#### BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

#### **AGENDA**

#### **REGULAR MEETING**

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

**Tuesday, December 8, 2015 3:00 P.M.** 

#### **COUNTY COMMISSIONERS**

Bill Proctor, Chairman District 1

Jane Sauls District 2

Bryan Desloge District 4

Mary Ann Lindley
At-Large

John Dailey, Vice Chair District 3

Kristin Dozier District 5

Nick Maddox At-Large

Vincent S. Long County Administrator

Herbert W. A. Thiele County Attorney

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: <a href="www.leoncountyfl.gov">www.leoncountyfl.gov</a>. Minutes of County Commission meetings are the responsibility of the Clerk of Courts and may be found on the Clerk's Home Page at <a href="www.clerk.leon.fl.us">www.clerk.leon.fl.us</a>

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, December 8, 2015, 3:00 p.m.

#### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Vice-Chairman John Dailey

#### **AWARDS AND PRESENTATIONS**

- Proclamation Designating January 23, 2016 as "Arbor Day" (Chairman Bill Proctor)
- Presentation of Years of Service Pins to Commissioner Kristin Dozier (Five Years) and Commissioner Nick Maddox (Five Years) Recognizing their Dedicated Public Service to Leon County and its Citizens (Chairman Bill Proctor)
- 1. Acceptance of the Domi 2015 Annual Report (County Administrator/Office of Economic Vitality/Economic Development)

#### **CONSENT**

- 2. Approval of Minutes: October 27, 2015 Regular Meeting (Clerk of the Court/Finance/Board Secretary)
- 3. Ratification of Commissioners' Appointments to the Human Services Grant Review Advisory Committee, Library Advisory Board, Science Advisory Committee, and Water Resources Committee

(County Administrator/County Administration/Agenda Coordinator)

- 4. Authorization to Proceed with the Development of an Ordinance Amending the Rural Zoning District to Allow Outdoor Shooting Ranges (County Administrator/Development Support & Environmental Management/Development Services)
- 5. Approval of the Second Amended and Restated Interlocal Agreement between Leon County and City of Tallahassee Regarding Blueprint (County Administrator/Office of Economic Vitality/Economic Development)
- 6. Acceptance of the Economic Development Council's FY 2015 Annual Report and Approval of the FY 2016 Agreement in the Amount of \$174,500 (County Administrator/Office of Economic Vitality/Economic Development)
- 7. Approval of the Joint Services Agreement with Choose Tallahassee (County Administrator/Office of Economic Vitality/Tourism Development)
- 8. Request to Schedule a Workshop on Infant Mortality for Tuesday, February 16, 2016 from 1:00 3:00 p.m. (County Administrator/County Administration)

- 9. Approval of Plans to Celebrate the 25th Anniversary of the Downtown Main Library on February 12-13, 2016 (County Administrator/Office of Library Services)
- 10. Approval of Payment of Bills and Vouchers Submitted for December 8, 2015, and Pre-Approval of Payment of Bills and Vouchers for the Period of December 9 through January 25, 2016

(County Administrator/Office of Financial Stewardship/Office of Management & Budget)

- 11. Acceptance of the Fiscal Year 2015 Annual Performance and Financial Report (County Administrator/Office of Financial Stewardship/Office of Management & Budget)
- 12. Approval of Roadway Lighting Agreements with the City of Tallahassee and Talquin Electric (County Administrator/Public Works/Administration)
- 13. Acceptance of Maintenance Agreement and Maintenance Bond for Bannerman Crossing North Subdivision (County Administrator/Public Works/Engineering)
- 14. Approval of the First Amendment to the Agreement for Class III Solid Waste Management and Recycling Services with Marpan Recycling (County Administrator/Office of Resource Stewardship/Solid Waste and Recycling)
- 15. Adoption of Proposed Resolutions for Acquisition of Property by Eminent Domain for Old Bainbridge at Pullen Road Intersection Improvement Project (County Attorney)

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

- 16. Acceptance of Status Report on Town and Gown Efforts (County Administrator/Office of Economic Vitality/Culture, Arts & Heritage)
- 17. Acceptance of the Update on the Comprehensive Plan Land Use Element (County Administrator/Place/Planning)
- 18. Acceptance of Status Report of Gartner Computer Aided Dispatch (CAD) Assessment Report Recommendations
  (County Administrator/Office of Information and Technology/MIS)

#### 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**

- 19. Acceptance of Status Report on the Consideration of Implementing the One-Cent Fire Services Surtax
  - (County Administrator/County Administration/ Office of Financial Stewardship/Office of Management & Budget)
- 20. Approval of 2016 Citizen Engagement Series Sessions and Club of Honest Citizens Events (County Administrator/County Administration)
- 21. Approval of FY 15/16 Insurance Coverages (County Administrator/County Administration/Office of Financial Stewardship/Risk Management)
- 22. Approval of Proposed Amendment No. 1 to the Northwest Florida Water Management District Grant Agreement for the Woodside Heights Wastewater Retrofit Project for a Total Amount of \$2,450,000
  - (County Administrator/Public Works/Engineering)
- 23. Approval of Agreement Awarding Bid to Allen's Excavation, Inc. for the Construction of the Geddie Road and SR 20 Intersection Improvement Project in the Amount of \$389,545 (County Administrator/Public Works/Engineering)
- 24. Authorization to Appeal the Wakulla County Basin Management Action Plan (BMAP) (County Administrator/County Attorney/Public Works/Engineering)
- 25. Consideration of Full Board Appointments to the Minority Women and Small Business Enterprise Evaluation Committee
  - (County Administrator/County Administration/Agenda Coordinator)
- 26. Consideration of Full Board Appointments to the Joint City/County Bicycling Workgroup and Tourist Development Council (County Administrator/County Administration/Agenda Coordinator)
- 27. Consideration of Full Board Appointments of Commissioners to Authorities, Boards, Committees and/or Councils (County Administrator/County Administration/Agenda Coordinator)

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

- 28. Joint City/County Adoption Public Hearing on Cycle 2015-2 Comprehensive Plan Amendments (County Administrator/Place/Planning)
- 29. First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule County Administrator/PLACE/Planning)
- 30. First and Only Public Hearing to Consider Proposed Amendments to the Stormwater Management System Ordinance (County Administrator/Public Works/Engineering)

#### SITTING AS THE LEON COUNTY ENERGY IMPROVEMENT DISTRICT

31. First and Only Public Hearing to Adopt a Resolution on Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments for Qualifying Energy Efficiency, Renewable Energy Improvements, or Wind Resistance Improvements
(County Administrator/County Attorney/Office of Resource Stewardship)

#### CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

#### **COMMENTS/DISCUSSION ITEMS**

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

#### RECEIPT AND FILE

 Capital Region Community Development District – Minutes from August 27, 2015 Budget Workshop

#### **ADJOURN**

The next Regular Board of County Commissioners Meeting is scheduled for <u>Tuesday, January 26, 2016 at 3:00 p.m.</u>

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 <a href="https://www.leoncountyfl.gov">www.leoncountyfl.gov</a>

#### 2015

<b>JANUARY</b>								
S	M	T	W	T	F	S		
				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		

<b>FEBRUARY</b>								
S	M	T	$\mathbf{W}$	T	F	S		
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		

MARCH									
S	M	T	$\mathbf{W}$	T	F	S			
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							

APRIL								
S	M	T	$\mathbf{W}$	T	F	$\mathbf{S}$		
			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				

MAY								
$\mathbf{S}$	M	T	$\mathbf{W}$	T	F	S		
					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								
S	M	T	$\mathbf{W}$	T	F	$\mathbf{S}$		
	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						
21	15 22	16 23	17	18	19	20		

CEDTEMBED

	JULY								
S	M	T	$\mathbf{W}$	T	F	S			
			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				

AUGUST								
S	M	T	$\mathbf{W}$	T	F	S		
						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							
S	M	T	$\mathbf{W}$	T	F	$\mathbf{S}$	
		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				

<b>OCTOBER</b>									
S	M	T	$\mathbf{W}$	T	F	S			
				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			

NOVEMBER								
S	M	T	$\mathbf{W}$	T	F	S		
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							

DECEMBER								
$\mathbf{S}$	M	T	$\mathbf{W}$	T	F	S		
		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				

#### 2016

JANUARY								
$\mathbf{S}$	M	T	$\mathbf{W}$	T	F	S		
					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								

FEBRUARY								
S	M	T	W	T	F	S		
	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							

MARCH								
S	M	T	$\mathbf{W}$	T	F	S		
		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				

APRIL									
S	M	T	$\mathbf{W}$	T	F	S			
					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			

MAY								
S	M	T	$\mathbf{W}$	T	F	S		
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										
S	M	T	W	T	F	S				
			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						

$\mathbf{JULY}$									
S	M	T	$\mathbf{W}$	T	F	S			
					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									

AUGUST									
$\mathbf{S}$	M	T	$\mathbf{W}$	T	F	$\mathbf{S}$			
	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								
S	M	T	$\mathbf{W}$	T	F	S		
				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									
S	M	T	W	T	F	S			
						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								

NOVEMBER								
S	M	T	$\mathbf{W}$	T	F	S		
		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					

<b>DECEMBER</b>								
S	M	T	$\mathbf{W}$	T	F	S		
				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		

#### **PUBLIC NOTICE**

#### **2015 Tentative Schedule**

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

Month	<u>Day</u>	<u>Time</u>	Meeting Type	
December 2015	Monday 7	9:00 a.m. – 4:00 p.m.	Board Retreat Tallahassee Antique Car Museum 6800 Mahan Drive	
	Tuesday 8	3:00 p.m.	Regular Meeting	
		<u>6:00 p.m.</u>	Joint City/County Adoption Public Hearing on Cycle 2015-2 Comprehensive Plan Amendments	
			First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule	
			First and Only Public Hearing to Consider Proposed Amendments to the Stormwater Management System Ordinance	
			First and Only Public Hearing to Adopt a Resolution on Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments for Qualifying Energy Efficiency, Renewable Energy Improvements, or Wind Resistance Improvements	
	Thursday 10	9:30 – 11:30 a.m.	Community Redevelopment Agency City Commission Chambers	
	Tuesday 22	No Meeting	BOARD RECESS	
	Friday 25	Offices Closed	CHRISTMAS DAY	

#### **PUBLIC NOTICE**

#### 2016 Tentative Schedule

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

<b>Month</b>	<u>Day</u>	<u>Time</u>	Meeting Type	
January 2016	Friday 1	Offices Closed	NEW YEAR'S DAY	
	Tuesday 12	No Meeting	BOARD RECESS	
	Wednesday 13 – Friday 15	FAC New & Advanced County Commissioner Workshops	Seminar 2 of 3 Gainesville; Alachua County	
	Monday 18	Offices Closed	MARTIN LUTHER KING, JR. DAY	
	Monday 25	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers	
	Tuesday 26	3:00 p.m.	Regular Meeting	
	Thursday 28	9:30 – 11:00 a.m.	Community Redevelopment Agency City Commission Chambers	
February 2016	Tuesday 2	7:30 a.m.	Community Legislative Dialogue Meeting County Commission Chambers  FSU Turnbull Center; Tallahassee  Regular Meeting  Workshop on Infant Mortality	
	Wednesday 3	Legislative Day		
	Tuesday 9	3:00 p.m.		
	Tuesday 16	1:00 – 3:00 p.m.		
		3:00 p.m.	Regular Meeting	
	Saturday 20 – Wednesday 24	NACo Legislative Conference	Washington, D.C.	
	Thursday 25	9:30 – 11:00 a.m.	CRA Meeting; City Commission Chambers	
	Monday 29	3:00 – 5:00 p.m.	Intergovernmental Meeting City Commission Chambers	
36 1 2016	T. 1 0	1.20	The Grand William Colonia	
March 2016	Tuesday 8	1:30 p.m.	Joint City/County Workshop on Cycle 2016 Comprehensive Plan Amendments	
		3:00 p.m.	Regular Meeting	
	Monday 21	1:00 p.m.	CRTPA Meeting; City Commission Chambers	
	Tuesday 22	7:30 a.m.	Community Legislative Dialogue Meeting County Commission Chambers	
		No Meeting	NO MEETING	
	Thursday 24	9:30 – 11:00 a.m.	CRA Meeting; City Commission Chambers	

Month	<u>Day</u>	<u>Time</u>	Meeting Type	
April 2016	Thursday 7 – Friday 8	FAC Advanced County Commissioner Workshop	Seminar 3 of 3: Gainesville; Alachua County	
	Tuesday 12	3:00 p.m.	Regular Meeting	
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2016 -1 Comprehensive Plan Amendments	
	Monday 18	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency Workshop; City Commission Chambers	
	Tuesday 26	3:00 p.m.	Regular Meeting	
	Thursday 28	9:30 – 11:00 a.m.	Community Redevelopment Agency City Commission Chambers	
May 2016	Tuesday 10	3:00 p.m.	Regular Meeting	
•	Monday 16	1:00 p.m.	CRTPA Meeting; City Commission Chambers	
	Tuesday 24	3:00 p.m.	Regular Meeting	
	-	6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2016-1 Comprehensive Plan Amendments	
	Thursday 26	9:30 – 11:00 a.m.	CRA Meeting; City Commission Chambers	
	Monday 30	Offices Closed	MEMORIAL DAY	
June 2016	Tuesday 14	3:00 p.m.	Regular Meeting	
	Monday 20	1:00 p.m.	CRTPA Meeting; City Commission Chambers	
		3:00 – 5:00 p.m.	Intergovernmental Meeting City Commission Chambers	
	Thursday 23	9:30 – 11:00 a.m.	CRA Meeting; City Commission Chambers	
	Tuesday 28	No Meeting	NO MEETING	
	Tuesday 28 - Friday, July 1	FAC Annual Conference & Educational Exposition	Orlando Orange County	
July 2016	Monday 4	Offices Closed	JULY 4 <sup>TH</sup> HOLIDAY OBSERVED	
	Tuesday 12	3:00 p.m.	Regular Meeting	
	Thursday 14	9:30 – 11:00 a.m.	CRA Meeting; City Commission Chambers	
	Friday 22 - Tuesday 26	NACo Annual Conference	Los Angeles County Long Beach, California	
	Tuesday 26	No Meeting	BOARD RECESS	
	Wednesday 27 – Saturday 30	National Urban League Annual Conference	TBD	

<b>Month</b>	<u>Day</u>	<u>Time</u>	Meeting Type	
August 2016	Tuesday 9	No Meeting	BOARD RECESS	
	Friday 19 - Sunday 21	Chamber of Commerce Annual Conference	Amelia Island/Fernandina Beach	
	Tuesday 23	No Meeting	BOARD RECESS	
			T	
September 2016	Thursday 1	9:30 – 11:00 a.m.	Community Redevelopment Agency Special Meeting; City Commission Chambers	
	Monday 5	Offices Closed	LABOR DAY HOLIDAY	
	Monday 12	5:00 – 8:00 p.m.	Intergovernmental Meeting/Public Hearing City Commission Chambers	
	Tuesday 13	3:00 p.m.	Regular Meeting	
		6:00 p.m.	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 2017*	
	Wednesday 14- Friday 16	FAC Policy Committee Conference and County Commissioner Workshops	Hutchinson Island Martin County	
	Monday 19	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers	
	Tuesday 20	3:00 p.m.	Regular Meeting	
		6:00 p.m.	Second Public Hearing on Adoption of Millage Rates and Budgets for FY 2017*	
	Wednesday 21 Saturday 24	Congressional Black Caucus Annual Legislative Conference	Washington, D.C.	
	Sunday 25 Wednesday 28	ICMA Annual Conference	Jackson County Kansas City, Missouri	
	Thursday 29	4:00 p.m.	Community Redevelopment Agency Meeting	
		6:00 p.m.	Community Redevelopment Agency Public Hearing City Commission Chambers	
* These public h	earing dates may change	e because of the School Board	d's scheduling of its budget adoption public hearings.	
October 2016	TBD	FAC Advanced County Commissioner Program	Part 1 of 3 Gainesville; Alachua County	
	Monday 17	9:00 a.m 1:00 p.m.	Capital Region Transportation Planning Agency Retreat; TBD	
	Tuesday 18	3:00 p.m.	Regular Meeting	
	Tuesday 25	3:00 p.m.	Regular Meeting	
	Thursday 27	9:30 – 11:00 a.m.	Community Redevelopment Agency Meeting City Commission Chambers	

Month	<u>Day</u>	<u>Time</u>	Meeting Type
November 2016	Friday 11	Offices Closed	VETERAN'S DAY OBSERVED
	Monday 14	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 21	9:30 – 11:00 a.m.	Community Redevelopment Agency City Commission Chambers
	Tuesday 22	3:00 p.m.	Installation of Newly-Elected Commissioners Reorganization of the Board Regular Meeting
	Thursday 24	Offices Closed	THANKSGIVING DAY
	Friday 25	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
	Monday 30 – Wednesday, Dec. 2	FAC Legislative Conference	Buena Vista Orange County
D 1 0016	m 1 0	0.20 11.00	
December 2016	Thursday 8	9:30 – 11:00 a.m.	Community Redevelopment Agency City Commission Chambers
	Monday 12	9:00 a.m. – 4:00 p.m.	Board Retreat
	Tuesday 13	3:00 p.m.	Regular Meeting
	Monday 26	Offices Closed	CHRISTMAS DAY OBSERVED
	Tuesday 27	No Meeting	BOARD RECESS
			1
January 2017	Monday 2	Offices Closed	NEW YEAR'S DAY OBSERVED
	Tuesday 10	No Meeting	Board Recess
	Tuesday 24	3:00 p.m.	Regular Meeting

## Citizen Committees, Boards, and Authorities 2015 Expirations and Vacancies

www.leoncountyfl.gov/committees/expire.asp

#### **VACANCIES**

#### **Affordable Housing Advisory Committee**

Board of County Commissioners (2 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.

#### Development Support & Environmental Management Citizen's User Group

Board of County Commissioners (7 appointments)

A member who represents a business association or organization

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

Commissioner - District II: Sauls, Jane (1 appointment)

#### **Science Advisory Committee**

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

#### **EXPIRATIONS**

#### **Water Resources Committee**

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

Commissioner - District I: Proctor, Bill (1 appointment) Commissioner - District II: Sauls, Jane (1 appointment) Commissioner - District III: Dailey, John (1 appointment)

#### **DECEMBER 31, 2015**

#### **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 (3 appointments) Tallahassee City Commission (2 appointments)

#### Library Advisory Board

Commissioner - At-large I: Lindley, Mary Ann (1 appointment) Commissioner - District II: Sauls, Jane (1 appointment) Commissioner - District III: Dailey, John (1 appointment) Commissioner - District IV: Desloge, Bryan (1 appointment)

## Citizen Committees, Boards, and Authorities 2016 Expirations and Vacancies

www.leoncountyfl.gov/committees/expire.asp

#### **VACANCIES**

#### **Adjustment and Appeals**

Board of County Commissioners (2 appointments)

A member to serve as an alternate

A member to serve as City/County alternating member

#### **Affordable Housing Advisory Committee**

Board of County Commissioners (2 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.

#### Development Support & Environmental Management Citizen's User Group

Board of County Commissioners (1 appointment)

A member who represents a business association or organization

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

Commissioner - District II: Sauls, Jane (1 appointment)

#### **Science Advisory Committee**

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

#### **EXPIRATIONS**

#### **FEBRUARY 28, 2016**

#### Value Adjustment Board

Board of County Commissioners (1 Commissioner appointment)

#### MARCH 31, 2016

#### **Contractors Licensing and Examination Board**

Commissioner - District II: Sauls, Jane (1 appointment)

#### **Science Advisory Committee**

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

#### **APRIL 30, 2016**

#### **Tallahassee Sports Council**

Board of County Commissioners (2 appointments)

#### **JUNE 30, 2016**

#### **Adjustment and Appeals Board**

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

#### **Architectural Review Board**

Board of County Commissioners (1 appointment)

A member who is an owner of property designated historic preservation

#### **Canopy Roads Citizens Committee**

Tallahassee City Commission (2 appointments)

#### **CareerSource Capital Region**

Board of County Commissioners (1 appointment)

#### **Planning Commission**

Board of County Commissioners (1 appointment)

Tallahassee City Commission (1 appointment)

#### JULY 31, 2016

#### **Big Bend Health Council**

Board of County Commissioners (4 appointments)

#### **Council on Culture and Arts**

Board of County Commissioners (1 appointment)

#### **Development Support And Environmental Management Citizens User Group**

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

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

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

#### **Educational Facilities Authority**

Board of County Commissioners (1 appointment)

#### **Investment Oversight Committee**

Board of County Commissioners (2 appointments)

#### **SEPTEMBER 30, 2016**

#### **Affordable Housing Advisory Committee**

Board of County Commissioners (11 appointments)

A member who is actively engaged in the residential home building industry in connection with affordable housing.

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

A member who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.

A member who is actively engaged as an advocate for low-income persons in connection with affordable housing.

A member who is actively engaged as a for-profit provider of affordable housing.

A member who is actively engaged as a not-for-profit provider of affordable housing.

A member who is actively engaged as a real estate professional in connection with affordable housing.

A member who actively serves on the local planning agency pursuant to s. 163.3174.

A member who resides within the jurisdiction of the local governing body making the appointments.

A member who represents employers within the jurisdiction.

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

#### **Community Development Block Grant Citizens Task Force**

Board of County Commissioners (1 appointment)

A member who is a low-income resident in unincorporated Leon County

#### (September 30, 2016 continued)

#### **Housing Finance Authority (and CDBG Citizens Task Force)**

Commissioner – At-Large I: Lindley, Mary Ann (1 appointment) Commissioner – District IV: Desloge, Bryan (1 appointment) Commissioner – District V: Dozier, Kristin (1 appointment)

#### Joint City/County/School Board Coordinating Committee

Board of County Commissioners (1 appointment)

#### Leon County Research and Development Authority at Innovation Park

Board of County Commissioners (3 appointments)

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

Board of County Commissioners (4 appointments) Commissioner - District I: Proctor, Bill (1 appointment) Commissioner - District III: Dailey, John (1 appointment) Commissioner - District V: Dozier, Kristin (1 appointment) Tallahassee City Commission (3 appointments)

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

#### **Audit Advisory Committee**

Board of County Commissioners (2 appointments)

#### **Canopy Roads Citizens Committee**

Board of County Commissioners (2 appointments)

#### **Tourist Development Council**

Board of County Commissioners (1 appointment)

#### **DECEMBER 31, 2016**

#### **Human Services Grants Review Committee**

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

#### **Library Advisory Board**

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

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #1** 

# **Leon County Board of County Commissioners**

#### **Cover Sheet for Agenda #1**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Domi's FY 2015 Annual Report

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Cristina Paredes, Economic Vitality Director
Lead Staff/ Project Team:	Heather Peeples, Management Analyst

#### **Fiscal Impact:**

This item has no fiscal impact.

#### **Staff Recommendation:**

Option #1: Accept Domi's FY 2015 Annual Report (Attachment #1).

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

The Board has long maintained a strong focus on supporting entrepreneurship as a means of spurring job growth in Leon County. On October 29, 2013, Leon County entered into a public-private partnership with Domi Education Inc. (Domi) to operate an urban business incubator program in a County-owned warehouse that formerly housed election equipment. Other major partners with Domi include the academic institutions Florida State University (FSU) and Florida A&M University (FAMU). The County's provision of the physical incubator facility, combined with Domi's development services, access to funding, and the facilitation of community collaboration and culture, contributes to a holistic startup ecosystem in our community. On May 22, 2014, the Domi incubator facility, also known as Domi Station, held its Grand Opening and has been in operation for the last year and a half. It is important to note that through this partnership, the Board has been able to support entrepreneurship and job creation without dedicating public tax dollars toward the operation of Domi Station.

At its June 23, 2015 Budget Workshop, the Board approved up to \$25,000 each year from FY 2016 through FY 2018 to support broadband internet for Domi Station. This funding is possible through the temporary reallocation of the County's annual \$25,000 funding for its Qualified Targeted Industry Incentive Program to support business recruitment/expansion (Attachment #2). The improved broadband internet has been installed and has greatly expanded the work capacity and resource availability for entrepreneurs at Domi Station.

This status report is essential to the following Strategic Initiative approved by the Board as part of the FY 2012 – FY 2016 Strategic Plan adopted at the January 27, 2015 meeting:

• Coordinate efforts, with institutions of higher learning and other partners, to support local entrepreneurs (2015).

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

• Strengthen our partnerships with our institutions of higher learning to encourage entrepreneurism and increase technology transfer and commercialization opportunities... (EC3) (rev. 2015).

#### **Analysis:**

Leon County and Domi regularly work in tandem to support the entrepreneurial community and cultivate an environment for job creation. Domi's mission is to create an environment where high-growth entrepreneurs could develop and become sustainable companies by providing education, mentoring, a network of resources, capital, a collaborative working environment (Domi Station), and business services aimed at cultivating successful businesses. Per its agreement with the County, Domi has submitted its annual report that details the activities of the previous fiscal year (Attachment #1).

December 8, 2015

Page 3

The annual report and addendum includes:

- Profile of all Incubator members
- Capital invested into Incubator businesses
- Summary and price structure of Incubator membership levels
- Summary of events hosted or participated in
- Prospective events planned for next year
- Recognition of community partners supporting Incubator and its businesses

FY 2015 marked Domi Station's first year of full operation. Domi has made significant achievements through FY 2015 with Domi Station startups generating \$2.9 million in revenue and creating more than 30 full-time jobs with an average wage of \$40,000. Domi entrepreneurs work on a variety of businesses dealing with topics such as hurricane modeling, technology education, wearable technology, and electric bicycles. In FY 2014 (10 months), Domi provided membership to 46 companies. In FY 2015, the number of companies with membership to Domi increased to 94 with 38 of these member companies being housed in Domi Station. A full list of companies associated with Domi in FY 2015 can be found in the Addendum to Domi's FY 2015 Annual Report (Attachment #3).

Much of Domi's success can be attributed to its ability to build partnerships and attract sponsors throughout the community. In addition to contributions from Leon County Government, Florida State University supports Domi with a renewable annual grant of \$100,000. As part of the agreement with FSU, Domi has set aside dedicated space for 18 FSU entrepreneurs in the Domi Incubator program. FAMU developed a similar agreement with Domi in FY 2015 for 12 FAMU entrepreneurs with a renewable annual grant of \$25,000. Domi hosts additional FAMU and FSU students and faculty through its other incubator and coding programs. Domi Station has become a critical component supporting our universities' goals of creating an entrepreneurial university and commercializing research. Additionally, Domi is supported by private sponsors and partners such as Mosley Ventures (a venture capital firm), Hon (an office furniture supplier), Florida Blue, the Economic Development Council (EDC), and many others. It is important to note that in addition to supporting Domi through the provision of the Domi Station incubator space, Leon County now also supports Domi though the provision of high speed internet.

Domi's membership is supported by an extensive entrepreneurial network that provides mentoring. These experienced entrepreneur mentors have helped create a focal point for startup activity in the Leon County area by providing advice, sharing concerns/thoughts and brainstorming best potential next steps with Domi members, as well as hosting public training workshops at Domi Station. Domi has hosted and/or organized more than 175 events at Domi Station in FY 2015. Domi also frequently collaborates with area businesses, organizations, and associations including the EDC, the Greater Tallahassee Chamber of Commerce, and more to host events. These events and other local entrepreneur news are shared through the Domi Dispatch, Domi's biweekly newsletter (Attachment #4).

December 8, 2015

Page 4

As part of the agreement outlining the public-private partnership, Domi is required to partner with local economic development support organizations and institutions of higher learning to collaborate on programing and encourage successful startup businesses to grow their business in Leon County. In addition, Domi is required to host a number of events, such as two open house events, two private social activities on-site, quarterly training opportunities for local entrepreneurs not affiliated with the Domi, and two signature events each year (one in November as part of eMonth) that are designed to attract, develop, and showcase the local technology workforce and community and includes the following:

- Hosted numerous monthly training opportunities, which exceeded the quarterly requirement. This includes collaborating with the EDC to provide resources and training through the EDC's Entrepreneurial Excellence Program.
- Partnered with Leon County to host a three-part 'Startupland' entrepreneur documentary series in October and November 2014 as an eMonth signature event for FY 2015.
- Partnered with Leon County to celebrate the one-year anniversary on June 4, 2015 as a signature event for FY 2015.

Domi and Leon County have already partnered together for an eMonth signature event in FY 2016. On November 18, 2015, Leon County sponsored a networking breakfast as part of Domi's regular One Million Cups program. One Million Cups is a weekly opportunity for local entrepreneurs to present their startups to a diverse audience of mentors, advisors, and community members. Through these practice pitch sessions, the community is able to learn about emerging startups and entrepreneurs are able to receive valuable feedback while practicing their business pitch.

#### **Domi Startup Achievements**

Domi regularly works with its members on investor pitch strategies and networking so that Domi companies can secure investment capital. 37 companies raised more than \$1.1 million in equity from investors with Domi's assistance (70% in-market investors and 30% out-of-market investors). Some of this investment capital comes as a result of participating in investor pitch competitions. For example, Optimal Bagging won \$15,000 at the Jacksonville One Spark entrepreneur pitch competition. Optimal Bagging was one of the 550 startups competing in One Spark 2015. DivvyUp, a social entrepreneurship business, also earned statewide recognition this past year. On August 27, 2015, Governor Rick Scott presented the Governor's Young Entrepreneurship Award to Jason McIntosh and Mitch Nelson, founders of DivvyUp. The company sells fun designer socks with a mission of giving a pair of socks to the shelter for every pair they sold. Mr. McIntosh and Mr. Nelson are the first entrepreneurs in Leon County to earn the Governor's Young Entrepreneurship Award, which was created earlier this year to recognize Florida students, college graduates and young entrepreneurs who are excelling in the workplace and creating innovative ideas in Florida.

December 8, 2015

Page 5

Additionally, HWind, a hurricane modeling startup was acquired by a multinational corporation with a commitment to open a Tallahassee office. Risk Management Solutions (RMS), a global catastrophe risk management firm, acquired HWind Scientific LLC, a Domi startup that grew from a one-man operation to a team of 12 in less than two years. RMS works with insurance companies and provides products to evaluate risk. HWind's hurricane impact mapping feature will be offered as an enhancement among the tools and products provided to RMS clients. Mark Powell, HWind founder, is a graduate of the Entrepreneurial Excellence Program, offered by the EDC and was one of the first startups to join Domi Station. As part of the acquisition deal, RMS will open a new Tallahassee office. RMS's acquisition of HWind is an example of how startups can help attract outside investment to the Tallahassee area, creating jobs and raising the community's economic profile.

On-going SupportTo support the entrepreneur community and cultivate an environment for job creation, the County continues to contribute by establishing relationships with new start-up companies and engaging with the stakeholders that represent or support small and new businesses. As it will be discussed at the Board's December 7, 2015 Annual Retreat, staff has been working with Domi to identify companies that have products/programs that could be utilized/tested in County departments and/or work to identify possible consumers/partners in the community in order to continue to support local entrepreneurs and startup companies. For example, staff has been working with Optimal Bagging to utilize their products at County parks, community centers, and other events such as the Leon Works Expo. Staff has also assisted a number of other startup companies, including Proper Channel and PointCatcher. Both participated as a vendor at this year's Well Being fair to highlight its points system, which offers a ready-made reward system for local businesses, operating with bank level security and effortless exchange of points. Leon County was able to assist almost a dozen startup companies in FY 2015.

#### Conclusion

Domi Station continues to be a hub of activity in FY 2015. The entrepreneurial activities centered on Domi Station continue to provide substantial value to the Leon County/Tallahassee startup ecosystem, significant opportunities for networking, and collaboration across disciplines and organizations. In an effort to measure and benchmark Domi's job creation successes in the community, additional reporting requirements will take effect starting with the FY 2017 annual report. This will include tracking the number of jobs created by incubator members within the Tallahassee MSA and, where possible, data on the businesses' valuation and median salary information.

#### **Options:**

- 1. Accept Domi's FY 2015 Annual Report (Attachment #1).
- 2. Do not accept Domi's FY 2015 Annual Report.
- 3. Board direction.

#### **Recommendation:**

Option #1.

December 8, 2015

Page 6

#### Attachments:

- 1. Domi's FY 2015 Annual Report
- 2. June 23, 2015 FY 2016 Budget Workshop Item #4
- 3. Addendum to Domi's FY 2015 Annual Report
- 4. November 3, 2015 Domi Dispatch Newsletter

### **Our Program** Offerings & **Initiatives**

#### We accelerate startup growth

by providing a network of mentors, investors, and collaborators. From our Lean Launchpad infused Get Started cohort to our 4 month Incubator Program, everything we do strategically assists different phases of the entrepreneurial journey. In a time when progress demands innovation, we believe startups are the way forward.









#### 175+ Events hosted

at Domi Station since opening

"Working alongside the Domi community gave our company the resources we needed to get to launch quickly and the support to push through the hard times in startup life."

-Joe Clements, Cofounder and CEO of Strategic

37

Early-stage companies engaged

\$2.9 million

Entrepreneurs leading or working for local startups

150 +

Average wage of 30+ full-time jobs created by Domi companies

\$40.000

Amount of revenue generated by Domi companies



**Our Impact** from 2014 to 2015

#### \$1.1 million

Amount of equity investment raised by Domi companies

#### 1 Startup acquired

by a multinational corporation with commitment to open Leon County office

"We benefit from Domi's Innovation District location right between FSU and FAMU, and close to TCC's Capital Center Downtown. Add to this the experiences of mentors who've been there frequenting Domi, the diverse set of startups and startups-to-be working on developing their business models, frequent entrepreneurial-focused events, and you get a vibrant community all helping each other move forward."

-Mark Powell, Founder of H Wind

Attachment #1 Page 1 of 2

2014 TO 2015

## **Domi Station** Year In Review

A REPORT TO LEON COUNTY



BUILDING COMMUNITY, ACCELERATING IMPACT

Posted at 8:30 p.m. on November 30, 2015

#### A Letter From Our CEO

Since we opened our doors almost a year and a half ago, it has been full speed ahead



We are happy to report that we have fulfilled our contractual obligations per Exhibit "C" of our lease agreement with Leon County, including the development of programming in partnership with the Economic Development Council, Leon County, and many other community partners.

The following pages include an overview of our additional reporting requirements to Leon County per Exhibit "D" of our lease agreement. In short, 37 Domi member companies have raised nearly \$1.1 million in equity investment. These same companies have produced over \$2.9 million in revenue and created 30 full-time jobs with an average wage of \$40,000.

On behalf of our team and the entrepreneurs we support, we offer our sincere thanks for your active partnership. Our work would not be possible without Leon County's participation and leadership. It has been a great year, but truly this is just the beginning.

Sincerely,

Micah Widen



# New Partnerships Forged Over the Last Year

#### MuniMod

Domi Station has attracted the attention of best-in-class association leaders like the Florida League of Cities. Together, we've launched MuniMod, a semester-long civic tech program for FSU, FAMU, and TCC students.





#### FAMU App Challenge

We're tackling the issue of diversity in tech head on. By partnering with community pillars like the Big Bend Minority Chamber and Florida A&M University, Domi Station leads in building an inclusive startup ecosystem.



Attachment #1

FOR MORE INFORMATION GO TBage 20 12 ATION.COM

# Thank You for Your Continued Support.

OUR SPONSORS & PARTNERS

Our team and our member companies are proud of the foundation that has been laid. But more than that, we are thankful for the early and ongoing support of founding sponsors like Leon County. Your leadership has helped accelerate the growth of our local economy. We look forward to continued partnership and collaboration long into the future.

















"The connectivity and camaraderie at Domi Station have been wonderful. We feel more enthusiastic about the level of local entrepreneurship than ever before."

-Gal Posted at 8:30 p.m.on November 30,2015 nds Brewery

# Leon County Board of County Commissioners Budget Discussion Item #4

June 23, 2015

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

From: Vincent S. Long, County Administrator

Title: Approval to Redirect \$25,000 QTI Budget Through FY 18 to Support

Broadband Internet for Domi Station

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Pat Curtis, Director, Management Information Systems Scott Ross, Director of the Office of Management and Budget
Lead Staff/ Project Team:	Michelle Taylor, Network & Technical Services Manager Joshua Pascua, Management Analyst

#### **Fiscal Impact:**

This item has a fiscal impact. Each year, the Board approves an annual expenditure of \$25,000 earmarked for future use as the County's portion of the Qualified Targeted Industry (QTI) "local match" placed in an escrow account with the Tallahassee-Leon County Economic Development Council (EDC). This item seeks the Board's consideration of a temporary redirection of the Board's annual \$25,000 QTI budget to offset the cost to provide broadband Internet at Domi Station for a period of three years. The County's unencumbered fund balance for QTI incentives is currently \$299,155.

#### **Staff Recommendation:**

Option #1: Redirect the annual QTI budget of \$25,000 for FY 2016 through FY 2018 to support Broadband Internet for Domi Station.

#### **Report and Discussion**

#### **Background:**

At the May 12, 2015 Board meeting, the Commission directed staff to bring back a budget discussion item regarding the provision of broadband internet service to Domi Station. The Board has long maintained a strong focus on supporting entrepreneurship as a means of spurring job growth in Leon County. Given the Board's commitment to economic development and partnership with the Domi Station business incubator, this budget discussion item seeks the Board's approval for providing broadband fiber optic internet service at Domi Station. Improved Internet service has been identified as a crucial need by entrepreneurs at Domi Station.

During the FY 2014 budget process, Leon County invested \$250,000 for one-time capital improvements to transform a County-owned warehouse that formerly housed election equipment into a business incubator. On October 29, 2013, Leon County entered into a public-private partnership with Domi Education Inc. (Domi) to operate a business incubator program in the renovated warehouse now known as Domi Station. Under the agreement, Domi Station is operated privately by Domi as a tenant in a county-owned facility. Domi pays the County an atcost lease (approximately \$3,850 annually) for the Domi Station incubator facility in return for providing the community a comprehensive technology driven business incubator program and related services. Currently, no County tax dollars are used in the operation of Domi Station as Domi's lease payments cover any operational costs of the incubator that the County would bear. The terms of Domi's public-private partnership are explained in detail in the attached lease agreement (Attachment #1). The lease term is for five years, and may be renewed in 2019.

This budget discussion item contemplates providing broadband internet service to Domi Station through a temporary reallocation of the Board's annual \$25,000 QTI budget. The State's QTI tax refund incentive program is available to companies that create high-wage jobs in targeted high value-added industries. The program includes refunds on corporate income, sales, ad valorem and certain other taxes for pre-approved applicants who create the targeted jobs. Traditionally, a QTI local match of 20% is required from the local community where the job creation is occurring, which is split evenly between the County and the City of Tallahassee (City). As part of the QTI application process, the County and City must adopt a resolution indicating their support for the project and their commitment to provide the required match in the form of a reimbursement over the course of several years.

#### **Analysis:**

Below, staff provides an analysis of current QTI funding obligations and the opportunity to use QTI funding to support increased Internet service at Domi Station.

#### **Qualified Targeted Industry Incentive Program**

Each year, the Board has approved annual expenditures of \$25,000, earmarked for future use as the County's portion of the QTI "local match." These expenditures have been placed in an escrow account at the EDC as part of its annual contract. The QTI assistance is provided on a reimbursement basis and is only released once the required jobs have been created. The EDC and County staff work regularly with business prospects seeking to expand or relocate to Leon County. The most recent company to be awarded QTI assistance was Kaye Scholer, LLP, which is in the process of creating over 100 jobs at an average annual wage of \$54,000 (150% of the average local wage).

Page 27 of 1175

Posted at 8:30 p.m. on November 30, 2015

The EDC currently has \$355,155 set aside in the County's QTI account, for use in attracting new high-paying jobs to Leon County. Of that amount, \$56,000 has been encumbered for the County's QTI match payments to Kaye Scholer, LLP. Kaye Scholer, LLP is eligible to apply for further QTI reimbursement payments until 2017, at which point the remaining County funds encumbered for QTI payments to Kaye Scholer, LLP would be unencumbered and useable for other QTI projects. \$299,155 is currently unencumbered and available in the County's QTI account for QTI assistance in growing Leon County's economy. This amount is currently sufficient to pledge for new QTI projects without the County's annual QTI fund payment of \$25,000. However, if the Board approves several new QTI projects, the annual \$25,000 QTI payments may be needed to support the County's QTI contribution in future years. This can be managed in a variety of ways once future projects are approved by the Board. Staff will continue to work with the EDC to carefully monitor the progress of QTI reimbursements and keep the Board abreast on the status of the County's QTI fund balance.

#### **Domi Station High-speed Fiber Optic Broadband Internet Support**

Domi Station is home to over 125 entrepreneurs that make up 35 startup businesses. In Domi Station's first year of operation, Domi Station companies earned over \$800,000 in revenue and created 18 full-time jobs. Many of these startup companies are technology based and significantly rely on Internet access to develop and grow their business. Domi is currently seeking a significant increase in their Internet service that will greatly assist entrepreneurs at Domi Station. This Internet service increase will require capital improvements in the form of a new fiber optic cable being installed to connect Domi Station to an existing fiber optic data line. Based on the Internet demands by Domi Station entrepreneurs, the new fiber line would initially provide one gigabit of data transport with 100 megabits of dedicated Internet access (symmetrical, for both uploading and downloading) and this level of service is easily scalable should Domi Station's bandwidth requirements increase in the future.

