neighborhood</u>, Historic Tallahassee Preservation Board, Division of Historical Resources, Florida Department of State
- *Grant Administrator* Special Project, Florida Trust for Historic Preservation. Inc.
- Federal Program Coordinator Special Project, Florida Department of State, Division of Historical Resources
- *Historic Sites Specialist* Special Project, Florida Department of State, Division of Historical Resources, Compliance Review Section

PUBLICATIONS and HISTORIC BUILDING SURVEY REPORTS

Principal Consultant, <u>Historic Preservation Survey and Plan, City of Carrabelle, Franklin County Florida</u>, City of Carrabelle, Nov. 2008-July 30, 2009

Principal Consultant, <u>Historic Structures Survey City of Midway, Gadsden County Florida</u>, City of Midway, January– July 30, 2007

Consultant, <u>Historic Apalachicola Design Guidelines Manual, A Guide to</u>
<u>Rehabilitation and New Construction in the City of Apalachicola</u>, Apalachicola
Waterfronts Committee, August 2008

Event Coordinator/Consultant, 2005 Historic Preservation Awards Ceremony, Tallahassee Trust for Historic Preservation, Inc.

Consultant, A Walking Guide to Historic Downtown, Tallahassee Area Convention and Visitors Bureau, 2005

Publication Coordinator and Editor - Favored Land Tallahassee, The History of Tallahassee and Leon County, 2000 Edition, Mary Louise Ellis and William Warren Rogers, Authors, and Joan Perry Morris, Photo Editor

Project Coordinator, Community Liaison, and Editor - Resurvey of the Historic Frenchtown Neighborhood 2003, Tallahassee-Leon County Planning Department, Two Volumes

Project Consultant - <u>Historic Resources GIS Inventory Web Site</u> - Tallahassee-Leon County Planning Department

Project Consultant, Community Liaison, and Editor - Myers Park Neighborhood Survey 2001, Tallahassee-Leon County Planning Department

Project Coordinator and Editor - Neighborhood Survey Phase IV, 1996, Florida Department of State, Historic Tallahassee Preservation Board, Tallahassee, FL, Two Volumes, 1996

Principal Surveyor - <u>Historical and Architectural Survey of the Lafayette Park Neighborhood</u>, Florida Department of State, Historic Tallahassee Preservation Board, Tallahassee, FL. Two Volumes, 1985

ACADEMIC ACHIEVEMENTS

Phi Alpha Theta – History Honor Society, Treasurer

PUBLIC AND PRIVATE NON-PROFIT COMMITTEE SERVICE CURRENT AND/OR FORMER MEMBER

- Tallahassee City Commission Historic Properties Task Force Member
- Tallahassee-Leon County Historic Preservation Award Ceremony, Consultant and Event Coordinator, 1999, 2002, and 2005
- Leon County Tourist Development Council, Cultural Events Grant Panel
- Tallahassee/Leon County Council on Culture and Arts Events Grant Panel Member
- City of Tallahassee, Economic Development Historic Preservation Grant and Revolving Low Interest Loan Finance Committee Member
- Tallahassee Mayor's Brokaw-McDougall House Citizen Committee Member
- The Character & Heritage Institute, Inc., Consultant

Traveled extensively in Europe, Oceania, the Eastern United States, and the Caribbean

Married, since 1982 (we took the plunge at the historic Wakulla Springs Lodge), one child, in college

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov



Applications will be discarded if no appointment is made after two years.

Name: laura winn	Date: 08-Jan-2014
Home Phone: (850) 668-8732 Work Phone: (850)559-4668X Email: lauraw	inn@comcast.net
Occupation: CONTRACT WORK/CONSULTAN Employer: SELF EMPLOYED	
Preferred mailing location: Work Address	
Work Address: 448 FRANK SHAW ROAD	
City/State/Zip: TALLAHASSEE FL 32312	
Home Address 448 FRANK SHAW RAOD	
O:t-/Ot-t-/7: TALLALIA COFF FL 20040	
City/State/Zip: TALLAHASSEE FL 32312 Do you live in Leon County? Yes If yes, do you live within the City limits? No	
Do you own property in Leon County? Yes If yes, is it located within the City I	
	0 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?	
Are you interested in serving on any specific Committee(s)? If yes, please indicate your	preterence
1st Choice: Council on Culture & Arts 2nd Choice:	
What cultural arts organization do you represent, if any?	
If not interpoted in any apositic Committee (a) are you interpoted in a apositic subject m	ottor? If you place
If not interested in any specific Committee(s), are you interested in a specific subject money those areas in which you are interested:	atter? If yes, please
Thote those areas in which you are interested.	
If you are appointed to a Committee, you are expected to attend regular meetings.	
How many days permonth would you be willing to commit for Committee work? 2 to 3	
And for how many months would you be willing to commit that amount of time? 6 or m	ore
What time of day would be best for you to attend Committee meetings? Day	
(OPTIONAL) Leon County strives to meet its goals, and those contained in various fed maintaining a membership in its Advisory Committees that reflects the diversity of the c strictly optional for Applicant, the following information is needed to meet reporting requithose goals.	ommunity. Although

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.

Age: 42

Sex:Female

District:

Race: Caucasian

Disabled? No

I HAVE WORKED/SERVED MORE THAN 20 YEARS IN THE CULTURAL ARTS IN MANY CAPACITIES, INCLUDING SERVING ON BOARDS, WORKING AS STAFF AND CONSULTING WORK. MY CAREER HAS BEEN HEAVILY FOCUSED ON MARKETING AND DEVELOPMENT AS WELL AS TOURISM. HIGHLIGHTS INCLUDE: VICE PRESIDENT OF THE TALLAHASSEE AREA CONVENTION & VISITORS BUREAU, MARKETING & DEVELOPMENT DIRECTOR FOR THE FLORIDA DEPARTMENT OF STATE - DIVISION OF CULTURAL & HISTORICAL RESOURCES, DIRECTOR OF MARKETING & DEVELOPMENT FOR THE ORLANDO REPERTORY THEATRE (CURRENT BOARD MEMBER - EMERITUS COUNCIL), DIRECTOR OF MARKETING & PUBLIC RELATIONS FOR THE ORLANDO OPERA AND ORLANDO MUSEUM OF ART.

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

Name: MICHELLE WILSON Telephone: 850-574-4900

Address: 3388 LONNBLADH ROAD

Name: LORI ROBERTS Telephone: 8508946183

Address: 516 MOSS VIEW WAY

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee?

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

Nο

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? No If yes, please explain.

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? If yes, please explain.

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

Signature: Laura Waddill Winn

This application was electronically sent: 1/8/2014 10:34:00AM

Laura Waddill Winn

448 Frank Shaw Road Tallahassee, FL 32312 Home (850) 668-8732

E-Mail: Laurawinn@comcast.net

Experience

Tallahassee Area Convention & Visitors Bureau Vice President

Tallahassee, FL

August 2006 - July 2008

Responsible for day-to-day operations, project management, planning, budgeting and staff management for a tourism related organization.

- Oversee the following departments: Sales, Marketing, Public Relations and Visitor Services.
- Develop marketing strategies and programs to grow our tourism market areas.
- Work with advertising and public relations firm to develop ad campaigns and strategies that includes creating
 a broader reach for the Tallahassee area and tracking mechanisms to measure outcome.
- Create plan and oversee production of collateral material and web site development.
- Provide sales team with leadership and guidance to increase "heads in beds".
- Develop strategies for the Visitors Service areas to increase visitation and provide better customer service.
- Work with the board of directors and the executive committee to ensure strategic plan is being implemented and updated.