Leon County's Office of Human Services and Community Partnerships (HSCP), located next to Domi Station at the Amtrak Complex, currently has broadband Internet via a fiber-optic data line. Staff examined creating a connection from the HSCP office to Domi Station to allow Domi Station members access to the Leon County Internet network. However, staff does not recommend providing Domi Station improved Internet service via the Leon County Internet network as it serves the Leon County Sheriff's Office, Court Judicial, the State Attorney's Office, Public Defender, and the Public Safety Complex among others. Due to the high level of security required to serve these offices, private use of the Leon County network is prohibited. As part of an annual Florida Department of Law Enforcement network security audit, this is one of the items verified through the audit process.

Based on this information, staff has secured several quotes regarding the cost for a local Internet provider to install a fiber optic data line and the monthly Internet service fee to be charged to provide high-speed fiber optic Internet directly to Domi Station. Based on the quotes provided, a fiber optic data line would be installed to connect Domi Station to an existing fiber line located on Railroad Avenue. The construction and installation charges have been waived in the quotes assuming a three-year service contract. Based on the best quote, staff estimates it would cost approximately \$1,817 to provide high-speed fiber optic Internet to Domi Station each month, or \$21,804 per year.

This budget discussion item seeks the Board's consideration of a temporary redirection of the Board's annual \$25,000 QTI budget for FY 2016 through FY 2018 to address the recurring service charge to provide broadband Internet for Domi Station for a period of three years.

#### **Options:**

- 1. Redirect the annual QTI budget of \$25,000 for FY 2016 through FY 2018 to Broadband Internet for Domi Station.
- 2. Allocate up to \$25,000 from general revenue for FY 2016 through FY 2018 to support Broadband Internet for Domi Station.
- 3. Do not provide funding to support high-speed fiber optic Internet for Domi Station.
- 4. Board direction.

#### **Recommendation:**

Option #1.

#### Attachments:

- 1. Business Incubator Facility Lease Agreement
- 2. Quotes for High-speed fiber optic Internet Service at Domi Station

October 30th, 2015

Cristina Paredes Leon County Office of Economic Vitality 301 S. Monroe Street Tallahassee, Fl 32301

RE: Domi Station Annual Reporting Addendum – Member Profiles

Dear Ms. Paredes,

On behalf of Domi Station, I am pleased to present a detailed review of our current and past member companies per Exhibit "D" of our shared Lease Agreement. As detailed in our full annual report, Domi companies have raised in the aggregate \$1.1million in equity investment and attracted \$2.9 million in revenue. In addition to supporting entrepreneurs from our universities, Domi engaged an average of 37 early-stage startup companies from the local community. What follows below is a short overview of our member companies, including their affiliation type and current status.

In Partnership,

Micah Widen Chief Executive Office Domi Station

domi

Company Name	Designation	Affiliation	If Disengaged, Why?
80/20	Disengaged	FSU	Dissolved
AdvancedREI	Coworking Company	Community	n/a
Amperro	Get Started U Fall 2015	FSU	
Aurelia	Disengaged	Community	Independently Operating
Azure Aesthetics	University Coworking	FAMU	
Blue Knee	Disengaged	Community	Independently Operating
Bundl	Graduated	Community	
College Cabs	Disengaged	FSU	Relocated
Compass	Disengaged	Community	Dissolved
ConMart	Get Started U Fall 2015	FSU	
Cuttlesoft	Coworking Company	Community	
Deitz Consulting	Coworking Company	Community	
DivvyUp	University Coworking	FSU	
Dog Lunchables	Get Started U Fall 2015	FSU	
Efficient Systems	Coworking Company	Community	
Eggplant	University Coworking	FSU	
Elaborate Ventures	Disengaged	Community	Dissolved
Eventapp	University Coworking	FAMU	
Fare	Get Started 2 Fall 2015	FSU	
Featuring Foods	Disengaged	FSU	Relocated
Finbot	University Coworking	FSU	
Footy Training	University Coworking	FSU	
Foresight	Disengaged	Community	Relocated
Foundri	University Coworking	FSU	
Hangz	Get Started U Fall 2015	FSU	
Heartland	Corporate Coworker	Community	
Hug Me	Get Started 2 Fall 2015	Community	
Hwind	Coworking Company	Community	
Insilicom LLC	Get Started 2 Fall 2015	FSU	
InternMatch	Get Started U Fall 2015	FSU	
iSensorAnalytics	University Coworking	FSU	
JH Creative	Coworking Company	Community	
Khargo	Get Started U Fall 2015	FAMU	
•			

@DomiStationTLH | micah@domistation.com | 914 Railroad Ave. Tallahassee, FL 32310



Legions of Breadwinners	Disengaged	FSU	Independently Operating
Livlyfe	Get Started U Fall 2015	FAMU	
Looper	Get Started 2 Fall 2015	Community	
Company Name	Designation	Affiliation	If Disengaged, Why?
Madison Social	Corporate Coworker	Community	
Maker Based	Disengaged	Community	Dissolved
MGP Marketing	Get Started U Fall 2015	FAMU	
Mod	Get Started 2 Fall 2015	FSU	
Model Call Magazine	Disengaged	Community	Independently Operating
Morning Fame	Coworking Company	Community	
Move Map	Get Started 2 Fall 2015	FSU	
NanoScale	Coworking Company	FSU	
New World Conservatory	University Coworking	FSU	
New World Homes	Get Started U Fall 2015	FSU	
Octane	Disengaged	Community	Independently Operating
Opphub	Disengaged	FSU	Relocated
Optical Auto	Get Started U Fall 2015	FSU	
Optimal Bagging	University Coworking	FSU	
Out of the Box Studio	Get Started U Fall 2015	FAMU	
Pinnacle Education	Get Started 2 Fall 2015	Community	
plusOne	Get Started U Fall 2015	FSU	
PointCatcher	Coworking Company	Community	
Pollution Tracking	Disengaged	FSU	Independently Operating
Polo20	Get Started 2 Fall 2015	Community	
Proper Channel	Coworking Company	Community	
Quick Intelligence	Get Started 2 Fall 2015	Community	
QwixCorp	Get Started U Fall 2015	FAMU	
ReclaimRX	Coworking Company	Community	
Recycle4Haiti	Get Started U Fall 2015	FAMU	
SactionOne	Disengaged	FSU	Dissolved
Saintilus Consulting Group	University Coworking	FSU	
Saura	University Coworking	FSU	
Selenko	Coworking Company	Community	
Silverline	Get Started 2 Fall 2015	Community	
SocialScore	Disengaged	FSU	Dissolved

@DomiStationTLH | micah@domistation.com | 914 Railroad Ave. Tallahassee, FL 32310



Stacknpass Disengaged FSU Dissolved

Stagger Graduated Community

Stay Prepped Disengaged Dissolved

Company Name Designation Affiliation If Disengaged, Why?

Steve Downey Consulting Disengaged Community Relocated

Strategic Digital Services Disengaged Community Independently Operating
Storytime Disengaged FSU Independently Operating

Swag Brewery Coworking Company Community

Tally Trapeze Get Started U Fall 2015 FSU

TAU Disengaged Dissolved

Technole University Coworking FSU

TechnologeCoach Coworking Company Community
Technology Grows Coworking Company Community

TempoTrader Disengaged FSU Relocated

The Agile League Corporate Coworker Community
The Social Networking Effect Get Started U Fall 2015 FAMU
Tow Buddy Get Started U Fall 2015 FSU
TowAlert Get Started 1 Summer 2014 FSU

Train Fight Win Coworking Company Community
Uber Operations Corporate Coworker Community
Unify University Coworking FAMU
Unload-it Get Started U Fall 2015 FAMU
Usher Bike Get Started 1 Summer 2014 Community

Vale Coworking Company Community

Walks of Life Get Started U Fall 2015 FSU

Wasp Coworking Company Community

Waterway Ecologics University Coworking FAMU

Wavelet Disengaged FSU Relocated

World Phone University Coworking FSU



The Domi Dispatch: Entrepreneur Month is Here!

Subscribe

Share \*

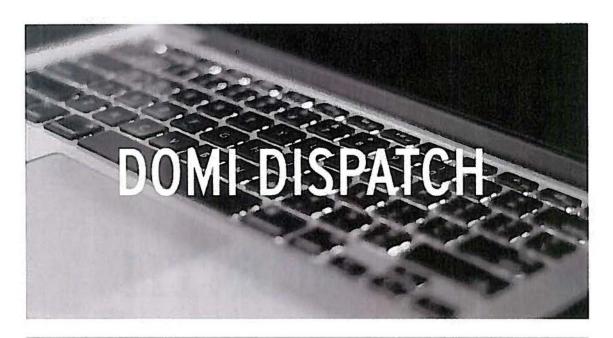
Past Issues

**Trans** 

Building Tallahassee's Startup Community and Accelerating the Impact of High-Growth Companies

View this email in your browser





#### **Community News**





Our very own DivvyUp received the Governor's Young Entrepreneurship Award, recognizing their amazing work helping the homeless community. DivvyUp is a startup ran by FSU Business students that provides homeless shelters with the number one needed item: socks. For every pair sold they donate one to a shelter. Read the whole story from the Democrat and learn more about DivvyUp.

#### **Entrepreneurial Month**



#### It's the Most Innovative Time of the Year!

Entrepreneur Month is here and is ready to take over Tallahassee with startup energy. Mark your calendars and don't miss all that's happening this month. Here's a full list of events.

Randi Zuckerberg is Coming to Tallahassee

Early Facebook team member and

Page 35 of 1175

Posted at 8:30 p.m. on November 30, 2015





digital guru Randi Zuckerberg will be presenting at Ruby Diamond Auditorium Wednesday, Nov 4. Don't wait! Get your tickets today!



#### Do You Need Capital for Your Startup?

Finance Fridays will go over how to access capital for your business on Friday, Nov 6 at 11:30 am in the Historic Amtrak station (918 Railroad Avenue)



#### 1 Million Cups ft. Swag Brewery

Every week, one company pitches their startup vision and asks the community for feedback and support. Join us for coffee and a pitch this Wednesday at 9am! You can always apply to pitch via 1MC.com.

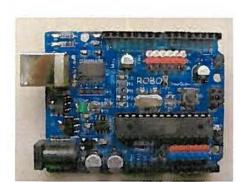


#### Applications Are In for AC3!

The countdown for FAMU App Challenge starts now. On Nov 6 selected students will take on a 72 hour race to turn their ideas into companies. Learn more about AC3.

#### FREE Arduino Workshop

Making Awesome is offering a free



Arduino workshop on Monday, Nov 9 where attendees will go through the process of designing, connecting and coding a simple Arduino project. Don't miss out on this opportunity and RSVP today.



#### Mindtree is Looking for Talent

Mindtree Ltd., a world leader in IT solutions and software engineering is coming to Domi on Wednesday, Nov 11 to recruit for full-time and entry level jobsfor Fall 2015 & Spring 2016 grasuates.

Anyone interested in an onsite interview must successfully complete a qualifying test before Nov 9. <u>More infohere</u>.



#### **Media Auction with AAFT**

Bid on marketing and media services while supporting AAFT's education and scholarship programs this Thursday, Nov 12. Get your tickets today.



#### **Get Your Startup Started Workshop**

Got an idea? This comes next! Learn what it takes to start and scale a business. Meet fellow entrepreneurs and leave with important takeaways from a panel of experts. Seats a limited so RSVP now.











































### Follow Us On Social Media









Facebook Twitter LinkedIn Website

# 语STARTED.

Copyright © 2015 Domi Station, All rights reserved.

unsubscribe from this list update subscription preferences



# **Leon County Board of County Commissioners**

**Notes for Agenda Item #2** 

# **Leon County Board of County Commissioners**

## **Cover Sheet for Agenda #2**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Minutes: October 27, 2015 Regular Meeting

County Administrator Review and Approval:	Vincent S. Long, County Administrator			
Department/ Division Review:	Betsy Coxen, Finance Director, Clerk of the Court & Comptroller			
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 October 27, 2015 Regular Meeting.

#### Attachment:

1. October 27, 2015 Regular Meeting

# BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA REGULAR MEETING October 27, 2015

The Board of County Commissioners of Leon County, Florida, met in regular session at 3:00 p.m. with Chairman Mary Ann Lindley presiding. Present were Vice Chairman Bill Proctor, and Commissioners Nick Maddox, Kristin Dozier, John Dailey, Bryan Desloge, and Jane Sauls. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, Finance Director Betsy Coxen and Board Secretary Rebecca Vause.

The Invocation was provided by Reverend Dr. Julius McAllister, Jr., Bethel AME Church. Vice-Chairman Bill Proctor then led the Pledge of Allegiance.

#### **Awards and Presentations**

- Commissioner John Dailey read into the record a Proclamation recognizing November 13, 2015
  as National Pancreatic Cancer Day. He shared that he had lost his father to pancreatic cancer
  13 years ago and this was a special recognition for he and his family. Eleanor McCall
  representing the Pancreatic Cancer Network appeared and accepted the Proclamation on behalf
  of the Network.
- 1. Presentation and Acceptance of the Status Report on 2015 eMonth Activities

Cristina Paredes, Director, Office of Economic Vitality, presented an update and status report on the 2015 e-month activities.

The Board approved Option 1: Accept the Leon County Research & Development Authority status update. (Approved under the Consent Agenda.)

#### Consent:

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

2. Approval of Minutes: September 15, 2015 Workshop on Update from the Council on Culture & Arts on the Implementation of the Cultural Plan, September 15, 2015 Workshop on the 2016 State and Federal Legislative Priorities; and, September 29, 2015 Regular Meeting

The Board approved Option 1: Approve the minutes of the September 15, 2015 Workshop on Update from the Council on Culture & Arts on the Implementation of the Cultural Plan, September 15, 2015 Workshop on the 2016 State and Federal Legislative Priorities; and, September 29, 2015 Regular Meeting

3. Adoption of the Proposed Public Notice 2016 Tentative Schedule and the 2016 Board Travel Schedule

The Board approved Options 1, 2, 3, & 4: 1) Adopt the proposed Leon County Board of County Commissioners' Public Notice 2016 Tentative Schedule; 2) Approve the proposed 2016 Board of County Commissioners' Travel Schedule, and authorize Commissioners' travel to the scheduled events; 3) Schedule the Board's Installation of Newly-elected Commissioners and Reorganization on Tuesday November 22, 2016, and 4) Schedule the Board Retreat for Monday, December 12, 2016.

4. Approval of Payment of Bills and Voucher Submitted for October 27, 2015, and Pre-Approval of Payment of Bills and Vouchers for the Period of October 28 through November 16, 2015

The Board approved Option 1: Approve the payment of bills and vouchers submitted for October 27, 2015, and Pre-Approval of Payment of Bills and Vouchers for the Period of October 28 through November 16, 2015.

5. Approval of FY 2015 Year End Budget Adjustments

The Board approved Option 1: Approve the Resolution and associated Budget Amendment Request for FY 2015 year-end budget adjustments.

6. Approval of IBM Contract Amendment for Enhanced Maintenance Services

The Board approved Option 1: Approve the IBM Contract Amendment for Enhanced Maintenance Services and authorize the County Administrator to execute, in a form approved by the County Attorney.

7. Approval to Renew the Primary Healthcare Program Contracts for FY 2015/16

The Board approved Option 1: Approve the renewal of the primary Healthcare Program Contracts for FY 2015/16, and authorize the County Administrator to execute.

8. Request to Schedule the First and Only Public Hearing to Consider Proposed Amendments to the Stormwater Management System Ordinance for Tuesday, December 8, 2015 at 6:00 p.m.

The Board approved Option 1: Schedule the first and only Public Hearing to consider proposed amendments to the Stormwater Management System Ordinance for Tuesday, December 8, 2015 at 6:00 p.m.

9. Approval to Negotiate an Agreement with Clemons Rutherford Architects, Inc. for Architectural and Engineering Services for the Medical Examiner's Facility

The Board approved Option 1: Authorize staff to negotiate an agreement with Clemons Rutherford & Associates, Inc. for Architectural and Engineering Services for the Medical Examiner's Facility; in the event an agreement is not reached, authorize staff to negotiate with the number two ranked firm Hicks Nation; and, authorize the County Administrator to execute the agreement, in a form approved by the County Attorney.

10. Acceptance of the final FY 2014/15 Ongoing Commissioner Discussion Items Status Report

The Board approved Option 1: Accept the FY 2014/15 Commissioner Discussion Items Status Report.

11. Acceptance of the FY 2014/15 County Grant Program Leveraging Status Report

The Board approved Option 1: Accept the FY 2014/15 County Grant Program Leveraging Status Report.

#### 12. Acceptance of Status Report on the City's Public Art Acceptance Policy

The Board approved Option 1: Accept the status report on the City's public art acceptance policy.

#### Citizens to be Heard on Non-Agendaed Items

- Reverend William Faust, 6504 N. Meridian Road, distributed and discussed information pertaining to history of the Old Lincoln High School. Rev. Faust advocated for something to be done to recognize the school's importance on history.
  - Commissioner Dailey shared that he has been working with Reverend Faust in an effort to have the Old Lincoln High School named to the National Historic Registry. He relayed that Don Lanham had been working on the application internally; however, it required the City and School Board to take a lead on its submission. He asked County Administrator Long to get with the City and School Board on where they are on these efforts and provide an update to the Board either at a meeting or via e-mail.
- Delaitre Hollinger, 501 Alpha Avenue, noted that 2016 will mark the 60<sup>th</sup> anniversary of the Tallahassee Bus Boycott and requested the County and City work together to plan activities to celebrate the event. He suggested events such as, a reenactment, a march from the site of the arrest to the Firestone Building, and a banquet to honor boycott participants as civil rights heroes of the community. Additionally, he asked Community Redevelopment Agency (CRA) members to consider saving a portion of the Firestone Building when it is renovated.
  - Commissioner Proctor recalled that the City, County and School Board made financial contribution toward the 50<sup>th</sup> anniversary celebration and also suggested that part of the march should include going to the Fairgrounds, as a number of students were held at that location.

#### **General Business**

## 13. Consideration of Developer Proposal Regarding Dove Pond Regional Stormwater Facility and Welaunee Boulevard Sales Tax Extension Project

County Administrator Long introduced and provided background on the item. He stated that the proposed modification to the existing agreements and specific cost share scenarios for Welaunee Boulevard and Dove Pond would come back at a future Intergovernmental Agency (IA) meeting.

Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval of Options 1 & 2: 1) provide direction to work with the Developer and City in modifying the existing Dove Pond Joint Project Agreement to address possible additional stormwater volume going into Dove Pond from either the City property and/or Welaunee Boulevard, and for the County and City to consider participating financially in the regional stormwater facility through the use of the sales tax extension Northeast Gateway project; the funding options would be provided at the next available Intergovernmental Agency meeting, and 2) Provide direction for County, City, and Blueprint staff to develop design and construction options, including a cost share plan with the developer for completion of the Welaunee Boulevard Phase One project utilizing developer, Blueprint sales tax extension and other leveraged funding; these options would be provided at the next available Intergovernmental Agency meeting.

Commissioner Desloge conveyed that he would vote in favor of the motion and was very supportive of the project. He submitted that this is a considerable project and would have a positive impact on economic development.

Commissioner Proctor also voiced his support for the item and stated that a project of this size would help "jump start" the economy. He added that the amount of revenue that would be added to the tax base as a result of the project would be significant. He mentioned a need to consider road widening along Miccosukee/Capital Circle Northeast and traffic pattern modifications on Centerville Road. Commissioner Proctor also noted that the project would help mitigate the flooding issues plaguing that area.

Commissioner Maddox requested that the project developers open up some of the lots in town to fellow builders and received acknowledgement from the developers in the Chambers that they would do so.

Commissioner Dozier indicated that she would support the motion. She referenced the flooding issues and indicated that she was pleased that the County would remain involved long term in Dove Pond. She commented that this was not a typical neighborhood and encouraged the City and the Planning Department to consider more diversity in housing.

Commissioner Sauls submitted that it was time to move forward on Dove Pond and would support the motion on the floor.

Commissioner Dailey indicated that he would not support the motion. He stated that he was not convinced that the County needed to participate financially in Dove Pond, above the already negotiated and agreed upon contract, and that the Comprehensive Plan provides the availability to participate in the stormwater pond during a flood event. Commissioner Dailey did not favor renegotiating the contract for construction of Welaunee Boulevard and was concerned about its funding source. He mentioned that this was a sales tax 2020 project and he was unclear if plans were to bond or if there was another funding mechanism in place. He asserted that there was no clear and specific financial path delineating how the County's participation would be paid for.

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

#### 14. Consideration of the Allocation Method and Process for the \$100,000 Set-aside for At-Risk and Economically disadvantaged Youth

County Administrator Long introduced the item. He recalled that the Board had, several months ago, set-aside \$100,000 to address community solutions for at-risk and economically disadvantaged youth. More recently, Commissioner Maddox was asked to take the lead on determining what was ongoing within the community relative to partners, how best to address the problems and to bring back recommendations.

Commissioner Maddox thanked the Board for appointing him this task and staff for their diligent work. He remarked that after attending a number of community meeting and having multiple discussions, he had concluded that a mini grant process was the appropriate forum to distribute the funds. He also expressed appreciation to the City for its cooperation.

Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval of Option 1: Approve the allocation of \$100,000 for a consolidated Mini-Grant Process with the City of Tallahassee through Community Human Services Partnership (CHSP) for CHSP-eligible agencies serving at-risk and economically disadvantaged youth.

Regular Meeting & Joint City/County Transmittal Public Hearing on Cycle 2015-2 Comprehensive Plan Amendments October 27, 2015 Commissioner Proctor thanked Commissioner Maddox for his leadership in this area and commented that he respected and trusted that this was the best process to deliver the needed assistance.

Commissioner Dozier, upon establishing with County Administrator Long that the proposed action would create a third grant process for CHSP, expressed concern about the impact on staff time to administer the program. She indicated that she would be more comfortable aligning this process with one of the existing CHSP processes, so as to not duplicate efforts. Commissioner Dozier conveyed that she would support the funding for this year; however, did not want to commit to future funding. She also discussed the importance of data collection from the newly implemented electronic application as it would be a key factor going forward on how funds could be best utilized.

Commissioner Maddox clarified that he did not intend for funding to continue after this year. He appreciated the Board's increase in CHSP funding and suggested that there might be programs that are identified in this process that may be included in future CHSP funding opportunities.

Commissioner Dailey, while appreciative of Commissioner Maddox's efforts, stated that he would vote against the motion. He remarked that he too was extremely concerned about creating a third mini grant process and creating an expectancy for continued funding. He relayed that he had anticipated specific recommendations for the funding to come back to the Board for consideration, i.e., contracting with Bond or Apalachee for preventive and mental health screenings or engaging with FSU or FAMU on issues of infant mortality; not for the money to be part of a mini grant program.

In response to Commissioner Dailey's concerns, Commissioner Maddox conveyed that when he ascertained the needs of the community, had determined at a mini grant process best addressed all the issues identified. He added that he did not glean from the Board's original direction that it was against a mini grant process but to look at various options and determine the best way to use and possibly leverage the funds so as to have the most impact.

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

#### 15. Approval of GIS Software Vendor ESRI Enterprise License Amendment #7

County Administrator Long introduced the item. He conveyed that this is an existing licensing agreement and funding is contemplated in the FY 15/16 budget.

Commissioner Desloge moved, duly seconded by Commissioner Dozier, approval of Option 1: Approve the ESRI Enterprise License Agreement Amendment #7, which extends the licensing period another three years, and authorize the County Administrator to execute. <u>The motion carried 7-0.</u>

Commissioner Desloge commented that he had visited the ESRI facility some time ago and was impressed with what they are doing. He suggested that the Board be provided a short presentation on the ESRI software sometime in the future.

# 16. Ratification of Annual Performance Review for the County Administrator, in Accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process"

Chairman Lindley introduced the item. On behalf of the Board, she conveyed praise to County Administrator Long for the manner in which the County has been managed during his tenure.

Commissioner Desloge moved, duly seconded by Commissioner Dailey, approval of Options 1, 2, & 3: 1) Ratify annual performance review of County Administrator, in accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process"; 2) Accept the Chairman's recommendation of a 5% merit increase in addition to the COLA for the County Administrator, and 3) Accept the Chairman's recommendation of a 5% merit increase in addition to the COLA for the County Attorney.

Commissioner Dozier offered a friendly amendment that the County Attorney's evaluation form be updated to be consistent with the categories used for the County Administrator. The amendment was accepted by Commissioner Desloge.

*The motion, as amended, carried 7-0.* 

#### SCHEDULED PUBLIC HEARINGS

### 17. Joint City/County Transmittal Public Hearing on 2015 Out of Cycle Comprehensive Plan Amendments

**Attending:** County Commission – Chairman Mary Ann Lindley and Commissioners Bill Proctor, John Dailey, Bryan Desloge, Kristin Dozier, Jane Sauls and Nick Maddox. City Commission – Mayor Andrew Gillum and Commissioners Curtis Richardson and Gill Ziffer. Also attending were County Administrator Vince Long, County Attorney Herb Thiele, Deputy City Attorney Linda Hudson, and Board Secretary Rebecca Vause.

Chairman Lindley Called the Joint Transmittal Public Hearing to order at 6:00 p.m. and welcomed the Mayor and City Commissioners to the Chambers.

Barry Wilcox, Division Manager, Comprehensive Planning and Urban Design, shared that two amendments (one map and one text) were before the Joint Commissions for consideration. He advised that a second and final joint public hearing on the amendments is scheduled for Tuesday, December 8, 2015.

Mr. Wilcox introduced and detailed the following amendments:

#### Killearn Estates (PCM150107)

This amendment has been initiated by the Tallahassee City Commission to address legal non-conforming residential uses and densities at three (3) sites totaling 28.25 acres in Killearn Estates. The proposed Future Land Use Map (FLUM) amendments will reestablish certain properties as legal conforming uses. The proposed change to the Future Land Use Map designation of the three sites is summarized below:

Killearn Estates - Summary of Proposed Land Use and Zoning Changes

Subject	Current Land	Proposed Land	Current Zoning	Proposed Zoning
Site	Use	Use		
Site A	Residential	Urban	Residential	Medium Residential
(Kilkierane	Preservation (6	Residential - 2	Preservation - 2	(MR)* (12 units per
Enclave)	units per acre)	(20 units per	(6 units per acre)	acre)
·		acre)		
Site B	Residential	Urban	Residential	R-4 Urban Residential
(Edenderry	Preservation (6	Residential (10	Preservation - 2	(10 units per acre)
Drive)	units per acre)	units per acre)	(6 units per acre)	

Regular Meeting & Joint City/County Transmittal Public Hearing on Cycle 2015-2 Comprehensive Plan Amendments October 27, 2015

Site C	Residential	Urban	Residential	Medium	Residential
(Merrigan	Preservation (6	Residential - 2	Preservation - 2	$(MR)^*$ (12)	units per
Place)	units per acre)	(20 units per	(6 units per acre)	acre)	
		acre)			

<sup>\*</sup>Staff will process at a later date a text amendment to the Land Development Code to increase the maximum density of the MR zoning district to 16 dwelling units per acre.

#### Urban Residential and Urban Residential 2 (PCT150108)

This proposed policy amendment provides an exception to a location prohibition contained in the Urban Residential and Urban Residential 2 Future Land Use categories to address legal non-conforming uses and/or densities. This amendment was authorized by Tallahassee City Commission at a Commission meeting on May 27, 2015 and is a companion amendment to PCM150107.

Additionally, Mr. Wilcox advised that the Local Planning Agency had voted unanimously to uphold staff recommendation for approval of both amendments.

Chairman Lindley confirmed that there were no speakers for either amendment.

Commissioner Dozier discussed the manner in which neighborhoods might have been master planned in the past as compared to the diversity that is now encouraged for new developments. She established with Mr. Wilcox that staff, in its comp plan reform efforts, is looking holistically at existing neighborhoods that may lend themselves to more multi-family and possibly some commercial and those that do not lend themselves to mixed use, going forward.

Commissioner Desloge confirmed with Mr. Wilcox that public meetings had been held with the Homeowners Association and positive feedback was received. Additionally, approximately 800 notices were mailed to residents within 1,000 feet.

On behalf of the County: Commissioner Proctor moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the transmittal public hearing on the 2015 Out of Cycle Comprehensive Plan Amendments and approve the transmit one proposed map amendment and one text amendment to the Florida Department of Economic Opportunity. The motion carried 7-0.

On behalf of the City: Commissioner Ziffer moved, duly seconded by Commissioner Richardson, approval of Option 1: Conduct the transmittal public hearing on the 2015 Out of Cycle Comprehensive Plan Amendments and approve the transmit one proposed map amendment and one text amendment to the Florida Department of Economic Opportunity. The motion carried 3-0 (Commissioners Miller and Maddox absent).

Chairman Lindley adjourned the Joint Transmittal Hearing at 6:25 p.m.

Mayor Gillum complimented the County on the Leon Works event.

#### Citizens to be Heard on Non-Agendaed Items

• Dr. Ed Holifield, 4032 Longleaf Court, expressed his concerns about the construction of a 27,000 square foot facility by Big Bend Cares that he asserted would take insured patients away from Bond Community Health and Neighborhood Medical Center (NMC). He submitted that his action will leave Bond and NMC to serve those uninsured individuals. He suggested that this would result in financial disaster and tax dollars would have been used to cause the destruction.

Chairman Lindley advised that Dr. Holifield had made a similar presentation before the Community Redevelopment Agency; which is the appropriate forum.

#### **Comments/Discussion Items**

#### **County Attorney Thiele:**

• Thanked the Board for its support.

#### **County Administrator Long:**

• Echoed County Attorney Thiele's comments thanking the Board for its support.

#### **Commissioner Discussion Items**

#### Commissioner Sauls:

No items.

#### Commissioner Desloge:

Congratulated Chairman Lindley and Cristina Paredes on a successful Leon Works event.

#### Commissioner Maddox:

• Repeated congratulations to staff for Leon Works event.

#### Commissioner Dozier:

- Gave kudos to staff for the wonderfully successful Leon Works event and commented on how she enjoyed seeing young people engaging with employees from Public Works, EMS and other businesses.
- Thanked Mr. Hollinger for speaking at the meeting to discuss the 60<sup>th</sup> Anniversary of the Bus Boycott.
  - Commissioner Dozier moved, duly seconded by Commissioner Maddox, to consider participating in Bus Boycott Anniversary activities, and to specifically think about how County departments, such as Tourism Development and Library, could participate and be ready to work with others as plans develop. Additionally, she would like to see some integration of the individuals who were involved (arrested) and still reside in the community and the Firestone Building. The motion carried 7-0.

#### Commissioner Dailey:

- Recalled that the Board had previously contemplated the possibility of an additional penny sales tax to fund fire service. He stated that he was no longer interested in pursuing an extra penny sales tax to fund fire services and asked for an update regarding the proposal.
  - County Administrator Long stated that staff would bring back an agenda item in December addressing this issue.

#### Vice-Chairman Proctor:

- Expressed his opposition to the recent bear hunt authorized by the Florida Fish and Wildlife Commission.
- Commissioner Proctor moved, duly seconded by Commissioner Dozier, to direct staff to bring back an agenda item to consider amending the Board's legislative priorities to include pursuit of legislative support for a statewide Citizens Citation Program and also to include an update on the program. The motion carried 7-0.

#### Chairman Lindley:

• Applauded staff on the success of Leon Works and expressed gratitude to the business community and school district for their participation.

Regular Meeting & Joint City/County Transmittal Public Hearing on Cycle 2015-2 Comprehensive Plan Amendments October 27, 2015 Page 8

Chairman Lindley recessed the Board at 4:26 p.m. and announced it would reconvene at 6:00 p.m. to conduct the scheduled public hearings.

#### Receipt and File:

- Capital Region Community Development District Record of Proceedings for the June 11, 2015 Meeting
- Northwest Florida Water Management District Tentative Budget for Fiscal Year 2015-2016

#### <u>Adjourn:</u>

There being no further business to come before the Board, the meeting was adjourned at 6:27 p.m.

LEON COUNTY, FLORIDA

ATTEST:		
	BY:	
	Mary Ann Lindley, Chairman Board of County Commissioners	~
BY:	Board of County Commissioners	5
Bob Inzer, Clerk of the Court Leon County, Florida		

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #3** 

# **Leon County Board of County Commissioners**

### Cover Sheet for Agenda #3

**December 8, 2015** 

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

From: Vincent S. Long, County Administrator

Title: Ratification of Appointments to the Human Services Grant Review Committee, Library

Advisory Board, Science Advisory Committee, and Water Resources Committee

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: Ratify Commissioners' appointments to the Human Services Grant Review Committee for term of two years as follows:

- a. Commissioner Dailey reappoints Kent Safreit.
- b. Commissioner Desloge reappoints Jaime Garner.
- c. Commissioner Dozier appoints Catherine Keen.
- d. Commissioner Lindley reappoints Jim McShane.
- e. Commissioner Maddox reappoints Gerald LaMothe.
- f. Commissioner Sauls reappoints Janis Weisz Piotrowski.

Option #2: Ratify Commissioners' appointments to the Library Advisory Board for terms of two years, as follows:

- a. Commissioner Dailey appoints Sarah Shuler.
- b. Commissioner Lindley reappoints Pamela Doffek.
- c. Commissioner Sauls reappoints Julie Lovelace.

Option #3: Ratify Commissioner Proctor's' appointment of Thayumanasamy Somasundaram

to the Science Advisory Committee for a term to expire March 31, 2017.

Option #4: Ratify Commissioners' appointments to the Water Resources Committee as follows:

- a. Commissioner Dailey appoints Alan Niedoroda for an initial term of three years.
- b. Commissioner Desloge appoints Eva Armstrong for an initial term of two years.
- c. Commissioner Dozier appoints Amanda Dorsett for an initial term of one year.
- d. Commissioner Maddox appoints John Folks for an initial term of one year.
- e. Commissioner Sauls appoints John Labie for an initial term of two years.

Title: Ratification of Appointments to the Human Services Grant Review Committee, Library Advisory Board, Science Advisory Committee, and Water Resources Committee December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

At its August 23, 2011 meeting, the Board approved the revised process for individual Commissioner appointments to Authorities, Boards, Committees, and Councils by having a Consent item prepared.

#### **Analysis:**

#### **Human Services Grant Review Committee**

<u>Purpose:</u> This Committee evaluates human service funding requests during the regular budget cycle and makes recommendations to the Board.

<u>Composition:</u> Members serve two-year terms, expiring December 31, with each Commissioner having two staggered appointments.

<u>Vacancies:</u> Seven terms expire December 31, 2015. Table 1 reflects members' eligibility for appointment.

Table 1: Human Services Grant Review Committee

Term Expiration	Eligible Applicant	Recommended Action
Kent Safreit	Kent Safreit	Commissioner Dailey makes reappointment.
Jaime Garner	Jaime Garner	Commissioner Desloge makes reappointment.
Greg Cowan	Catherine Keen (Attachment #1)	Commissioner Dozier makes appointment.
Jim McShane	Jim McShane	Commissioner Lindley makes reappointment.
Gerald LaMothe	Gerald LaMothe	Commissioner Maddox makes reappointment.
Janis Piotrowski	Janis Piotrowski	Commissioner Sauls makes reappointment.

#### **Library Advisory Board**

<u>Purpose:</u> This Committee serves as a forum for community input concerning library programs and activities and as a liaison and advocate for the Library.

<u>Composition:</u> Members serve two-year terms, expiring December 31, with each Commissioner having one appointment.

Vacancy: Three members' terms expire December 31, 2015.

Table 2. Library Advisory Board

Term Expirations	Eligible Applicant	Recommended Action
Bill Summers (Resigned)	Sarah Shuler (Attachment #2)	Commissioner Dailey makes appointment.
Pamala Doffek	Pamala Doffek	Commissioner Lindley makes reappointment.
Julie Lovelace	Julie Lovelace	Commissioner Sauls makes reappointment.

Title: Ratification of Appointments to the Human Services Grant Review Committee, Library Advisory Board, Science Advisory Committee, and Water Resources Committee December 8, 2015

Page 3

#### **Science Advisory Committee (SAC)**

<u>Purpose:</u> The SAC evaluates scientific evidence and reports findings and recommendations pertaining to environmental issues.

<u>Composition:</u> The SAC consists of nine members, with each Commissioner having one appointment, and two appointments made by the City. Members serve two-year terms, expiring on March 31.

Vacancies: There is an appointment by Commissioner Proctor needed to fill a vacancy.

Table 3. Science Advisory Committee

Vacancy	Eligible Applicant	<b>Recommended Action</b>
Michael Abazinge	Thayumanasamy Somasundaram	Commissioner Proctor makes
(No longer eligible	(Attachment #3)	appointment.
for reappointment		
due to term limits)		

#### **Water Resources Citizens Committee (WRC)**

<u>Purpose:</u> The WRC is responsible for addressing community-wide concerns, such as flooding, recreational and community economic value, watershed management, and funding priorities. Additionally, the WRC reviews waterbody conditions and impact of development.

<u>Composition:</u> At its September 15, 2015 meeting, the Board reauthorized the WRC, outlining the composition, criteria, and initial, staggered terms of the members. The WRC consists of seven members, appointed individually by each Commissioner, with members representing a balance of community interests, as follows: conservation/environment, legal/planning, real estate/economic development, and boat/fishing.

Vacancies: Table 4 reflects the eligible applicants to fill four vacancies.

Table 4. Water Resources Citizens Committee

Vacancies	Eligible Applicant	Recommended Action
Vacant	Alan Niedoroda (Attachment #4)	Commissioner Dailey makes appointment.
Vacant	Eva Armstrong (Attachment #5)	Commissioner Desloge makes appointment.
Vacant	Amanda Dorsett (Attachment #6)	Commissioner Dozier makes appointment.
Vacant	John Folks (Attachment #7)	Commissioner Maddox makes appointment.
Vacant	John Labie (Attachment #8)	Commissioner Sauls makes appointment.

Title: Ratification of Appointments to the Human Services Grant Review Committee, Library Advisory Board, Science Advisory Committee, and Water Resources Committee December 8, 2015

Page 4

#### **Options:**

- 1. Ratify Commissioners' appointments to the Human Services Grant Review Committee for terms of two years as follows:
  - a. Commissioner Dailey reappoints Kent Safreit.
  - b. Commissioner Desloge reappoints Jaime Garner.
  - c. Commissioner Dozier appoints Catherine Keen.
  - d. Commissioner Lindley reappoints Jim McShane.
  - e. Commissioner Maddox reappoints Gerald LaMothe.
  - f. Commissioner Sauls reappoints Janis Weisz Piotrowski.
- 2. Ratify Commissioners' appointments to the Library Advisory Board for terms of two years, as follows:
  - a. Commissioner Dailey appoints Sarah Shuler.
  - b. Commissioner Lindley reappoints Pamala Doffek.
  - c. Commissioner Sauls reappoints Julie Lovelace.
- 3. Ratify Commissioner Proctor's' appointment of Thayumanasamy Somasundaram to the Science Advisory Committee for a term to expire March 31, 2017.
- 4. Ratify Commissioners' appointments to the Water Resources Committee as follows:
  - a. Commissioner Dailey appoints Alan Niedoroda for an initial term of three years.
  - b. Commissioner Desloge appoints Eva Armstrong for an initial term of two years.
  - c. Commissioner Dozier appoints Amanda Dorsett for an initial term of one year.
  - d. Commissioner Maddox appoints John Folks for an initial term of one year.
  - e. Commissioner Sauls appoints John Labie for an initial term of two years.
- 5. Board direction.

#### **Recommendation:**

Options #1 a-f, #2a-c, #3, and #4 a-e.