Florida Department of State, Division of Cultural & Historical Resources Tallahassee, FL Marketing and Development Director December 2004 - August 2006

Position appointed by Secretary of State, Glenda Hood, to create a cohesive marketing team, implement creative new initiatives, and improve fundraising efforts for the State's cultural programs.

- Responsible for developing marketing plans, and budgets for cultural programs including museum sites (Museum of Florida History, The Knott House, and the Old Capitol), the Division of Cultural Affairs, and other state cultural programs.
- Created fundraising goals and plans for the Museum sites that included annual fund campaigns, grants, corporate and foundation sponsorships. Personally raised over \$100,000 for a major art exhibition entitled Napoléon: An Intimate Portrait.
- Responsible for Governor's Florida Heritage Month, which is a statewide cultural awareness and education program that celebrates Florida Artists and philanthropists.
- Worked closely with Citizen Support Organization (Board of Directors) for the Museum Sites.
- Oversaw the public relations efforts to generate media for events and programs.
- Oversaw all special events and fundraisers.
- Created new plans to increase Museum membership and general awareness.
- Worked with Division of Cultural affairs to create brand identity and continuity in their messages.
- Served as a liaison with local arts organizations and the city to find new ways the state can collaborate, support and become involved with cultural, city, and regional programs.
- Worked closely with statewide programs such as Visit Florida to develop collaborative marketing and educational programs.

Orlanda El

Page 2 Laura W. Winn

Orlando Repertory Theatre (a partnership with UCF) Director of Marketing and Development

Orlando, FL July 2003 to December 2004

Senior staff member recruited by UCF to assist in the start-up/creation of a new non-profit children's theatre. Duties focused on developing implementation strategies, brand identity, positioning, raising funds, and community awareness.

- Responsible for all aspects of marketing, public relations, community relations, government relations and fund-raising.
- Budgeted and established clear marketing plans, goals and objectives to launch new company.
- Worked very closely with Board of Directors and various committees to encourage board participation through fund-raising efforts, community involvement, and sponsorship programs.
- Developed logo, business package, all collateral materials, web site and all other mediums for communication including media buys and promotional events.
- Established all box offices policies, procedures, and negotiated/oversaw the purchase and implementation of state-of-the-art ticketing software not only for our organization but for 10 other arts groups in Orange and Seminole counties in an effort to make consolidated purchase.
- Set ticket prices and created subscription plans and promotions.

Orlanda Onara

- Generated all press releases and promotional programs for main stage shows, grand opening, and educational/outreach programs.
- Wrote extensive grants to help generate the funds to renovate two of the three theatres in the building (over \$500,000).

Oriando Opera	Oriando, i L
Director of Marketing and Public Relations	November 1999 to July 2003
Direct all marketing, public relations and box office staff in all	aspects of advertising/positioning, public relations,
community relations, special promotions, box office sales and	d publicity for a non-profit performing arts
organization.	
 Reported directly to the General Director and responsible for them into long-range goals and objectives. 	or creating marketing plans and budgets and building
 Worked very closely with Board of Trustees and various bo audience share and awareness through corporate sponsors 	·
 Worked closely with company's Development Director in or – making both more effective. 	der to create joint marketing and fund-raising efforts
 Focused on building a new brand identity and continuity in audiences. This includes innovative new ad campaigns and National Addy Award. 	
 Established good working relationships with many member partners for all major events. 	s of local media outlets to ensure good media
 Responsible for overseeing box office staff in their efforts to good customer service strategies and effective database m 	
 Developed new web site and e-commerce strategies to end to reduce our current "print" marketing expenses. 	courage increases in on-line ticket sales and to begin
 Collaborated with other cultural organizations to find streng Orlando Mozart Festival, which included 6 other organization 	·
☐ Ticket sales for the company increased by 15% and season	n subscriber retention rate increased to 85%.

Page 3 Laura W. Winn

Orlando Museum of Art Marketing and Public Relations Director

Orlando, FL September 1997 to November 1999

Managed and maintained all aspects of advertising/positioning, public relations, community relations, promotions, sales and publicity for a non-profit art museum.

- Successfully restructured marketing department to streamline positioning and efficient use of limited marketing dollars.
- Created and maintained annual marketing plans, budgets, goals and objectives.
- Began development of new brand image and cohesive positioning campaign to reach a more targeted market segments and create continuity in our message.
- Developed corporate sponsorship initiatives and secured media partners for special events and programs.
- · Supervised four coordinators and two support personnel.
- · Directed facility sales, group sales and membership sales initiatives to reach consumer and tourist audiences.
- · Negotiated all media buys for print, broadcast and outdoor advertising.
- Conducted presentations to civic, educational, social and professional organizations.
- Staff liaison for the African American and Hispanic Audience Development Task Forces.
- Manager and administrator of website.

ECC International Corp. Marketing & Public Relations Manager

Orlando, FL

January 1994 - August 1997

Responsible for all marketing, public relations and inside sales functions for a large manufacturer.

Consulting Work

Split Pine Technologies Marketing & Public Relations

Tallahassee, FL

November 2012 - Present

Provide new branding campaign for an international high-tech security company that includes new logos, design package, website, collateral materials, advertising and public relations.

La Jolla Music Society

La Jolla, California - 2004

Was contracted to re-vamp the organization's marketing plan, ticketing and sales programs, and budgets to compensate for previous year's dramatic loss in ticket sales and season subscription sales. Also, included indepth analysis of staff and recommendations for re-structure and growth opportunities. Three month project.

Education

Troy State University
Graduated December, 1993
Bachelor of Science in Marketing

Troy, Alabama

Leon High School Class of 1989

Tallahassee, FL

Page 4 Laura W. Winn

Achievements/Skills

- Current Emeritus Council Board Member of Orlando Repertory Theatre (Orlando, FL), Former board member of Young Actors Theatre (Tallahassee, FL) and LeMoyne Center for the Visual Arts.
- · Graphic design experience Adobe Illustrator, Adobe Photoshop, and Dreamweaver. Skilled in both Macintosh and PC based computer systems.
- Served on the Orlando Mayor's Cultural Advisory Board and United Arts of Central Florida panel for 2002 level-two grant reviews.
- · Played a key role in phase one and phase two of the United Arts of Central Florida Audience Development Study.
- Awarded the 1996 "Rising Star" award by Troy State University and the American Marketing Association for excellent achievements in the field of marketing within 5 years of college graduation.
- · Gold Winner of the 2001 National Addy Awards.
- Winner of the 2004 Orlando Arts Plus Awards for Best Marketing Strategy.

Leon County Board of County Commissioners

Notes for Agenda Item #19

Leon County Board of County Commissioners

Cover Sheet for Agenda #19

February 11, 2014

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Consideration of Full Board Appointment of a County Commissioner to the

Big Bend Homeless Coalition's Big Bend Continuum of Care Board

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Christine Coble, Agenda Coordinator

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Appoint a County Commissioner to the Big Bend Continuum of Care Board.

Option #2: Authorize staff to revise Policy No. 11-2, "Membership on Boards, Committees, Councils, and Authorities."

Title: Consideration of Full Board Appointment of a County Commissioner to the Big Bend Homeless Coalition's Big Bend Continuum of Care Board

February 11, 2014

Page 2

Report and Discussion

Background:

The Big Bend Homeless Coalition, Inc. has requested a County representative serve on its Continuum of Care Board (CoC Board).

Analysis:

The formation of the CoC Board is required as part of a \$1 million grant that the Big Bend Homeless Coalition received through the federal HEARTH Act. The CoC Board will serve as the planning and oversight body for a homeless response system in the eight-county region of the Big Bend of Florida. The CoC Board's goal will be to develop and implement strategies to end homelessness in the Big Bend through planning, needs analysis, coordination, standard setting, and education.