#### Attachments:

- 1. Application Catherine Keen
- 2. Application Sarah Shuler Library Advisory Board
- 3. Application Thayumanasamy Somasundaram
- 4. Application Alan Niedoroda Water Resources Committee
- 5. Application Eva Armstrong Water Resources Committee
- 6. Application Amanda Dorsett Water Resources Committee
- 7. Application John Folks Water Resources Committee
- 8. Application John Labie Water Resources Committee

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT HUMAN SERVICES GRANTS REVIEW COMMITTEE

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: Catherine Keen		Date: 9/26/2015 7:21:40PM
Home Phone: (850) 321-7988	Work Phone: (850)414-7400X	Email:
Occupation: DIRECTOR	Employer: VOLUNTEER	R FLORIDA
Preferred mailing location: Home	Address	
Work Address:		
City/State/Zip: TALLAHASSEE,FL		
Home Address 2119 CHARTER O	AK DRIVE	
City/Ctata/7im. TALLALIA COEF FL	22202	
City/State/Zip: TALLAHASSEE,FL		
Do you live in Leon County? Yes	If yes, do you live within the City lin	
Do you own property in Leon County?	• •	
	and/or owned property in Leon County?	? 20 years
Are you currently serving on a County	•	
If yes, on what Committee(s) are you	a member?	
Have you served on any previous Leo	on County committees? No	
If yes, on what Committee(s) are you	a member?	
If you are appointed to a Committee	e, you are expected to attend regular m	eetings.
	be willing to commit for Committee work	
And for how many months would you	be willing to commit that amount of time?	? 6 or more
What time of day would be best for yo		Day, Night
(OPTIONAL) Leon County strives to r	meet its goals, and those contained in va	arious federal and state laws, of
1 '	sory Committees that reflects the diversity	
,	wing information is needed to meet repor	, ,
	geiadon lo nocaca to moci ropor	g . oqu omo ana attam
those goals. Race: Caucasian	Sex: Female Age: 38.	.00
Disabled?	District: District 3	

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

#### LEON COUNTY GOVERNMENT.

THANK YOU FOR THE OPPORTUNITY TO APPLY TO SERVE ON THE HUMAN SERVICES GRANTS REVIEW CITIZEN ADVISORY COMMITTEE. THIS YEAR MARKS MY 20TH ANNIVERSARY AS A TALLAHASSEE RESIDENT. I MOVED TO TALLAHASSEE TO ATTEND FSU, FOUND MY COMMUNITY AND HAVE BEEN HONORED TO SERVE IT EVER SINCE. MY PASSION IS SERVICE AND SUPPORTING THOSE THAT SERVE TO MAKE OUR COMMUNITY SMARTER, SAFER AND STRONGER. MY EDUCATIONAL BACKGROUND INCLUDES A BA IN CULTURAL ANTHROPOLOGY AND MSW SOCIAL POLICY ADMINISTRATION FROM FSU AND AN MBA FROM THE UNIVERSITY OF PHOENIX. I CURRENTLY OVERSEE FLORIDA'S AMERICORPS STATE GRANTS AT VOLUNTEER FLORIDA,

APPROXIMATELY \$19 MILLION IN FEDERAL AND MATCH FUNDS. TALSO SERVE AS THE PRESIDENT ELECT OF THE BOARD OF DIRECTORS FOR SECOND HARVEST FOOD BANK, BOARD MEMBER OF MY NEIGHBORHOOD ASSOCIATION (CONA), COMMITTEE MEMBER AT ST. PAUL'S UNITED METHODIST CHURCH, MEMBER OF THE UNITED WAY EDUCATION COUNCIL, KCCI CLASS OF 2013, AND ENGAGE MY FAMILY IN REGULAR COMMUNITY VOLUNTEERING WITH A NUMBER OF ORGANIZATIONS. I HAVE WORKED FOR AND WITH MANY OF THE NONPROFITS IN TALLAHASSEE. I AM INTERESTED IN SERVING THIS COMMITTEE BECAUSE I FEEL CONNECTED TO THE DESCRIBED PURPOSE OF: "FOSTER AN ONGOING COMMUNITY-WIDE DIALOG WITH FUNDERS AND PROVIDERS TO IMPROVE HUMAN SERVICES DELIVERY IN LEON COUNTY." I HAVE THE OPPORTUNITY TO OVERSEE FEDERAL GRANT MAKING THROUGHOUT FLORIDA, AND I BELIEVE THAT MY SKILLS AND TALENTS COULD ALSO BE ENGAGED TO SUPPORT MY HOME COMMUNITY. THANK YOU FOR THE OPPORTUNITY TO APPLY.

NOTE: TALLAHASSEE TOURIST DEVELOPMENT COUNCIL AND THE COUNCIL ON CULTURE AND ARTS ARE ALSO AREAS THAT WOULD BE A GREAT FIT FOR MY SKILLS, ABILITIES AND PASSIONS.

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

Name: CRAIG REEDER Telephone: 850.491.4549

Address: 3026 SOUTHSHORE CIRCLE, 32303

Name: MIAISHA MITCHELL Telephone: 850.284.0366

Address: N/A

#### 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? No

If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? No If yes, please explain.

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee?

No

If yes, please explain.

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

Signature: Catherine Keen

This application was electronically sent: 9/26/2015 7:21:40PM

#### Catherine Keen

2119 Charter Oak Drive, Tallahassee, FL 32303 (850) 321-7988

Catnepal@hotmail.com

Education

Master of Business Administration

University of Phoenix

Master of Social Work, Social Policy Administration

Florida State University

June, 2007 - May, 2009

August, 2003 - May, 2005

Bachelor of Arts, Anthropology

Florida State University

August, 1995 - December, 1999

- University of Pittsburgh, Semester at Sea Program (1998): Rigorous cultural exposure and achievement of core course work in the countries of Brazil, Venezuela, South Africa, Kenya, Malaysia, India, Vietnam, Hong Kong, China and Japan
- University of Colorado, Semester in Nepal (1999): Attended SANN Research Institute in Katmandu, Nepal. Lived with a host family and completed course work in Nepalese ecology, environment, religion, politics and language. Completed a trek to base camp, Mt. Everest

Experience

Management

August, 2005 - Present

#### **Director of National Service Programs**

January, 2011 - Present

The Governor's Commission on Volunteerism & Community Service (Volunteer Florida), Tallahassee, FL

Responsibilities include directing the Commission's National Service programs including AmeriCorps:

- Provide oversight, direction and supervision to Volunteer Florida staff for AmeriCorps program implementation representing \$19 million of federal/match funds annually
- Provide oversight, direction and supervision to Volunteer Florida staff for the Volunteer Generation Fund, supporting 15 organizations annually to increase skills based volunteerism
- Increased Florida's receipt of federal grants by \$3 million in funds awarded to Florida sub grantees
- Responsible for federal contracting with sub grantees
- Responsible for the data collection, performance measurement and documentation of outcomes of grantees
- Oversees all programmatic monitoring, technical assistance, and quality assurance processes to ensure grant programs adhere to relevant policy and procedures and successful program implementation
- Provide program fiscal oversight by developing program budgets, planning expenditures
- Facilitate grantee outreach and grantee trainings and technical assistance workshops for Commission-funded community based programs and initiatives
- Oversees the development of guidelines and standards for the operation of National Service programs based on AmeriCorps Program Provisions, federal code and other requirements

State Director, The Florida High School/High Tech Program

July, 2009 – January, 2011

The Able Trust, Tallahassee, FL

Responsibilities include the oversight and advancement of statewide transition program serving at risk youth with disabilities including:

- Initiated, managed and monitored a 100% growth in number of youth programs over a 5 year period
- Provision of technical assistance resulting in excellent outcomes for at risk youth (86% of student graduates enter college or employment annually)
- Development of research design for long and short term data collection
- Responsible for program sustainability and growth through grant writing and sponsorship development
- Implementation of statewide Annual Training for local sites (grantees)
- Management of contract deliverables associated with state and federal funds

**Program Manager,** The Florida High School/High Tech Program

August, 2005 - June, 2009

The Able Trust, Tallahassee, FL

Responsibilities include quality assurance and technical assistance/training for statewide transition program serving at risk youth with disabilities including:

- Provided technical assistance and training to 35 youth programs representing 34 Florida counties
- Developed and facilitated annual training for youth programs
- Created data collection process and synthesized outcomes
- Produced program educational and promotional materials
- Established and maintained state level collaborative relationships
- Provided educational presentations to national and state audiences on behalf of the program including: Symposium for Youth Development (Chicago, IL, 2008), National Corporation for Volunteerism and Community Service (Albuquerque, NM, 2007) and (Pittsburgh, PA, 2008), Florida Division of Career Development and Transition Conference (2006, 2007, 2008, 2009)

#### Experience

Social Service

January, 2001 - August, 2005

#### **Project Coordinator**

June, 2002 - August, 2005

Ability 1st (The Center for Independent Living of North Florida), Tallahassee, FL

Managed local High School/High Tech Program to provide career based transition services to students with disabilities in a multi county region. Provided career and college counseling, mentoring, exposure to high tech careers and skill development training to youth in Gadsden, Leon, Wakulla and Taylor counties. Developed extensive programmatic and fiscal program support through partnership with business, academic and civic organizations. Recipient of the 2003 Florida High School/High Tech Program of the Year Award.

#### **Independent Living Specialist**

April, 2002 - June, 2002

Ability 1st (The Center for Independent Living of North Florida), Tallahassee, FL

Supported consumers with various disabilities in attaining independent living goals related to housing, employment and community inclusion. Provided counseling, case management and advocacy training to individuals with physical, emotional and mental health disabilities. Managed activities and deliverables of the Recreation Action Program for Adults with Disabilities (RAPAD), a program of the Florida Disabled Outdoors Association. Program highlights included the development of a weekly arts program benefiting individuals residing at the Tallahassee Homeless Shelter and Drop In Center.

#### Assistant to the Director

January, 2002 - March, 2002

ECHO, Inc., Tallahassee, FL

Managed administrative support to Executive Director including fiscal responsibilities of billing and accounting. Leadership in marketing materials including the development of promotional, educational and fundraising materials. Overnight management of Bethany Family Apartments (housing for families experiencing homelessness) including safety protocol and crisis management.

#### **Lead Counselor**

January, 2001 - January, 2002

ECHO, Inc., Tallahassee, FL

Provided counseling and case management services to individuals and families experiencing homelessness. Facilitated crisis intervention, resource acquisition and support services. Services provided included budgeting, provision of food and monetary assistance and employment linkages and referrals.

#### Awards and Honors

2006 Competent Communicator Credential, Toastmasters International Public Speaking Program

2007 Advanced Communicator Bronze Credential, Toastmasters International Public Speaking Program

2007 Toastmaster of the Year Award

2008 Toastmaster of the Year Award

2008 Speaker of the Year Award

2009 Advanced Communicator Silver Credential, Toastmasters International Public Speaking Program

2012 Tallahassee Neighborhood Leadership Academy (City of Tallahassee)

2013 Knight Creative Communities Institute Class (Frenchtown Heritage Market)

2014 Non Profit of the Year, Tallahassee Network of Young Professionals, Golden A.C.E. Award

#### **Professional Associations**

Council of Neighborhood Association (Board Member, local Neighborhood Association), Network of Young Professionals, Tallahassee Northside Toastmasters & Tallahassee Professionally Speaking (previous), NASW member

#### **Community Service**

Current - America's Second Harvest Food Bank of the Big Bend (President Elect, Board of Directors), MS Society (Volunteer), ECHO (Monthly Meal Volunteer), St. Paul's United Methodist Church Committee Member, Manna on Meridian (Monthly Volunteer), United Way Education Council member

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT LIBRARY ADVISORY BOARD

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: Sarah	Shuler					Date:	10/28/2015	10:23:16AM
Home Phone:	(850) 274-9626	Work	Phone: (8	50)717-5385>	( Email:			
Occupation: AT	TORNEY		Employe	er: FLORID	A HOUSE O	F REPR	ESENTATIV	ES
Preferred mailin	g location: Hom	e Address	,					
Work Address:	316 THE CAPITO	=						
	402 S. MONROE S	ST.						
City/State/Zip:	TALLAHASSEE,FI	_ 32399						
Home Address	2120 SPENCE AV	Έ						
City/State/Zip:	TALLAHASSEE,F							
Do you live in Le	•	,		e within the C	,	Yes		
	perty in Leon County		•	is it located w	•		Yes	
	ears have you lived i			•	ınty?		8 years	
,	y serving on a Count	, ,		No				
	Committee(s) are you							
	d on any previous Le			? No				
If yes, on what 0	Committee(s) are you	a membe	er?					
If you are appo	inted to a Committe	e, you are	expected to	attend regul	ar meetings	<u>.</u>		
How many days	permonth would you	ı be willing	to commit fo	r Committee v	vork?	4 or ı	more	
And for how ma	ny months would you	ı be willing	to commit th	at amount of	time?	6 or 1	more	
What time of day	y would be best for y	ou to atter	nd Committee	meetings?	Day	, Night		
(OPTIONAL) Le	eon County strives to	meet its o	noals, and the	se contained	in various fe	deral and	d state laws (	of
l '	embership in its Advi							
	or Applicant, the follo	,			,		, ,	
those goals. Race: Caucas		-						
			emale	Age:	35.00			
Disabled? No	)	District:	District 3					

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

I BELIEVE THAT MY BACKGROUND, SKILLS, INTERESTS WOULD ALLOW ME TO MAKE VALUABLE CONTRIBUTIONS TO THE LEON COUNTY PUBLIC LIBRARY SYSTEM, AND, IN TURN, LEON COUNTY AS A WHOLE WHILE SERVING AS A LEON COUNTY LIBRARY ADVISORY BOARD MEMBER. THE MOST RELEVANT AND DIRECT CONNECTION TO THE BOARD WOULD BE MY EXPERIENCES WHILE COMPLETING A MASTER IN LIBRARY SCIENCE DEGREE IN 2012. MY STUDIES WERE FOCUSED ON E-GOVERNMENT LIBRARIANSHIP, MEANING MUCH OF WHAT I READ, RESEARCHED, DISCUSSED, AND WROTE ABOUT CENTERED ON THE INTERSECTION OF PATRONS' NEEDS, DIGITAL INFORMATION, AND ACCESS TO GOVERNMENT. AS A RESULT, I DEVELOPED AN APPRECIATION FOR THE VALUE OF LIBRARIES IN BRIDGING THE GAP FOR A SIGNIFICANT PORTION OF THE

PUBLIC WHO CANNOT ACCESS DIGITAL INFORMATION, WHETHER IT'S BECAUSE THEY ARE TOO POOR TO OWN A COMPUTER OR SIMPLY DON'T KNOW HOW TO USE THEM. I THINK WE WILL

CONTINUE TO FACE MAJOR CHALLENGES IN ENSURING THAT NO CITIZEN IS BARRED FROM INTERACTING WITH THEIR GOVERNMENT AS TECHNOLOGY CONTINUES TO ADVANCE AND PERMEATE ALL CORNERS. LIBRARIES—THROUGH THEIR FACILITIES AND ACTIVITIES—SHOULD BE MAJOR PLAYERS IN REDUCING THE DEPTH OF THE DIGITAL DIVIDE. CURRENTLY, I AM AN ATTORNEY IN THE FLORIDA HOUSE OF REPRESENTATIVES AND HAVE BEEN SINCE 2011. MY DAILY RESPONSIBILITIES INCLUDE EVALUATING LEGISLATION AND ADVISING MEMBERS ON PARLIAMENTARY PROCEDURE AND POLITICAL STRATEGY. THOUGH I'M NOT ACTUALLY ALLOWED TO EVER SPEAK IN A MICROPHONE, I DEBATE ISSUES WITH MEMBERS BEHIND THE SCENES AND HELP THEM ARRIVE AT THEIR DECISIONS AND COMMUNICATE THEM TO THE PUBLIC. IN ADDITION TO HAVING GAINED THESE SKILLS, I'VE ALSO DEEPENED MY APPRECIATION FOR THE NECESSITY OF PUBLIC PARTICIPATION IN THE PROCESS. CIVIC ENGAGEMENT IS A PILLAR OF A HEALTHY AND FUNCTIONING DEMOCRACY AND I BELIEVE IN THE VALUE OF PROVIDING A VENUE FOR THE PUBLIC TO SHARE THEIR VIEWS WITH OFFICIALS. THIS PAST SPRING, I COMPLETED MY FELLOWSHIP TO BECOME A MEMBER OF THE TALLAHASSEE CHAPTER OF NEW LEADERS COUNCIL. MY EXPERIENCES IN THE NLC INSTITUTE HELPED SOLIDIFY MY COMMITMENT TO DEVELOPING MY OWN LEADERSHIP SKILLS WHILE SERVING THE COMMUNITY AND PROMOTING BROADER COMMUNITY ENGAGEMENT. AS I WORK WITH MY FELLOW NLC ALUMNI TO FURTHER DEVELOP OUR CHAPTER, WE CONTINUE TO FIND WAYS TO VOLUNTEER LOCALLY, CONNECT WITH OUR NEIGHBORS, AND OTHERWISE IMPROVE OUR COMMUNITY. NLC HAS BEEN AN AMAZING TRAINING GROUND THAT HAS HELPED ME FOCUS ON CAUSES THAT ARE IMPORTANT TO ME. AT THE SAME TIME, I'VE HAD THE CHANCE TO MEET OTHERS IN THE COMMUNITY WHO SHARE A SIMILAR COMMITMENT TO MAKING OUR AREA A BETTER PLACE TO LIVE.

BECAUSE OF MY INTEREST IN COMMUNITY ENGAGEMENT AND BELIEF IN THE IMPORTANCE OF LIBRARIES, I BELIEVE THAT I WOULD BE WELL-SUITED FOR SERVICE AS A LEON COUNTY LIBRARY ADVISORY BOARD MEMBER. I BELIEVE THAT I WOULD BRING AN AWARENESS OF SUBSTANTIVE ISSUES THAT WOULD ALLOW ME TO UNDERSTAND THE CONCERNS BROUGHT BEFORE THE BOARD AND INFORM DECISIONS THAT I MAKE. FURTHERMORE, MY COMMITMENT TO MAKING LEON COUNTY BETTER WOULD ALLOW ME TO REMAIN ENGAGED IN HELPING CARRY OUT THE BOARD'S MISSION.

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

Name: DURWARD BREWER Telephone: 850-385-2918 Address: 316 THE CAPITOL, 402 S. MONROE ST., TALLAHASSEE, FL 32399

Telephone: 850-508-5841 Name: MAX HERRLE

Address: 117 SOUTH GADSDEN, TALLAHASSEE, FL, 32301

#### 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? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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: Sarah R. Shuler

This application was electronically sent: 10/28/2015 10:23:16AM

### Sarah R. Shuler

2120 Spence Ave. Tallahassee, FL 32308 shuler.sarah@gmail.com (850)274-9626

#### **EDUCATION:**

#### **University of Maryland**

College Park, MD

Master of Library Science, August 2012

G.P.A.: 4.0/4.0

E-Government Librarianship Scholarship recipient • Focused coursework on digital resources, digital government, and balancing the needs of patrons with advancements in information technology • Developed Florida Legal Research Guide for Nova Southeastern Law School • Interned with Government Information Online's Chat and Email research assistance program • Attended Annual Federal Depository Library Council Meeting and Conference 2010, 2011 • Attended 2012 Digital Government Conference

#### Florida State University College of Law

Tallahassee, FL

Juris Doctor, *cum laude*, May 2010 G.P.A.: 85.7/100: Rank: 51/183

Environmental and Land Use Certificate • Journal of Transnational Law & Policy
Editor-in-Chief, Articles & Notes Editor, Outstanding Articles & Notes Editor • Dean's
List (3 semesters) • Hopping Green & Sams Book Award in Land Use Regulation •
Environmental Certificate Seminar Book Award • Steven M. Goldstein Scholar • Beverly
Stout McLear Scholar • Florida Bar City, County, and Local Government Section Award

#### **University of Georgia**

Athens, GA

Master of Science, Agronomy (Environmental Chemistry), August 2004

**Thesis:** Microbial community response to 2,4,6-trinitrotoluene and lead mixtures in soil G.P.A.: 3,48/4.00

Gamma Sigma Delta Honor Society Member • Agronomy Graduate Student Association Vice President

#### **University of Georgia**

Athens, GA

Bachelor of Science in Agriculture, Biological Sciences, *magna cum laude*, May 2002 G.P.A.: 3.74/4.00

Golden Key National Honor Society Member • National Society of Collegiate Scholars Member • Presidential Scholar (3 semesters) • Dean's List (4 semesters) • Regent's Out-of-State Tuition Waiver • Charter Scholar • M.E. McCullough Scholar • E.G. Dawson Scholar • G.A. Burson Scholar • WUOG 90.5FM Operations Staffer of the Year; Local Music Staffer of the Year

#### **EXPERIENCE:**

### Florida House of Representatives

Tallahassee, FL

**Attorney** 

September 2011 – Present

Researches, tracks, and informs Democratic Caucus members on health and natural resources legislation and budgetary issues; Assists in development of Caucus strategy; Drafts summaries, talking points, questions, speeches, and amendments for assigned bills

#### Florida House of Representatives

Tallahassee, FL

Legislative Intern

October 2010 – May 2011

Researched and drafted analyses for 10 bills (7 as first reference); Conferred with Subcommittee Chair and Staff on compliance of assigned bills with leadership policy principles; Monitored progress of assigned bills and amendments; Assisted with committee projects as required.

#### Florida Department of Community Affairs

Tallahassee, FL

Law Clerk Extern

May 2009 – August 2009

Served as Presiding Officer for Informal Administrative Hearing; Drafted administrative agency orders; Researched and drafted legal memoranda on land use issues.

**Levine & Stivers** Tallahassee, FL

Law Clerk May 2008 – February 2009

Researched and drafted legal memoranda on property law and teacher employment issues; Conferred with attorneys on deposition preparation; Reviewed pertinent discovery documents.

#### Florida Department of Agriculture

Tampa, FL

Laboratory Technician IV

October 2005 – July 2007

Analyzed petroleum samples to ensure compliance with quality standards specified in Florida statutes and administrative regulations; Prepared daily reports of sample data and maintained lab databases.

#### Severn-Trent Labs

Tampa, FL

Extractionist

March 2005 – October 2005

Prepared environmental samples for analysis according to EPA methods; Served as substitute department supervisor as necessary.

**WUOG 90.5FM** Athens, GA

Local Music Director

March 2001 – March 2002

Tasked a staff of approximately 15 student volunteers; Served as liaison among local musicians, venues, and campus; Scheduled and set up sound equipment for twice-weekly live on-air band performances; Organized the recording and release of Live in the Lobby compilation CD; Received Executive Staffer of the Year award.

#### **University of Georgia**

Athens, GA

Lab Assistant

Summer 2001

Collected data and cared for animals during study of nutritional value of commercially over-processed soy to poultry.

#### **University of Georgia**

Athens, GA

Lab Assistant

Summer 2000

Assisted in animal care and sample collection during study of fat deposition in poultry fed diets of high protein content; Analyzed DNA and protein from blood and tissue samples.

#### **PROFESSIONAL:**

Licensed to practice law in Florida (Florida Bar #85399, Admitted 2010)

### ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINT MEN

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: Thayumanasamy Soma	sundaram		Date: 05-Nov-2014	
Home Phone: (850) 219-9799   Work Phone:			Email: somab	hanu@gmail.com
Occupation:SENIOR RESEARC	Employer: FLORIDA	STATE UNIVE	RSITY	

Preferred mailing location: Home Address

Work Address:

City/State/Zip: TALLAHASSEE FL

Home Address 3231 ADDISON LANE

City/State/Zip: TALLAHASSEE FL 32317

Do you live in Leon County? Yes If yes, do you live within the City limits? Yes

Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 21.00years

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 preference
1st Choice: Council on Culture & Arts
2nd Choice: Science Advisory Committee

What cultural arts organization do you represent, if any?

ASIAN COALITION OF TALLAHASSEE AND INDIA ASSOCIATION OF TALLAHASSEE

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 permonth would you be willing to commit for Committee work? 1 And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day

**(OPTIONAL)** Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Asian Sex: Male Age: 55

Disabled? No District: District 5

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

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

Page 2 of 8

Name: CLYDE DIAO Telephone: 8503395227

Address: 1307 WALDEN ROAD, TALLAHASSEE, FL 32317

Name: Telephone:

Address:

#### IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? No

Are you willing to complete a financial disclosure form and/or a background check, if applicable?

No

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? No If yes, please explain.

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

Thayumanasamy Somasundarm

This application was electronically sent: 11/5/2014 1:23:42PM

#### Thayumanasamy Somasundaram's Scientific Expertise: A summary

My scientific expertise is in the areas of biophysics [studying biological processes using physical techniques] and biochemistry [studying biological processes using chemical methods]. My sub-specialty is called structural biology [studying proteins, DNA, lipids, and their complexes in atomic resolution and in 3-dimensions using a technique called x-ray single crystal diffraction or x-ray crystallography]. I have been a structural biologist for 20+ years (since 1993).

I use x-ray crystallography to find 3-dimensional structures of biologically important materials like proteins and nucleic acids (DNA, RNA).

Prior to becoming a structural biologist, I have been a protein biochemist (studied cataract formation in humans) and a physical chemist (built a spectrometer for analyzing powder materials) for about ten years.

#### **Curriculum Vitae**

#### Thayumanasamy Somasundaram

February 2015

#### **General Information**

University address: Institute of Molecular Biophysics

KASHA LABORATORY 0414

Florida State University

Tallahassee, Florida 32306-4380

Phone: 850-644-6448; Fax: 850-644-7244

E-mail address: tsomasundaram@fsu.edu

Web site: http://www.biophysics.fsu.edu/soma

#### **Professional Preparation**

Doctor of Philosophy, Indian Institute of Science, Bangalore, India. Major:

Chemistry. Physical Chemistry. Supervisor: P. Ganguly.

Thesis Date and Title: (1987). Experimental studies on gas-microphone

detected photo-acoustic signals from condensed phases, Indian Institute

of Science, Bangalore, India.

#### **Non-degree Education and Training**

1989–1993 Research Asst. Professor, Physics Department, Boston University, Boston, MA

02215

1987–1989 Post-doctoral fellowship, Center for Cellular & Molecular Biology, Hyderabad,

India

#### **Professional Experience**

2008–present Senior Research Associate, Institute of Molecular Biophysics, Florida State

University

2002–2008 Associate in Research, Institute of Molecular Biophysics, Florida State

University

1993–2002 Assistance in Research, Institute of Molecular Biophysics, Florida State

University

#### **Current Membership in Professional Organizations**

American Crystallographic Association Biophysical Society

#### **Teaching**

#### Practical Course on X-Ray Crystallography and Diffraction

Somasundaram, T. (2014). *Three week long practical course on x-ray crystallography and diffraction*. X-Ray Facility, Institute of Molecular Biophysics.

Three graduate students were given six separate (3 hour session each) hands-on training session during a three week period on x-ray crystallography and diffraction.

Somasundaram, T. (2013). *Three week long practical course on x-ray crystallography and diffraction*. X-Ray Facility, Institute of Molecular Biophysics.

Five graduate students were given six separate (3 hour session each) hands-on training session during a three week period on x-ray crystallography and diffraction.

Somasundaram, T. (2012). *Three week long practical course on x-ray crystallography and diffraction*. X-Ray Facility, Institute of Molecular Biophysics.

Three graduate students were given six separate (3 hour session each) hands-on training session during a three week period on x-ray crystallography and diffraction.

Somasundaram, T. (2011). *Three week long practical course on x-ray crystallography and diffraction*. X-Ray Facility, Institute of Molecular Biophysics.

Five graduate students were given four separate (3 hour session each) hands-on training session during a two week period on x-ray crystallography and diffraction.

#### **Research and Original Creative Work**

#### **Publications**

#### **Refereed Journal Articles**

- Bush, D. J., Kirillova, O., Clark, S. A., Davulcu, O., Fabioloa, F., Xie, Q., Somasundaram, T., Ellington, W. R., & Chapman, M. S. (2011). The structure of lombricine kianse: implications for phosphagen kinase confromational changes. *Journal of Biological Chemistry*, 286(11), 9338-9350. Retrieved from http://www.jbc.org/content/286/11/9338
- Chapman, M. S., & Somasundaram, T. (2010). De-icing: recovery of diffraction intensities in the presence of ice rings. *Acta Crystallographica Section D*, 66(6), 741-744. Retrieved from http://journals.iucr.org/d/issues/2010/06/00/ea5117/index.html
- \* Dubey, V. K., Lee, J., Somasundaram, T., Blaber, S., & Blaber, M. (2007). Spackling the Crack: Stabilizing Human Fibroblast Growth Factor-1 by Targeting the N and C terminus

- β-Strand Interactions. *Journal of Molecular Biology*, *371*(1), 256-268. Retrieved from http://www.sciencedirect.com/science/article/pii/S002228360700705X
- \* Lee, J., Dubey, V. K., Somasundaram, T., & Blaber, M. (2006). Conversion of type I 4:6 to 3:5 β-turn types in human acidic fibroblast growth factor: Effects upon structure, stability, folding, and mitogenic function. *Proteins: Structure, Function, and Bioinformatics*, 62(3), 668-697. Retrieved from http://onlinelibrary.wiley.com/doi/10.1002/prot.20808/full
- \* Bernett, M. J., Somasundaram, T., & Blaber, M. (2004). An atomic resolution structure for human fibroblast growth factor 1. *Proteins: Structure, Function, and Bioinformatics*, 2004, 626-634. Retrieved from http://onlinelibrary.wiley.com/doi/10.1002/prot.20239/full
- \* Xie, Q., Somasundaram, T., Bhatia, S., Bu, W., & Chapman, M. S. (2003). Structure determination of adeno-associated virus 2: three complete virus particles per asymmetric unit. *Acta Crystallographica D*, *59* (*6*), 959-970. Retrieved from http://journals.iucr.org/d/issues/2003/06/00/sx0053/index.html doi:http://scripts.iucr.org/cgi-bin/paper?S0
- \* Yousef, M. S., Clark, S. A., Pruett, P. K., Somasundaram, T., Ellington, W. R., & Chapman, M. S. (2003). induced fit in guanidino kinases—comparison of substrate-free and transition state analog structures of arginine kinase. *Protein Science*, *12*(1), 103-111. Retrieved from http://onlinelibrary.wiley.com/doi/10.1110/ps.0226303/full doi:http://onlinelibrary.wiley.com/doi/10.11
- \* Pruett, P. S., Azzi, A., Clark, S. A., Yousef, M. S., Gattis, J. L., Somasundaram, T., Ellington, W. R., & Chapman, M. S. (2003). The Putative Catalytic Bases Have, at Most, an Accessory Role in the Mechanism of Arginine Kinase. *Journal of Biological Chemistry*, 278(29), 26952-26957. Retrieved from http://www.jbc.org/content/278/29/26952.full

#### **Presentations**

#### **Invited Workshops**

- Somasundaram, T. (2014, August). 2014 First Florida Core Network Event. Workshop delivered at UF-ICBR, Gainesville, Florida, Gainesville, Florida. (State) Retrieved from http://www.biotech.ufl.edu/florida-core-networking/
- Somasundaram, T. (2013, June). 2013 First Annual Southeastern Association of Shared Resources. Workshop delivered at Southeastern Association of Shared Resources, University of Georgia, Athens, GA. (Regional)

#### **Invited Lectures and Readings of Original Work**

\* Somasundaram, T. (2007, March). *CryoCrystallography at Synchrotrons*. Delivered at Florida Society for Microscopy & Vacuum Society, University of Central Florida, Orlando. (State)

#### Mentor, Young Scholars Program

- Somasundaram, T. (2011). *Individual Research Project mentor for High School Students*. Young Scholars Program, Department of Biological Science
- Somasundaram, T. (2011). *Individual Research Project mentor for High School Students*. Young Scholars Program, Department of Biological Science
- Somasundaram, T. (2011). *Individual Research Project mentor for High School Students*. Young Scholars Program, Department of Biological Science
- Somasundaram, T. (2010). *Individual Research Project mentor for High School Students*. Young Scholars Program, Department of Biological Science
- Somasundaram, T. (2009). *Individual Research Project mentor for High School Students*. Young Scholars Program, Department of Biological Science
- Somasundaram, T. (2008). *Individual Research Project mentor for High School Students*. Young Scholars Program, Department of Biological Science
- \* Somasundaram, T. (2007). *Individual Research Project mentor for High School Students*. Young Scholars Program, Department of Biological Science

Since 2007 (except 2012) every year I have sponsored two high schools students for their Individual Research Project

#### Service

#### Florida State University

#### **FSU Institute or Center Service**

Judge, Capital Regional Science & Engineering Fair, Feb 13, 2015 Coordinate student safety training with FSU Safety Office, Safety Coordinator (2008–present) Communication member of the FSU-Wide Core Facility Managers Network (2012-present)

#### The Community

- Chairman, I am the Chairman of the Asian Coalition of Tallahassee. This 501 (c) (3) is an umbrella organization of dozen associations and groups, Asian Coalition of Tallahassee (2013–present).
- Trustee, Trustee (2012-13) President (2010-11), General Secretary (2008-09), Web Master (2007-11) of this 501 (c) (3) organization representing over 250 families of Asian Indians, Indian Association of Tallahassee (2012–2013).
- \* Director of Communications and Chair-Elect, I have served as Director of Communication from 2007 to 2010. I am the Chairman-Elect from 2011-13. This 501 (c) (3) is an umbrella organization of dozen associations and groups, Asian Coalition of Tallahassee (2007–2013).
- \* President, General Secretary, and Web Master, President (2010-11), General Secretary (2008-09), Web Master (2007-11) of this 501 (c) (3) organization representing over 200 families of Asian Indians, Indian Association of Tallahassee (2007–2011).

<sup>\*</sup> Professional activities that occurred before my last promotion at FSU

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT WATER RESOURCES COMMITTEE

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: Alan Niedoroda			Date: 1	11/15/2015 9:53:53PM
Home Phone: (850) 668-4929	Work Phone: ()-X	Email:a3		embarqmail.com
( )		WYNDHAM CONSUL		
Occupation: CONSULTING SCIENTIST	T Employer:	WYNDHAW CONSUL	. I AN I S, I	LLC
Preferred mailing location: Home A	ddress			
Work Address: 6000 MILLER LANDIN	NG CV			
City/State/Zip: TALLAHASSEE,FL 32	2312			
Home Address 6000 MILLER LANDIN	NG CV			
City/State/Zip: TALLAHASSEE,FL 32	2312			
Do you live in Leon County? Yes	If yes, do you live v	vithin the City limits?	No	
Do you own property in Leon County?	Yes If yes, is it	located within the City li	imits?	No
For how many years have you lived in ar	nd/or owned property ir	Leon County?	30	years
Are you currently serving on a County A	dvisory Committee?	No		
If yes, on what Committee(s) are you a r	member?			
Have you served on any previous Leon (	County committees?	No		
If yes, on what Committee(s) are you a r	member?			
If you are appointed to a Committee, y How many days permonth would you be And for how many months would you be What time of day would be best for you t	willing to commit for C willing to commit that a	ommittee work? amount of time?	1 6 or mo Night	ore
	y Committees that refle ng information is neede	cts the diversity of the c	ommunity	/. Although
In the space below briefly describe on Committees; your educational backg Committee; any of your professional held them and whether they are effect which you participate; and reasons for the space of	round; your skills and licenses and/or desig ctive in Leon County; a	experience you could nations and indicate ho my charitable or comm	contribut ow long y unity act	te to a rou have ivities in

Attachment #4 Page 2 of 3

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

Name: COMMISSIONER DAILEY

Telephone: ?

Address: LEON CO

Name: Telephone:

Address:

#### IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? No

Are you willing to complete a financial disclosure form and/or a background check, if applicable?

No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? If yes, please explain.

No

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: Alan Niedoroda

This application was electronically sent: 11/15/2015 9:53:53PM

# 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: Eva B. Armstrong Date: 7/12/2015 Home Phone: 850-591-9501 Work Phone: 850-591-9501 Email: EvaBArmstrong@comcast.net Employer: self – license is with Joe Manausa Real Estate Occupation: real estate agent Please check box for preferred mailing address. 9 Work Address: 2066 Thomasville Rd. City/State/Zip: Tallahassee, FL 32301 X Home Address (Required to determine County residency) 5277 Quail Valley Rd. City/State/Zip: Tallahassee, FL 32309 Do you live in Leon County? XYes No If yes, do you live within the City limits? Yes X No Do you own property in Leon County? XYes No If yes, is it located within the City limits? XNo For how many years have you lived in and/or owned property in Leon County 13 years Are you currently serving on a County Advisory Committee? Yes XNo If You on what Committee(s) are you a member? X No Have you served on any previous Leon County committees? Yes If Yes on what Committee(s) have you served? Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference 1st Choice: Water Resources Committee 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? 1 X 2 to 3 4 or more 2 3 to 5 **X** 6 or more And for how many months would you be willing to commit that amount of time? What time of day would be best for you to attend Committee meetings? X Day X Night (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals. X Caucasian Race: African American Other Asian Hispanic Male X Female Sex: Age: 61 X No Disabled? Yes District 4 XX District 1 District 2 District 3 District 5

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available. I graduated from FSU in 1975: Major in English with a minor in Mass Communication. I have lived in Tallahassee for over 50 years and I'm looking for a meaningful way to give back to my community. The bulk of my career has been spent with various state agencies, most of which I was focused on environmental issues. The last 12 years I served four as Government Relations Director for the Audubon Society of Florida and eight as the Director for the Division of State Lands with the Department of Environmental Protection. Both of these positions gave me a keen appreciation for our water resources and the increasing pressures on them, although in no way am I a scientist trained in that field. Since leaving government in 2007 I spent the past eight years serving the Greater Leon County Area as a licensed real estate agent. With a major focus on residential sales, I have also had some experience in commercial sales. I served in a volunteer capacity for about three years on the Board of the Lemoyne Center for the Visual Arts. I have not served on a Leon County Citizens Committee before. If given the honor of serving the County Commission in this capacity, I would contribute my passion for my community, knowledge of Leon County, and desire to find solutions to water challenges facing this community in a way that serves us all. References (you must provide at least one personal reference who is not a family member): Name: Joe Manausa, Real Estate Broker Telephone: 850-888-0888 Address: 2066 Thomasville Rd., Tallahassee, FL 32301 Telephone: 850-566-5791 Name: Colleen Castille Address: 3209 Adwood Dr., Tallahassee, 32312 IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING 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? XYes No Are you willing to complete a financial disclosure form and/or a background check, if applicable? XYes No Will you be receiving any compensation that is expected to influence your vote, action, or participation If ves. from whom? on a Committee? Yes XNo Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? XNo

"Poonle Focused Performance Driven "

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting

Do you or your employer, or your spouse or child or their employers, do business with Leon County? Yes

conflicts? Yes X No If yes, please explain.

recurring conflict with regard to your participation on a Committee?

If yes, please explain.

If ves, please explain.

Yes

XNo

XNo

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

Signature:

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

5277 Quail Valley Tallahassee, FL 32309 850-591-9501 http://www.manausa.com/agents/eva-armstrong/ Evaarmstrongo8@gmail.com

# **EVA ARMSTRONG**

OBJECTIVE Secure appointment to local citizen committee that provides an opportunity for me to use my knowledge and skills to give back to my community.

SKILLS & ABILITIES Good working knowledge of water systems in Florida, understanding of various political organizations and how they work (county, city, state agencies, etc.), and fine-tuned skills for negotiations and working with a group to reach consensus.

#### EXPERIENCE REALTOR, JOE MANAUSA REAL ESTATE/CENTURY 21 MANAUSA & ASSOCIATES

April, 2007 to present

Providing real estate services for residential and commercial clients. Achieved Top Producer status during the tough recession years and continues to provide high quality service for my clients.

#### CHAIRMAN OF THE BOARD, EARTHSTEPS, LLC

January, 2007 to present

Energy consulting company headquartered in Tallahassee, focused on helping people reduce their use of energy. Company is administering the City of Tallahassee's Neighborhood Reach Program and assisting other clients with their energy efficiency needs.

#### DIRECTOR, DIVISION OF STATE LANDS, FL DEPT. OF ENVIRONMENTAL PROTECTION

July 13, 1999- January 2, 2007

Directed/coordinated the acquisition of 1.1 million acres of conservation lands for \$2.3 billion over eight years. Implemented the 1999 Florida Forever Act. Topped it off with the purchase of 74,000 acre Babcock Ranch for \$350,000,000, the largest land deal in Florida history and included the 17,000 acre Telegraph Swamp, major water resource for Lee/Charlotte Counties.

#### Government Relations Director, Florida Audubon Society

November, 1995 - July, 1999

Directed Florida Audubon's governmental program in Tallahassee. Acted as Campaign Manager for the Conservation Amendment Campaign, 1998, successfully securing passage of the Conservation Amendment by more than 72% of the vote. Secured passage of the Florida Forever Act in 1999 as Legislative implementation of the Conservation Amendment.

#### VICE PRESIDENT OF OPERATIONS, GLOBAL RELATIONSHIP CENTERS, INC.

March 1994 - November 1995

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINT ME

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: Amanda Dorsett				Date: 10-Jun-2015
Home Phone: (850) 284-6902 Wo	ork Phone: (850)877	7-1133X3704	Email: ama	inda@waterwayecologics.com
Occupation:Environmental Specialis		ployer: Ecolo	gy and Environm	ent
Preferred mailing location: Home Ad	dress			
Work Address:				
City/State/Zip: TALLAHASSEE	FL			
Home Address 106 E. 4TH AVE				
City/State/Zip: TALLAHASSEE		2303		
Do you live in Leon County? Yes			the City limits?	
Do you own property in Leon County	∕? No If y	yes, is it loca	ted within the Cit	y limits? No
For how many years have you lived		• •	n County? 3	36.00years
Are you currently serving on a Count	,	ttee? No		
If yes, on what Committee(s) are you				
Have you served on any previous Le	•	tees? No		
If yes, on what Committee(s) are you				
Are you interested in serving on any	•		•	our preference
1st Choice: Water Resources Comm		2nd Cho	ce:	
What cultural arts organization do yo	u represent, if any	?		
N/A				
If not interested in any specific Comr		nterested in a	specific subject	matter? If yes, please
note those areas in which you are in	terested:			
N/A				
If you are appointed to a Committee	e. vou are expecto	ed to attend	regular meeting	<u> </u>
How many days permonth would you				<u>=</u>
And for how many months would you	_			more
What time of day would be best for y	•			
			·	
(OPTIONAL) Leon County strives to				
maintaining a membership in its Adv	•		-	
strictly optional for Applicant, the follo	owing information is	s needed to r	neet reporting re	quirements and attain
those goals.				
Race:Caucasian	Sex:Female	Age:	36	
Disabled? No	District:	J		

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.