Pursuant to the CoC Governance Charter, the CoC Board will be comprised of 36 members, including a representative of the Leon County Board of County Commissioners and a representative of the City of Tallahassee City Commission, with members serving two-year terms (Attachment #1). The term of the County Commissioner appointment would expire December 31, 2015, and the appointment/reappointment would be brought back to the Board as part of the annual Commissioner appointment process. The City recently appointed Commissioner Gil Ziffer to the CoC Board. The CoC Board is expected to hold its first meeting in early March 2014.

To indicate the appointment of a County Commissioner to the Big Bend Continuum of Care Board, Policy No. 11-2, "Membership on Boards, Committees, Councils, and Authorities," would need to be revised to reflect the appointing authority and term of appointment for such membership.

Options:

- 1. Appoint a County Commissioner to the Big Bend Continuum of Care Board.
- 2. Authorize staff to revise Policy No. 11-2, ""Membership on Boards, Committees, Councils, and Authorities."
- 3. Continue the appointment of a County Commissioner to the Big Bend Continuum of Care Board.
- 4. Board direction.

Recommendation:

Options #1 and #2.

Attachment:

1. Big Bend Continuum of Care Governance Charter

BIG BEND COC GOVERNANCE CHARTER

The name of this Continuum of Care (CoC) shall be the **Big Bend Continuum of Care** and the name of this CoC board shall be the **Big Bend Continuum of Care Board**, herein referred to, respectively, as "the CoC" and "the Board."

I. PURPOSE OF THE COC AND COC BOARD

The CoC is a membership planning and oversight body for the eight-county region of the Big Bend of Florida. The eight counties comprising the Big Bend CoC region are: Leon, Jefferson, Franklin, Gadsden, Liberty, Madison, Taylor, and Wakulla. The purpose of the CoC is to develop and implement strategies to help end homelessness in the Big Bend. The CoC coordinates the community's policies, strategies, and activities toward ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, identifying and bridging gaps in housing and services, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring CoC performance.

The CoC Board, as constituted in Article III of this charter, provides ongoing leadership, administrative oversight, and implementation responsibility for fulfilling the purposes of the Big Bend CoC, including the responsibilities set forth in Article II of this charter.

II. RESPONSIBILITIES OF THE COC BOARD

The responsibilities of the CoC Board include:

A. OPERATING A COC

- Develop, follow, and update annually this governance charter, which will include all procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC Board, its chair(s), and any person acting on behalf of the CoC Board.
- In consultation with recipients of Emergency Solutions Grant (ESG) funds within the CoC's geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- In consultation with recipients of ESG funds within the CoC, establish and consistently follow written standards for providing CoC assistance.
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type.
- Educate the community on homeless issues.
- Monitor performance of CoC and ESG recipients and subrecipients.
- Evaluate the outcomes of projects funded under ESG and CoC programs.
- Provide technical assistance and support to underperforming projects.
- Take action against ESG and CoC projects that perform poorly.
- Report the outcomes of ESG and CoC projects to HUD annually.

B. COC PLANNING

- Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of individuals and families experiencing homelessness. At a minimum, such a system encompasses the following:
 - Outreach, engagement, and assessment.
 - ➤ Shelter, housing, and supportive services (supportive service include, but are not limited to mental health, substance abuse, medical services).
 - ➤ Prevention strategies (preventing an episode of homelessness).
- Develop strategies to end homelessness locally, based on the consideration of documented best practices, local needs and gaps, innovations in programs and service delivery, and available and potential resources.
- Plan for and conduct an annual point-in-time count of persons experiencing homelessness
 within the CoC geographic area that meets HUD requirements, including a housing inventory
 of shelters, transitional housing, and permanent housing reserved for persons who are
 homeless, in general, and persons who are chronically homeless and veterans experiencing
 homelessness, specifically, as HUD requires.
- Conduct an annual gaps analysis of the needs of people experiencing homelessness, as compared to available housing and services within the CoC geographic area.
- Provide information required to complete the Consolidated Plan(s) within the CoC geographic area.
- Engage and inform each county in the CoC.
- Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

C. DESIGNATING AND OPERATING A HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

- Designate a single HMIS for the CoC's geography, and an eligible applicant to serve as the CoC's HMIS lead agency.
- Review, revise and approve a CoC HMIS data privacy plan, data security plan, and data quality plan.
- Ensure that the HMIS is administered in compliance with HUD requirements.
- Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS.

D. PREPARING AN APPLICATION FOR COC FUNDS

- Establish the local process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition.
- Establish priorities that align with local and federal policies for recommending projects for HUD Homeless Assistance CoC Grant funding.
- Designate an eligible collaborative applicant to collect and combine the required application information from all applicants.
- Determine whether to select the collaborative applicant to apply for Unified Funding Agency designation from HUD.
- Approve the final submission of applications in response to the CoC Notice of Funding Availability.

III. MEMBERSHIP OF THE COC BOARD

The CoC Board shall be broadly based with representation from all sectors of the community, including but not limited to: individuals experiencing homelessness, homeless service providers, business community, funders, and representatives of government. The CoC Board must be representative of the relevant organizations and projects serving homeless subpopulations, and must be representative of the geographic area served by the CoC. The CoC Board shall be a thirty-six (36) member body.

Sixteen (16) members will be appointed, as follows:

- One person appointed by the Tallahassee City Commission;
- Eight persons representing Counties, with one person appointed by each of the County Commissions within the CoC, or her/his appointee;
- One person appointed by the Veterans Administration;
- Chamber of Commerce CEO or her/his appointee;
- Tallahassee Housing Authority Executive Director or her/his appointee;
- United Way of the Big Bend CEO or her/his appointee;
- Center for Independent Living Executive Director or her/his appointee;
- State-certified domestic/sexual violence provider Executive Director or her/his appointee;
- CoC lead agency Executive Director or her/his appointee, serving in a nonvoting ex
 officio capacity.

Seven (7) members, described below, will be designated by a majority vote of the CoC Board:

- One person who is currently experiencing homelessness or one person who has been homeless;
- One representative of the healthcare industry;
- One representative of local law enforcement;
- One representative of the mental health services field;
- One representative of the substance abuse services field;
- One representative from higher education;
- One representative of the employment services field.

Thirteen (13) members will be elected to the Board following a nominating process by the full membership of the Continuum of Care. These members shall include the following:

- One emergency shelter provider;
- One transitional housing provider;
- One homelessness prevention provider (i.e. an organization offering emergency financial services for rent, and/or utilities, and/or mortgage to prevent a household from becoming homeless);
- One permanent supportive housing provider;
- One representative from the public school systems;

- One representative of the faith community;
- One representative from the private philanthropic sector;
- One representative from the private business sector;
- Two (2) additional persons who are currently experiencing homelessness or have experienced homelessness in the past;
- Three (3) "at-large" representatives selected from the following categories, with no more than one person representing a single category:
 - o Researcher/data specialist;
 - o HIV/AIDS service organization;
 - Criminal Justice/Legal Aid services (e.g., Public Defenders Office, Legal Services of North Florida);
 - Nonprofit housing organization;
 - o Children's services provider;
 - o Indigent health care provider;
 - o Federal Emergency Assistance Act (FEMA) Board;
 - An ESG recipient agency;
 - O A provider of housing and/or services to unaccompanied homeless youth; and
 - o Policy or planning specialist.

Additional Membership Conditions: No organization may have more than two (2) staff or Board representatives seated on the CoC Board at any time, regardless of which seats they occupy. Every effort shall be made to ensure that the Board is representative of CoC stakeholder groups, all counties in the CoC geographic area, and homeless services areas are represented on the Board.