Although I have no formal experience acting on a committee, I have spent many years working in the aquatic sciences and more recently focusing on water conservation and management in a growing society. My education is in aquatic biogeochemistry, and have worked in both in field/laboratory, and regulation/policy roles surrounding water issues. I feel that I could provide technical expertise to the committee, and would be honored to be involved in such a capacity.

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

Page 2 of 5

Name: JENNIFER CHERRIER Telephone: 8508796421

Address: TALLAHASSEE, FL

Name: EDWARD G. EARLY Telephone: 8509332603

Address: TALLAHASSEE, FL

#### 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? No If yes, please explain.

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

Signature: Amanda Dorsett

6/10/2015 10:11:21AM This application was electronically sent:

# Amanda M. Dorsett



106 E. 4th Avenue Tallahassee, FL 32303 (850) 284-6902 flicka78@aol.com

#### **Education**

2009, M.S., Environmental Science (Marine and Estuarine Ecosystems), Florida A&M University, Tallahassee, FL, under the direction of Jennifer Cherrier. Thesis: Assessing Hydrologic and Biogeochemical Controls on Porewater Dissolved Inorganic Carbon Flux in a Subterranean Estuary: A <sup>14</sup>C and <sup>13</sup>C Mass Balance Approach

2004, B.S., Environmental Studies (Geography), Florida State University, Tallahassee, FL

# **Professional Experience**

**Environmental Specialist - September 2014 to Present** 

Ecology and Environment, Tallahassee, FL

Environmental Specialist III - April 2013 to September 2014

Florida Department of Environmental Protection, DEAR, Tallahassee, FL

Chief Scientific Officer – April 2013 to Present

Waterway Ecologics, Tallahassee, FL

Aquatic Laboratory and Field Technician – April 2010 to April 2013

Mediterranean Institute for Advanced Studies (IMEDEA), Esporles, Balearic Islands, Spain

Graduate Research Assistant and Lab Manager - January 2007 - August 2009

Environmental Sciences Institute, Florida A&M University, Tallahassee, FL

Environmental Specialist III - August 2004 - December 2006

Florida Department of Environmental Protection, Watershed Monitoring, Tallahassee, FL

Office Manager - July 2000 - August 2002

Innovia Engineering, Inc. (Formerly L&W), Tallahassee, FL

Veterinary Technician - 1997 - April 2000

North Florida Animal Hospital, Tallahassee, FL

# **Skills and Specialized Training**

#### Laboratory

6 years aquatic laboratory management experience, including supervision of undergraduate and graduate students; Highly experienced in high-temperature catalytic oxidation (TOC/TN/VOC) and flow injection analysis (AFI); Experience with nutrient, NH4, trace metals/vitamins, isotopic CO2 processing and analysis

#### **Professional**

Project management within government and education sectors; Extensive experience working directly with individuals and agencies within private and government sectors; Vendor relationship management; Effective leadership and teamwork skills; Laboratory management; Exceptional writing and verbal skills; Strong ability to assimilate and retain complex information across a variety of disciplines

#### **Field**

Extensive field experience, including the application of rigorous carbon-clean techniques and extensive preparation of collection apparatus; physically-intensive nutrient, isotopic and water quality sampling in coastal, open-ocean and land environments; and operation and towing of small engine watercraft

#### **Technical**

Experience in PL/SQL database maintenance and development; Intermediate level training in Visual Basic and Oracle; Extensive experience in data management; Proficiency in Microsoft Office Suite, Microsoft Access and Adobe Photoshop; Experience with GIS software and HTML development

### Research and Professional Interests

Aquatic biogeochemistry and oceanography with distinct focus on nutrient flux and the impacts of carbon cycling on individual system ecology, as well as global climatology. Coastal and open ocean ecosystems, whole-systems ecology. Liaisonship between scientists, analysts, policy makers and the public in an effort to promote economic and societal growth while protecting and conserving natural resources.

# **Presentations and Publications**

#### **Published Manuscripts**

Dorsett, A.D.; Cherrier, J.; Martin, J.B.; Cable, J.E. Assessing hydrologic and biogeochemical controls on pore-water dissolved inorganic carbon cycling in a subterranean estuary: A 14C and 13C mass balance approach. Marine Chemistry 127:76-89, 2011

Duarte, C.M., Prairie, Y.T., Frazer, T.K., Hoyer, M.V., Notestein, S.K., Martínez, R., Dorsett, A., Canfield, D.E. Rapid accretion of dissolved organic carbon in the springs of Florida: the most organic-poor natural waters. Biogeosciences 7:4051-4057, 2011

#### **Presentations**

Duarte, C M; Dorsett, A D; Ruiz-Halpern, S.; Waite, A; Pinho, L; Dachs, J; A global assessment of pools and fluxes of volatile organic carbon across the air-sea interface. Presented at: ASLO Aquatic Sciences Meeting; 2012 Jul 8-13; Lake Biwa, Shiga, Japan.

Dorsett, A D; Cherrier, J; Martin, J B; Cable, J E; Roy, M; Smith, C G; Guilderson, T; Carbon isotopic methods to examine sediment biogeochemistry and groundwater flow from an unconfined aquifer. Poster session presented at: ASLO Aquatic Sciences Meeting; 2009 Jan 25-30; Nice, France

#### **Published Abstracts**

Pinho, L.; Dorsett, A.; Marotta, H.; Mesa, E.; Enrich-Prast, A.; Dachs, J.; Duarte, C. M.; *Semi -Volatile organic carbon uptake in the tropical ocean.* **To be presented** at ASLO Aquatic Sciences Meeting, Granada, Spain, 2015

Dorsett, A; Cherrier, J; Cable, J.E.; Martin, J.B.; Carbon Isotopic Methods to Examine Sediment Biogeochemistry and Groundwater Flow from an Unconfined Aquifer; ASLO Aquatic Sciences Meeting, Nice, France, 2009

Cherrier, J; Cable, J.E.; Martin, J.B.; Dorsett, A.; Smith, C.G.; Roy, M.; Druffel, E.R.; *Carbon Flux in a Subterranean Estuary: What Does Submarine Groundwater Discharge Have To Do With It?*; ASLO Aquatic Sciences Meeting, Nice, France, 2009

Roy, M.; Martin, J.; Cable, J.; Cherrier, J.; Smith, C.; Dorsett, A.; Flow paths of submarine groundwater discharge (SGD) and its relation to Fe diagenesis: A case study from Indian River Lagoon, Florida; American Geophysical Union, Spr. Meeting 2008

Martin, J.B.; Cable, J.E.; Cherrier, J.; Roy, M.; Smith, C.G.; Dorsett, A.; What Controls Submarine Groundwater Discharge?; American Geophysical Union, Spr. Meeting 2008

Cable, J.; Cherrier, J.; Martin, J.; Smith, C.; Dorsett, A.; Roy, M., *Groundwater Discharge Impacts on Benthic Carbon Fluxes to a Coastal Lagoon;* Estuarine Research Federation Science and Management, Fall Meeting 2007

Roy, M.; Martin, J.; Cable, J.; Smith, C.; Cherrier, J.; Dorsett, A.; *Controls of Submarine Groundwater Discharge on the Redox Conditions in the Outflow Face System of Indian River Lagoon;* American Geophysical Union, Fall Meeting 2007

# **Activities and Memberships**

Member, American Society of Limnology and Oceanography (ASLO)

Coach and Mentor, National Ocean Sciences Bowl (NOSB)

Volunteer, Damayan Garden Project (Tallahassee, Florida)

Member, Human Rights Campaign (HRC)

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT WATER RESOURCES COMMITTEE

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: John Folks			Date: 11/	14/2015 8:03:37PM
Home Phone: (850) 443-8682	Work Phone: ()-X	Emai	:	
Occupation: RETIRED	Employer:	ENVIROFOLKS,LL	C	
Preferred mailing location: Home	Address			
Work Address:				
City/State/Zip: TALLAHASSEE,FL				
Home Address 2000 MORNING DC	VE ROAD			
City/State/Zip: TALLAHASSEE,FL				
Do you live in Leon County? Yes	• •	within the City limits?	No	
Do you own property in Leon County?		it located within the Ci	ty limits?	No
For how many years have you lived in			31 ye	ars
Are you currently serving on a County	•	No		
If yes, on what Committee(s) are you a				
Have you served on any previous Leor	•	Yes		
If yes, on what Committee(s) are you a	member? WATE	ER RESOURCES COM	MIIIIEE	
If you are appointed to a Committee,	you are expected to a	ttend regular meeting	ıs.	
How many days permonth would you be	be willing to commit for (	Committee work?	2 to 3	
And for how many months would you b	be willing to commit that	amount of time?	6 or more	
What time of day would be best for you	u to attend Committee m	neetings? Da	ay	
(OPTIONAL) Leon County strives to n	neet its goals, and those	contained in various t	ederal and stat	e laws of
maintaining a membership in its Advisor	9			
strictly optional for Applicant, the follow	•	•	•	· ·
those goals.		. •	1	
		Age: 65.00		
Disabled? No	District:			
In the space below briefly describe	or liet the fellowings o			

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.

#### PREVIOUSLY SERVED ON THE LEON COUNTY WATER RESOURCES COMMITTEE

#### **EDUCATIONS & LICENSES**

BACHELORS OF SCIENCE IN FORESTRY FROM THE UNIVERSITY OF FLORIDA IN 1975 MASTER OF SCIENCE IN AGRICULTURE FROM THE UNIVERSITY OF FLORIDA IN 1981 STATE OF FLORIDA'S CERTIFICATE IN SUPERVISORY MANAGEMENT AND CERTIFIED PUBLIC MANAGER FROM FLORIDA STATE UNIVERSITY IN 1996

#### PROFESSIONAL CERTIFICATION

CERTIFIED FLORIDA ENVIRONMENTAL ASSESSOR 2003 REGISTERED ENVIRONMENTAL CONSULTANT 2003 CERTIFIED ENVIRONMENTAL INSPECTOR 2003

#### **AFFILIATIONS**

ASTM 1994
FLORIDA STORM WATER ASSOCIATION 2000
WATER ENVIRONMENTAL FEDERATION 2013
AWRA – FL 2012
FLORIDA WATER NETWORK 2013
FLORIDA ENVIRONMENTAL PROFESSIONALS 2013

#### **EXPERIENCE**

MR. FOLKS ACTIVELY SERVED THE CITIZENS OF THE STATE OF FLORIDA FOR THIRTY FIVE YEARS. SINCE 1981, HE HAS TAKEN AN ACTIVE ROLE, AS A REPRESENTATIVE OF THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (FDACS), IN THE STATE'S GROUND AND SURFACE WATER ISSUES, PESTICIDE USE, PETROLEUM CONTAMINATION AND STORM WATER QUALITY. HE HAS SERVED ON THE STATE'S GROUNDWATER PROTECTION TASK FORCE, THE GOVERNOR'S COMMISSION ON THE FUTURE OF FLORIDA'S ENVIRONMENT AND THE GOVERNOR'S COMMISSION ON A SUSTAINABLE SOUTH FLORIDA.

HE PARTICIPATED IN AND CONTRIBUTED TO THE DEVELOPMENT OF THE COMPREHENSIVE EVERGLADES RESTORATION PLAN AND THE LAKE OKEECHOBEE RESTORATION PLAN.

HE LED THE AGRICULTURE NON-POINT SOURCE BMP RESEARCH, DEVELOPMENT AND PERFORMANCE VERIFICATION PROGRAMS FOR FDACS.

HE HAS BEEN ACTIVE IN ASTM'S D34 AND E50 COMMITTEES AND ACTIVELY PARTICIPATED IN THE DEVELOPMENT OF STANDARD PRACTICES E1527, E1528 AND E1903.

MR. FOLKS HAS DEVELOPED THREE "PATENT PENDING" TECHNOLOGIES THAT PROVIDE SIMPLE, ENERGY EFFICIENT, GREEN METHODOLOGIES THAT ADDRESS STORM WATER QUALITY AND QUANTITY, THROUGH NUTRIENT LOAD REDUCTION.

MR. FOLKS SPECIALIZES IN DEVELOPING AND APPLYING COMMON SENSE, GREEN, SIMPLE METHODOLOGIES AND TECHNOLOGIES TO ENVIRONMENTAL, ENERGY, WATER QUALITY/QUANTITY ISSUES AND CHALLENGES FACED BY BOTH THE PRIVATE AND PUBLIC SECTOR

Attachment #7 Page 3 of 3

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

Name: PETE TYCHEN Telephone: 850-623-7877 Address: 1695 METROPOLITAN CIR. STE.1 TALLAHASSEE, FL 32308

Telephone: 850-524-6046 Name: JAMES E. GRUBBS

Address: 1106 SANDHURST DR., TALLAHASSEE, FL 32312

#### IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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: John C Folks

This application was electronically sent: 11/14/2015 8:03:37PM

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT WATER RESOURCES COMMITTEE

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: John La	ibie					Date:	9/17/2015	4:14:33PM
Home Phone:	(850) 656-6298	Work Pho	one: ()-X		Email:			
Occupation: RE	TIRED - CONSULTIN	IG	Employer:	N?A				
Preferred mailing	location: Work	Address						
Work Address:	5215 LOUVINIA DR							
City/State/Zip:	TALLAHASSEE,FL	32311						
Home Address	5215 LOUVINIA DR							
City/State/Zip:	TALLAHASSEE,FL	32311						
Do you live in Le	on County? Yes	If yes,	do you live v	vithin the City I	imits?	No		
Do you own prop	erty in Leon County?	Yes	If yes, is it	located within	the City	limits?	No	
For how many ye	ears have you lived in	and/or own	ed property ir	Leon County	?	45	years	
Are you currently	serving on a County	Advisory Co	ommittee?	Yes				
If yes, on what C	ommittee(s) are you a	member?	WRC					
Have you served	on any previous Leo	n County co	mmittees?	No				
If yes, on what C	ommittee(s) are you a	member?						

#### If you are appointed to a Committee, you are expected to attend regular meetings.

How many days permonth would you be willing to commit for Committee work?

And for how many months would you be willing to commit that amount of time?

3 to 5

What time of day would be best for you to attend Committee meetings?

Day, Night

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain

those goals.
Race: Caucasian Sex: Male Age: 70.00

Disabled? Yes District:

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.

CURRENTLY ON THE WRC.

BACHELOR OF ARTS, FSU, GEOLOGY, SPECIAL TRAINING IN PHOTOGRAMMETRY AND PHOTO INTERPRETATION. RETIRE WATER WELL CONTRACTOR, RETIRED CERTIFIED PHOTOGRAMMETRIST, FDEP LANDFILL INSPECTOR AND FIELD INVESTIGATOR FOR SOLID AND HAZARDOUS WASTE. CONTRACT MANAGER, LAND USE/LANDCOVER INTERPRETATION AND MAPPING, REVIEWED COUNTY AND CITY COMPREHENSIVE LANDUSE PLANS. ALL OVER 35 YEARS OF SERVICE.

US SWIMMING REFEREE ATTACHED TO ATAC FOR 20 YEARS.

I WISH TO STAY ON THE WRC COMMITTEE, MY RESUME SHOULD STILL BE ON FILE WITH THE

CITY/COUNTY FROM MY FIRST APPOINTMENT.

Attachment #8 Page 2 of 3

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

Name: JOHN LABIE Telephone: 850 656 6298

Address: 5215 LOUVINIA DR.

Name: JOHN LABIE Telephone: 850 656 6298

Address: SAME

#### 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? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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: John Labie

This application was electronically sent: 9/17/2015 4:14:33PM

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #4** 

# **Leon County Board of County Commissioners**

# **Cover Sheet for Agenda #4**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Proceed with the Development of an Ordinance Amending

the Rural Zoning District to Allow Outdoor Shooting Ranges

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

## **Fiscal Impact:**

This item has no fiscal impact to the County.

#### **Staff Recommendation:**

Option #1: Authorize staff to proceed with the development of an Ordinance amending the Rural zoning district to allow outdoor shooting ranges.

Title: Authorization to Proceed with the Development of an Ordinance Amending the Rural Zoning District to Allow Outdoor Shooting Ranges

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

On July 7, 2015, the Leon County Board of County Commissioners (BCC) adopted an Ordinance amending the Rural zoning district (Attachment #1). The amendment to the Rural zoning district was in response to direction by the Board, as well as response to proposed amendments to the Rural Future Land Use (FLU) Category of the Comprehensive Plan. On September 23, 2014, the Board approved a Settlement Agreement as a result of litigation involving the Keep It Rural Coalition (KIRC), Thelma Crump, and Leon County concerning a proposed development within the Rural zoning district. One of the terms of the Settlement Agreement required the County to consider amendments to the Rural FLU category to determine whether commercial development was appropriate on properties designated "Rural" on the Future Land Use Map of the Comprehensive Plan. An application for a Comprehensive Plan Amendment to the Rural FLU Category was submitted by the KIRC on September 26, 2014. The amendment addressed the Board's Strategic Initiative to "protect the rural character of our Rural Land Use Category," as adopted by the Board on January 27, 2015.

The Ordinance was reviewed by the Development Support and Environmental Management (DSEM) Citizen's User Group as part of the review process of amending the Rural zoning district. The Citizen's User Group recommended that shooting ranges be considered as an allowable use in the Rural zoning district. Staff completed a preliminary review of other jurisdictions to determine how they addressed the location of outdoor shooting ranges. The review revealed a lack of consistency among other jurisdictions with regard to the development of locational standards for outdoor shooting ranges. As a result, staff did not include outdoor shooting ranges in the Ordinance amending the Rural zoning district. However, the July 7, 2015 agenda item for the referenced Ordinance noted that staff would to continue to analyze the development and location standards for outdoor shooting ranges and bring back a recommendation to the Board later in the year.

#### **Analysis:**

The Rural zoning district contains specific standards for non-residential uses or activities. Some non-residential uses will continue to be allowed at major intersections, while other retail uses (as part of a bona-fide agricultural operation) will be allowed in the Rural district provided these uses are functionally related to or supportive of agriculture, silviculture, or natural resource-based use. This provides greater certainty and predictability with regard to where non-residential uses can occur in the Rural district.

A select number of non-residential uses and activities are identified as restricted uses in the Rural zoning district due to their increased potential for adverse impacts to adjacent properties. Restricted uses have additional development standards that must be addressed prior to approval. These standards and restrictions were established to ensure consistency with the Comprehensive Plan and to address the Board's Strategic Priority to "protect the rural character of the Rural Land Use Category."

Title: Authorization to Proceed with the Development of an Ordinance Amending the Rural Zoning District to Allow Outdoor Shooting Ranges

December 8, 2015

Page 3

An outdoor shooting range has never been specifically listed as an allowed use within the Rural zoning district. An outdoor shooting range could be expected to have some adverse impacts, such as noise, traffic, and safety concerns. As a result, any proposed Ordinance to allow outdoor shooting ranges in the Rural zoning district will need to include the development of site-specific standards to mitigate the anticipated off-site impacts to adjacent and nearby property owners. Any existing outdoor shooting ranges will need to be taken into consideration during the drafting of an Ordinance as well.

#### <u>Issues to be evaluated for inclusion in the draft Ordinance:</u>

- Residential impacts. Outdoor shooting ranges are typically located in more rural areas, due to the impact of noise on surrounding neighbors and the size of each individual range.
- Increased traffic. Establishing a new outdoor shooting range, with access to local streets, could have adverse impacts to established neighborhoods and local roadways since these ranges typically serve a large geographical area.
- Buffers. Without any specific requirement for buffers, an outdoor shooting range could have adverse impacts to surrounding residential property owners due to noise, lighting, and other related issues.
- Existing outdoor shooting ranges. Staff is currently only aware of two (2) outdoor shooting ranges in Leon County. One is located in the Apalachicola National Forest (located in the Rural district). The other is a private shooting range on Oak Ridge Road, which is located in Urban Fringe zoning and would not be affected by any proposed amendments to the Rural district.

Therefore, based on the issues noted, staff is seeking authorization from the Board to proceed with the development of a proposed Ordinance that would include the appropriate locational and development standard guidelines for proposed outdoor shooting ranges in the Rural zoning district. As is standard procedure for all proposed Land Development Code changes, prior to requesting Public Hearings, staff will present the draft Ordinance to the DSEM Citizen's User Group for review and comment. Additionally, the draft Ordinance will also require a Comprehensive Plan consistency review by the Planning Commission at a Public Hearing.

#### **Options:**

- 1. Authorize staff to proceed with the development of an Ordinance amending the Rural zoning district to allow outdoor shooting ranges.
- 2. Do not authorize staff to proceed with the development of an Ordinance amending the Rural zoning district to allow outdoor shooting ranges.
- 3. Board direction.

#### **Recommendation:**

Option #1.

#### Attachment:

1. Ordinance 15-08

51

# ORDINANCE NO. 15- 08

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF LEON COUNTY, FLORIDA; AMENDING CHAPTER 10, THE LAND DEVELOPMENT CODE. OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA: AMENDING SECTION 10-1.101, DEFINITIONS; AMENDING SECTION 10-6.612. RURAL ZONING DISTRICT; AMENDING SECTION 10-COMMERCIAL LOCATION STANDARDS: 6.619. SITE **PROVIDING** FOR CONFLICTS; PROVIDING SEVERABILITY: AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the intent of the Rural Zoning District is to maintain and promote agriculture, silviculture and natural resource based activities, to preserve natural systems and ecosystem functions and to protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas; and

WHEREAS, the Ordinance will protect and enhance the Rural area as an amenity; and,

WHEREAS, the Ordinance allows for the development of residential and non-residential uses compatible with agricultural, silvicultural and other natural resource based activities; and,

WHEREAS, the implementing regulations for the Rural Zoning District are located in Chapter 10 of the Leon County Code of Laws; and,

WHEREAS, amendments to the applicable provisions of Chapter 10 will be required to maintain consistency with the Comprehensive Plan; and,

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

**SECTION 1.** Section 10-1.101 of Article I of Chapter 10 of the Code of Laws of Leon County, Florida, entitled "Definitions" is hereby amended to include the following new definitions:

Sec. 10-1.101. Definitions.

Agritourism shall mean any agricultural related activity consistent with a bona-fide farm or ranch or in a working forest which allows members of the general public to view or enjoy activities related to farming, ranching, historical, cultural or harvest-your-own attractions for recreational, entertainment or educational purposes.

Ecotourism shall mean tourism that focuses on the appreciation of natural areas, wildlife or cultural and historical resources and strives to minimize ecological impact or damage. This nature-based tourism involves education and interpretation of the natural environment and is managed to be ecologically sustainable. Activities may include cycling, camping, fishing, hunting, paddling, hiking, birding, visiting scenic by-ways, agritourism, and wildlife viewing.

Natural resource-based activities shall mean activities directly dependent upon naturally occurring resources, such as minerals, forests, water, and fertile land. These activities include, but are not limited to, farming, forestry, grazing, mining, hunting and fishing.

**SECTION 2.** Section 10-6.612 of Article VI of Chapter 10 of the Code of Laws of Leon County, Florida, entitled "Rural zoning district," is hereby amended to read as follows:

\* \* \*

## Sec. 10-6.612. Rural zoning district.

- (a) Purpose and intent. This section applies to the rural zoning district which includes undeveloped and nonintensively developed acreage remotely located away from urbanized areas containing majority of county's present agricultural, forestry and grazing activities. Land use intensities associated with urban activity are not anticipated during the time frame of the Comprehensive Plan, due to lack of urban infrastructure and services. Very low residential density (one unit per ten acres) and small scale commercial activities designed to service basic household needs of area residents are allowed as are passive recreational land uses. Industrial and ancillary commercial land uses associated directly with the timbering and/or agribusiness are permitted. This district is intended to maintain and promote present and future agricultural and silvicultural uses and to prohibit residential sprawl into remote areas lacking basic urban infrastructure and services.
- (b) Allowable uses. For the purpose of this article, the following land use types are allowable in this zoning district and are controlled by the land use development standards of this article, the Comprehensive Plan and chart of permitted uses.
  - Agricultural. (2)Minor commercial. (3) Low-density residential. (4) Passive recreation. (5) Active recreation. (6)Community services. Light infrastructure. (7)Heavy infrastructure. (8)Post-secondary.
- (c) List of permitted uses. Some of the uses on these schedules are itemized according to the Standard Industrial Code (SIC). Allowable uses, appropriate permit level and applicable development and locational standards in the rural zoning district are as follows:

P = Permitted use		ted use	R = Restricted use		S = Special exception				
Legend									
Ag	-	Agricultural	cs	-	Community services				
MC	-	Minor commercial	H	-	Light industrial				
LR	-	Low-density residency	LF	-	Light infrastructure				
PR	-	Passive recreation	HLF	-	Heavy infrastructure				
AR	-	Active recreation							

			Development and Locational Standards							
SIC Code	Name of Use	Ag	MC	LR	PR	AR	cs	H	HLF	
	RESIDENTIAL			No. of Concession,	- Consideration of the Constant of the Constan			loose town		
	Dwelling, one-family	₽		₽						
	Dwelling, two-family	₽	Ì	₽						
	Dwelling, mobile home	₽		P	Ĭ					
	AGRICULTURE, FORESTRY, AND FISHING									
01	Agricultural production—Crops	₽								
0181	Ornamental nursery products	₽								
02	Agricultural production— Livestock	Þ								
074	Veterinary services	₽	P							
0781	Landscape counseling and planning	R								
092	Fish hatcheries and preserves	₽								
	MINING									
144	Sand and gravel	S								
145	Clay, ceramic, and refractory minerals	S								
	MANUFACTURING									
201	Meat products	R	İ		ĺ	Ì				
202	Dairy products	R								
203	Preserved fruits and vegetables	R								
204	Grain mill products	R								
205	Bakery products	₽								
206	Sugar and confectionery products	R								
21	Tobacco products	R								
24	Lumber and wood products	R								
	TRANSPORTATION AND PUBLIC UTILITIES									
401	Railroads						S		S	
43	Postal service		₽							
4513	Air courier services								S	

458	Airports, flying fields and services					S
483	Radio and television broadcasting				R	
	WHOLESALE TRADE					
503	Lumber and construction materials	S				
5 <del>15</del>	Farm-product raw materials	₽				
	RETAIL TRADE					
525	Hardware stores		R	i		
526	Retail nurseries and garden stores		A			
533	Variety stores		R	İ		İ
539	Misc. general merchandise stores		R			
541	Grocery stores		R			
542	Meat and fish markets		R			
543	Fruit and vegetable markets		R			
544	Candy, nut and confectionery stores		R			
545	Dairy products stores		R			
546	Retail bakeries		R			
553	Auto and home supply stores		R			
554	Gasoline service stations		S			
	Convenience store		R			
581	Eating and drinking places		R			
591	Drugstores and proprietary stores		R			
<del>592</del>	Liquor stores		R			
593	Used merchandise stores		R			
<del>5961</del>	Catalog and mail-order houses		R			
5983	Fuel oil dealers		S			
5984	Liquefied petroleum gas dealers	12-12-12-1	S			
5992	Florists		R			
<del>599</del> 4	News dealers and newsstands		R			
	FINANCE, INSURANCE, AND REAL ESTATE					
602	Commercial banks		S			
603	Savings institutions		S			
606	Credit unions		S			

6553	Cemeteries		P			₽	
	SERVICES						
703	Camps and recreational vehicle parks				R		
7353	Heavy construction equipment rental	R					
7359	Equipment rental and leasing, nec	R					
7992	Public golf courses		P		S		
7997	Membership sports and recreation clubs				S		
821	Elementary and secondary schools					S	
822	Colleges and universities					S	
823	Libraries Less than 7500 sq. ft.		P				
823	Libraries 7500 sq. ft. or more					S	
824	Vocational schools					S	
841	Museums and art galleries				S		
842	Botanical and zoological gardens				S		
866	Religious organizations					R	
	PUBLIC ADMINISTRATION						
922	Public order and safety					P	
9221	Police protection					P	
9223	Correctional institutions		İ				S
9224	Fire protection					P	
	RECREATION						
	Hiking and nature trails			P			
	Picnicking			P			
	Canoe trails			P			
	Bicycle trails			P			
	Horsoback riding trails			P			
	Tot lots				₽		
	Court sports				₽		
	Field sports				₽		2004
	Boat landings				₽		
	Archaeological historical sites			S			

3456

## (d) The maximum allowable gross square footage in the rural district is as follows:

COMMERCIAL LAND USE TYPE	RURAL	
MINOR		
Total location	20,000	
Single site or quadrant	10,000	
Single structure	5,000	

Maximum 10,000 gross square feet, if located on a local street.

## (e) Minimum development standards in the rural district are as follows:

	Low Density Residential	Commercial	Agricultural- Related Industrial	Community Services Active Recreation; Public, Primary and Secondary Schools	Policy
MINIMUM SETBAC	CKS (FEET)	***************************************		- Control of the Cont	
Front yard					
— Building	30	30	50	30	25
— Parking	_	40	50	40	_
Corner yard					
— Building	30	20	50	30	25
— Parking	_	25	50	40	_
Side yard					
—Building	20	25	50	40	15
— Parking	_	25	50	40	_
Rear yard					
— Building	50	50	50	50	50
— Parking	_	40	50	50	50
Adjoining lower intensity use					
— Building	_	15	100	_	_
— Parking	_	15	100	_	_
Maximum percent impervious surface area	30	30	30	30	30
Maximum height at building envelope perimeter	35	35	35	35	35
Maximum height	1'/1'	1'/1'	1/1'	1'/1'	1'/1'

per additional setback					
Total maximum height		45	45*	45	_
Minimum lot area (acres)	10.0	0.5	10.0	1.0	0.5
Minimum lot frontage	<del>15</del>	40	100	_	15

- \* This height applies to habitable portion of an industrial structure.
  - (f) Development standards. All proposed development shall meet the commercial site location standards (section 10-6.619); buffer zone standards (section 10-7.522); and the parking and loading requirements (Subdivision 3 of Division 5 of Article VII).
    - (1) Mining activities.
      - a. All mining activities as defined on the schedule of permitted uses must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. This includes SIC items 144 and 145.
      - A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:
        - 1. The mining activity, all accessory uses and structures, internal readways, and driveways ento the adjacent streets shall be set back a minimum of 100 feet from the perimeter property boundaries or 200 feet from the nearest off-site residence, residential zoning district, or subdivision intended primarily for residential land use, whichever distance is greater. This setback standard may be reduced if less of a setback is approved in writing by the adjacent property ewner or ewners prior to site plan approval or if the adjacent property is also used as a mining activity.
        - 2. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the local government Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.
        - A land reclamation plan shall be submitted demonstrating that upon termination of the activity the land shall be returned to a

- condition that will allow an effective reuse comparable to surrounding properties.
- 4. Fencing requirement: All areas proposed for use in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined by the county administrator or designee to be a reclaimed open-pit mine. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posted which states, in at least four-inch tall letters, "Danger," "Keep Out," "No Trespassing," or similar language indicate that there may be hazardous conditions on the premises.
- (g) Restricted uses and special exception uses. If uses are restricted or are special exception uses according to the schedule of permitted uses, they will not be allowed unless they follow the general development guidelines for restricted uses as provided in this division or for special exceptions as provided in this subsection. Specific restricted uses are addressed in this division.
  - (1) Lumber and wood products.
    - a. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:
      - All buildings and outside activities associated with the use shall be set back a minimum of 200 feet from the nearest offsite residence or subdivision intended primarily for residential land uses.
  - (2) Camps and recreational vehicle parks (SIC 703).
    - a. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:
      - Sanitary facilities shall be provided.
      - 2. Not more than ten campsites per acre shall be provided.
      - 3. Individual campsites, roadways, and accessory structures shall be located to meet the minimum building setback standards from the exterior property lines of the campground.
  - (3) Heavy construction equipment rental and equipment rental and leasing (SIC 7353 and 7359).
    - a. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

- 1. Such equipment rental and leasing must be associated with timbering and/or agribusiness.
- 2. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the local government Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.

#### (4) Retail Trade

- a. A plan and supporting narrative must be submitted pursuant to the Type B site and development plan process that demonstrates compliance as applicable with the following:
  - Free-standing onsite signs shall be limited to monument-style signs and the sign base shall be consistent with the materials and design context of the primary onsite building. Signs shall be illuminated with externally mounted lighting focused on the sign in a manner that limits off-site illumination. Internally illuminated signs and pole signs are prohibited.
  - 2. Building design including any proposed accessory buildings and structures shall reflect or compliment the local vernacular architectural style. Building facade treatments and materials shall provide architectural interest through, but not limited to: the utilization of fenestration that allows for natural surveillance and gabled or parapet roof treatments. Flat roof treatments are prohibited.
  - 3. Onsite lighting including 24-hour security lighting shall be wall mounted with illumination focused on the building in a manner that limits off-site illumination.
  - 4. Perimeter buffering and/or fencing requirements shall be based on the density of the adjacent residential uses. If the adjacent density is one residential unit per two acres or less, a Type C buffer shall be required. A wooden buffer fence may be utilized on sites where the required vegetative buffer cannot be established based on site limitations or constraints.
  - 5. The trash collection dumpster shall be assessable to waste collection vehicles, and shall be located in the side or rear setback area of the onsite principle building. The dumpster shall be screened with a material and design treatment consistent with the building façade of the principle building.

- 6. All appurtenant mechanical and electrical equipment, outside collection/drop-off/storage areas, and other accessory or ancillary structures shall be screened from public view. The screening material shall be consistent with the materials and design context of the primary onsite building.
- 7. The site design shall integrate internal and where appropriate external pedestrian circulation and interconnection including the accommodation of bike circulation were applicable.
- 8. The hours of operation shall be limited to 6:00 am to 10:00 pm.
- The site shall be designed were applicable to provide a crossaccess easement to adjoining property in the commercial node. The cross access easement shall be improved to the property boundary.
- 10. Other site design treatments and considerations as may be applicable to the proposed use and shall be identified during the proposed project's application review meeting.
- 11. The applicant shall submit documentation demonstrating compliance with the trade area and customer expectation provisions outlined in Section 10-6.619(b)c.

#### Sec. 10-6.612 Rural

1. District Intent The intent of the Rural zoning district is to maintain and promote agriculture, silviculture, and natural resource-based activities, preserve natural systems and ecosystem functions, and protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Allowable land uses within this district include agriculture, silviculture, ecotourism based activities, very low density residential, and community and passive recreational facilities. Non-residential uses, with the exception of community and passive recreational facilities, that are not functionally related to and supportive of agriculture, silviculture and other natural resource-based activities shall be prohibited within the Rural zoning district. This district is not intended to accommodate commercial activities designed to service basic household needs of area residents. Rural commercial uses, as well as restricted uses, may be allowed in this district but shall be limited to the locational and design standards as noted herein. Due to the need to protect and preserve existing Rural lands from fragmentation and to promote infill and redevelopment within the Urban Services Area and Rural Communities, urban services are not planned or programmed for this area. Design standards and development standards for non-residential development and restricted

uses, as noted herein, shall be required to prevent encroachment and fragmentation of agricultural uses as well as to ensure compatibility with adjacent uses.

2. Allowable District Location The district may only be located within areas designated Rural on the Future Land Use Map.

PERMITTED, PROHIBITED, AND RESTRICTED USES								
4. Prohibited Uses	5. Restricted Uses	6. Rural Accessory Uses Functionally Related to Bona-Fide Agriculture, Silviculture or Natural Resource- Based Activities						
(1) Manufacturing (2) Extraction and bottling of mineral or springwater – wholesale	(1) Mining (2) Landscape counseling and	Pursuant to Section 823.14, F.S., a bona-fide farm operation shall be exempt from local						
	4. Prohibited Uses  (1) Manufacturing	4. Prohibited Uses  (1) Manufacturing  (1) Mining						

planning

parks

(7) Commercial kennels

boarding stables

(9) Riding academies/livery or

(8) Veterinary clinics

(3) Airports, flying fields and services

(4) Camps and recreational vehicle

(5) Botanical and zoological gardens

Archaeological historical sites

(3) Wholesale Trade: Farm-product (3) High Pressure well stimulation/Acid Fracturing and/or Hydraulic Fracturing (4) Gas stations, fuel oil and liquefied petroleum products raw materials (4) Wholesale Nursery Products (5) Convenience stores

Rural commercial (5)

Community services

(7) Low-density residential (single, two-family, or manufactured home)

(8) Passive recreation

(9) Light infrastructure (10) Cemeteries

(6) Grocery stores (7) General merchandise sales

(8) Drug stores

(9) Automotive repair (10) Motor vehicle racing tracks/amusement parks

(11) Heavy Infrastructure (with the exception of those listed under restricted uses)

(12) Active recreation (with the exception of those listed under restricted uses) (13) Other uses which are not functionally supportive of and accessory to established agricultural, silvicultural or

natural resource-based activities within the Rural zoning district.

regulation, ordinance, rule or policy that prohibits, restricts, regulates or otherwise limits activities of a bona-fide farm operation on land classified as agricultural land pursuant to s. 193.461 FS.

Pursuant to Section 823.14(3)(b), F.S., "farm operation" shall mean all conditions or activities which occur on a farm in connection with that

farm's products.

7. Development Standards										
Use Category	a. Lot area (acres)	b. Minimum lot frontage	c. Front yard setback	d. Corner yard setback	e. Side yard setback	f. Rear Yard Setback	g. Maximum percent impervious surface area	h. Maximum height at building envelope perimeter	i. Maximum height per additional setback	j. Total maximum height
Low Density Residential	10 acres minimum	15 feet	30 feet	30 feet	20 feet	50 feet	<u>30</u>	35 feet	1'/1'	Not applicable
Rural Commercial	3.0 acres	40 feet	50 feet building.	50 feet building,	50 feet building,	50 feet building,	30	35 feet	1'/1'	45 feet

	minimum; 5.0 acres maximum*		50 feet parking	50 feet parking	50 feet parking	50 feet parking				
	:01									
<u>Community</u> <u>Services</u>	3.0 acres minimum; 5.0 acres maximum	40 feet	50 feet building, 50 feet parking	30	35 feet	1'/1'	45 feet			
Restricted Uses; Passive Recreation Facilities	3.0 acres minimum	Not applicable	50 feet building, 50 feet parking; unless otherwise specified in subsection 10	50 feet building, 50 feet parking; unless otherwise specified in subsection 10	50 feet building, 50 feet parking; unless otherwise specified in subsection 10	50 feet building, 50 feet parking; unless otherwise specified in subsection 10	<u>30</u>	35 feet	<u>1'/1'</u>	45 feet
Comp. Plan Policy 2.1.9 Subdivision	0.5 acres minimum	15 feet	25 feet	25 feet	15 feet	50 feet	<u>30</u>	35 feet	1'/1'	Not applicable

#### **GENERAL NOTES:**

- 1. If central sanitary sewer is not available, residential development shall provide no less than 0.50 acre of buildable area. Nonresidential development and community service facilities are limited to a maximum of 900 gallons of wastewater flow per day. Refer to sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.
- 2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
- 3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, schools, parks, etc.).

#### Footnotes:

\* If subdivision is proposed to create the rural commercial parcel, then the remaining portion of the property shall meet the minimum lot size standards noted herein.

#### 8. Development Standards for Community Service uses:

Community Service uses shall also be subject to the buffer zone standards (section 10-7.522), the parking and loading requirements (Subdivision 3 of Division 5 of Article VII) and applicable design standards outlined in subsection 11 of this section.

- (1) Single structure: 5,000 gross square feet maximum
- (2) Site area: 3 acres minimum; Maximum of 5 acres

#### 9. Rural Commercial Intersection Location Standards:

The intersection location standard is intended to group rural commercial activities toward intersections to provide access and to prevent fragmentation of agricultural uses.