Individuals who are appointed to the Board by an appointing entity serve at the pleasure of the appointing entity. Individuals appointed or elected as representatives of agencies or populations serve in those capacities, and may no longer serve in those capacities if their representative status changes. Individuals elected or appointed in representative capacities should have the authority to represent their respective agencies or bodies.

IV. LEADERSHIP OF THE COC BOARD (EXECUTIVE COMMITTEE)

The members of the CoC Board's Executive Committee shall consist of: one (1) Chair, one (1) Vice Chair, one (1) Secretary, one (1) Treasurer, and four (4) additional At Large Executive Committee members elected by and from the full CoC Board. The outgoing Chair shall serve on the Executive Committee as Immediate Past Chair for one year following the expiration of his/her term as Chair.

The Executive Committee is empowered to act on behalf of the full CoC Board between meetings of the full Board, in cases of emergency or as directed by the Board. A quorum for Executive Committee action is 6 persons. Executive Committee action is subject to review by the full Board at its next regular meeting. Actions of the Executive Committee may be overturned by a 2/3rd vote of the Board members present at the next regular Board meeting.

The CoC Board shall elect the Chair, Vice Chair, Secretary, Treasurer, and At Large members of the Executive Committee annually following the election of the Board.

A member of the CoC Executive Committee may serve no more than two consecutive terms in a given office. No organization may have more than one (1) staff or Board representative on the CoC Board Executive Committee at any time, regardless of which seats they occupy.

V. TERMS OF COC BOARD OFFICE

Members of the CoC Board will serve two-year terms. An elected member may serve no more than three (3) sequential terms of office. Appointed members may serve more than three sequential terms at the discretion of the appointing authority, but must be reappointed every two years. Elected members must be reelected to serve at the end of each term. Terms will be staggered to ensure continuity of CoC governance. In the first year, the Board will establish policy to ensure staggering of terms.

Persons (appointed or elected) to serve the unexpired term of a member who has resigned or been removed will serve out the remainder of that person's term. This person will be eligible for appointment or election to three subsequent sequential terms.

VI. COC BOARD MEMBER QUALIFICATIONS AND RESPONSIBILITIES

All members of the CoC Board shall affirm a professional interest in, or personal commitment to, addressing and alleviating the impacts of homelessness on the people of the community.

Each Board Member must also:

- Be a CoC member in good standing.
- Sign a conflict of interest disclosure statement.
- Collaborate with other members to work toward the CoC mission.
- Abide by the CoC Charter, policies, and procedures.
- Actively serve on at least one committee per year.
- If representing a certain sector of homeless services or prevention, solicit input from others in that sector who are not on the Board to ensure their voices are represented.
- Attend and participate actively in meetings.
- Participate in the activities of the CoC Board, including the Point-in-Time count, HMIS
 oversight, strategic planning, advocacy and public education efforts, project and system
 performance reviews, and the application processes for CoC Homeless Assistance
 Grants and other funding proposals.

VII. COC BOARD PROCESS

SELECTION

As described in Section III, sixteen Board members are appointed by specific bodies or designated by the Board. The remaining Board members are elected at an annual meeting of the

CoC membership. To be elected to the Board, a CoC member must obtain a majority vote of the CoC members in attendance.

REMOVAL

If a CoC Board Member is absent from more than 25% of the regular CoC Board meetings in a calendar year, that person will be administratively removed from the CoC Board.

A Board Member may also be removed for cause from the Board upon a 2/3 vote of the remaining Board members. If a Board member wishes to resign, the Board member shall submit a letter of resignation to the Chair.

CONFLICT OF INTEREST

Any individual participating in or influencing decisions must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. A financial conflict of interest is broadly defined to include a conflict by any Board Member with any other Director(s), professional employment and groups, funding sources, and vendors, and with members of their immediate family or significant others. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issues. Individuals with a conflict of interest shall abstain from both discussion and voting on any issues in which they may have a conflict. An individual with a conflict who is the Board chair shall yield that position during discussion and abstain from voting on the item. Decisions by the Board must be justifiable as being in the best interests of the CoC. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.

DECISION MAKING, QUORUM, AND PROCEEDINGS AT MEETINGS

CoC full membership meetings shall be held quarterly, with one meeting specified as the annual meeting at which Board elections are held. The CoC Board is expected to meet more frequently, as needed.

CoC Board Meetings and CoC meetings shall be open to any interested party. Meetings will be noticed in advance through the CoC membership list. Such notice will include the date, time, and location of the meeting. Meeting agendas shall be posted online at a specified location and/or emailed to members. In addition, for the annual CoC meeting at which Board members are elected, public notice shall be provided through publication in local newspaper. Should the requirements of the State of Florida Sunshine Law be relevant to any meeting, the CoC and Board will comply with the requirements of the Sunshine Law.

A quorum for Board meetings is defined as 1/3 of Board membership. Conduct of Board and CoC meetings shall be vested in the Chair. Meetings will ordinarily be conducted in an informal matter, but may be conducted according to Robert's Rules of Order, revised edition, as deemed appropriate by the Chair. The Board will refer to Roberts Rules of Order whenever a process is needed to conduct business. Meeting procedures for Board meetings must provide an opportunity for all Board members present to be heard and for the efficient conduct of business. Meeting procedures for CoC meetings must provide an opportunity for all present to be heard and for the efficient conduct of business.

Actions of the Board will be by majority vote of the Directors present. Decisions at CoC meetings will be final upon a majority vote of members present.

Minutes of meetings shall be taken by the Secretary or his/her designee and shall be made available to interested parties.

COMMITTEES AND WORKGROUPS

The CoC Board will appoint committees, subcommittees, or workgroups to fulfill the work of the CoC. Much of the CoC's work is conducted at committee and workgroup meetings.

Standing committees will include:

- HUD CoC Funding Application,
- Coordinated Intake and Assessment System,
- HMIS/Data/Performance,
- Needs Assessment.
- Quality of Services, and
- Planning.

The CoC Board may also create time-limited ad-hoc committees to develop recommended solutions to the specific issue for which they were created.

Committees and work groups will be open to CoC members, in addition to the CoC Board. Committees and work groups will submit their findings and recommendations to the CoC Board further action.

VIII. COC MEMBERSHIP

RELATIONSHIP BETWEEN BIG BEND COC BOARD AND FULL COC MEMBERSHIP

CoC Board meetings will be open to the full CoC membership, and the minutes of the CoC Board meetings will be public and easily accessible to CoC members. The CoC Board will keep the full membership involved by involving CoC members in workgroups and committees and sharing information via email lists and any other means appropriate.

As described in Section III, thirteen (13) members of the CoC Board are elected by the full CoC membership. Each CoC member in good standing who is present at the CoC annual meeting is entitled to one vote. To be a member in good standing, the individual or organization must have completed an application for membership and paid dues in full for the year. Membership dues are determined annually by the Board. Dues will be waived for persons experiencing homelessness.

RECRUITMENT AND OUTREACH

The CoC will publish and appropriately disseminate an open invitation at least annually for persons within the CoC area to join as new CoC members. Recruitment efforts will be documented by the CoC.

The CoC will identify and address membership gaps in essential sectors, from key providers or other vital stakeholders. The CoC will recruit members to ensure that it meets all membership requirements set forth in its governance charter, including representation of certain populations

and certain organizations. Specifically, outreach will be conducted to obtain membership from the following groups as they exist within the Big Bend CoC geographic area and are available to participate in the CoC:

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals

- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Individuals who are, or have been, homeless
- Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.)

IX. AMENDMENT AND REVIEW

The Big Bend CoC will review, update, and approve this governance charter at least annually. Amendment of the Charter requires a majority vote of the CoC at a regularly scheduled meeting of the vote of the CoC, provided that notice of the scheduled vote on the charter amendment was provided at least two weeks prior to that CoC meeting.