- (1) Major Function:
  - Provide sales and services functionally related to and supportive of agriculture, silviculture and natural resource-based activities.
- (2) Location:
  - On or near the intersection (access within 330 feet of the centerline of the intersection) of an arterial/arterial or arterial/major collector roadway
- (3) Site area:
  - 3.0 acres minimum with a maximum of 5.0 acres per quadrant
- (4) Allowable building square footage:
  - Maximum of 10,000 gross square feet per intersection (only 2 quadrants per intersection may be developed for rural commercial). Single structure limited to a maximum of 5,000 gross square feet

#### 10. Development standards for restricted uses.

All proposed restricted uses shall meet the applicable provisions of Section 10-6.611 (Special Exception uses and Restricted uses); the applicable design standards noted in subsection 11 of this section; the buffer zone standards (section 10-7.522); and, the parking and loading requirements (Subdivision 3 of Division 5 of Article VII). All restricted uses shall be limited to a maximum building area of 2,000 gross square feet per acre with no more than 5,000 gross square feet of retail commercial or office space. The following restricted uses require satisfaction of additional criteria:

#### (1) Mining activities.

- a. All mining activities as defined on the schedule of permitted uses must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. This includes NAICS items 212321 and 212324.
- b. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:
  - 1. The mining activity, all accessory uses and structures, internal roadways, and driveways onto the adjacent streets shall be set back a minimum of 100 feet from the perimeter property boundaries or 200 feet from the nearest off-site residence, residential zoning district, or subdivision intended primarily for residential land use, whichever distance is greater. This setback standard may be reduced if less of a setback is approved in writing by the adjacent property owner or owners prior to site plan approval or if the adjacent property is also used as a mining activity.
  - 2. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the local government Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.
  - 3. A land reclamation plan shall be submitted demonstrating that upon termination of the activity the land shall be returned to a condition that will allow an effective reuse comparable to surrounding properties.
  - 4. Fencing requirement: All areas proposed for use in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined by the county administrator or designee to be a reclaimed open-pit mine. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posted which states, in at least four-inch tall letters, "Danger," "Keep Out," "No Trespassing," or similar language indicate that there may be hazardous conditions on the premises.

#### (2) Camps and recreational vehicle parks (NAICS 721211 and 721214).

- a. All camps and recreational vehicle parks must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:
  - Sanitary facilities shall be provided.
  - 2. Not more than five campsites per gross acre shall be provided.
  - 3. Individual campsites, roadways, and accessory structures shall be located to meet the minimum building setback standards from the exterior property lines of the campground.

#### (3) Airports, flying fields and services

a. All airports, flying fields and services must meet the specific development standards as noted in this section and as required by state or federal law, and shall require review and approval by the Board of County Commissioners following a duly noticed public hearing.

#### 11. Site Design Criteria.

Rural commercial uses, as well as restricted uses, may be allowed in this district but shall be limited to the locational and design standards as noted herein.

- (1) A plan and supporting narrative must be submitted pursuant to the applicable site and development plan process outlined in Article VII that demonstrates compliance, as applicable, with the following:
  - a. <u>Freestanding onsite signs shall be limited to monument-style signs and the sign base shall be consistent with the materials and design context of the primary onsite building. Signs shall be illuminated with externally mounted lighting focused on the sign in a manner that limits off-site illumination. Internally illuminated signs and pole signs are prohibited. For sites not located at intersections, onsite ground signs shall be limited to no more than 32 square feet in area and limited to no more than 10 feet in height.</u>
  - b. <u>Building design standards including any proposed accessory buildings and structures shall reflect or compliment the local vernacular architectural style. Building facade treatments and materials shall provide architectural interest through, but not limited to: the utilization of fenestration that allows for natural surveillance and gabled or parapet roof treatments.</u>
  - c. On-site lighting including 24-hour security lighting shall be wall mounted with illumination focused on the building in a manner that limits off-site illumination, consistent with the "Dark Sky Friendly" guidelines.
  - d. All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. No wall or roof mounted flood or spot lights used as general grounds lighting are permitted. Security lighting is permitted.
  - e. Lighting at the property line (six feet above ground) adjacent to residential uses shall not exceed 0.1 footcandles.
  - f. Lighting for parking areas shall not exceed 15 feet in height as measured from average grade to the light fixture.
  - g. Perimeter buffering and/or fencing requirements shall be based on the density of the adjacent residential uses. If the adjacent residential density is 0.5 dwelling units per acre or greater, a Type C buffer shall be required. A wooden buffer fence may be utilized on sites where the required vegetative buffer cannot be established based on site limitations or constraints.

- h. The trash collection dumpster shall be accessible to waste collection vehicles, and shall be located in the side or rear setback area of the onsite principle building. The dumpster shall be screened with a material and design treatment consistent with the building façade of the principle building.
- i. All appurtenant mechanical and electrical equipment, outside collection/drop-off/storage areas, and other accessory or ancillary structures shall be screened from public view. The screening material shall be consistent with the materials and design context of the primary onsite building.
- j. The site design shall integrate internal and where appropriate external pedestrian circulation and interconnection including the accommodation of bike circulation were applicable.
- k. The hours of operation shall be limited to 6:00 am to 10:00 pm.
- I. To ensure compatibility, other site design treatments and considerations may be applicable to the proposed use and shall be identified during the proposed project's application review meeting.

\_

 **SECTION 3.** Section 10-6.619 of Article VI of Chapter 10 of the Code of Laws of Leon County, Florida, entitled "Commercial site location standards," is hereby amended to read as follows:

#### Sec. 10-6.612. Commercial Site Location Standards.

- (a) The provisions of this section apply to the following zoning districts: Rural, Urban Fringe, Activity Center, Rural Community, Lake Protection, Residential Preservation, Lake Talquin/Urban Fringe, and Industrial. Commercial sites are determined through the use of site location standards. The intensity of the commercial use is dependent upon the land use category of the potential site and the classification of the immediate adjacent roads. Individual road classifications are depicted on map 14 of the Comprehensive Plan. The site location standard is intended to group commercial land use toward intersections to provide access and prevent strip commercialization.
- (b) Commercial classifications.
  - (1) Minor commercial.
    - a. *Major function:* Provide for sale of convenience goods and services to immediate residential area.
    - b. Location:
      - On or near the intersection (within 330 feet of the centerline of the intersection) of, local and arterial, collector and arterial, and collector and collector. Minor commercial uses are not allowed on or near the intersection of local and collector or local and arterial roadways in the Rural zoning district.
      - May be located within planned unit development provided it is located and designed to meet commercial needs of the majority of the residents of the development.
      - 3. If on a local street, only one quadrant of the intersection shall be used for commercial purposes.
    - Trade area: Generally within one mile and not considered as an attractor.
    - d. Design standards:
      - Compatible with adjacent uses.
      - Adequate buffering, screening, landscaping and architectural treatment if integrated into neighborhood.
      - Sufficient parking; properly designed and safe internal traffic circulation.
  - (2) Neighborhood commercial.

- a. Major function: Provide for the sale of convenience goods and personal services such as food, drugs, sundries and hardware items to one or more neighborhoods.
- b. Leading tenants: Supermarket, drugstore and postal substation.
- c. Location: At the intersection of major collector and arterial or arterial and arterial. Only one neighborhood commercial development will be allowed within one-quarter mile of the centerline of the intersection of a major collector and arterial road.

### (3) Community commercial.

- a. Major function: Same functions of neighborhood commercial but on a large scale, provide for sale of retail goods such as clothing, variety items, appliances and furniture, hardware and home improvement items.
- b. Leading tenants: Supermarket, drug store, minor department store, home improvement center, variety or discount center.
- c. Location: Within one-quarter mile of the centerline of the intersection of arterials. Prohibited on designated canopy roads.
- d. Radius of trade area: Five miles or 15 to 20 minutes driving time. Service distinct geographical quadrants of three or more combinations of neighborhoods within community.

### (4) Regional commercial.

- a. Major function: Same functions of community center, provide full range and variety of shopping goods for comparative shopping such as general merchandise apparel, furniture and home furnishings.
- b. Leading tenants: One or more full time department stores.
- c. Location: Integrated into local transportation system and accessible by combination of arterials, major collectors, expressways and interstate highways. Potential on-site and off-site transportation improvements needed to provide adequate ingress and egress. Prohibited on designated canopy roads.
- d. Radius of trade area: Regional.
- e. Site area: Minimum 35 acres.
- f. Range of gross floor area: Over 200,000 up to 1,000,000 square feet.
- (5) Highway commercial.

- a. *Major function:* Provide for consumer oriented retail services designed for drive-in convenience.
- b. Leading tenants: Fast food franchise, liquor store, automotive service (i.e. oil change), and convenience stores.
- Location: Access via a combination of arterials or major collectors or integrated into transportation network by comprehensive ingress and egress system. Parking within rear is encouraged.
- d. Radius of trade area: May serve immediate area but relies heavily on passerby traffic.
- e. Range of gross floor area: Up to 10,000 square feet.
- f. Design standards:
  - 1. Adequate setback.
  - 2. Aesthetic landscaping.
  - 3. Rear parking

**SECTION 4.** Conflicts. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict, as of the effective date of this Ordinance, except to the extent of any conflicts with the Tallahassee-Leon County Comprehensive Plan, as amended, which provisions shall prevail over any parts of this Ordinance which are inconsistent, either in whole or in part, with the Comprehensive Plan.

**SECTION 5.** Severability. If any section, subsection, sentence, clause, phrase or portion of this article is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 6. Effective date. This ordinance shall be effective according to law.

(Remainder of page intentionally left blank)

HERBERT W.A. THIELE, ESQ.

**COUNTY ATTORNEY** 

25

26

27

18

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #5** 

# **Leon County Board of County Commissioners**

### **Cover Sheet for Agenda #5**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

**Title:** Approval of the Second Amended and Restated Interlocal Agreement between

Leon County and City of Tallahassee Regarding Blueprint

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Cristina Paredes, Director, Office of Economic Vitality

### **Fiscal Impact:**

This item has a fiscal impact. The existing one-cent local government infrastructure sales tax was extended through December 31, 2039. Based on revenue projections, staff estimates that the penny sales will bring in an estimated \$37.8 million per year; or, \$756 million over the 20-year sales tax program, which begins on January 1, 2020. The 2020 penny sales tax will be distributed as follows:

• Blueprint 2020 Infrastructure: 66% of the proceeds (estimated \$498.9 million)

• Blueprint 2020 Economic Development: 12% of the proceeds (estimated \$90.2 million)

• Leon County Projects: 10% of the proceeds (estimated \$75.6 million)

• City of Tallahassee Projects: 10% of the proceeds (estimated \$75.6 million)

• L.I.F.E. Projects: 2% of the proceeds (estimated \$15.1 million)

### **Staff Recommendation:**

Option #1: Approve the Second Amended and Restated Interlocal Agreement between Leon County and City of Tallahassee Regarding Blueprint (Attachment #1).

Title: Approval of the Second Amended and Restated Interlocal Agreement between Leon County and City of Tallahassee Regarding Blueprint

December 8, 2015

Page 2

### **Report and Discussion**

### **Background:**

In November 1989, Leon County voters approved a local option one-cent sales tax, also known as the penny sales tax. For a period of fifteen years, Leon County and the City of Tallahassee split the proceeds of the penny sales tax to provide funding for infrastructure projects.

In October 2000, the County and the City entered into an interlocal agreement to establish the Blueprint 2000 Agency (Blueprint). This agreement outlined the agency structure, the oversight and advisory mechanisms, the financial terms, and identified the primary and secondary projects included in the scope of Blueprint. Blueprint was governed by the Intergovernmental Agency made up of the full County and City Commissions. Blueprint projects were to be funded through penny sales tax revenues, pending approval of the penny sales tax extension referendum on the November 2000 ballot. The following month in November 2000, Leon County voters approved an extension of the penny sales tax through December 31, 2019.

On February 1, 2003, Leon County and the City of Tallahassee entered into the Amended and Restated Interlocal Agreement. This amendment expounded upon the governance, duration, powers, and administration of Blueprint. In addition, the amended agreement provided Blueprint with the ability to issue bonds, other debt obligations, and increased financial control. This is the interlocal agreement by which Blueprint is currently governed.

On May 14, 2014, Leon County entered into the Blueprint 2020 Infrastructure Surtax Interlocal Agreement with the City, pending approval of the penny sales tax extension referendum on the November 2014 ballot. Similar to the 2000 Interlocal Agreement, the Blueprint 2020 Infrastructure Surtax Interlocal Agreement notes projects to be funded through an extension of the penny sales tax and overseen by the Intergovernmental Agency (comprised of the full County and City Commissions), pending approval of the penny sales tax extension referendum on the November 2014 ballot.

On November 4, 2014, Leon County voters approved a referendum by 65% to extend the penny sales tax commencing January 1, 2020 and continuing through December 31, 2039.

This agenda item seeks Board approval of the Second Amended and Restated Interlocal Agreement regarding the penny sales tax extension to unify the 2003 Amended and Restated Interlocal Agreement and the Blueprint 2020 Infrastructure Surtax Interlocal Agreement.

### **Analysis:**

Presently, the 2003 Amended and Restated Interlocal Agreement is still in effect as it addresses projects being funded by the penny sales tax through December 31, 2019. Additionally, the Blueprint 2020 Infrastructure Surtax Interlocal Agreement is also in effect. The County and City Attorney Offices have prepared an amended and restated interlocal agreement for the County and City Commissions to consider, which merges the two interlocal agreements into one document and is discussed in further detail below.

Title: Approval of the Second Amended and Restated Interlocal Agreement between Leon County and City of Tallahassee Regarding Blueprint

December 8, 2015

Page 3

The proposed Second Amended and Restated Interlocal Agreement amends the 2003 Amended and Restated Interlocal Agreement to add the projects approved as part of the 2020-penny sales tax extension. It also amends the 2003 Amended and Restated Interlocal Agreement procedural requirements to mirror the procedural requirements previously approved by the Board of County Commissioners and City Commission in the Blueprint 2020 Infrastructure Surtax Interlocal Agreement, including the continued use of the Blueprint governance structure overseen by the IA.

Additionally, the proposed Second Amended and Restated Interlocal Agreement provides clear and consistent authority of the Intergovernmental Agency to oversee current Blueprint projects and to implement the 2020 sales tax program. Through this interlocal agreement, local infrastructure projects, economic development programs, and related services will continue to be provided to the unincorporated and incorporated areas of Leon County in an effective and efficient manner.

Staff is recommending Board approval of the Second Amended and Restated Interlocal Agreement.

### **Options:**

- 1. Approve the Second Amended and Restated Interlocal Agreement between Leon County and City of Tallahassee regarding Blueprint (Attachment #1).
- 2. Do not approve the Second Amended and Restated Interlocal Agreement between Leon County and City of Tallahassee regarding Blueprint.
- 3. Board direction.

### **Recommendation:**

Option #1.

### Attachment:

1. Second Amended and Restated Interlocal Agreement between Leon County and City of Tallahassee Regarding Blueprint

## SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT

between

LEON COUNTY, FLORIDA

and

CITY OF TALLAHASSEE, FLORIDA

DATED as of \_\_\_\_\_

### TABLE OF CONTENTS

	Page
Recitals	1
Part I - Purpose; Extension of Surtax; Governance; Duration; Liquidation; Effective Date Section 1. Purpose of this Agreement	3
Section 3. Governance	<u>3</u>
Section 4. Term and Duration of the Intergovernmental Agency	
Section 5. Liquidation	
Section 6. Effective Date	
Part II - Authority; Definitions	5
Section 1. Authority	5
Section 2. Definitions	6
Part III - Blueprint Intergovernmental Agency Powers	
Section 1. General Authority	10
Section 2. Specific Authority	14
Part IV - Board of Directors; Officers	
Section 1. General	
Section 2. Duties	
Section 3. Meetings of the Board of Directors	
Section 4. Duties of the Chairperson of the Board of Directors	
	,
Part V - Planning, Management, Construction and Operation of the Blueprint 2000 Projects and Blueprint 2020 Infrastructure Projects, and Economic Development	
Programs	. 17
Section 1. Intergovernmental Management Committee	
Section 2. Staffing.	
Section 3. Technical Coordinating Committee	
Section 4. Planning Department	
Section 5. Citizen Advisory Committee	
Section 6. Economic Development Coordinating Committee	
Section 7. Accounting System	
Section 8. Project Restrictions	
Section 9. Projects	
Section 10. Amendment or Deletion to Projects and Programs	24
Section 11. Additional County Projects	
Section 12. Additional City Projects	
Section 13. Reimbursement	. 26

Part VI - Financing	26
Section 1. Share and Distribution of Surtax; Issuance of Bonds	26
Section 2. Approval and Issuance of Bonds	28
Part VII - Miscellaneous	28
Section 1. Accumulated Net Revenues	
Section 2. Fiscal Control	
Section 3. Filing with Clerk of Circuit Court	29
Section 4. Filing and Effective Date	29
Section 5. No Impairment of Obligations of Contract	29
Section 6. No General Obligation	30
Section 7. No Delegation	30
Section 8. Validity	30
Section 9. No Liability	31
Section 10. Severability	31
Section 11. Controlling Law; Members of the City, Blueprint and	
the County Not Liable	
Section 12. Exhibits	32
County Signature Page	32
City Signature Page	33
Exhibit I - Blueprint 2000 Projects	34
Exhibit II - Blueprint 2020 Infrastructure Projects; Blueprint 2020	
Economic Development Programs; L.I.F.E. Projects	37
Section a. Blueprint 2020 Infrastructure Projects	37
Section b. Blueprint 2020 Economic Development Programs	42
Section c. Livable Infrastructure for Everyone (L.I.F.E.) Projects	45
Exhibit III - Supplemental Financing Provisions	46
Section 1. Bond Issuance; Use; Lien	46
Section 2. No Mortgage of Blueprint 2000 Projects, Blueprint 2020	
Infrastructure Projects, or Blueprint 2020 Economic Development Programs	47
Section 3. Surplus Funds	47
Section 4. Covenants of the City and the County	47
Section 5. Information to be Made Available	
Section 6. Remedies	
Section 7. Authorized Depositories	
Section 8. Contract with Intergovernmental Agency; Assignment	
Section 9. Modification or Amendment	55

### SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT

THIS SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT ("Agreement") made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_, by and between Leon County, Florida ("County"), and the City of Tallahassee, Florida ("City") (singularly "Party" and collectively, "Parties").

### **RECITALS:**

WHEREAS, in addition and supplemental to their other powers, the Parties, pursuant to Chapter 163, Part I, Florida Statutes, as amended, commonly known as the "Florida Interlocal Cooperation Act of 1969," are authorized and empowered to cooperate with each other on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of government organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, Leon County-City of Tallahassee Blueprint 2000 Intergovernmental Agency was created by Interlocal Agreement dated October 27, 2000 ("Interlocal Agreement"); and

**WHEREAS**, the Parties to the Interlocal Agreement did, by way of an Amended and Restated Interlocal Agreement dated February 1, 2003 ("Amended Interlocal Agreement"), modify the Interlocal Agreement to reflect several changes agreed to by the Parties; and

**WHEREAS**, the County and the City wish by this Agreement to provide for the obligations of Blueprint created hereby, and the obligations of the County and the City, and to more fully secure the payment of said obligations incurred the same as if issued as revenue bonds in the manner provided herein, in order to further the purposes stated herein; and

**WHEREAS**, the Amended Interlocal Agreement provided for the creation of an interlocal agency pursuant to the Florida Interlocal Cooperation Act to govern certain matters in connection with the financing, planning and construction of certain projects to be financed with the proceeds of the Dedicated 2000 Surtax, as hereinafter defined; and,

**WHEREAS**, on November 4, 2014, a majority of the electors of Leon County voting in a referendum did approve an extension of the local government infrastructure surtax previously imposed; and

WHEREAS, the Parties do further intend hereby to change the Leon County-City of Tallahassee Blueprint 2000 Intergovernmental Agency name to the Leon County-City of Tallahassee Blueprint Intergovernmental Agency (the "Blueprint Intergovernmental Agency" or "Blueprint"); and

WHEREAS, it is in the best interest of the County and the City to modify and restate the Amended Interlocal Agreement to provide for the ability to issue bonds or other debt obligations and to enter into contracts necessary and incidental to the financing, planning and construction of certain infrastructure projects and implementation of certain economic development programs to be financed with the proceeds of the Dedicated 2000 Surtax and Dedicated 2020 Surtax, as defined herein.

NOW, THEREFORE, IN CONSIDERATION of the mutual benefits to flow to each other, and to the citizens of both Leon County and the City of Tallahassee, and in consideration of the mutual covenants, promises and agreements herein contained, the Parties hereby agree with each other to amend and restate in its entirety the Amended Interlocal Agreement by this Second Amended and Restated Interlocal Agreement (hereinafter, the "Second Amended Interlocal Agreement") as follows:

### PART I

PURPOSE; EXTENSION OF SURTAX; GOVERNANCE; DURATION; LIQUIDATION; EFFECTIVE DATE

### SECTION 1. PURPOSE OF THIS AGREEMENT.

The purpose of this Agreement is to create and the Parties do hereby create, a legal entity constituting a public body corporate and politic under section 163.01, Part I, Florida Statutes, as amended, composed of the Parties, to be known as the "Leon County-City of Tallahassee Blueprint Intergovernmental Agency" to implement the agreements of the Parties as herein set forth.

Blueprint is formed to undertake the acquisition, financing, planning, constructing, managing, operating, servicing, utilizing, owning and exchanging of the Blueprint 2000 Projects and Blueprint 2020 Infrastructure Projects and Economic Development Programs as herein described, to receive and expend the Dedicated 2000 Surtax and the Dedicated 2020 Surtax proceeds as herein provided for, and to exercise all of the powers granted by this Agreement or by law, either within or without the State of Florida.

SECTION 2. <u>LOCAL GOVERNMENT INFRASTRUCTURE SURTAX</u> EXTENSION.

Pursuant to Leon County Ordinance 2014-07 adopted June 10, 2014, the provisions of section 212.055(2), Florida Statutes, and referendum of the Leon County electorate held on November 4, 2014, the local government infrastructure surtax, originally scheduled to expire on December 31, 2019, shall continue and is hereby extended until December 31, 2039, to be levied at the rate of 1%.

### SECTION 3. GOVERNANCE.

Pursuant to section 163.01(7), Florida Statutes, the County and the City hereby create and establish the Blueprint Intergovernmental Agency to provide for the project management structure for the project planning, financing and construction or implementation of the Blueprint 2000 Projects and the Blueprint 2020 Infrastructure Projects and Blueprint 2020 Economic Development Programs, and to undertake the other functions provided herein. Blueprint shall be governed by a Board of Directors (the "Board of Directors" or the "Board") consisting of the respective members of the Board of County Commissioners of Leon County and the City Commission of the City of Tallahassee. The Board of Directors, may adopt bylaws, rules, regulations, policies and procedures to govern the actions and procedures of Blueprint, and of the Board of Directors. The weight to be given to the vote of each member of the Board of Directors shall be as set forth in the Bylaws.

The Bylaws of Blueprint previously adopted on February 14, 2001 and last revised on June 17, 2013, are hereby ratified and confirmed, subject to future amendment, supplement or modification thereof as the Board of Directors shall approve.

It is not the purpose of this Agreement to transfer ownership of any existing facility from either Party or other entity to Blueprint.

### SECTION 4. TERM AND DURATION OF THE BLUEPRINT

### INTERGOVERNMENTAL AGENCY.

This Agreement shall continue in full force and effect, and Blueprint shall continue to possess the powers herein conferred upon it, in accordance with the terms hereof. In no event shall this Agreement or the powers herein granted to Blueprint be rescinded or terminated until (a) all bonds, notes and other evidences of indebtedness of Blueprint and the interest thereon

shall have been paid or adequate provision for such payment shall have been made in

accordance with the instruments governing such bonds, notes and other evidences of

indebtedness and (b) all contractual obligations undertaken by Blueprint, all obligations and

liabilities, and all liens, charges and encumbrances to which property of Blueprint is subject

shall have been satisfied, released or adequately provided for.

SECTION 5. LIQUIDATION.

Upon any termination of this Agreement and dissolution of Blueprint, the Board shall

liquidate the business, assets and property of Blueprint, as expeditiously as possible, and all

property of Blueprint, real, personal, tangible and intangible shall be distributed in accordance

with a plan of dissolution approved by the Board.

SECTION 6. EFFECTIVE DATE.

This Agreement shall take effect immediately upon its being filed as provided in section

163.01(11), Florida Statutes.

PART II

**AUTHORITY**; **DEFINITIONS** 

SECTION 1. AUTHORITY.

This Agreement is entered into pursuant to the provisions of section 163.01, Florida

Statutes; Article VIII, Sections 1 and 2 of the Constitution of the State of Florida; Chapter 166,

Florida Statutes; Chapter 125, Florida Statutes; Chapter 212, Florida Statutes; and other

applicable provisions of law.

### SECTION 2. DEFINITIONS.

- A. "Act" means section 163.01, Florida Statutes; Article VIII, Sections 1 and 2 of the Constitution of the State of Florida; Chapter 166, Florida Statutes; Chapter 125, Florida Statutes; Chapter 212, Florida Statutes; and other applicable provisions of law.
- B. "Blueprint 2000 Projects" means those projects described and set forth in Exhibit I to this Agreement, as the same may be amended from time to time by agreement of the Parties, as provided herein and in the Bylaws of Blueprint.
- C. "Blueprint 2020 Economic Development Programs" or "Economic Development Programs" means those programs described and set forth in Exhibit II.b. to this Agreement, as the same may be amended from time to time by agreement of the Parties, as provided herein and in the Bylaws.
- D. "Blueprint 2020 Infrastructure Projects" means those projects described and set forth in Exhibit II.a. to this Agreement, as the same may be amended from time to time by agreement of the Parties, as provided herein and in the Bylaws.
- E. "Blueprint Intergovernmental Agency" or "Blueprint" means that entity created in Part I, Section 3 of this Second Amended Interlocal Agreement.
- F. "Bond Resolution(s)" means a bond resolution(s), award resolution(s) or other such resolution(s) of Blueprint adopted from time to time authorizing the issuance of Bonds.
- G. "Bond Year" means with respect to the Bonds, the Bond Year as defined in the Bond Resolution.
- H. "Bondholders" or "holders" means the registered owners or their respective legal representatives of outstanding Bonds, as the context may indicate.
  - I. "Bonds" means the bonds, notes and any other obligations issued by Blueprint.

- J. "Bylaws" means the Bylaws of Blueprint previously adopted on February 14, 2001 and last revised on June 17, 2013.
- K. "City's Share of the Dedicated 2000 Surtax" or "City's Share" means fifty percent (50%) of the City's receipt of or entitlement to the Dedicated 2000 Surtax as determined monthly.
- L. "City's Share of the Extended 2020 Surtax" means fifty percent (50%) of the City's receipt of or entitlement to the Dedicated 2020 Surtax as determined monthly.
- M. "Clerk" means the clerk of Blueprint, as designated from time to time by the Board of Directors.
- N. "County's Share of the Dedicated 2000 Surtax" or "County's Share" means fifty percent (50%) of the County's receipt of or entitlement to the Dedicated 2000 Surtax as determined monthly.
- O. "County's Share of the Extended 2020 Surtax" means fifty percent (50%) of the County's receipt of or entitlement to the Dedicated 2020 Surtax as determined monthly.
- P. "Debt Service Payments" means the payments required to be made for principal, amortization payments and interest on the Bonds, in the manner provided in the Bond Resolution, or payments treated as debt service or payable on a parity therewith, minus any accrued and capitalized interest that may be funded from the proceeds of the Bonds, for the fees and expenses of fiscal agents, for rebate payments, and for the replacement of any moneys withdrawn from any reserve fund or account or amounts necessary to reinstate any reserve fund credit facility or product.
- Q. "Dedicated 2000 Surtax" means eighty percent (80%) of the Extended 2000 Surtax, which shall be used by Blueprint for the cost of financing, planning and construction of

the Blueprint 2000 Projects, including payments of Debt Service Payments, and payments as otherwise provided by this Agreement or under law.

- R. "Dedicated 2020 Surtax" means seventy-eight percent (78%) of the Extended 2020 Surtax, which shall be used by Blueprint for the cost of financing, planning and construction or implementation of the Blueprint 2020 Infrastructure Projects, and Economic Development Programs, including payments of Debt Service Payments, and payments as otherwise provided by this Agreement or under law.
- S. "Existing Sales Surtax" means the one percent (1%) local government infrastructure sales surtax authorized by section 212.055, Florida Statutes; levied pursuant to referendum of a majority of the electors of Leon County on September 19, 1989, and expiring November 30, 2004.
- T. "Extended 2000 Surtax" means the one percent (1%) local government infrastructure sales surtax authorized by section 212.055, Florida Statutes; levied pursuant to Ordinance No. 00-35 of the County enacted on September 12, 2000, and approved by referendum of a majority of the electors of the County on November 7, 2000; effective December 1, 2004, and expiring December 31, 2019, and which extends the Existing Sales Surtax. Such term shall include for all purposes hereof proceeds of the portion of the communication services tax levied in the County pursuant to section 202.19(5), Florida Statutes, as a replacement of, and to be used for the same purposes as, the portion of the infrastructure sales surtax previously levied on communications services.
- U. "Extended 2020 Surtax" means the one percent (1%) local government infrastructure surtax authorized by 212.055, Florida Statutes; levied pursuant to Ordinance No. 2014-07 of the County adopted on June 10, 2014, and approved by referendum of a majority of

the electors of the County on November 4, 2014; effective January 1, 2020, and expiring December 31, 2039, and which extends the Extended 2000 Surtax.

- V. "Fiscal Year" means the fiscal years of the City, the County and the Intergovernmental Agency commencing on October 1 of each year and ending on the next succeeding September 30, or such other fiscal year as the state legislature may establish.
- W. "Livable Infrastructure For Everyone" Projects or "L.I.F.E." means those projects described and set forth in Exhibit II, Section c to this Agreement, designed to address core infrastructure needs in both the incorporated and unincorporated areas of Leon County. Use of the two percent (2%) share of the Extended 2020 Surtax proceeds for the cost of financing, planning and construction or implementation of L.I.F.E. Projects must be authorized by the Board of County Commissioners.
- X. "Project Site" or "Sites" means the lands and interests upon which the Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects and Blueprint 2020 Economic Development Programs are to be constructed, as more particularly described in Exhibit I, Exhibit II, Sections a. and b., and Part V hereof, together with easements appurtenant thereto, and such other lands and interests therein as may be added from time to time by the Parties hereto.

Words importing singular numbers shall include the plural number in each case and vice versa, and words importing persons shall include firms, corporations or other entities, including governments or governmental bodies.

### **PART III**

### BLUEPRINT INTERGOVERNMENTAL AGENCY POWERS

### SECTION 1. GENERAL AUTHORITY.

In order to accomplish the purposes set out above, Blueprint shall have the power, pursuant to direction or authorization by its Board of Directors, by its Bylaws or by the powers granted by this Agreement to:

- A. Make and enter into contracts in its own name with the Parties, the United States, the State of Florida, foreign states or countries, other public agencies and interlocal agencies and persons, both within and without the State of Florida;
- B. Acquire, construct, obtain, receive, purchase, lease, sublease, import, hold, own, use, operate, manage, maintain, pledge, hypothecate, improve, retain, dispose of, sell, donate, trade, transfer, deliver and convey real property and both tangible and intangible personal property inside and outside the State of Florida;
- C. Acquire, plan, finance, construct, obtain, receive, purchase, lease or sublease any property and acquire by lease or sublease any property and cause the rentals paid to be certificated and sold, share cost of, hold, own, use, operate, manage, maintain, pledge, hypothecate, improve, retain, dispose of, sell, donate, trade, transfer, deliver and convey any project or projects and any and all facilities, including all equipment, structures, machinery, and tangible and intangible property, real and personal, useful or incidental thereto, acquire, receive, purchase, contract for, own, use, consume, possess, insure, store, transport, transmit, dispatch, sell, convey, broker, trade, exchange, interchange, deliver, encumber, pledge and engage in derivative products, including swaps, caps, collars and similar financial tools;

- D. Apply to any person or entity, public or private, for consents, permits, authorizations or approvals required for any project undertaken in accordance with this Agreement, and to take all necessary actions to comply with the conditions thereof;
- E. Enter into interlocal or other agreements with other entities, whether or not created by interlocal agreements themselves, if such agreements are useful in the furtherance of this Agreement, to the extent permissible under Florida law;
- F. Acquire, hold, use, pledge and dispose of any or all receivables, income, revenues, funds and money;
- G. Incur debts, liabilities or obligations which do not constitute debts, liabilities or obligations of the Parties, unless specifically agreed by such Party, and, to the extent permissible under Florida law, grant a mortgage or security interest in property acquired through loan proceeds, provided that without each Party's consent, it shall be non-recourse with respect to such Parties;
- H. Establish, operate and manage a pooled loan project or projects for utilization by Blueprint or others duly authorized by Blueprint;
- I. Exercise all powers in connection with the authorization, issuance and sale of bonds and bond anticipation notes as are conferred by sections 163.01(7)(d) and sections 163.01(7)(g) of Chapter 163, Part I, Florida Statutes, as amended, and any other applicable provisions of law, and by any such other applicable statute hereafter adopted, which may include interest rate swaps, collars, caps and other derivative or hedge products;
- J. Invest money of Blueprint not required for immediate use, including, but not limited to, proceeds from the sale of bonds, in such obligations, securities, and other investments as authorized by the investment policies of Blueprint, any applicable laws and any applicable

provisions of any Bond Resolution or other instruments governing the fund or funds in which the money is deposited;

- K. Impose fees and charges necessary to discharge its duties and obligations hereunder, and adopt such rules and regulations, policies and procedures and enact bylaws to implement the powers and authorities granted hereby;
- L. Procure insurance from such insurers as it deems desirable or to self insure, or both, against risk of loss or liability in connection with its property, operations or assets;
- M. Employ, engage, discharge and compensate agents, employees and independent contractors;
  - N. Sue and be sued in its own name;
- O. Enforce all rules, regulations, policies and procedures adopted under the authority of this Agreement, independently, or with the assistance of the Parties, and resort to any necessary legal process for this purpose;
- P. Grant indemnification to its officers, agents and employees, to the extent permitted by law or in the manner set forth in its Bylaws or other rules of governance;
- Q. Exercise all such other powers incidental and useful to the furtherance of the purposes of this Agreement and to the exercise of the powers specified herein, and which the Parties may exercise in their individual capacities, and any other powers conferred presently or in the future under the laws of Florida;
- R. Exercise all of the privileges, benefits, powers and terms of Part I of Chapter 163, Florida Statutes, Part I of Chapter 125, Florida Statutes, Part II of Chapter 166, Florida Statutes and Part I of Chapter 159, Florida Statutes;
  - S. Approve annual work plans for Blueprint and review performance reports;

- T. Approve annual operating budgets and capital improvement programs;
- U. Consider major program changes, contracts, change orders, and purchase orders which exceed the Intergovernmental Management Committee's authority;
- V. Finance or refinance the Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects and Economic Development Programs;
  - W. Issue bond anticipation notes pursuant to section 215.431, Florida Statutes;
- X. Borrow money and issue bonds or other debt obligations to finance or refinance the Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects and Economic Development Programs;
  - Y. Develop and structure financial programs;
- Z. Invest its money in such investments in accordance with the laws of the State of Florida:
- AA. Make and enter into contracts and agreements necessary or incidental to the performance of its duties and the execution of its duties under this Agreement;
- BB. Exercise the right and power of eminent domain, including the procedural powers under Chapters 73 and 74, Florida Statutes, pursuant to its delegated authority as set forth generally in Chapters 127, 163, and 166, Florida Statutes, and more specifically as set forth in section 163.01(7)(f), Florida Statutes;
- CC. Acquire both real and personal property through voluntary sale, lease, exchange or donation, to manage, redevelop, surplus or otherwise dispose of acquired real and personal property, including property acquired through the right and power of eminent domain, with any and all proceeds being retained for expenditures pursuant to this Interlocal Agreement;

- DD. Employ agencies, employees, consultants, advisors, experts, attorneys and such other employees and agents as may, in the judgment of Blueprint, be necessary and to fix their compensation;
- EE. Receive and accept any aid or contributions from any source of either money, property, labor or other things of value, to be held, used or applied only for the purposes for which such grants and contributions are made;
  - FF. Adopt and use a seal; and
- GG. Make and pass rules, regulations, resolutions and orders not inconsistent with the constitution of the United States or of the State of Florida, or the provisions of the Florida Interlocal Cooperation Act or this Agreement, necessary for the governance and management of the affairs of Blueprint, for the execution of the powers, obligations and responsibilities vested in Blueprint, and for carrying out the provisions of this Agreement.

### SECTION 2. SPECIFIC AUTHORITY.

With regard to Blueprint 2020 Economic Development Programs, Blueprint shall have the power, pursuant to direction or authorization by its Board of Directors, by its Bylaws or by the powers granted by this Agreement to:

- A. Require any organization providing economic development programing, with any portion of the proceeds of the Dedicated 2020 Surtax, to maintain detailed records of activities and expenditures;
  - B. Ensure full accounting transparency of all economic development programs;
- C. Produce periodic reports detailing the relevant performance metrics of each funded economic development program;

D. Allocate sufficient funding, as needed, from the proceeds of the Dedicated 2020

Surtax, to implement the financial oversight and accountability measures prescribed in this

Agreement and the Bylaws;

E. Determine the appropriate staffing and support levels for Blueprint 2020

Economic Development Programs, including the Economic Development Coordinating

Committee (EDCC), as defined in this Agreement, prior to the EDCC's first meeting, which

shall occur not later than February 16, 2018. At a minimum, the staff support shall be

comprised of the County and City Economic Development Directors and a representative of the

official economic development organization of the community; and

F. Designate the economic development organization for the community as the

primary liaison to the EDCC to prepare agenda materials, notice meetings, maintain records, and

present information in coordination with the County and City Economic Development Directors.

PART IV

BOARD OF DIRECTORS; OFFICERS

SECTION 1. GENERAL.

Blueprint shall be governed by a Board of Directors. The Board of Directors shall select

a Chairperson and Vice Chairperson from among the members of the Board of Directors

(hereinafter "Directors") and shall designate a Clerk, who may or may not be a Director. The

Board of Directors shall designate such other officers and staff positions as it may deem

advisable from time to time or as otherwise provided herein or in the Bylaws.

SECTION 2. <u>DUTIES</u>.

The duties of the Board of Directors shall include the following:

- A. Establish policies and adopt bylaws necessary to accomplish the purposes of this Agreement.
- B. Meet at least annually to approve an annual work plan for Blueprint and review the previous year's performance report.
- C. Approve the annual operating budget and capital improvement program of Blueprint and plans for financing the same from the Dedicated 2000 Surtax and the Dedicated 2020 Surtax proceeds.
- D. Convene as needed to consider major program changes, contracts, change orders, and purchase orders which exceed the authority of the Intergovernmental Management Committee (discussed below).
- E. Adopt Bond Resolutions for purposes of financing Blueprint 2000 Projects and Blueprint 2020 Infrastructure Projects and Economic Development Programs.

### SECTION 3. MEETINGS OF THE BOARD OF DIRECTORS.

The Board of Directors shall meet at least one time per year in accordance with the Bylaws. Additional meetings of the Board of Directors may be called by the Chairperson. Notice of all such meetings shall be given and such meetings shall be conducted in the manner specified in the Bylaws and in all events in compliance with Florida law.

## SECTION 4. <u>DUTIES OF THE CHAIRPERSON OF THE BOARD OF DIRECTORS</u>.

The Chairperson of the Board of Directors shall preside at meetings of the Board of Directors. In the event the Chairperson cannot be present at the meeting, the Vice Chairperson shall perform this responsibility, or in the absence of the Vice Chairperson, another Director designated by the Chairperson or Vice Chairperson, as the case may be, shall preside. The

Chairperson or in his absence or upon his designation, the Vice Chairperson shall have the power and authority to execute all Bonds, contracts and other documents on behalf of and bind Blueprint for all lawful obligations thereof, and shall perform such other duties as shall be provided by the Board of Directors or by the Bylaws.

### SECTION 5. CLERK.

The Clerk or any duly appointed deputy shall keep and may imprint the seal of Blueprint, may attest to all signatures and certify as to all proceedings and documentation of Blueprint, shall have such other powers and duties as designated in the Bylaws and as from time to time may be assigned to the Clerk by the Board of Directors, the Chairperson of the Board, or the Vice Chairperson of the Board, and shall in general perform all acts incident to the office of Clerk, subject to the control of the Board of Directors, the Chairperson, or the Vice Chairperson, as the case may be.

#### PART V

PLANNING, MANAGEMENT, CONSTRUCTION AND OPERATION OF THE BLUEPRINT 2000 PROJECTS AND BLUEPRINT 2020 INFRASTRUCTURE PROJECTS, AND ECONOMIC DEVELOPMENT PROGRAMS

### SECTION 1. INTERGOVERNMENTAL MANAGEMENT COMMITTEE.

- A. An Intergovernmental Management Committee (the "Intergovernmental Management Committee") is hereby created and established to jointly administer Blueprint and make recommendations on policy to the Blueprint Intergovernmental Agency and carry out the long range direction of Blueprint. The Intergovernmental Management Committee shall consist of the County Administrator of the County (the "County Administrator") and the City Manager of the City (the "City Manager").
  - B. The Intergovernmental Management Committee shall have the following powers:
    - 1. Monitor the operations of Blueprint.

- 2. Implement an annual financial audit conducted by an independent public accounting firm licensed under Chapter 473, Florida Statutes, and an annual performance audit conducted by a firm qualified to perform such audits. The scope of the performance audit shall be established jointly by the County Administrator and the City Manager.
  - 3. Recommend approval of an operating budget.
  - 4. Recommend approval of long and short term work plans.
  - 5. Recommend issuance of invitations for bid and requests for proposals.
- 6. Approve purchasing, contracts, and change orders in accordance with the approved Blueprint Procurement Policy, as amended from time to time.

### SECTION 2. STAFFING.

A. A Blueprint Manager shall be hired by the County Administrator and the City Manager acting in concert and may be terminated by either the County Administrator or the City Manager. The County Administrator and the City Manager, or their designee, shall direct the performance of the Blueprint Manager and shall jointly evaluate that performance at least annually. The Blueprint Manager shall develop policies and procedures for the administration of Blueprint which will be reviewed and approved by the County Administrator and the City Manager or their designee. The Blueprint Manager and staff shall have the option of being County employees or City employees, only for purposes of employee benefit administration.

### B. Responsibilities of the Blueprint Manager:

1. Manage a multi-disciplinary staff and be responsible for carrying out the implementation of the Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects.

- 2. Coordinate with the Citizens Advisory and Technical Coordinating Committees (as defined below) and submit a long range implementation plan, a five (5) year plan and an annual work plan to the Intergovernmental Management Committee.
- 3. Prepare a public information plan and sustain effective relationships with stakeholders and affected parties in regard to Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects.
- 4. Submit project status reports to the Intergovernmental Management Committee every six months.
- 5. Provide all necessary administrative support and coordination for Blueprint 2020 Economic Development Programs in accordance with the provisions of Part III., Section 2.E., herein.

### SECTION 3. TECHNICAL COORDINATING COMMITTEE.

- A. An intergovernmental technical coordinating committee is hereby created and established to provide professional advice and technical expertise to the Blueprint Manger on a project basis to be known as the "Technical Coordinating Committee." The membership of the Technical Coordinating Committee shall be as designated in the Bylaws.
  - B. Responsibilities of the Technical Coordinating Committee:
  - 1. Work with the Blueprint Manager to ensure coordination with other ongoing and future projects and related issues.
  - 2. Review Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects scope and implementation plans and make recommendations to the Blueprint Manager.

- 3. Annually review other projects of the City and County to ensure coordination between governments.
- 4. Such other responsibilities as shall be provided in the Bylaws or as provided by the Board of Directors.

### SECTION 4. PLANNING DEPARTMENT.

The Tallahassee-Leon County Planning Department shall assist in conducting, coordinating and advising on land use planning, sector planning, greenway planning and transportation planning.

### SECTION 5. <u>CITIZEN ADVISORY COMMITTEE</u>.

A Citizen Advisory Committee is hereby created and established to serve in an advisory capacity to Blueprint. Responsibilities of the Citizen Advisory Committee shall be to review work plans for Blueprint 2000 Project, and Blueprint 2020 Infrastructure Project recommendations, to review financial audits and performance audits, and to otherwise make recommendations to Blueprint. The Citizen Advisory Committee shall consist of fourteen members serving three year staggered terms to be selected as follows:

- 1. Four members shall be selected by Blueprint from a list of applicants which shall include at least one from each of the following categories: a financial expert with bonding experience; a natural scientist/ biologist, and a planner. Blueprint shall take into consideration as part of the selection process those individuals that formerly served on the Economic and Environmental Citizens Committee (EECC).
- 2. Three members shall be selected by Blueprint from a list of three names for each position provided by the Citizen Advisory Committee and shall include one

member from the civil rights community, one member from the elderly community, and one member from the disability community.

- 3. The remaining seven members shall be selected as follows:
  - Board Member of the Greater Tallahassee Chamber of Commerce
  - Board Member of the Capital City Chamber of Commerce
  - Board Member of the Big Bend Minority Chamber of Commerce
  - Chairperson of the Planning Commission or designee thereof
  - Representative from Council of Neighborhood Associations
  - Representative from the Big Bend Environmental Forum
  - Representative from the Network of Entrepreneurs and Business Advocates in Tallahassee.

### SECTION 6. ECONOMIC DEVELOPMENT COORDINATING COMMITTEE.

A coordinating committee for economic development programs is hereby created and established to provide professional advice and technical expertise to Blueprint to be known as the Economic Development Coordinating Committee (EDCC). The EDCC shall serve as the advisor to Blueprint on economic development matters with respect to Blueprint 2020 Economic Development Programs.

A. The EDCC shall evaluate those economic development proposals recommended for consideration by the Leon County Sales Tax Committee as set forth in Exhibit II, Section b.4., A-H. The EDCC shall afford the organizations that developed each of these proposals the opportunity to refine and present their economic development proposal to the EDCC for its consideration. The EDCC shall make funding and programmatic recommendations to the Board of Directors and the Intergovernmental Management Committee, shall perform a biennial review of the implementation, operation, and performance of economic development programs funded with Dedicated 2020 Surtax proceeds to ensure accountability, and shall perform such

other duties as shall be provided in the Bylaws or as prescribed by the Board of Directors, or the Intergovernmental Management Committee.

- B. The Chairmanship of the EDCC shall rotate biennially between the County and City staff designees. The membership of the EDCC shall consist of the following representatives or their staff designees:
  - County Administrator Designee
  - City Manager Designee
  - TCC Vice President of Economic & Workforce Development
  - FSU Vice President of Research
  - FAMU Vice President of Research
  - Executive Director of Leon County Research and Development Authority
  - CEO of Career Source Capital Region
  - President of the Greater Tallahassee/ Leon County Chamber of Commerce
  - President of the Capital City Chamber of Commerce
  - President of the Big Bend Minority Chamber of Commerce.
- C. In order to provide transparency and accountability for economic development programs utilizing the proceeds of the Dedicated 2020 Surtax, all financial activities shall be audited in accordance with the fiscal controls adopted by the Parties and as otherwise set forth in the Bylaws.

### SECTION 7. ACCOUNTING SYSTEM.

Blueprint may designate either the City or the County as the entity for maintaining the accounting system for Blueprint. The City and the County will each be provided the same level of access to all information pertaining to Blueprint.

### SECTION 8. PROJECT RESTRICTIONS.

- A. Permissible uses of Dedicated 2000 Surtax proceeds shall be restricted to the following categories:
  - 1. Stormwater and Water Quality Projects

- 2. Transportation Improvements Projects
- 3. Greenways and Parks and Recreation Projects
- B. Permissible uses of Dedicated 2020 Surtax proceeds shall be restricted to the following categories:
  - 1. Stormwater and Water Quality Projects
  - 2. Transportation Improvement Projects
  - 3. Greenways, Parks and Recreation
  - 4. Economic Development Programs
  - 5. Public Buildings and Structures
  - 6. Parks and Recreational Area Operations
  - 7. Other permissible uses set forth in section 212.055(2), Florida Statutes, as amended.

### SECTION 9. PROJECTS.

### A. <u>Blueprint 2000 Projects</u>.

The proceeds of the Dedicated 2000 Surtax shall be used for the purpose of funding Blueprint 2000 Projects as approved by the County and City Commissions on July 10, 2000, and as further described and set forth in Exhibit I (Items a-i represent first priority projects, and Items j-w represent second priority projects).

### B. Blueprint 2020 Infrastructure Projects and Economic Development Programs.

The proceeds of the Dedicated 2020 Surtax shall be used for the purpose of funding Blueprint 2020 Infrastructure Projects and Economic Development Programs, as further described and set forth in Exhibit II, Sections a and b (Exhibit II, Section a Projects 1-27

represent first priority projects, and Exhibit II, Section a Projects 28-29 represent second priority projects).

### C. <u>L.I.F.E. Projects.</u>

The two percent (2%) share of the Extended 2020 Surtax proceeds shall be used for the purpose of funding L.I.F.E. Projects, as further described and set forth in Exhibit II, Section c.

### SECTION 10. AMENDMENT OR DELETION TO PROJECTS AND PROGRAMS.

The listed projects and programs set forth in Exhibit I, Exhibit II, Sections a, b.1, b.2, and b.3, may only be deleted or amended to a substantial degree, if circumstances call for a substantial change and if the Board approves the change by a supermajority vote of both the members who are County Commissioners and the members who are City Commissioners, after taking into consideration the recommendations of the Citizen Advisory Committee, the Technical Coordinating Committee, and the Intergovernmental Management Committee. Such a vote will not be taken until Blueprint first holds at least two (2) noticed public hearings with respect to such proposed change. Otherwise the listed projects and programs set forth in Exhibit II, or in Exhibit II, Section a or b, may be amended upon majority vote of the Board.

### SECTION 11. ADDITIONAL COUNTY PROJECTS.

A. The 10% share of the Extended 2000 Surtax proceeds dedicated to Leon County projects shall be used for the following purposes as approved by the County Commission on July 10, 2000, and ratified in County Resolution R00-30:

- 1. Transportation Projects;
- 2. Stormwater and Water Quality;
- 3. Parks and Recreation Facilities:

- 4. Intersection Improvements, Bridges, Sidewalks, Bike Lanes, Bike Paths, Traffic Calming;
  - 5. Greenway and Bike Trails; and
  - 6. Other projects approved by the Board of County Commissioners.
- B. The 10% share of the Extended 2020 Surtax proceeds dedicated to Leon County projects may only be used for the following purposes:
  - 1. Transportation Resurfacing Projects;
  - 2. Transportation Intersection Improvement Projects;
  - 3. Other statutorily authorized uses approved by the Board of County Commissioners.

### SECTION 12. ADDITIONAL CITY PROJECTS.

- A. The 10% share of the Extended 2000 Surtax proceeds dedicated to City of Tallahassee projects shall be used for the following purposes as approved by the City Commission on July 10, 2000, and ratified in City Resolution 00-R-40:
  - 1. Transportation Projects;
  - 2. Stormwater and Water Quality;
  - 3. Parks and Recreation Facilities:
  - 4. Gateway Enhancements;
  - 5. Greenway and Bike Trails; and
  - 6. Other projects approved by the City Commission.
- B. The 10% share of the Extended 2020 Surtax proceeds dedicated to City of Tallahassee projects may only be used for the following purposes:
  - 1. Transportation Projects;

- 2. Stormwater and Water Quality;
- 3. Parks and Recreational Facilities;
- 4. Gateway Enhancements;
- 5. Greenway and Bike Trails; and
- 6. Other statutorily authorized uses approved by the City Commission.

### SECTION 13. REIMBURSEMENT.

The Blueprint Intergovernmental Agency may establish, from time to time, procedures for reimbursement for reasonable expenses incurred by Blueprint.

### PART VI

### **FINANCING**

### SECTION 1. SHARE AND DISTRIBUTION OF SURTAX; ISSUANCE OF BONDS.

### A. Extended 2000 Surtax.

As further provided herein, the proceeds of the Extended 2000 Surtax levied as provided by law shall be distributed, as set forth in this Agreement, to the County and the City, or as otherwise specified herein, throughout the term of this Agreement as follows:

Governmental Body	Share of Proceeds
Leon County	50%
City of Tallahassee	50%

As further provided herein, the County and the City hereby irrevocably agree that the Dedicated 2000 Surtax proceeds shall be used for Blueprint 2000 Projects as approved by the County and City Commissions on July 10, 2000, and as further described and set forth in Exhibit I. The County and the City further hereby irrevocably agree that the Dedicated 2000 Surtax proceeds shall be deposited directly into the account of the Blueprint Intergovernmental Agency by the Florida Department of Revenue ("DOR") and irrevocably direct DOR to make

such deposits for the term of such tax. The Intergovernmental Management Committee shall administer the spending of those funds on the Blueprint 2000 Projects.

#### B. Extended 2020 Surtax.

The proceeds of the Extended 2020 Surtax levied as provided by law shall be distributed in accord with this Agreement into the appropriate trust fund account throughout the term of this Agreement, as follows:

Trust Fund Account	Share of Total Proceeds
Blueprint 2020 Infrastructure Projects	66%
Blueprint 2020 Economic Development Programs	12%
Leon County Projects	10%
City of Tallahassee Projects	10%
Leon County L.I.F.E. Projects	2%

The Parties agree that the Dedicated 2020 Surtax proceeds shall be used for Blueprint 2020 Infrastructure Projects, and Blueprint 2020 Economic Development Programs, as further described in Exhibit II. The Parties shall cause 66% of the Extended 2020 Surtax proceeds to be placed in the Blueprint Intergovernmental Agency, Blueprint 2020 Infrastructure Projects trust fund account, to be created by Blueprint, within ten (10) working days of its receipt. The Parties shall cause 12% of the Extended 2020 Surtax proceeds to be placed in the Blueprint Intergovernmental Agency, Blueprint 2020 Economic Development Programs trust fund account, to be created by Blueprint, within ten (10) working days of its receipt. The Parties shall cause 10% of the Extended 2020 Surtax proceeds to be placed in the Leon County, Leon County Projects trust fund account, to be created by the County, within ten (10) working days of its receipt. The Parties shall cause 10% of the Extended 2020 Surtax proceeds to be placed in the City of Tallahassee, City of Tallahassee Projects trust fund account, to be created by the City, within ten (10) working days of its receipt. The Parties shall cause 2% of the Extended 2020 Surtax proceeds to be placed in the Leon County, Liveable Infrastructure For Everyone Projects

trust fund account, to be created by the County, within ten (10) working days of its receipt. The Intergovernmental Management Committee shall administer the spending of those funds on the projects and programs listed in Exhibit II, Sections a. and b. The Leon County Board of County Commissioners shall administer the spending of those funds on L.I.F.E. Projects listed in Exhibit II, Section c.

#### SECTION 2. APPROVAL AND ISSUANCE OF BONDS.

In order to finance Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects and Blueprint 2020 Economic Development Programs, and in full compliance with the provisions of this Agreement including Exhibit III, Blueprint may proceed to issue Bonds. The Bonds may be issued by a resolution of the Board of Directors of Blueprint. Such resolution shall be subject to such terms and conditions, and shall provide for the disposition from time to time, of the funds and accounts held under the Bond Resolution, as Blueprint, in its sole judgment and discretion, may provide. The terms and conditions of the Bonds shall be subject to the sole judgment and discretion of Blueprint.

#### **PART VII**

#### **MISCELLANEOUS**

#### SECTION 1. <u>ACCUMULATED NET REVENUES</u>.

After completion of all Blueprint 2000 Projects and Blueprint 2020 Infrastructure Projects and Economic Development Programs, and after all expenses and obligations of Blueprint are paid or provided for, unless the City and the County mutually agree to entrust ongoing operational or other responsibilities to Blueprint, Blueprint shall conclude its activities and any surplus revenue over and above expenses of Blueprint and any reserve fund established by the Board of Directors and funded by the budget will be proportionately returned to the City

and the County or other entity in accordance with the Bylaws and policies adopted by the Board, or as provided by any bond resolution or trust indenture adopted by Blueprint for the issuance of bonds or other indebtedness.

#### SECTION 2. FISCAL CONTROL.

Blueprint shall maintain its financial records in accordance with generally accepted accounting principles. An annual budget shall be adopted by Blueprint. All financial activities shall be audited by a certified public accountant at the conclusion of each fiscal year. Members shall be furnished copies of the annual audit and all other financial records they may from time to time request.

#### SECTION 3. FILING WITH CLERK OF CIRCUIT COURT.

A copy of this Agreement and all subsequent amendments thereto shall be filed with the Clerk of the Circuit Court of Leon County and with such other agencies of the State of Florida as may be required by law.

#### SECTION 4. FILING AND EFFECTIVE DATE.

This Agreement shall become effective upon the occurrence of all of the following: (a) the execution of this Agreement by the proper officers of the City and the County as of the date set forth above; and (b) upon filing with the Clerk of the Circuit Court of Leon County, Florida, as required by section 163.01(11), Florida Statutes.

#### SECTION 5. NO IMPAIRMENT OF OBLIGATIONS OF CONTRACT.

Blueprint, the City and the County have incurred their respective obligations under this Agreement based upon the covenants of each of them for the benefit of the other. Blueprint has incurred its obligation under this Agreement based upon the covenants and pledges of the City and the County hereunder. Therefore, it is necessary in order to avoid impairment of the

obligations of contract of the City, the County and Blueprint for the obligations hereunder to be and remain fully enforceable in the manner herein provided.

#### SECTION 6. NO GENERAL OBLIGATION.

Notwithstanding anything to the contrary herein or in such subsequent resolutions or ordinances, the Bonds shall not constitute "bonds" within the meaning of Article VII, Section 12 of the Constitution and the Statutes of Florida to be approved at an election of the qualified electors of the County and the City. The Bonds shall not constitute a general obligation of the County or the City, the State of Florida or any political subdivision thereof, or a lien upon any property owned or situated within the territorial limits of the County or the City, the State of Florida or any political subdivision thereof. The holders of the Bonds shall not have the right to require or compel any exercise of the taxing power of the County or the City, the State of Florida or any political subdivision thereof to pay the principal or premium, if any, and interest on the Bonds or to make any other payments provided for under any subsequent resolution or ordinance.

#### SECTION 7. NO DELEGATION.

Nothing contained herein shall be deemed to authorize the delegation of any of the constitutional or statutory duties of the County or the City or any officers thereof.

#### SECTION 8. VALIDITY.

If any paragraph, sentence, clause, phrase, or portion of this Second Amended and Restated Interlocal Agreement for any reason is held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

#### SECTION 9. NO LIABILITY.

No member, agent, officer, official, committee or committee member, or employee of Blueprint shall be liable for any omission, except gross negligence, or for any act of omission or commission by any other member, agent, officer, official, committee or committee member, or employee of Blueprint.

#### SECTION 10. SEVERABILITY.

If any one or more of the covenants, agreements or provisions of this Agreement should be held contrary to any express provision of law or contrary to any policy of expressed law, although not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separate from the remaining covenants, agreements or provisions of this Agreement which shall remain fully enforceable.

### SECTION 11. <u>CONTROLLING LAW; MEMBERS OF THE CITY, BLUEPRINT AND</u> THE COUNTY NOT LIABLE.

All covenants, stipulations, obligations and agreements of the City, Blueprint and the County contained in this Agreement shall be deemed to be covenants, stipulations, obligations and agreements of the City, Blueprint and the County, respectively, to the full extent authorized by the Act and provided by the Constitution and laws of the State of Florida. No covenant, stipulation, obligation or agreement contained herein shall be deemed to be a covenant, stipulation, obligation or agreement of any present or future member of the governing body or agent or employee of the City, Blueprint or the County in its, his or their individual capacity, and neither the members of the governing body of the City, Blueprint or the County nor any official executing this Agreement shall be liable personally or shall be subject to any

accountability by reason of the execution by the City or Blueprint or the County of this Agreement or any act pertaining hereto or undertaking to carry out the obligations imposed by this Agreement upon Blueprint.

#### SECTION 12. EXHIBITS.

**COUNTY ATTORNEY** 

Exhibits I-III, inclusive, and any maps, exhibits or attachments included therein, which are attached hereto, shall be deemed incorporated herein and made a part of this Agreement, as if fully set forth below.

IN WITNESS WHEREOF, Leon County, Florida, and the City of Tallahassee, Florida, have caused this Second Amended and Restated Interlocal Agreement to be executed by duly authorized officers thereof as of the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 2015.

	LEON COUNTY, FLORIDA
ATTESTED: BOB INZER, CLERK OF COURT & COMPTROLLER LEON COUNTY, FLORIDA	By: BILL PROCTOR, CHAIRMAN BOARD OF COUNTY COMMISSIONERS
Ву:	
APPROVED AS TO FORM: LEON COUNTY ATTORNEY'S OFFICE	
By: HERBERT W. A. THIELE	

#### CITY OF TALLAHASSEE

	By:		
	_	ANDREW GILLUM	
		MAYOR	
ATTESTED:			
By:			
JAMES O. COOKE, IV			
CITY TREASURER-CLERK			
APPROVED AS TO FORM:			
D.			
By:			
LEWIS E. SHELLEY, ESQ.			
CITY ATTORNEY			

#### EXHIBIT I – Blueprint 2000 Projects

- a. Map 2A: Widening of Capital Circle NW from I-10 to Blountstown Hwy; (includes six lanes from I-10 to Tennessee Street without service roads, four lanes from Tennessee Street to Blountstown Hwy., and two interchanges); Water resource protection through greenway linkages, floodplain acquisition, protection and restoration of Gum Swamp system.
- b. Map 4: Widening of Capital Circle SE from Crawfordville Hwy. to St. Augustine Road; (Includes portion of Tram Road ROW for future transit; acquisition of environmentally sensitive areas and greenway connection between St. Marks Trail and Southwood; deletes proposed interchanges at Apalachee Parkway and Crawfordville Road).
- c. Map 3: Franklin Boulevard improvements, roundabout at Franklin/Meridian/Gaines intersection; Reconstruction of Cascades Park with series of lakes for stormwater retrofit of urban area; Reconstruction of St. Augustine Branch as urban waterway with series of lakes for stormwater treatment; acquisition of land for phase II stormwater improvements along the central drainage ditch, greenways throughout the system and trailhead development.
- d. Water Quality Program Funding for stormwater and water quality retrofit to be split 50/50 between City and County (includes \$10 million for retrofit and drainage improvements in Frenchtown watershed and \$5 million for various County retrofit projects in the urban area previously identified as high priority).
  - e. Map 7: Phase I-Eastern Leon County groundwater and floodplain protection.

- f. Map 6: Lafayette Basin floodplain/greenway land acquisition for future stormwater improvements and greenway connection from Lafayette Heritage Trail to Miccosukee greenway.
- g. Map 2B: Widening of Capital Circle SW from Blountstown Hwy. to Springhill Road; includes (Option 1-Realignment; includes ROW, construction, and stormwater for roadway improvements only, and land acquisition for future greenway).
- h. Map 2C: Widening of Capital Circle SW from Springhill Road to Crawfordville Road; (includes ROW, construction, and stormwater for roadway improvements only and land acquisition for future greenway).
- i. Map 5B: Land acquisition only for greenway linkages between Maclay Gardens, Timberlane Ravine, Goose Pond, and Tom Brown Park.
- j. Map 3, Segment 4: Old St. Augustine Branch stormwater improvements (Gamble Street to confluence with Munson Slough).
- k. Gaines Street Reconstruction and extension of Jackson Bluff Road (\$17 million).
- l. Map 6: Widening of Mahan Drive from Dempsey Mayo Road to I-10, and stormwater improvements for roadway and Lake Lafayette; trail head development.
- m. Map 2B/2C: Airport Gateway-Connector from Capital Circle SW to Lake Bradford Road.
  - n. Map 7: Phase II-Eastern Leon County groundwater and floodplain protection.
- o. Map 1: Fred George and Ochlockonee River Basins stormwater improvements, groundwater protection, and greenway acquisition.

- p. Map 5A: Meridian Road intersection improvements and greenway connections from Timberlane Ravine to Klapp-Phipps-Overstreet Park.
  - q. Water quality program funding-Phase II.
- r. Map 5B: Lake Lafayette Basin stormwater improvements and floodplain protection.
- s. Map 2C: Springhill Road ROW and construction; stormwater system and improvements from Springhill Road east to Indianhead Acres; greenways/trail development.
- t. Map 2B: Black Swamp restoration, regional stormwater pond, and Cascades to Munson slough greenway trail development.
- u. Map 4: Tram Road ROW and construction; interchange at Crawfordville Road.
- v. Map 2B: Roadway improvements connecting Capital Circle SW and Springhill Road and interchange at Orange Avenue and Capital Circle SW.
  - w. Map 2A: Service Roads (Capital Circle NW).

### EXHIBIT II – Blueprint 2020 Infrastructure Projects; Blueprint 2020 Economic Development Programs; L.I.F.E. Projects

#### Section a. BLUEPRINT 2020 INFRASTRUCTURE PROJECTS

Blueprint 2020 Infrastructure Projects are described as follows: (Projects 1-27 represent first priority projects, and Projects 28-29 represent second priority projects):

- Project 1, Capital Circle Southwest: Funding to widen Capital Circle Southwest from Orange Avenue to Crawfordville Road (includes ROW, construction, stormwater for roadway improvements, water quality enhancements, and land acquisition for future greenway) (Exhibit 1).
- Project 2, Westside Student Corridor Gateway: Funding to widen West Pensacola Street from Capital Circle Southwest to Appleyard Drive (includes ROW, construction, stormwater for roadway improvements, and land acquisition for future greenway). Also includes funding for stormwater improvements in the Gum Creek/West Drainage Ditch, the gateway features and neighborhood connectivity (Exhibit 2).
- Project 3, Airport Gateway: Springhill Road and Lake Bradford Road: Funding to perform roadway improvements to Springhill Road from Capital Circle Southwest to Orange Avenue and Lake Bradford Road from Orange Avenue to Gaines Street (includes ROW, construction, gateway streetscaping, stormwater for roadway improvements, and enhanced landscape) (Exhibit 3).
- <u>Project 4, Southside Gateway Enrichment:</u> Funding to widen Woodville Highway from Capital Circle Southwest to Tram Road (includes ROW, construction,

- gateway streetscaping, and stormwater for roadway improvements) enhanced landscape of Crawfordville Highway and stormwater facilities, and neighborhood connectivity (Exhibit 4).
- Project 5, North Monroe Gateway: Funding to develop gateway enhancements for North Monroe Street from I-10 to 7<sup>th</sup> Avenue (includes signage, art, crosswalks and other pedestrian safety enhancements) (Exhibit 5).
- Project 6, Build Bike Route System: Funding in the amount of \$15 million of Dedicated 2020 Surtax proceeds will be used to continue implementation of a Bicycle and Pedestrian Master Plan (Exhibit 6).
- Project 7, County/City Sidewalk Projects: Funding in the amount of \$50 million of Dedicated 2020 Surtax proceeds will be used for sidewalks to be split 50/50 between County and City (Exhibit 7).
- Project 8, Implement Greenways Master Plan Phase I: Funding in the amount of \$15.8 million of Dedicated 2020 Surtax proceeds will be used to continue implementation of the Greenways Master Plan (Exhibit 8).
- Project 9, Northwest Connector Corridor: Funding to widen Tharpe Street from Ocala Road to Capital Circle Northwest (includes ROW, construction, stormwater for roadway improvements, and land acquisition for future greenway). Also includes funding for Park Place Recreational Area and neighborhood connectivity (Exhibit 9).
- Project 10, Lake Lafayette and St. Marks Regional Linear Park: Funding to develop

  Lake Lafayette and St. Marks Regional Linear Park (includes construction,

  stormwater study and improvements, and land acquisition for future

- greenway) and stormwater and recreation improvements in Tom Brown Park (Exhibit 10).
- Project 11, Market District Activity Center Connectivity: Funding to implement the Market District Corridor Placemaking Action Plan (includes construction, stormwater improvements, greenway connections, streetscaping, and gateway enhancements) (Exhibit 11).
- <u>Project 12, Midtown Placemaking:</u> Funding to implement the Midtown Placemaking Action Plan (includes construction, stormwater improvements, streetscaping, and gateway enhancements) (Exhibit 12).
- Project 13, College Avenue Placemaking: Funding to implement the College Avenue Placemaking Action Plan (includes construction, stormwater improvements, streetscaping, and gateway enhancements) (Exhibit 13).
- Project 14, Monroe-Adams Corridor Placemaking: Funding to implement the Monroe-Adams Corridor Placemaking Action Plan (includes construction, stormwater improvements, underground utilities, streetscaping, and gateway enhancements) (Exhibit 14).
- Project 15, Northeast Corridor Connector: Funding to widen Bannerman Road from Thomasville Road to Tekesta Drive (includes ROW, construction, stormwater for roadway improvements, and land acquisition for future greenway), multi-use trails, greenway and neighborhood connectivity (Exhibit 15).
- Project 16, StarMetro: Funding in the amount of \$12.25 million of Dedicated 2020 Surtax proceeds will be used to provide bus stop amenities (including bench, shelter, or other structure). Also includes funding to make bus stops ADA

- compliant and enhance service for customers at major transfer points (Exhibit 16).
- Project 17, Operating Costs for Parks Built with Surtax Funds: Funding in the amount of \$20 million of Dedicated 2020 Surtax proceeds will be used for the operation and maintenance of parks to be split County (50%) and City (50%) (Exhibit 17).
- <u>Project 18, Desoto Winter Encampment:</u> Funding to develop the Desoto Winter Encampment site (Exhibit 18).
- Project 19, Northeast Park: Funding to develop a Northeast Park (Exhibit 19).
- Project 20, Water Quality and Stormwater Improvements: Water Quality Program: Funding in the amount of \$85 million of Dedicated 2020 Surtax proceeds will be used for stormwater, sewer and/or water quality retrofit to be split 50/50 between County and City (Exhibit 20).
- Project 21, Florida A&M Entry Points: Funding to develop entry points to Florida

  A&M University at Osceola Street/Adams Street and Perry Street/Gamble

  Street (Exhibit 21).
- <u>Project 22, Orange/Meridian Placemaking:</u> Funding to implement the Orange/Meridian Placemaking project (includes construction, stormwater improvements, streetscaping, and bus stop enhancements) (Exhibit 22).
- <u>Project 23, Beautification and Improvements to the Fairgrounds:</u> Funding to construct improvements to the fairgrounds (Exhibit 23).
- Project 24, Orange Avenue Widening from Adams Street to Springhill Road:

  Funding to widen Orange Avenue from Adams Street to Springhill Road

(includes ROW, construction, and stormwater for roadway improvements) (Exhibit 24).

Project 25, Northeast Gateway: Welaunee Critical Area Plan Regional Infrastructure

Phase I: Funding to develop Welaunee Boulevard from Fleischman to
Shamrock, and two-lane Shamrock Way extension from Centerville to
Welaunee Boulevard North (includes ROW, construction, stormwater for
roadway improvements). Project shall be conditioned upon: (i)
reimbursement by developer(s) to Blueprint for any developer(s) required
transportation improvements (reasonable repayment timelines would be
established); (ii) Any cost (inclusive of right of way) related to the greenway
may be used as a direct offset to any developer(s) required transportation
improvement costs; (iii) that portion of the project involving land owned by
the City of Tallahassee will only require reimbursement if sold and developed
privately; and (iv) anticipated developer(s) reimbursements are to be
recognized as potential future resources for Blueprint (Exhibit 25).

Project 26, Alternative Sewer Solutions Study: Funding to study and develop preferred options for management alternatives to traditional onsite sewage treatment and disposal systems in the unincorporated areas of Leon County, including the Primary Springs Protection Zone; identify preferred options for responsible management entities, including recommendations for financing and management structures for identified preferred options; recommend regulatory measures; identify other issues related to sewage treatment and disposal system financing (Exhibit 26).

- <u>Project 27, Tallahassee-Leon County Animal Service Center:</u> Funding for capital improvements to the Tallahassee-Leon County Animal Service Center (Exhibit 27).
- <u>Project 28, Implement Greenways Master Plan Phase II:</u> Funding to continue implementation of the Greenways Master Plan (Exhibit 28).
- Project 29, Northeast Gateway: Welaunee Critical Area Plan Regional Infrastructure

  Phase II: Funding to develop Welaunee Boulevard North from Shamrock Way
  to Roberts Road, and Shamrock Way, from Welaunee Boulevard to U.S. 90
  (includes ROW, construction, stormwater for roadway improvements).

  Funding also includes improvements to the Miccosukee Canopy Road
  Greenway trailhead at the intersection of Fleischmann Road and Crump Road.

  Second priority implementation shall not occur until such time as adequate
  transportation connections north of Roberts Road, to allow the traffic to flow
  through to Thomasville Road, have been identified and funded (Exhibit 29).
- Section b. BLUEPRINT 2020 ECONOMIC DEVELOPMENT PROGRAMS

  Blueprint 2020 Economic Development Programs are described as follows:
  - 1. Madison Mile Convention District: Up to \$20 million of Dedicated 2020 Surtax proceeds will be used to construct a convention center on or near the existing Donald L. Tucker Civic Center site as part of a larger Florida State University redevelopment and master planning effort to attract a full service hotel to the Madison District. The final determination on the level of funding to be provided and the time period for said funding is subject to approval by

- Blueprint at the time of project consideration and the execution of formal agreements among all parties to the project.
- 2. International Airport Growth and Development (Part I): Up to \$5.5 million of Dedicated 2020 Surtax proceeds will be used to upgrade existing hanger facilities at the Tallahassee International Airport, provide the necessary utility infrastructure to construct additional hangers, and develop 1,000 acres of airport property for lease. Funding is subject to approval by Blueprint at the time of project consideration.
- 3. International Airport Growth and Development (Part II): Up to \$8.6 million of Dedicated 2020 Surtax proceeds will be used to create an international passenger processing facility, support international user fee expenses, and provide additional training support to Airport staff in accordance to the Tallahassee International Airport's Ten-Year Growth and Development Plan.
- 4. The following proposals are to be evaluated by the EDCC for consideration, as recommended by the Leon County Sales Tax Committee, and recommendations are to be forwarded to Blueprint regarding the utilization of the Dedicated 2020 Surtax proceeds in accordance with Part V. Section 6.A of the Agreement, as follows:
  - A. Entrepreneurial Development Fund: This proposal provides a source of funding from which to enhance present and develop new entrepreneurial support programs.

- B. Minority & Women Business Investment Fund: This proposal provides microloans to help minority and women owned small businesses and entrepreneurs.
- C. Technology & Innovation Incubators: This proposal provides funds to be used to support existing incubation programs and/or start new ones.
- D. Business Retention, Expansion & Attraction Fund: This proposal provides the community a toolkit to grow local businesses and attract companies that pay higher than average wages.
- E. Economic Opportunity Rapid Response Fund: This proposal provides resources to quickly leverage and close the gap between state incentives and project needs.
- F. Quantum Leaps & Signature Festivals: This proposal seeks to grow and support Tallahassee as a cultural destination through festivals and the arts by providing grants for festivals that draw tourists, grants to support new and expanding cultural offerings, and grants to propel cultural organizations to a new level of sustainability.
- G. South Monroe / Adams Corridor Catalyst: This proposal provides aesthetic and community funding associated with the Monroe-Adams Street Corridor Action Plan, funding to support an additional Florida A&M University (FAMU) Small Business Development Center location on the Southside over a ten-year period, and funding for the FAMU Urban Agriculture Project to increase access to locally grown

- foods and increase urban farming and related business opportunities through workforce training.
- H. Raising the Ship Talent Development: This proposal provides funding for an in-depth assessment of job seekers and estimated employment needs, capital funding for a Southeast Regional Center of Excellence, and programmatic funding to support a Socially Responsible Enterprise.
- 5. Additional economic development projects and staffing needs including, but not limited to, the following uses:
  - A. Staffing needs specific to economic development.
  - B. Project and program consultants specific to economic development.
  - C. Other key economic development projects and opportunities that may arise over the Term of this Agreement.

#### Section c. LIVABLE INFRASTRUCTURE FOR EVERYONE (L.I.F.E.) PROJECTS.

The two percent (2%) share of the Extended 2020 Surtax proceeds which are dedicated to L.I.F.E. Projects shall be used for the purpose of funding the L.I.F.E. Projects in both the incorporated and unincorporated areas of Leon County, by addressing core infrastructure needs therein. Use of the two percent (2%) share of the Extended 2020 Surtax proceeds for L.I.F.E. Projects must be authorized by the Board of County Commissioners.

#### EXHIBIT III SUPPLEMENTAL FINANCING PROVISIONS

#### SECTION 1. BOND ISSUANCE; USE; LIEN.

- A. Pursuant to provisions of the Florida Interlocal Cooperation Act, Blueprint may issue bonds or other debt obligations (previously defined herein as the "Bonds") from time to time, in various series, to finance and refinance the Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, and Blueprint 2020 Economic Development Programs. Such Bonds shall be issued upon such terms, containing such provisions, bearing interest at such lawful rates, including variable rates, and supported by such other documents to be issued as may hereafter be established by Blueprint.
- B. The proceeds of the Bonds shall be deposited and used for such purposes and under such conditions as set forth herein and in resolutions subsequently adopted by the Board of Directors.
- C. The Bonds shall be secured by a first priority lien and pledge of the Dedicated 2000 Surtax and Dedicated 2020 Surtax, with such coverages as to payment of Debt Service Payments and other charges as shall be provided in the Bond Resolution. Thereafter, such part of the Dedicated 2000 Surtax and Dedicated 2020 Surtax as shall be legally available therefor may be used to pay costs of planning of Blueprint for the construction or implementation of the Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, and Blueprint 2020 Economic Development Programs, including budgeted expenses of the administration and operation of Blueprint. In no event will Dedicated 2000 Surtax or Dedicated 2020 Surtax proceeds be utilized to pay or reimburse maintenance or other expense items for which such proceeds may not be lawfully expended.

# SECTION 2. NO MORTGAGE OF BLUEPRINT 2000 PROJECTS, BLUEPRINT 2020 INFRASTRUCTURE PROJECTS, OR BLUEPRINT 2020 ECONOMIC DEVELOPMENT PROGRAMS.

Neither the City, the County, nor Blueprint will mortgage, pledge or otherwise encumber Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, Blueprint 2020 Economic Development Programs or Project Sites during the term of this Agreement.

#### SECTION 3. SURPLUS FUNDS.

Any surplus funds, accounts or revenues arising from the operations of the Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, or Blueprint 2020 Economic Development Programs, or otherwise held under this Agreement or the Bond Resolution, as applicable, after making provision for all other obligations with respect to this Agreement, including the Bonds, Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, and Blueprint 2020 Economic Development Programs shall, at the option of Blueprint, be used either for additional improvements to such projects, retirement of Bonds, or for any lawful purposes of Blueprint.

#### SECTION 4. COVENANTS OF THE CITY AND THE COUNTY.

From the date hereof and until the principal of, premium, if any, and interest on the Bonds are paid or defeased as provided in the Bond Resolution, the City and the County covenant and agree with each other and with Blueprint and the Bondholders as follows:

A. To secure the obligations of Blueprint under the Bond Resolution for the benefit of the Bondholders, the City hereby pledges, and grants to the Bondholders an irrevocable lien upon, the City's Share of the Dedicated 2000 Surtax and Dedicated 2020

Surtax for payment in the manner herein provided, effective without further act of the City or any filing except as required in Section 5 of Part VII of the Agreement.

- B. To secure the obligations of Blueprint under the Bond Resolution for the benefit of the Bondholders, the County hereby pledges, and grants to the Bondholders an irrevocable lien upon, the County's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax for payment in the manner herein provided, effective without further act of the County or any filing except as required in Section 5 of Part VII of the Agreement.
- C. The obligations of the City for the payment of the City's Share and the County for the payment of the County's Share shall be in the manner and as provided in this Agreement, however, no such payments shall be required to be made by the City or the County except, respectively, from the City's Share and the County's Share, but any failure to pay by a Party shall not reduce the liability of such Party for the full amounts of its obligations hereunder, or the obligations of the other Party to make such Party's payment. The City and the County will pay, or cause payments to be made, in the manner and at the times provided in this Agreement.
  - D. Application of Proceeds.
  - 1. Commencing with the first deposits of the Extended 2000 Surtax on or following December 31, 2004, and continuing to and including December 31, 2019, the Dedicated 2000 Surtax shall be deposited directly by the Department of Revenue of the State of Florida to the account of Blueprint, for application as provided herein and in the Bond Resolution, and the City and the County each agree that such funds shall be payable directly to the account of Blueprint. The City and the County each agree to provide written direction to DOR and take all actions necessary to cause the

Dedicated 2000 Surtax proceeds to be deposited directly into the designated account of Blueprint.

- 2. Commencing with the first deposits of the Extended 2020 Surtax on or following December 31, 2019, and continuing to and including December 31, 2039, the Dedicated 2020 Surtax shall be deposited directly by the Department of Revenue of the State of Florida to the account of Blueprint, for application as provided herein and in the Bond Resolution, and the City and the County each agree that such funds shall be payable directly to the account of Blueprint. The City and the County each agree to provide written direction to DOR and take all actions necessary to cause the Dedicated 2020 Surtax proceeds to be deposited directly into the designated account of Blueprint.
- E. The County shall include in its annual budget and appropriate, but only from the County's Share, the payments required to be made by the County hereunder. In no event shall the County be required to make any payments required hereunder except from the County's Share.
- F. The City shall include in its annual budget and appropriate, but only from the City's Share, the payments required to be made by the City hereunder. In no event shall the City be required to make any payments required hereunder except from the City's Share.
- G. The City and the County shall each prepare, approve and adopt each year, in the manner provided by law, a detailed annual budget pursuant to which they shall each allocate, appropriate, and provide for payment of their respective shares of the Dedicated 2000 Surtax and Dedicated 2020 Surtax to or for the account of Blueprint for the ensuing Fiscal Year in the amounts and at the times provided herein. The covenant and agreement on

the part of each of the City and the County to budget and appropriate such amounts shall be cumulative and shall continue each Fiscal Year until all required payments have been budgeted, appropriated and actually paid by the City, and by the County, as provided in this Agreement. Copies of the City's and the County's annual budgets shall be available for inspection at the respective offices of the City and the County and shall be provided to any Bondholder, letter of credit provider or credit facility provider ("Credit Facility Provider") and to the rating agencies who shall provide ratings with respect to the Bonds ("Rating Agencies"), requesting the same who shall pay the costs of reproduction and postage.

The City and the County shall each revise their respective annual budgets from time to time as necessary, to make provision for the payment of the amounts provided hereby.

- H. The County shall keep separately identifiable financial accounts and data concerning the collection or deposit of the County's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax and the City shall keep separately identifiable financial accounts and data concerning the collection or deposit of the City's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax and any Bondholder, Credit Facility Provider and Rating Agencies shall have the right at all reasonable times to inspect the same, to the extent provided in the Bond Resolution.
- I. The City and the County shall, as soon as practicable after the end of each Fiscal Year, cause the books, records, accounts and data relating, respectively, to the City's Share and the County's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax for such Fiscal Year to be properly audited by an independent certified public accountant of recognized standing. A copy of the respective audits shall be available for inspection at the offices of the City and the County without cost and shall be promptly furnished to the

original purchaser of the Bonds and provided to any Bondholder, Credit Facility Provider and Rating Agencies requesting the same who shall pay the cost of reproduction and postage, to the extent provided in the Bond Resolution.

- J. The pledge by the City of the City's Share and the County of the County's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax, shall not constitute or create a lien, either legal or equitable, on any of the City's or the County's respective ad valorem revenues or funds. No holder of the Bonds shall ever have the right to compel any exercise of the ad valorem taxing power of the City or the County to make the payments herein provided against any property of the City or the County, except for the Dedicated 2000 Surtax and Dedicated 2020 Surtax expressly pledged by this Agreement, nor shall this Agreement or the Bonds constitute a charge, lien or encumbrance, either legal or equitable, upon any property or funds of the City or the County, except as expressly herein provided. Neither the City nor the County shall ever be required to levy ad valorem taxes on any property within its boundaries to pay either of their share of debt service payments or any other payments herein provided.
- K. Any funds held hereunder or from which payments are to be made pursuant hereto, whether in the accounts of the City, the County, Blueprint or the DOR, in the amounts and at the times herein provided, shall constitute trust funds to secure the payments required to be made to the Bondholders hereunder, and until such transfer and deposit, the public official holding such funds shall act as trustee of such moneys, for the purposes hereof and such moneys shall be kept separate and distinct from all other funds of the City and the County and shall be used only as provided herein.

- L. The City and the County are each currently receiving the Extended 2000 Surtax, having taken all actions required by law, respectively, to entitle each of them to receive the same. The City and the County will each (i) take all actions required by law to entitle each of them to receive their respective share of the Extended 2000 Surtax, and (ii) diligently enforce their respective rights to receive the Extended 2000 Surtax, and (iii) will not take any action which will impair or adversely affect their rights to receive such funds (or their direction to the DOR for such funds to be paid directly to Blueprint) or impair or adversely affect in any manner the pledges of such funds made herein. The City and the County, shall each be unconditionally and irrevocably obligated to take all lawful action necessary or required to continue the entitlement of each to receive their share of the Extended 2000 Surtax and Extended 2020 Surtax as now provided by law or as may later be authorized, and to make, or cause to be made, the transfers of the Dedicated 2000 Surtax and Dedicated 2020 Surtax required by this Agreement, so long as any of the Bonds are outstanding or unpaid, and until this Agreement shall be terminated or shall expire.
- M. In no event shall the City or the County be required, in discharging its covenants and obligations under this Agreement, to pledge or appropriate any funds or revenues of the City or the County, except from their respective share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax.
- N. Neither the City nor the County will issue other obligations, including any obligations that may be issued on parity with their respective obligations hereunder, from the Dedicated 2000 Surtax or the Dedicated 2020 Surtax, or any portion thereof, or voluntarily create or cause to be created any additional debt, lien, pledge, assignment, encumbrance or

other charge having priority to, being on a parity with or junior to their respective obligations hereunder, upon the Dedicated 2000 Surtax or the Dedicated 2020 Surtax.

#### SECTION 5. INFORMATION TO BE MADE AVAILABLE.

- A. The City and the County shall each, upon request, furnish to Blueprint all such information, certificates, certified copies of official proceedings, engineering reports, feasibility reports, information relating to its agreements, financial statements, opinions of counsel (including the opinion required by subsection (B) hereof), official statements and other documents as Blueprint shall be reasonably requested to deliver pursuant to the Bond Resolution.
- B. The City and the County shall each, at the time requested by Blueprint, cause an opinion or opinions to be delivered by one or more attorneys or firms of attorneys satisfactory to Blueprint with respect to (i) the authorization, execution and validity of this Agreement as it relates to the Bonds or other obligations outstanding secured by a pledge of sales tax revenues available to the Intergovernmental Agency, (ii) the legality under the terms and conditions of this Agreement, as it relates to the holders of such Bonds, of the performance by each Party, and (iii) in such other form as may be required under the Bond Resolution or Bond Purchase Agreement executed in connection with the sale and delivery of the Bonds.
- C. The City and the County shall each provide to Blueprint, or its designees, on a timely basis and in such form as shall be reasonably requested by either, any and all documents, releases, financial statements and other information necessary to enable Blueprint to comply with any disclosure or other reporting requirement, including but not limited to Rule 15c2-12 of the Securities and Exchange Commission promulgated under the

Securities Exchange Act of 1934 (the "Rule"), now or hereafter imposed by the United States of America, the State of Florida, or any political subdivision or agency of either having jurisdiction over the issuance of any debt obligations, by law, judicial decision, regulation, rule or policy. Such information shall also be provided by each Party from time to time promptly following the occurrence of a "material event" as described in the Rule, and as otherwise may be requested by Blueprint, or its designees, but in any case, no less frequently than shall enable Blueprint or the underwriters or broker/dealers of the obligations of Blueprint to comply with any such law, judicial decision, regulation, rule or policy.

In addition to the foregoing, each Party will provide to Blueprint, or its designee, annually, promptly upon its preparation, but no later than one hundred twenty (120) days after the end of its Fiscal Year, a copy of its annual audit and such other financial and other records as may be required by the issuer of any credit facility or bond insurance policy or other security instrument securing all or any part of Blueprint's bonds or other indebtedness (collectively, a "Bond Insurer").

Each Party further agrees to enter into a continuing disclosure agreement or other undertaking, from time to time, as may be reasonably required by the original purchasers of the Bonds in order to comply with the Rule.

#### SECTION 6. REMEDIES.

The Bondholders and any trustee for the Bondholders may sue to protect and enforce any and all rights, granted or available to the Bondholders under all Parts of the Agreement, except for Part V of the Agreement, or existing under the laws of the State of Florida or the United States of America, including the rights to the appointment of a receiver, and may take all steps to enforce and collect such funds and other charges as shall become delinquent

to the full extent and in the manner permitted or authorized by the Bond Resolution and the laws of the State of Florida and the United States of America.

#### SECTION 7. AUTHORIZED DEPOSITORIES.

All deposits of funds required under this Agreement shall be deposited and maintained in one or more banks, trust companies, national banking associations, savings and loan associations, savings banks or other banking associations which are under Florida law qualified to be a depository of public funds, as may be determined by the entity maintaining possession and control of such funds and accounts.

### SECTION 8. <u>CONTRACT WITH INTERGOVERNMENTAL AGENCY;</u> <u>ASSIGNMENT.</u>

The City and the County acknowledge that the Bondholders will rely on the pledges, covenants and obligations created pursuant to all Parts of the Agreement, except for Part V, for the benefit of the Bondholders, and such Parts of this Agreement shall be deemed to be and constitute a contract between the City, the County, Blueprint and the Bondholders upon the issuance of Bonds, on the date of execution hereof by all parties, and the filing of the Agreement in accordance with Section 4 of Part VII of the Agreement. The County and the City hereby authorize Blueprint to pledge and assign each of their respective obligations under the Agreement for the benefit of the Bondholders in the manner as shall be provided by the Agreement and the Bond Resolution, or other resolutions of Blueprint.

#### SECTION 9. MODIFICATION OR AMENDMENT.

A. Neither the passage of bond resolutions or other resolutions for the issuance of debt, nor any amendments or supplements thereto shall be adopted or later amended to have the effect of enlarging the obligations of the City or the County hereunder or otherwise

adversely affecting the rights or interests of the City or the County, without the written consent thereto of the party adversely affected thereby.

- B. Part V of the Agreement may be amended with the written consent of the County and the City.
- C. Except as provided in subsection B above, no modification or amendment of any other Part of this Agreement or any agreement amendatory hereof or supplemental hereto materially adverse to the rights or interests of the Bondholders may be made without the consent in writing of the holders of at least two-thirds (2/3) or more in principal amount of the Bonds then outstanding, or as may otherwise be provided in any Bond Resolution, but no modification shall permit a change that would (a) affect the unconditional promise of the City to collect, or cause the collection of, the City's Share or the County to collect, or cause the collection of, the County's Share, or, in each case, the pledge thereof as provided in this Exhibit, respectively, or (b) reduce such percentage of holders of the Bonds required above for such modifications or amendments, without the consent of all the Bondholders. Provided, however, that if any Bonds shall be insured, the Bond Insurer may give the requisite consent otherwise required of the Bondholders for such Bonds that may be insured and consent of the Bond Insurer shall be required to the extent provided by the Bond Resolution.

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #6** 

## **Leon County Board of County Commissioners**

#### **Cover Sheet for Agenda #6**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

**Title:** Acceptance of the Economic Development Council's FY 2015 Annual Report

and Approval of the FY 2016 Agreement in the Amount of \$174,500

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Cristina Paredes, Economic Vitality Director
Lead Staff/ Project Team:	Heather Peeples, Management Analyst

#### **Fiscal Impact:**

This item has been budgeted and adequate funding is available in the FY 2016 budget (\$174,500 appropriation for the Economic Development Council).

#### **Staff Recommendation:**

Option #1: Accept the Economic Development Council's FY 2015 Annual Report

(Attachment #1).

Option #2: Approve the FY 2016 Agreement between Leon County and the Economic

Development Council in the amount of \$174,500, and authorize the County

Administrator to execute (Attachment #2).

Title: Acceptance of the Economic Development Council's FY 2015 Annual Report and Approval of the FY 2016 Agreement in the Amount of \$174,500

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

The Board has long maintained a strong focus on expanding economic development and job growth in Leon County. Economic development has consistently been identified as a priority of Leon County for over a decade. Since 1995, the Board has contracted annually with the Economic Development Council (EDC) to promote job growth and comprehensive economic development in Leon County. On July 7, 2015, the Board approved the FY 2016 budget, which included a \$174,500 appropriation to the EDC.

#### **Analysis:**

Leon County and the EDC regularly work in tandem to establish an environment for job creation and capital investment. The efforts of the partnership have resulted in attracting and expanding local businesses. Per its most recent contract with the County, the EDC has submitted its Annual Report, which details the activities of the previous fiscal year (FY 2015) (Attachment #1). Additionally, staff has prepared an Agreement with the EDC for FY 2016 for the Board's consideration (Attachment #2).

The mission of the EDC is to market, on a national basis, the community's strengths to create high-wage jobs, with benefits, as well as assisting local employers to expand their businesses. The EDC is governed by a 51-member Board of Directors, which includes three County representatives (two Commissioners and the County Administrator) and two City representatives (one Commissioner and the Mayor).

#### EDC Annual Report

The County's Agreement with the EDC requires the organization to submit an annual report by November 13, 2015. The annual report is to include, at minimum, data on the number of jobs created, the job creation potential of projects in Leon County, and follow-up information on businesses receiving assistance from the County in previous years.

From September 2014 to September 2015, the Tallahassee MSA had an increase of 1,200 jobs (0.7% growth). During the same period, Leon County's unemployment level fell from 8,465 to 7,366 (0.6% decrease). Within the most recent August 2015 to September 2015 timeframe, Leon County experienced an employment increase from 139,913 to 144,054, and increase in Labor Force from 147,529 to 151,420, respectively. In addition, the capital investment of businesses who have been assisted by the EDC is \$14.3 million for FY 2015. In its annual report, the EDC states that it currently has nine active projects, which reflect a total potential capital investment of \$35 million and the potential creation of 1,083 jobs. Through the EDC's work with the Enterprise Zone Development Agency and Entrepreneurial Excellence Program, over 160 jobs were created and sustained for the capital region. In addition, the EDC's diverse program of work tailored to the targeted industry sectors through the roundtables initiative and business retention and expansion visits (BRE), the EDC has contributed to the 1,200 jobs growth. The majority of the projects focus on the targeted industries of aviation and aerospace, information technology, and manufacturing. Additionally, the report outlines the EDC's efforts to assist local businesses and entrepreneurs through several of its programs and partnerships.

Title: Acceptance of the Economic Development Council's FY 2015 Annual Report and Approval of the FY 2016 Agreement in the Amount of \$174,500 December 8, 2015 Page 3

Some of the EDC's notable accomplishments and efforts over the past year include:

- Developing the Program for Diversity and Small Business Development: Utilizing existing funding levels, the EDC has invested in the creation of a new Diversity and Small Business Development Program. Katrina Alexander has been hired as Director and tasked with developing a new program with objectives, goals, and metrics. EDC President/CEO Sue Dick, Executive Vice-President Ben Pingree, as well as Director Katrina Alexander are meeting with a broad base of local leaders in diversity and inclusionary programming to identify community resources and needs.
- Closeout of the Tallahassee-Leon County Enterprise Zone Program: The Tallahassee Leon County Enterprise Zone has stimulated an infusion of approximately \$5 million in state incentive awards to nearly 1,400 applications since its creation, creating an estimated 540 new jobs during the past decade. While the Florida Enterprise Zone Program will sunset on December 31, 2015, legislation passed during the 2015A special legislative session will preserve state enterprise zone incentives for existing businesses located within enterprise zones until December 31, 2018. The EDC will continue as the Enterprise Zone Administrator through the sunset of the program.
- Partnering with Tallahassee-Leon County Geographic Information Systems (GIS): The EDC is currently working with Tallahassee-Leon County GIS to develop Story Maps, an interactive, web based mapping application. A Story Map adds depth to traditional GIS mapping by communicating the resources and ongoing projects in our area through text, maps, pictures, and video all in one place. Completed Story Maps are currently available in the EDC Map Room, which can be accessed through the EDC website. Another objective of the partnership is to provide access to an online mapping, analysis, and reporting tool called Business Analyst. This tool provides vast amounts of economic and demographic information to the EDC as well as the ability to provide industry-specific information and detailed reports upon request from business owners, site selectors, entrepreneurs, researchers, or students.
- Engaging Entrepreneurs: The EDC continues to work with Domi to expand entrepreneurial activities, business incubation, and to engage Domi members within the programs, services and business networks of the EDC, community, and region. In addition, the EDC coordinates the County-initiated expansion of Entrepreneur Month including the logistics and marketing campaign leading up to the November 2015 eMonth. Finally, the EDC continues to build upon the success of its Entrepreneurial Excellence Program (EEP) with 53 new participants in 2015. This year the EDC received a grant of \$40,000 from the Knight Foundation to continue the EEP.
- Business Retention and Attraction: The EDC is forging partnerships with established local entities that would further define our region as a global research and development destination for business. One such local entity currently partnering with the EDC is Turbocor, an international research and development facility. Turbocor anticipates supporting the local tourism industry by hosting an average of 10 domestic and international clients on a weekly basis. The project is anticipated to create 25 permanent jobs with an income over \$1.5 million and economic impact of over \$3.6 million.

Title: Acceptance of the Economic Development Council's FY 2015 Annual Report and Approval of the FY 2016 Agreement in the Amount of \$174,500

December 8, 2015

Page 4

Additionally, Turbocor will create 44 temporary construction jobs with an income more than \$2 million and economic impact more than \$4.7 million. Turbocor has been approved for several City and County incentives, including the Qualified Targeted Industry (QTI) Program and the Tallahassee/Leon County Targeted Business Program (TBP).

Upon the approval of the Board, the County and the EDC are required to submit their annual reports to the Legislature by January 15. The annual report will be subsequently posted on the County's website.

#### EDC Contract

The proposed FY 2016 Agreement between the County and EDC is similar to the previous contract. It continues to reflect the Board's emphasis on growing small businesses and enhancing entrepreneurship, innovation, and manufacturing opportunities. The proposed Agreement establishes a specific deadline for the EDC to submit its annual report to the County to provide enough time to place it on the Board's December 2016 agenda and tasks the EDC with submitting the report to the state upon approval by the Board. Under the proposed Agreement, the EDC will continue as the Enterprise Zone Administrator through the sunset of the program on December 31, 2015, and will remain the QTI Administrator for the County's QTI funds. Additionally, the EDC will continue to partner with Domi on growing and supporting the entrepreneur community.

If the Board approves the proposed Agreement, the County will disburse \$174,500 to the EDC in two installments. FY 2016 funding for the EDC does not include \$25,000 for the QTI account based on the Board's actions at the June 23, 2015 Budget Workshop. During the budget workshop, the Board agreed to temporarily redirect the annual QTI funding (\$25,000) in order to provide broadband internet at Domi Station for a period of three years (Attachment #3). It should be noted that the current QTI funding levels are sufficient to support the program. As previous years, the EDC will be paid in two installments, subject to the County receiving and reviewing a mid-year performance report and the EDC meeting its contractual requirements and objectives. If the goals have not been met by the end of FY 2016, the County may require repayment of a proportional share of the contract amount.

As will be discussed at the Board's annual retreat on December 7, 2015, the next steps in the County's partnership with the EDC is the consideration to develop a unified contract with the City for the administration of the economic development portion of the Blueprint 2020 sales tax funds. Currently, both the County and the City separately contract and fund the EDC to serve as the official economic development organization of record for the community. The EDC's potential role in the administration of the economic development portion of the sales tax proceeds would further its efforts to serve both governmental entities and the private sector as the state-recognized economic development organization for the area. A joint EDC contract will ensure a seamless point-of-contact for the business, startup, researcher, site consultant, etc., seeking to expand or establish their footprint in the area. As directed by the IA on April 1, 2015, staff will be working closely with the EDC and the City to develop a unified contract for FY 2017 detailing the role of the EDC in administering, staffing needs, and adequate funding, which will be brought to the IA for their consideration.

Title: Acceptance of the Economic Development Council's FY 2015 Annual Report and Approval of the FY 2016 Agreement in the Amount of \$174,500 December 8, 2015

#### **Options:**

Page 5

- 1. Accept the Economic Development Council's FY 2015 Annual Report (Attachment #1).
- 2. Approve the FY 2016 Agreement between Leon County and the Economic Development Council in the amount of \$174,500, and authorize the County Administrator to execute (Attachment #2).
- 3. Do not accept the Economic Development Council's FY 2015 Annual Report.
- 4. Do not approve the FY 2016 Agreement between Leon County and the Economic Development Council in the amount of \$174,500.
- 5. Board direction.

#### **Recommendation:**

Options #1 and #2.

#### Attachments:

- 1. Economic Development Council's FY 2015 Annual Report
- 2. Proposed FY 2016 Agreement between Leon County and the Economic Development Council
- 3. June 23, 2015 FY 2016 Budget Workshop Item #4



# Leon County Annual Report FY 2014-2015 October 1, 2014 to September 30, 2015

### The number of businesses assisted by the EDC (EDC) and the type of assistance provided: Customized Assistance

#### **Site Selection**

The EDC currently has a total of 9 active projects. The EDC is the recognized economic development organization for Tallahassee and Leon County and works directly with Enterprise Florida and Florida's Great Northwest in generating recruitment projects and assisting local retention and expansion projects. Leads are also generated by the EDC website and marketing efforts, as well as community partner interviews. The total potential capital investment reflected by the current active projects is \$35 million and the jobs potential is 1,083 jobs.

#### FY 2014-2015 Total Projects

Total Projects: 11 Active Projects: 9

Capital Investment Potential: \$35 million

Jobs Creation Potential: 1,083

Projects on Hold: 1

#### **Projects by Targeted Industry Sector**

Aviation and Aerospace: 2

Health Sciences and Human Performance Enhancement: 0

Information Technology: 5

Manufacturing: 2

Renewable Energy and Environment: 0

Research and Engineering: 0

Transportation and Logistics: 1, on hold

#### **Expanded Existing Business Outreach and Engagement**

The Economic Development Council has had over 100 meetings with local businesses related to Business Retention and Expansion programs and services during the reporting period resulting in 489 potential new jobs.



#### **Specialized Workforce Issues**

Pursuant to its request, the EDC convened a meeting on February 26, 2015 to address the concerns that Talquin Electric has regarding its recruitment and retention of Millennial employees and related workforce concerns. EDC staff and a representative panel of Millennial age participants met with Talquin Human Resources and other representatives.

#### **Consultant Missions**

The EDC, either solely or with partners Florida's Great Northwest and Enterprise Florida, markets Tallahassee/Leon County by participating in face-to-face meetings with site selection consultants and targeted industry trade shows. The following missions/trade shows were executed during the FY 2014-2015.

National Business Aviation Association Annual Exhibition – Orlando, Florida International Economic Development Council Annual Conference – Ft. Worth, Texas CoreNet Global Summit – Washington, D.C.

Sixel Airport Conference – Montgomery, Alabama

Manufacturing Association of Florida Manufacturing Summit – Destin, Florida Florida Economic Development Council Winter Symposium – Ft. Lauderdale, Florida Site Selectors Guild – San Juan, Puerto Rico

#### **Business Retention and Expansion Contacts**

10/01/2014: Pomberry

10/08/2014: Palmetto Security 10/09/2014: Waddel & Reed

10/13/2014: EBikes

10/31/2014: Inner Harbor Partners (Angel Investment)

11/04/2014: Kaye Scholer 11/05/2014: TalSearch Group 11/12/2014: GoGadsden

11/12/2014. GOGausuen

11/14/2014: SunSect Repellent

12/10/2014: Partners in Association Management

12/11/2014: FastSigns 12/12/2015: MCCi

12/15/2014: Tallahassee/Leon Federal Credit Union

12/18/2014: Paul Consulting Group

01/13/2015: TeligentEMS

01/15/2015: High Performance Magnetics, Inc.

01/20/2015: Velocity 01/23/2015: Atlas Fit

01/27/2015: King Arthur Tools

01/28/2015: MCCi

02/05/2015: New Leaf Market



02/18/2015: Fuelmasters engineered by Syn-Tech

02/19/2015: Florida Power & Light 02/24/2015: Marquis Software

02/24/2015: Partners in Association Management

02/25/2015: Amerimove

02/28/2015: Sanitation Products of America

03/02/2015: Golden Lighting 03/16/2015: Full Press Apparel

03/17/2015: ProFi Facility Maintenance

03/18/2015: ITT Technical Institute

03/24/2015: SunTrust

03/25/2015: North Florida Women's Healthcare

03/25/2015: Awards4U

03/31/2015: Cone Distributors 03/31/2015: Automated Health 04/14/2015: Berger Singerman LLP

04/28/2015: NaughTeas

04/29/2015: Fiore Communications

05/08/2015: Sanitation Products of America

05/08/2015: Simple Smart Technology

05/13/2015: TalTech Alliance 05/22/2015: RedEye Coffee

05/27/2015: Specialized Crystal Processing

06/01/2015: Atlas Fit 06/03/2015: Catalina Cafe 06/05/2015: Coosh's

06/05/2015: Kaye Scholer

06/08/2015: First Commerce Credit Union

06/15/2015: Paul Consulting Group

06/24/2015: First Solar 06/25/2015: Million Air 07/16/2015: TeligentEMS 07/22/2015: Danfoss Turbocor

07/23/2015: St. Marks Powder, A General Dynamics Company

07/24/2015: Aegis

08/04/2015: Sanitation Products of America

08/06/2015: HWind Scientific

08/06/2015: Axios

08/06/2015: General Capacitor 08/07/2015: Tallahassee State Bank

08/18/2015: Proper Channel

08/25/2015: Danfoss Turbocor 09/08/2015: CAPS/ Nhu Energy

09/28/2015: Summit Group Development

09/29/2015: HWind Scientific 09/30/2015: Divvy Up Socks

#### **Economic Development Council Representation**

- Airport Advisory Committee
- Alliance of Entrepreneur Resource Organizations (AERO)
- Apalachee Regional Planning Council (ARPC)
- Capital Area Sustainability Council
- CareerSource Capital Region
- Enterprise Florida, Inc. Stakeholders Council
- Florida's Great Northwest
- Friends of Florida State Parks
- Institute for Nonprofit Innovation and Excellence (INIE)
- JetBlue Recruitment
- Manufacturers Association of Florida (MAF)
- StartupQuest Advisory Committee
- Tallahassee/Leon County Commission on the Status of Women and Girls
- TalTech Alliance
- Urban Land Institute Capital Region Leadership Committee

#### **Regulatory Assistance**

The Economic Development Council provides one-on-one navigation through national, state and local regulatory, permitting and incentives application processes, an advocate for project implementation on schedule from start to finish, and assists businesses to accomplish goals within the required time frames.

#### **Job Training**

The EDC works in partnership and coordination with LCRDA/Innovation Park, Domi Station, CareerSource Capital Region, The Jim Moran Institute, and the FAMU Small Business Development Center, conducting one-on-one sessions and workshops in the EDC offices. In addition, through a partnership with CareerSource Capital Region, the EDC markets all available training grants and opportunities:

Incumbent Worker Training Program- funded by the Federal Workforce Investment Act (WIA) and administered by CareerSource Florida, Inc.

Through this program, Florida is able to provide training to currently employed workers to keep Florida's workforce competitive in a global economy and to retain existing businesses. None as of the annual report date.



#### **Employed Worker Training Program**

Provides financial assistance to employers that recognize the importance of investing in their employees. Workforce research shows that employees value the opportunity to acquire new skills, which will lead to increased productivity and impact the bottom line. Administered through CareerSource Capital Region. None as of the annual report date.

#### **Quick Response Training Program**

This customer-driven program was designed as an inducement to secure new value-added businesses to Florida as well as provide existing businesses the necessary training for expansion. Project Gold: \$20,000

#### **Incentives Education and Referral**

The EDC provides incentives education and referrals through bimonthly Board of Directors meetings, the 2 Enterprise Zone Development Agency workshops, face-to-face company visits and a structured communications and marketing plan.

#### The EDC Board of Directors Executive Committee

Dr. Jim Murdaugh, Chair | President, Tallahassee Community College
Cecilia Homison, Chair-Elect | First Commerce Credit Union
Bill Moor, Secretary & Treasurer | Capital City Banc Investments
Karen Moore, Immediate Past Chair | Moore Communications Group
Rick Moore, Chair, Greater Tallahassee Chamber of Commerce | Moore Bass Consulting
Kathy Bell, Chair-Elect, Greater Tallahassee Chamber of Commerce | Coloney Bell Engineering

#### **Board of Directors**

Tracy Bensley | Talquin Electric

JT Burnette | Inkbridge

Carmen Butler | CenturyLink

Ed Canup | Capital City Bank

Andra Cornelius | CareerSource Florida

Honorable John Dailey | Leon County Commission

Sammie Dixon, Jr. | Prime Meridian Bank

Honorable Kristin Dozier | Leon County Commission

Chris Eldred | Teligent EMS

Anita Favors Thompson | City of Tallahassee

Skip Foster | Tallahassee Democrat

Dr. Shawnta Friday-Stroud | Florida A&M University

David Gardner | Gadsden County EDC/Chamber of Commerce

Mayor Andrew Gillum | City of Tallahassee



Woody Hildebrandt | Lively Technical Institute John Hogan | Capital Health Plan Winston Howell | Thomas Howell Ferguson Bob Hudson | Tallahassee Ford Lincoln Greg Jaap | Brown & Brown Insurance Warren Jones | Tallahassee Memorial HealthCare Jack Kane | Wells Fargo Daniel Langston | Flightline Group Vince Long | Leon County Emory Mayfield | Hancock Bank Jim McShane | CareerSource Capital Region Ron Miller | Innovation Park Kimberly Moore | Tallahassee Community College Ed Murray | NAI Talcor Bennett Napier | Partners in Association Management Dr. Gary Ostrander | Florida State University Marc Paul | Paul Consulting Group Thomas Pennekamp | SunTrust Bank Jackie Pons | Leon County Schools Angela Poole | Florida A&M University David Ramsay | LCRDA Kim Rivers | Inkbridge Mark Robinson | Capital Regional Medical Center Samuel Rogers, Jr. | Rogers Gunter Vaughn Insurance Ron Sachs | Sachs Media Group John Shuff | Wakulla County EDC Darnell Smith | Florida Blue Paul Sullivan | BB&T Bank Jim Thielen | Thielen+Tax and Business Consulting Tripp Transou | Tri-Eagle Sales Chuck Urban | Tallahassee Dodge Chrysler Jeep Paul Watts | Electronet Mark Wilson | Florida Chamber of Commerce

#### **Economic Development Council Strategic Plan**

Sharon Woodall | FSU College of Medicine

In January 2015, the EDC Board of Directors adopted a 2015-2017 Strategic Plan. Two of the Florida Chamber "Six Pillars" are incorporated: Pillar #1: Innovation and Economic Development, with three goals: 1. Create, support, and sustain an entrepreneurial ecosystem, 2. Retain and expand existing business, 3. Expand target business recruitment, and Pillar #2: Business Climate and Competitiveness, with one goal: 1. Integrate and streamline local

economic development programs. The EDC Vision and Mission Statements have also been revised accordingly.

#### **Economic Development Council Board of Directors Meetings and Forums**

- October 30, 2014: The EDC Board of Directors held its first Board of Directors' meeting of FY 14/15 at the Marriott Residence Inn / Universities at the Capitol, located in the heart of the Gaines Street revitalization area. The host site was one of the first businesses to locate in this area, which is within the EZ 3701, Tallahassee HUBZone, and Downtown District CRA. Guest speaker Claude Walker, CEO of Summit Group, provided an update on the Fed Ex facility and other growth at the Summit East Technology Park, the development of the Bannerman Crossing Retail Center, and other projects.
- January 29, 2015: The EDC Board of Directors' first meeting of 2015 was held at the DoubleTree by Hilton Hotel, 101 South Adams, which was in the midst of an extensive renovation. Kim Rivers, Inkbridge principal, provided a detailed overview of the timeline and planned construction and remodeling, as well as the work completed to date. The Board voted to adopt the EDC 2015-2017 Strategic Plan.
- February 6, 2015: The Economic Development Council 2015 Winter Forum was held at the FSU Turnbull Conference Center with record attendance of over 180. EDC Chair and TCC President Jim Murdaugh welcomed the attendees and presented the EDC's newly adopted 2-year Strategic Plan. FSU President John Thrasher provided a university update. Featured speaker was Chris Hart, IV, President/CEO of CareerSource Florida, who spoke on the importance of talent as a competitive edge. The EDC's "Made in Tallahassee" public awareness campaign was introduced and MCCi was recognized as the first local company featured.
- March 26, 2015: The EDC Board of Directors' meeting was hosted by FuelMaster engineered by Syntech, a south side fuel management manufacturing and technology company with a national and international distribution scope. Mayor Andrew Gillum spoke at the meeting about his economic development priorities, and EEP graduate Sunny Ilyas of Vale Food Company detailed the role the EEP played in his success and shared his plans for the future. At a press conference following the meeting, Syn-tech president Doug Dunlap was presented with the "Made in Tallahassee" public awareness campaign recognition for the month of March 2015.
- May 28, 2015: The EDC Board of Directors' meeting was hosted by Grasslands Brewing Company, a graduate of the Entrepreneurial Excellence Program. Gabe Grass, President and Founder of Grasslands Brewing Company, welcomed the Board members and provided an overview of the history, current operations, and future plans for Grasslands. The amended Articles of Incorporation, new board members, and new officer position were approved. Leon County Commissioner and LCRDA Chair Kristin Dozier gave a report of her participation in the America's Competitiveness Exchange on Innovation and Entrepreneurship. At a press conference following the meeting, Full Press Apparel was recognized as the May 2015 "Made in Tallahassee" company. Lunch was provided



by Gaines Street Pies, Crepevine, and Merv's, all Innovation District area residents and recent startups.

- August 13, 2015: The August 13, 2015 Meeting of the Joint Boards recognized TeligentEMS as the EDC's "Made in Tallahassee" highlighted business. Director of Aviation, Chris Curry, provided an update on the airport operations, land development plans, and air service to both Boards. Leon County Commissioner Kristin Dozier reported on Domi Station programs, the penny sales tax extension, tourism development bed tax, the future of the Enterprise Zone program and Leon Works. Leon County Superintendent of Schools Jackie Pons provided an update on Leon County Schools' K-12 talent initiatives, community job-readiness for local graduates, improvement in graduation rates, the 1,000 Mentor initiative, and school construction projects. Will Butler, President of Real Estate InSync, discussed the Arena District 20-acre development master plan. Emory Mayfield, Market President of Hancock Bank, provided an overview of Hancock Bank's history and operations prior to the reception hosted after the meeting.
- September 25, 2015: The EDC Board of Directors passed the 2015-2016 Board of Directors Slate, as presented by the Nomination Committee. Outgoing EDC Chair Jim Murdaugh provided a retrospective of EDC activities and successes. Incoming EDC Chair Cecilia Homison provided a look ahead to the EDC's focus on Entrepreneurial Innovation and Research and Commercialization. Guest speakers, David Lawson and Matt Johnson, addressed Growing Our Innovation District and The Tallahassee Startup Community. EDC Executive Vice President Ben Pingree presented the new marketing video "We Are Economic Vitality" and reported on the EDC's plans for the upcoming year including the enhanced focus on data and business analytics.

#### **Economic Development Council Executive Committee Meetings and Conference Calls:**

- November 20, 2014
- December 18, 2014
- January 22, 2015
- February 26, 2015
- April 14, 2015
- June 25, 2015
- July 30, 2015
- September 21, 2015

#### **Enterprise Zone Development Agency Board of Commissioners Meetings and Activities:**

(Note: The EZDA Fiscal Year 2014-2015 is July 1, 2014-June 30, 2015)

#### **Current Enterprise Zone Development Agency Board of Commissioners:**

Honorable Kristin Dozier, Chair | Leon County Commission Honorable Bill Proctor, Vice Chair | Leon County Commission



Keith Bowers | FAMU SBDC
Sherwood Brown | First Commerce Credit Union
Regina Davis | Frenchtown Community Development Corporation
Jim McShane | CareerSource Capital Region
Kim Rivers | Inkbridge
Joe Schreiber | McConnaughhay, Duffy, Pope & Weaver
Emma Smith | Leon County Development Support and Environmental Management
David Vincent | JRA Architects
Michael Wood | Leon County Sherriff

- November 12, 2014 EZDA Meeting: Because a quorum was not present, the meeting continued as a working group session. The Board members present reviewed the DEO Florida Enterprise Zone Annual Report. Ben Pingree presented an update on EZ legislation, providing a preliminary look forward to the 2015 state legislative session, and discussed the 2015 proposed meeting and workshop dates. He also presented the final version of the new, updated EZ collateral and distribution plan, and explained the events and activities planned for E-month.
- **February 11, 2015 EZDA Meeting:** The Board approved the latest quarterly reports. Ben Pingree provided the latest EZ legislation update and discussed the plans for the February 13<sup>th</sup> EZ workshop at Smoothie King. The Florida TaxWatch February 2015 report "Improving the Value of Florida's Enterprise Zones" was reviewed.
- **February 13, 2015 EZ Workshop**: An informal 2-hour workshop was held at EZ beneficiary business Smoothie King from 3:00-5:00pm for any entity interested in learning more about the Enterprise Zone.
- March 17-24, 2015 Mail Out: Individual letters were sent via first class mail to every business located within the Enterprise Zone, explaining the benefits available and offering any assistance needed. Approximately 500 letters were mailed over a 7-day period, resulting in numerous phone calls and other follow up contacts by businesses seeking assistance.
- April 8, 2015 EZDA Meeting: Because a quorum was not present, the meeting was held
  as a working group. Ben Pingree reported that two bills have been filed by
  Representative La Rosa and Senator Montford, but that an extension of the program in
  its current form was unlikely. Pingree suggested that a local program may be the best
  option for the future.
- May 4, 2015, Mail Out: Individual letters were sent via first class mail to 15 companies.
- June 8, 2015, Mail Out: Individual letters were sent via first class mail to 7 companies.
- July 15, 2015, Mail Out: Individual letters were sent via first class mail to 28 companies.
- August 10, 2015 EZDA Vote: A virtual vote through email communication was taken on the previous agenda items. Due to quorum, the agency decided not to meet.
- August 24, 2015, Mail Out: Individual letters were sent via first class mail to 16 companies.



#### **Tax Incentives**

The EDC manages a portfolio of local and state tax refund programs to encourage quality job retention and growth in targeted, high value-added businesses. The organization also provides management to geographic zoning incentives to encourage business development in economically distressed urban and rural areas.

#### **Technical Assistance**

The Economic Development Council provides technical assistance through programs and comprehensive scope of work including the Entrepreneurial Excellence Program, Targeted Industry Sector Roundtables, and the Enterprise Zone Development Agency. The EDC maintains a large portfolio of project work that provides extensive technical assistance to companies looking to relocate or expand within the Tallahassee/Leon County boundaries including potential sites or buildings for rent or purchase, information about the company's specific industry, and data analytics to address any concerns or needs regarding the market.

#### **Domi Business Incubator**

The EDC has worked extensively with DOMI during the reporting period to expand entrepreneurial activities, business incubation and to quickly engage DOMI within the programs, services, and business networks of our EDC, community and region. Significant planning and training during this period has included hosting DOMI presentations during both classes of the Entrepreneurial Excellence Program that were held, inclusion on the programs of numerous EDC Roundtables, highlighting during one of the EDC quarterly board meetings, and at a series of related smaller EDC-led events and meetings. Staff has also engaged DOMI with external partners, has worked with DOMI companies to review strategic opportunities, and has interacted with DOMI leadership regarding existing incentive opportunities that may be available within their organization. Staff is planning (and holding) additional social activities, open house events and additional partnership opportunities aligned with, and exceeding, our contractual obligations during the remainder of the fiscal year.

#### **Entrepreneurial Excellence Program (EEP)**

The Entrepreneurial Excellence Program is a tuition-based course designed to arm existing early stage start-up businesses, as well as entrepreneurs with well-developed ideas, with the resources and knowledge needed to enhance their chance of success. The course explores the realities of planning and starting a company, and helps individuals plan for the successful development and launch of a business or a new product line. This is not an academic exercise but rather a series of practical lessons on what it takes to convert a strong business idea into a strong business. The EEP course fills a gap in our Tallahassee-Leon County entrepreneurial ecosystem.



Funding from the Small Business Administration funding for EEP was completed on September 29, 2014 and the EDC has pursued additional program funding. To date, a \$50,000 Knight Foundation grant has been awarded. The Entrepreneurial Excellence Program presented Class 8 in October-November 2014, Class 9 in January-February 2015 and Class 10 in October-November 2015. Twenty-two participants representing 14 companies completed Class 8, fifteen participants representing 10 companies completed Class 9, and sixteen participants representing 13 companies completed Class 10. The EDC was recently awarded funding from the Knight Foundation to hold additional EEP courses in 2016. Planning is underway for the upcoming cohort of entrepreneurs. Topics include:

#### **Developing Successful Business Ideas:**

"Is your business concept an idea or truly an opportunity? Learn how to tell the difference. Learn how to analyze the opportunity to develop an effective business model."

#### **Building a Strong Business Team:**

"The product or service you will offer is important. Even more important is the team you build management, employees, board, investors and service providers. Learn how to build the best team possible to drive the success of your new venture."

#### **Marketing Strategies and Effective Sales:**

"No matter how beneficial your product or service is, if you don't know who the customer is and communicate your message in an effective way to get their attention, you won't have sales."

#### **Proper Legal and Ethical Foundations:**

"Many decisions are involved in establishing a new venture. Learn what the legal options are and explore how to establish high standards of business ethics."

#### **Funding and Financing:**

"You've analyzed the opportunity and have begun to build a team to drive success. You've written a great business plan. How do you secure the financial resources to make it all happen?"

#### **Entrepreneurial Insights:**

"A panel of experienced entrepreneurs will share their insights 'from the trenches.' What have they learned? What would they do differently? What is their advice to you?"

#### **Local Support for Entrepreneurs:**

"A gathering of industry representatives in Tallahassee and its surrounding counties that actively support the work and development of local entrepreneurs."

#### **Business Presentations:**

"You will have the opportunity to make a presentation to a group of experienced entrepreneurs and get feedback about your business, market and financial opportunities."



#### **Enterprise Zone Development Agency**

The EDC, as management entity, has collaborated extensively and in a leadership capacity with the Enterprise Zone Development Agency (the quasi-public governing body co-created by the City of Tallahassee and Leon County), local public and private organizations, our State Legislative Delegation, the media, and peer local and state level organizations (ex: DEO, the Florida Chamber, the Beacon Council, FEDC, TaxWatch, etc.) toward the extension and preservation of the EZ program for Tallahassee and Leon County. While extensive progress has been made during this reporting period, at the time of this writing no permanent statutory change has been authorized by the State. The EDC intends to maintain the sharp focus and prioritization upon this extension and/or modification effort during the remainder of 2015 and prior to the current statewide sunset of the Florida Enterprise Zone Program of December 31, 2015.

#### **Businesses Assisted by the EZDA:**

Utilizing and ongoing partnership with the City of Tallahassee, the EDC receives a monthly list of new business licenses granted, and the EDC researches which of those businesses are located within the Enterprise Zone. Those businesses are sent a direct mail letter informing the business owner of the incentives available and offering assistance via telephone call, email, or meeting in person, either at the business site or in the EDC office.

In addition the EDC maintains an interactive website that offers detailed EZ address information inquiries and address verification searches.

The EZDA assisted the businesses through the following avenues.

Method and Volume of Technical Assistance:

67 Phone Calls

1132 Mail Outs (letters)

245 Direct Emails

102 Meetings Held

24 Incentives Applications Approved

18 Full Time Employees Listed on Enterprise Zone Applications

60 Full Time Jobs Created in Enterprise Zone

1,148 Web Hits Registered to EDC Web for Enterprise Zone

#### **General Assistance**

#### **Leading Formation of the Entrepreneurial Support Organizations for Community**

The EDC continues to work with the AERO (Alliance for Entrepreneurial Support Organizations) partnership in development of the entrepreneurial hub website.

#### **Demographics and Market Research**

The EDC provides demographic information and market research about the Tallahassee MSA, which is comprised of four surrounding counties: Gadsden, Jefferson, Leon and Wakulla



counties. Through subscription to various comprehensive market analytics tools such as Reference USA and Alteryx, Inc. Through partnership with Tallahassee-Leon County GIS, the EDC is able to utilize Esri Community Analyst, ARCGIS, Property Carousel, and Tapestry to fill informational gaps within the Tallahassee/Leon County economic development landscape for partners, investors, local businesses, and prospective companies to the area. The EDC will provide industry-specific information and detailed reports upon request. In collaboration with local real estate brokers, the Economic Development Council is also able to provide a Sites and Buildings Database for recruitment and expansion projects. Economic indicators for the region are publicly provided in four categories: economy, demographics, workforce, and real estate. The reports for public consumption provided are as follows:

#### **Economy**

- Annual Taxable Sales
- Airline Information
- Consumer Price Index
- Gross Domestic Product
- Business Licenses

#### **Demographics**

- Race, Age & Gender
- Utility Service Points
- Households

#### Workforce

- Non-Agricultural Employment
- Labor Force
- Weekly Earnings and Hours
- Student Enrollment Information
- Community Educational Attainment
- Income and Wages Q1 2015
- Per Capita Income
- NAICS Employment and Wages
- Job Projections

#### Real Estate

- Commercial Value and Parcels
- Industrial Value and Parcels
- Total Real Value and Parcels
- Vacant Commercial and Industrial
- Commercial Permits



- Urban Development
- Office Market Summary and Vacancy Rates
- Residential Permits
- Mortgage Foreclosures
- Housing Unit Inventory
- Apartment Market Summary and Vacancy Rates

#### **Workforce Assistance**

The Economic Development Council has access to customized training solutions, including state and federal training grants, to meet the needs of new or expanding businesses creating high-quality jobs for our region.

#### **CareerSource Capital Region**

The EDC partners with Region 5 Workforce Board – CareerSource Capital Region by promoting EmployFlorida.com to employers and job seekers, sponsoring the annual regional job fair, assisting with other local partners on the Leon Works Expo, and assisting with targeted business retention and expansion activities. Information about CareerSource Capital Region services and capabilities is included in all projects requiring labor force information and data.

#### **Tallahassee Community College Center for Workforce Development**

The EDC works closely with the TCC Center for Workforce Development in a variety of ways including serving as a location host for Entrepreneurial Excellence Program classes, serving as a co-administrator for the Capital Region Manufacturers Roundtables, providing contact information for Roundtable attendees, and partnering on grants relating to manufacturing and retail. The partnership with TCC has been strengthened due to the investment of time and resources to the Florida TRADE grant, the CareerSource Florida CAME Leadership Council grant, and a Retail grant which has been in the planning stages.

#### **Workshops and Forums**

An effective approach to working with existing companies in our community is the Industry Sector Roundtables. All of the targeted industry sectors are managed by EDC staff and led by a volunteer chair from private industry. Roundtables offer business leaders in the public and private sectors a forum to discuss industry-related issues, design and implement initiatives, and continue to connect local employers in the sectors to local and state associations working on their behalf such as the Manufacturers Association of Florida, BioFlorida, Florida Hospital Association, TalTech Alliance, Leon County Research and Development Authority, Sustainable Tallahassee, and local and state governmental departments. Fiscal year 2014-2015 activity is as follows:

- October 3, 2014: Advanced Manufacturing Roundtable
- October 15, 2014: TalTech Alliance (IT) Roundtable



- December 10, 2014: Aviation Roundtable
- January 20, 2015: AERO Roundtable
- January 21, 2015: International Roundtable
- February 2, 2015: Advanced Manufacturing Roundtable
- February 18, 2015: Leon Works Roundtable
- March 18, 2015: TalTech Alliance (IT) Roundtable
- March 23, 2015: AERO Roundtable
- April 2, 2015: TalTech Expo
- April 16, 2015: Research and Engineering Roundtable
- April 22, 2015: Advanced Manufacturing Roundtable
- May 12, 2015: International Roundtable
- May 20, 2015: TalTech Alliance (IT) Roundtable
- June 17, 2015: TalTech Alliance (IT) Roundtable
- July 17, 2015: Aviation and Aerospace Roundtable
- July 22, 2015: Advanced Manufacturing Roundtable
- July 28, 2015: AERO Roundtable
- August 25, 2015: Leon Works Roundtable
- August 25, 2015: Renewable Energy and Environment Roundtable
- August 27, 2015: Health Sciences and Human Performance Enhancement Roundtable
- September 16, 2015: Research and Engineering Roundtable
- September 22, 2015: Leon Works Roundtable

The EDC provides continued assistance to the TalTech Alliance, as well as CareerSource Capital Region and Florida State University toward developing STEM/Information Technology internship study and program development. In addition, the EDC has made direct contact with Information Technology students through speaking at a leadership course to 60+ students and engaging with women in science and technology at a WISE mentorship breakfast through the College of Communications and Information.

#### **Entrepreneur Month (E-Month) Activities**

During the month of November, the EDC helped to publicize and participate in various activities related to entrepreneurship to educate and inspire individuals in the community. Events and programs are listed below.

- Big Bend MED Week
- Tallahassee Impact Forum
- InNOLEvation Challenge
- Entrepreneurial Documentary Series
- FSU Sneak Peek
- The Jim Moran Institute's eMonth Kickoff



- IP Development & Commercialization Appreciation Event
- Power Forward: Steve Wozniak
- FSU Real Estate Trends Conference
- FAMU I Show
- First Friday Railroad Square (focus on entrepreneurship)
- Enterprise Zone Entrepreneurs Shape Redevelopment
- The Jim Moran Institute's 7 Under 30
- Power Forward Domi Workshop
- Hands-on Entrepreneurial Lenders Program
- MWSBE Workshop
- FAMU Industry Day
- 3-Day Startup
- FSU GAP Competition
- Business Solutions that Impact Your Bottom Line
- Workshop on Communications Strategies
- EDC Information Technology Roundtable
- Startup Quest Investor Pitch Competition
- E-Month Closeout and Stakeholder Forum

### **Communications and Marketing Staffing**

The Economic Development Council has experienced staff transition within the fiscal year. Benjamin H. Pingree was chosen to serve as Executive Vice President in July 2015. Sara Saxner, a previous Research Intern for the EDC, was hired to work within the business retention and expansion space. The Communications and Marketing department, currently under the direction of Nick Williams, hired Brandon Johnson to serve as Communications and Marketing coordinator.

#### **Earned Print Media**

Through a partnership with the Tallahassee Democrat, we promote timely resources and programs through digital and print media. Op-eds from the Economic Development Council Chair and leadership serve as an outlet to educate our community on economic development resources available. Numerous EDC events generate prominent media coverage. Some examples include:

- "Entrepreneurs get a taste of 'Shark Tank'" on February 9, 2015
- "Made in Tallahassee' tells business story" on February 7, 2015
- "Syntech Systems has global Reach" Made in Tallahassee on March 26, 2015
- "Enterprise Zone supports sustainable economic activity" on April 26, 2015
- "Leaders discuss ideas from Boulder Trip" on May 28, 2015



- "Full Press Apparel a premier visual brander" Made in Tallahassee on May 29, 2015
- "Questions with the new EDC Chairman on goals, successes" on September 25, 2015
- "Marquis Software Development recognized in Made in Tallahassee Campaign" on September 17, 2015
- "E-Month underscores growing economic development presence" on October 26, 2015

#### **Paid Print Media**

Through a barter agreement with the Tallahassee Democrat, the EDC runs ads at a discounted rate which highlight different initiatives and announcements that help spread the word about the positive impact the organization's programs and services are having on the local community.

#### **Program Collateral**

The Enterprise Zone legislation is set to sunset on December 31, 2015. Although there is an end date in sight, the Economic Development Council is fully committed to serving businesses that fall within the Enterprise Zone boundaries. Accordingly, the Enterprise Zone brochure has been redesigned to provide updated content. This brochure includes the zone map and is used to promote the incentives available to interested businesses.

The EDC launched a new website in September 2015. The new website features new tools and resources. With interactive GIS mapping and additional tools, visitors are more empowered to research their project or gather more information. Visitors to the new website are steadily increasing and we continue to drive traffic to the site. Screenshots of some of the new website & tools are attached.

Launched at the EDC Annual Meeting, the new 'We are Economic Vitality' campaign was ushered in with new printed brochure. This brochure highlights the program of work, recent successes and provides more information on how the EDC fits into the entrepreneurial ecosystem. This brochure is being used throughout meetings and as a sales piece for the EDC. A PDF of the brochure is attached.

#### **LCRDA Communications Support**

As part of its support for the LCRDA and Innovation Park, the EDC has been providing strategic communications support to LCRDA leadership regarding media announcements, drafting of press releases and website content, and will be producing marketing collateral once the Park's strategic plan is finalized.

#### **Digital Media**

The Economic Development Council website is <a href="www.taledc.com">www.taledc.com</a>. Approaching the 2015-2016 Fiscal Year, the EDC recreated and rebranded the organization with a new website, new business analytic capabilities, and new content for every aspect of the organization.



- 17,334 total visitors
- 38,886 total page views
- 2.24 pages per visitor
- 74.05% are new visitors

The Economic Development Council has an active social media presence. The link for the EDC Facebook is <a href="https://www.facebook.com/TalEDC">www.facebook.com/TalEDC</a> and the Twitter handle is @TalEDC.

#### Made in Tallahassee

As the region's official economic development organization, the Economic Development Council is shining the spotlight on the important and diverse products that are made or manufactured in Florida's Capital City and sold on a global scale. The multi-year, multi-platform *Made in Tallahassee: Produced Regionally, Sold Globally* public awareness campaign focuses on the importance that the research & development, manufacturing, software development, and technology industries play in the success of the local economy by highlighting one local business per month which produces services or manufactures products locally that are sold or consumed on a global scale.

In February 2015, at the Annual Winter Forum, the EDC launched the campaign to spotlight a different business each month, including promotion through the EDC and Chamber websites, media campaign, social media, marketing collateral and additional public outreach. The EDC encourages businesses and partners to use the #MadeinTLH hashtag to help promote the campaign and to visit the Twitter and Facebook pages for the EDC and Chamber for more information.

The companies selected must meet the following key requirements:

- Located, founded, have an economic footprint and/or headquartered within Tallahassee MSA
- Operating in the region for 3+ years
- Producing products or services with regional (Southeast), national or international impact

To date, companies recognized are:
MCCi (February 2015)
FuelMaster Engineered by Syntech (March 2015)
Danfoss Turbocor (April 2015)
Full Press Apparel (May 2015)
Teligent EMS (August 2015)
Marquis Software (September 2015)



For the majority of the receipts, the EDC held a press conference at their location highlighting the award. Through partnerships with local media, coverage for included but not limited to, articles in the Tallahassee Democrat, local news stations, radio stations, and online postings.

Future recognition of local companies is planned, and numerous local companies have contacted the EDC to express interest in being recognized.

# Financial Assistance Grants and Matching Funds Assistance Florida TRADE Grant

During the reporting period, the EDC, in its role as the Capital Regional Manufacturing Association, was awarded a three year grant to expand Advanced Manufacturing Training in our region and in partnership with TCC, the TCC Advanced Manufacturing Training Center, CareerSource Capital Region, the Manufacturers Association of Florida and regional private manufacturing partners. Significant planning and public information work related to the initial grant implementation phase was performed by EDC staff including stimulation of regional advanced manufacturing internship training, private sector awareness of grant benefits, job development assistance, and related TRADE grant activities.

#### **Quick Response Training**

The EDC serves as the new CareerSource Florida Quick Response Training Consortium grant for Manufacturing in the capital region.

#### **CAME Leadership Council Grant**

In partnership with the Manufacturers Association of Florida (MAF), and through the EDC's role as the regional manufacturing association for the capital region, key staff members of the Economic Development Council were part of the organizational team that was awarded two new grants during the fiscal year. The first, also in partnership with CareerSource Florida, will help create a new Leadership Council for our region to focus even closer on supporting advanced manufacturing growth in our private sector. This grant is administered through the Manufacturers Association of Florida for CareerSource Florida. The latter grant award is part of a large National Institutes of Science and Technology's Manufacturing Excellence Partnership (NIST MEP) award to the State of Florida that will flow through the MAF's Center for Advanced Manufacturing Excellence. This will mean, at a minimum, the EDC will help shepherd a small portion of the \$3.5M (base) in new grants, statewide, that will help train Florida's dynamic manufacturing workforce of tomorrow in support of our state's vibrant manufacturing sector.



#### **Knight Foundation Grant**

The EDC received a grant of \$40,000 from the Knight Foundation to continue the Entrepreneurial Excellence Program, as previously mentioned.

#### **Bank of America Grant**

The Economic Development Council received a \$5,000 grant from the Bank of America's Charitable Foundation Workforce Development and Education Grant Process in February 2015.

The number of new direct jobs as a result of a business being moved into the area or expanding in the area due to the assistance of the Economic Development Council:

#### Listed below are the capital investments of businesses who have been assisted by the EDC.

There was a total of \$14.3 million capital investment of businesses derived from \$4 million in a new building, \$5.8 million in research and development equipment, and \$4.5 million in building expansion investments.

## The type of incentives and the amount of incentives that the EDO has successfully assisted businesses in receiving:

From September 2014 to September 2015, the Tallahassee MSA had an increase of 1,200 jobs (0.7% growth). During the same period, Leon County's unemployment level fell from 8,465 to 7,366 (0.6% decrease). Within the most recent August 2015 to September 2015 timeframe, Leon County experienced an employment increase from 139,913 to 144,054, and increase in Labor Force from 147,529 to 151,420, respectively. In addition, the capital investment of businesses who have been assisted by the EDC is \$14.3 million for FY 2015. In its annual report, the EDC states that it currently has nine active projects, which reflect a total potential capital investment of \$35 million and the potential creation of 1,083 jobs. Through the EDC's work with the Enterprise Zone Development Agency and Entrepreneurial Excellence Program, over 160 jobs were created and sustained for the capital region. In addition, the EDC's diverse program of work tailored to the targeted industry sectors through the roundtables initiative and business retention and expansion visits (BRE), the EDC has contributed to the 1,200 jobs growth.

#### **City of Tallahassee Preferred Customer Electric Service Agreement**

Project Omaha

#### **Enterprise Zone**

There were a total of 24 Enterprise Zone incentive applications accepted for Fiscal Year 2014-2015 for a total amount of potential tax refunds or credits in the amount of \$670,422.

Building Materials Sales Tax Refund
 Business Equipment Sales Tax Refund
 Jobs Credit for Sales Tax
 \$362,230
 \$39,768

#### **Targeted Business Program**

The Targeted Business Program is a Tallahassee/Leon County local incentive program by which qualifying businesses that are making a capital investment and adding jobs can apply for a refund of a portion of the development fees and increase in ad valorem taxes as a result of the project.

#### **Qualified Targeted Industry Tax Refund Program**

The Qualified Target Industry (QTI) Tax Refund Program is a tool available to Florida communities to encourage quality job growth in targeted high value-added industries. Preapproved applicants who create jobs in Florida receive tax refunds of \$3,000 per net new full-time equivalent Florida job created; \$6,000 in an Enterprise Zone or Rural County. For businesses paying 150 percent of the average annual wage, add \$1,000 per job; for businesses paying 200 percent of the average annual salary, add \$2,000 per job. New or expanding businesses in selected targeted industries or corporate headquarters are eligible.

• 1 project, Project Gold, received a QTI award in Fiscal Year 2014-2015.

#### AGREEMENT FOR ECONOMIC DEVELOPMENT

This Agreement is made and entered into on this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2015, by and between Leon County, a political subdivision of the State of Florida, the "County," and the Economic Development Council of Tallahassee/Leon County, Inc., the "Grantee", hereinafter collectively referred to as the "Parties".

#### **RECITALS**

**WHEREAS**, the County, by and through its Board of County Commissioners, at its final public hearing on the fiscal year 2015 budget held on September 23, 2014, approved a grant of \$174,500, out of the County's general funds, effective October 1, 2015; and,

**WHEREAS**, the Grantee agrees to establish an environment for job creation and capital investment through a comprehensive program of work supporting business development, recruitment, retention, and expansion efforts; and,

**WHEREAS**, the Grantee has provided the County with a "Funding Request Application," in which the Grantee set out and identified the activities which Grantee intends to undertake as a community service and identified the person or persons responsible for overseeing and ensuring that those services are, and would be, delivered; and,

**WHEREAS**, the Grantee is a not-for-profit organization as defined under Internal Revenue Code §501(c)(3); and,

**WHEREAS**, the funding herein is not to be construed by Grantee or anyone else as a continuing obligation on the part of the County; and,

**WHEREAS**, the Parties are desirous of reducing their intention to writing.

**NOW, THEREFORE**, in consideration of the foregoing recitals and the mutual covenants and promises herein contained, the County and Grantee, do hereby agree as follows:

I. <u>Recitals</u>. The Recitals to this Agreement for Economic Development are incorporated herein and made a part hereof as if fully set forth below.

#### II. Effective Date and Term.

This Agreement shall commence on October 1, 2015, or on the date on which the Agreement has been signed by the last party required to execute same, whichever is later. This Agreement shall end at midnight, local time in Tallahassee, Florida, on September 30, 2016.

#### III. Services to be Provided

- A. Grantee shall provide those activities and services ("Services") identified in the Funding Request Application submitted to the County, in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would be delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below, to the extent it is not inconsistent with the provisions herein.
- B. The Grantee agrees to establish an environment for job creation and capital investment through a comprehensive program of work supporting business development, recruitment, retention, and expansion efforts through product development, marketing, research, technical and business assistance.
- C. The Grantee shall provide an emphasis on connecting the private sector, education and government to foster entrepreneurialism, enhance local businesses, grow targeted industry sectors, and attract innovative companies to the region. The Grantee will focus on product development, marketing, research, technical and business assistance, establishment and oversight of industry sector initiatives that

- strengthen the competitive advantage of the region and management of special incentives and zones and the Targeted Business Program.
- D. The Grantee agrees to monitor and advance industry sector initiatives that strengthen the competitive advantage of the region and management of special incentives and zones. The Grantee shall serve as the nexus for the private sector, education and government to foster entrepreneurialism, enhance local businesses, grow targeted industry sectors, and attract innovative companies to the region. The Grantee will track job creation, job retention and capital investment related to business retention, expansion, development, and recruitment efforts.
- E. The Grantee shall serve as Enterprise Zone Administrator for EZ 3701, and shall be responsible for coordination of the Enterprise Zone Development Agency Board through the sunset of the program on December 31, 2015.
- F. The Grantee shall establish and maintain a QTI Administrator, whose responsibilities include managing and coordinating the QTI Program.
- G. The Grantee shall create, in coordination with the County and the City of Tallahassee, a standardized process for the review of direct or cash incentive requests made by any relocating and/or expanding business enterprise. The Grantee will maintain an inventory of local, state and federal incentive programs available to qualified business enterprises based on but not limited to targeted sector, capital investment, above average wages and benefit levels of those employment positions that the applicant business enterprise proposes to create.
- H. The Grantee shall coordinate with local economic development partners to facilitate and build upon the success of Entrepreneur Month.

- I. The Grantee shall partner with the County and Domi Education to host two "open house" events each year at the Domi incubator (located at 918 Railroad Ave., Tallahassee, FL). The open house events shall feature Domi Business Incubator program members, their startup businesses, and the Domi incubator partners.
- J. The Grantee shall partner with Domi Education to host and coordinate two private social activities at the Domi incubator each year to help immerse the incubator members with local business leaders. The EDC will be responsible for all costs associated with the open house activities, other than the use of the Domi incubator premises, which shall be provided free of charge to the EDC.
- K. The Grantee shall partner with Domi Education to offer, at minimum, quarterly training opportunities for local entrepreneurs that are not affiliated with the Domi Business Incubator program. Said training will be coordinated by the EDC in conjunction with Domi and may take place at the Domi incubator location, or at an off-site location mutually agreed to by Domi and the EDC.
- L. The Grantee shall partner with the Tallahassee-Leon County Geographic Information Systems (TLC-GIS) staff to provide business data, analytics, and reports to improve the business community and economic vitality with efficient and effective decision-making.
- M. The Grantee shall focus business recruitment efforts through the commercialization of research, in coordination with local partners, from the two major universities in the capital region.
- N. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.

O. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

#### IV. <u>Budget and Grant Funds Distribution</u>.

- A. County Agrees to provide \$174,500 in grant funding, for those Services provided by Grantee under this Agreement.
- B. The County will advance the Grantee \$87,250 of its grant funding which has been allocated under this Agreement upon receipt of an appropriate invoice, and the remaining \$87,250 of its funding which has been allocated under this Agreement upon receipt of the mid-year report as set forth in Exhibit B.
- C. Any future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon the occurrence of a termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2016. The Grantee shall return any unexpended funds to the County by October 10, 2016.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

#### V. Audits, Inspections, Investigations, Records, and Retention:

The Grantee Agrees:

- A. To submit a mid-year and annual report to the County detailing Grantee's efforts in business recruitment, retention, and activities as the QTI Administrator. The annual report shall be submitted to the County by November 12, 2016 and shall be in a format compliant with section 125.045, Florida Statutes. The mid-year and annual reports shall detail how County funds were spent and the results of the Grantee's efforts, and shall, at a minimum, include data on the number of jobs created, the job creation potential of projects in Leon County, and follow-up information on businesses receiving assistance from the Grantee in previous years. The Grantee shall also provide the County with a semi-annual performance report on meeting the current fiscal year program objectives and an annual financial audit for the prior fiscal year no later than the last day of March, 2016. A job is defined for purposes of this Agreement as the created or projected creation of a direct job according to the documented projects worked by the Grantee within the contract period. The Grantee may only report those jobs in which the employer acknowledges the assistance provided by the Grantee as playing a material role in the decision to relocate, create, expand, or retain any such employment position.
- B. Upon the Leon County Board of County Commissioners' formal acceptance of the annual report at a publicly advertised meeting, the Grantee shall submit the annual report to the State of Florida as prescribed in section 125.045, Florida Statutes.
- C. The Grantee shall be required to establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the County under this Agreement. This

includes the retention of 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 six years after completion of the Agreement. If an audit has been initiated, and audit findings have not been resolved at the end of the six 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, at no additional cost to the County. Records shall be retained for longer periods when the retention period required by law exceeds the time frames required by this Agreement.

- D. Upon demand, at no additional cost to the County, Grantee shall facilitate the duplication and transfer of any records or documents during the required retention period, and shall ensure that these records shall be subject at all reasonable times to inspection, review, copying, or audit by Federal, State, or other personnel duly authorized by the County.
- E. To provide a financial compliance audit to the County and to ensure that all related party transactions are disclosed to the auditor.
- F. To comply and cooperate immediately with any inspections, reviews, investigations, or audits, when deemed necessary by the County.

#### VI. <u>Use of Funds for Lobbying Prohibited</u>.

The Grantee agrees not to utilize directly or indirectly, funds provided hereunder for the purpose of lobbying the Leon County Board of County Commissioners, the City of Tallahassee, the Legislature, the Judicial Branch, or any State Agency. This section does not prohibit the Grantee from communicating with County Commissioners, County

staff, the media, or the general public on pending or ongoing economic development projects.

#### VII. Termination.

- A. This Agreement may be terminated by either party without cause upon no less than 30 calendar days notice in writing to the other party, unless a sooner time is mutually agreed upon in writing by the Parties. Said notice shall be delivered by United States Postal Service or any expedited delivery service that provides verification of delivery, or by hand delivery to the County Administrator or representative of the Grantee.
- B. In the event that funds for payment pursuant to this Agreement become unavailable or inadequate, the County may terminate this Agreement upon not less than 24 hours notice in writing to the Grantee. Said notice shall be sent by United States Postal Service or any expedited delivery service that provides verification of delivery. The County shall be the final authority as to the availability and/or adequacy of funds. In the event of termination of this Agreement, the Grantee will be compensated only for any work performed under this Agreement which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee's non-performance and/or breach of this Agreement upon not less than 24 hours' written notice to the Grantee. Failure to object to a breach of any provisions of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms and conditions of this Agreement. The provisions herein do not limit the County's right to any other available remedies at law or in equity.

D. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

#### VIII. General Provisions.

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. <u>Waiver</u>. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. <u>Modification.</u> This Agreement shall not be extended, changed or modified,
   except in writing duly executed by the Parties hereto.
- D. <u>Binding Effect</u>. This Agreement shall be binding upon the successors and, subject to below, assigns of the Parties hereto.
- E. <u>Assignment</u>. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities hereunder to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. <u>Entire Agreement</u>. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or

- arrangements between them with respect to such matters are superseded by this Agreement.
- G. <u>Headings</u>. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. <u>Ambiguity.</u> This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. <u>Public Bodies.</u> It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. <u>Cost(s)</u> and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from

the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. <u>Severability</u>. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced or required hereby, it is deemed necessary for the Grantee to deviate from the requirements of this Agreement, the Grantee shall obtain the prior written consent of the County.
- N. <u>Publicity.</u> Without limitation, the Grantee and its employees, agents, and representatives shall not, without prior written approval of the County, in each instance, use in advertisement, publicity or other promotional endeavor any County mark, the name of the County, or any County officer or employee, nor represent directly or indirectly, that any products or Services provided by the Grantee have been approved or endorsed by the County or refer to the existence of this Agreement in press releases, advertising or materials distributed by the Grantee to its respective customers.
- O. <u>Public Entity Crime.</u> Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she may not submit a bid on a contract to provide any goods or Services to a public

entity, may not submit a bid on a contract with a public entity for the construction or the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category two, for a period of 36 months from the date of being placed on the convicted vendor list.

P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or others with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for nondiscrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs. Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. <u>Survival</u>. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. <u>Counterparts</u>. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. <u>Indemnity</u>. The Grantee 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 Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:

- 1. Keep and maintain those records that ordinarily and necessarily would be required by the County in order to perform the Services under this Agreement, hereinafter "Public Records".
- 2. Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost to the public as set forth in Chapter 119, Florida Statues, or as otherwise provided by law.
- 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- 4. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the Grantee upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County.
- V. <u>Sovereign Immunity</u>. Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

IN WITNESS	WHEREOF,	the parties	hereto have	caused this	Agreement	to be
executed this	day of		, 2015.			

# ECONOMIC DEVELOPMENT COUNCIL OF TALLAHASSEE/LEON COUNTY

By:\_\_\_\_\_\_
Its

LEON COUNTY, FLORIDA

Page 14 of 15

	BY:
	Bill Proctor, Chairman
	Board of County Commissioners
ATTEST:	
Bob Inzer	
Clerk & Comptroller	
Leon County, Florida	
BY:	_
APPROVED AS TO FORM:	
Leon County Attorney's Office	
BY:	<u> </u>
Herbert W.A. Thiele, Esq.	
County Attorney	

# Leon County Board of County Commissioners Budget Discussion Item #4

June 23, 2015

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval to Redirect \$25,000 QTI Budget Through FY 18 to Support

Broadband Internet for Domi Station

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Pat Curtis, Director, Management Information Systems Scott Ross, Director of the Office of Management and Budget
Lead Staff/ Project Team:	Michelle Taylor, Network & Technical Services Manager Joshua Pascua, Management Analyst

#### **Fiscal Impact:**

This item has a fiscal impact. Each year, the Board approves an annual expenditure of \$25,000 earmarked for future use as the County's portion of the Qualified Targeted Industry (QTI) "local match" placed in an escrow account with the Tallahassee-Leon County Economic Development Council (EDC). This item seeks the Board's consideration of a temporary redirection of the Board's annual \$25,000 QTI budget to offset the cost to provide broadband Internet at Domi Station for a period of three years. The County's unencumbered fund balance for QTI incentives is currently \$299,155.

### **Staff Recommendation:**

Option #1: Redirect the annual QTI budget of \$25,000 for FY 2016 through FY 2018 to support Broadband Internet for Domi Station.

### **Report and Discussion**

#### **Background:**

At the May 12, 2015 Board meeting, the Commission directed staff to bring back a budget discussion item regarding the provision of broadband internet service to Domi Station. The Board has long maintained a strong focus on supporting entrepreneurship as a means of spurring job growth in Leon County. Given the Board's commitment to economic development and partnership with the Domi Station business incubator, this budget discussion item seeks the Board's approval for providing broadband fiber optic internet service at Domi Station. Improved Internet service has been identified as a crucial need by entrepreneurs at Domi Station.

During the FY 2014 budget process, Leon County invested \$250,000 for one-time capital improvements to transform a County-owned warehouse that formerly housed election equipment into a business incubator. On October 29, 2013, Leon County entered into a public-private partnership with Domi Education Inc. (Domi) to operate a business incubator program in the renovated warehouse now known as Domi Station. Under the agreement, Domi Station is operated privately by Domi as a tenant in a county-owned facility. Domi pays the County an atcost lease (approximately \$3,850 annually) for the Domi Station incubator facility in return for providing the community a comprehensive technology driven business incubator program and related services. Currently, no County tax dollars are used in the operation of Domi Station as Domi's lease payments cover any operational costs of the incubator that the County would bear. The terms of Domi's public-private partnership are explained in detail in the attached lease agreement (Attachment #1). The lease term is for five years, and may be renewed in 2019.

This budget discussion item contemplates providing broadband internet service to Domi Station through a temporary reallocation of the Board's annual \$25,000 QTI budget. The State's QTI tax refund incentive program is available to companies that create high-wage jobs in targeted high value-added industries. The program includes refunds on corporate income, sales, ad valorem and certain other taxes for pre-approved applicants who create the targeted jobs. Traditionally, a QTI local match of 20% is required from the local community where the job creation is occurring, which is split evenly between the County and the City of Tallahassee (City). As part of the QTI application process, the County and City must adopt a resolution indicating their support for the project and their commitment to provide the required match in the form of a reimbursement over the course of several years.

### **Analysis:**

Below, staff provides an analysis of current QTI funding obligations and the opportunity to use QTI funding to support increased Internet service at Domi Station.

### **Qualified Targeted Industry Incentive Program**

Each year, the Board has approved annual expenditures of \$25,000, earmarked for future use as the County's portion of the QTI "local match." These expenditures have been placed in an escrow account at the EDC as part of its annual contract. The QTI assistance is provided on a reimbursement basis and is only released once the required jobs have been created. The EDC and County staff work regularly with business prospects seeking to expand or relocate to Leon County. The most recent company to be awarded QTI assistance was Kaye Scholer, LLP, which is in the process of creating over 100 jobs at an average annual wage of \$54,000 (150% of the average local wage).

Page 218 of 1175

Posted at 8:30 p.m. on November 30, 2015

The EDC currently has \$355,155 set aside in the County's QTI account, for use in attracting new high-paying jobs to Leon County. Of that amount, \$56,000 has been encumbered for the County's QTI match payments to Kaye Scholer, LLP. Kaye Scholer, LLP is eligible to apply for further QTI reimbursement payments until 2017, at which point the remaining County funds encumbered for QTI payments to Kaye Scholer, LLP would be unencumbered and useable for other QTI projects. \$299,155 is currently unencumbered and available in the County's QTI account for QTI assistance in growing Leon County's economy. This amount is currently sufficient to pledge for new QTI projects without the County's annual QTI fund payment of \$25,000. However, if the Board approves several new QTI projects, the annual \$25,000 QTI payments may be needed to support the County's QTI contribution in future years. This can be managed in a variety of ways once future projects are approved by the Board. Staff will continue to work with the EDC to carefully monitor the progress of QTI reimbursements and keep the Board abreast on the status of the County's QTI fund balance.

### **Domi Station High-speed Fiber Optic Broadband Internet Support**

Domi Station is home to over 125 entrepreneurs that make up 35 startup businesses. In Domi Station's first year of operation, Domi Station companies earned over \$800,000 in revenue and created 18 full-time jobs. Many of these startup companies are technology based and significantly rely on Internet access to develop and grow their business. Domi is currently seeking a significant increase in their Internet service that will greatly assist entrepreneurs at Domi Station. This Internet service increase will require capital improvements in the form of a new fiber optic cable being installed to connect Domi Station to an existing fiber optic data line. Based on the Internet demands by Domi Station entrepreneurs, the new fiber line would initially provide one gigabit of data transport with 100 megabits of dedicated Internet access (symmetrical, for both uploading and downloading) and this level of service is easily scalable should Domi Station's bandwidth requirements increase in the future.

Leon County's Office of Human Services and Community Partnerships (HSCP), located next to Domi Station at the Amtrak Complex, currently has broadband Internet via a fiber-optic data line. Staff examined creating a connection from the HSCP office to Domi Station to allow Domi Station members access to the Leon County Internet network. However, staff does not recommend providing Domi Station improved Internet service via the Leon County Internet network as it serves the Leon County Sheriff's Office, Court Judicial, the State Attorney's Office, Public Defender, and the Public Safety Complex among others. Due to the high level of security required to serve these offices, private use of the Leon County network is prohibited. As part of an annual Florida Department of Law Enforcement network security audit, this is one of the items verified through the audit process.

Based on this information, staff has secured several quotes regarding the cost for a local Internet provider to install a fiber optic data line and the monthly Internet service fee to be charged to provide high-speed fiber optic Internet directly to Domi Station. Based on the quotes provided, a fiber optic data line would be installed to connect Domi Station to an existing fiber line located on Railroad Avenue. The construction and installation charges have been waived in the quotes assuming a three-year service contract. Based on the best quote, staff estimates it would cost approximately \$1,817 to provide high-speed fiber optic Internet to Domi Station each month, or \$21,804 per year.

This budget discussion item seeks the Board's consideration of a temporary redirection of the Board's annual \$25,000 QTI budget for FY 2016 through FY 2018 to address the recurring service charge to provide broadband Internet for Domi Station for a period of three years.

### **Options:**

- 1. Redirect the annual QTI budget of \$25,000 for FY 2016 through FY 2018 to Broadband Internet for Domi Station.
- 2. Allocate up to \$25,000 from general revenue for FY 2016 through FY 2018 to support Broadband Internet for Domi Station.
- 3. Do not provide funding to support high-speed fiber optic Internet for Domi Station.
- 4. Board direction.

### **Recommendation:**

Option #1.

### Attachments:

- 1. Business Incubator Facility Lease Agreement
- 2. Quotes for High-speed fiber optic Internet Service at Domi Station

**Notes for Agenda Item #7** 

### **Cover Sheet for Agenda #7**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

**Title:** Approval of the Joint Project Services Agreement with Choose Tallahassee

County Administrator Review and Approval:	Vincent S. Long, County Administrator	
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Cristina Paredes, Director, Department of Economic Vitality	
Lead Staff/ Project Team:	Lee Daniel, Director of Tourism Development Gary Stogner, Senior Marketing Manger Brian Hickey, Senior Sports Sales Manager	

### **Fiscal Impact:**

This item has a fiscal impact. Choose Tallahassee will pay the County \$10,000 annually for the staff support as outlined in the Joint Project Services Agreement. In addition, Tourism will direct \$10,000 of the annual advertising budget to be targeted toward promoting Leon County and Tallahassee as a retirement destination.

### **Staff Recommendation:**

Option #1: Approve the Joint Project Services Agreement with Choose Tallahassee, and

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

Title: Approval of the Joint Project Services Agreement with Choose Tallahassee

December 8, 2015

Page 2

### **Report and Discussion**

### **Background:**

On December 13, 2011, the Board received a presentation from the Choose Tallahassee Action Council regarding its proposed marketing effort to establish Leon County as a retirement destination to affluent retirees relocating to the state of Florida.

On January 24, 2012, the Board approved a funding request from Choose Tallahassee in the amount of \$20,000, with payments of \$10,000 made in FY 12 and FY 13 from the Division of Tourism Development's (TD) budget (Attachment #2). These funds were used to market the Choose Tallahassee initiative. In addition to the payments, TD has served on the Choose Tallahassee board and has provided marketing support on the VisitTallahassee.com website as well as through public relations and social media.

The support of Choose Tallahassee is essential to the following revised FY 2012 & FY 2015 Strategic Initiatives that the Board approved at the January 27, 2015 meeting:

• Implement strategies that promote the region as a year round destination.

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

• Support Choose Tallahassee initiative (EC4 – 2012).

### **Analysis:**

In June 2015, Choose Tallahassee approached staff regarding a formal partnership to promote the community as a retirement destination since people considering Tallahassee area as a retirement destination would more than likely visit the community first to research what Leon County and Tallahassee offer.

It was identified through discussions with Choose Tallahassee board members and staff that there is synergy in aligning Choose Tallahassee with Tourism Development through a Joint Project Services Agreement. The partnership is especially appropriate given that people considering Tallahassee as a retirement location will first become visitors when conducting research on what the destination offers. These research trips will more than likely take several days and could even result in multiple trips before finally deciding to relocate to the area.

Staff responsibilities, as well as Choose Tallahassee responsibilities, are outlined in the attached Joint Project Services Agreement (Attachment #1). Tourism Development will provide a physical address, telephone support, and fulfill consumer inquiries generated from various marketing programs. Staff will also provide notices to Choose Tallahassee Board members, keep minutes of meetings, update the Choose Tallahassee Magazine, maintain a database, distribute marketing materials at select consumer and travel trade shows, market programs through VisitTallahassee.com, public relations, and social media efforts promoting Leon County and Tallahassee as a retirement location.

Title: Approval of the Joint Project Services Agreement with Choose Tallahassee

December 8, 2015

Page 3

Staff anticipates that the work required by Choose Tallahassee will utilize approximately 10 hours of weekly staff time. Based on the number of hours anticipated, staff has proposed a cost to Choose Tallahassee of \$10,000 annually, which has been accepted by the Choose Tallahassee board. In addition, Tourism will direct \$10,000 of the annual advertising budget with The Zimmerman Agency to be targeted toward promoting Leon County and Tallahassee as a retirement destination. Choose Tallahassee will maintain and manage its website, social media channels, promotional activities, and continue with the Red Carpet Program that provides personal tours of the area for those interested. The Joint Project Service Agreement is for a three-year period.

Pending the Board's approval, staff will work closely with Choose Tallahassee to make the transition as soon as the Joint Project Services Agreement is executed.

### **Options:**

- 1. Approve the Joint Project Services Agreement with Choose Tallahassee and authorize the County Administrator to execute (Attachment #1).
- 2. Do not approve the Joint Project Services Agreement with Choose Tallahassee.
- 3. Board direction.

### **Recommendation:**

Option #1.

### Attachments:

- 1. Joint Project Services Agreement with Choose Tallahassee
- 2. January 24, 2014 Choose Tallahassee Agenda Item

### JOINT PROJECT SERVICES AGREEMENT

THIS JOINT PROJECT SERVICES AGREEMENT (hereinafter "Agreement") dated this \_\_\_\_\_ day of December, 2015, is by and between Leon County, Florida, a political subdivision of the State of Florida (hereinafter the "County") and Choose Tallahassee, a 501(3)(c) Not-for-Profit Corporation (hereinafter the "Contractor" or "CT"), collectively, the "Parties".

#### RECITALS

WHEREAS, the County and Contractor wish to enter into an agreement that will ensure the creation of a joint partnership for the purposes of promoting Leon County and the City of Tallahassee as a retirement destination; and

WHEREAS, the Leon County Division of Tourism Development (TD) is charged with leading the Board of County Commissioners strategic goal of increasing economic development through tourism and whose marketing efforts in fiscal year 2015 helped generate 2.4 million visitors to Leon County, \$629 million in direct visitor spending and \$963 million in total economic impact; and

WHEREAS, with 10,000 members of the "Baby Boomer" generation retiring daily, this generational phenomenon represents a tremendous economic, social and civic growth opportunity for the County due to the economic benefits realized, including that relocating retirees will add thousands of hours of time, leadership and contributions in volunteer support to community non-profit organizations in the area; and

WHEREAS, many retirees spend several years visiting and exploring different locations before making a final decision on relocating; and

WHEREAS, the Board of County Commissioners on January 24, 2012, recognized the direct relationship between those wishing to relocate to the City of Tallahassee and Leon County and the goals of Leon County Tourism Development (TD), and decided to provide financial support to the Contractor, initially for a two year period; and

WHEREAS, the Parties recognize that this Joint Project Services Agreement may need to be revised to take into consideration future developments and recommendations.

NOW, THEREFORE, for and in consideration of the forging recitals, the sum of ten dollars (\$10.00) each to the other paid, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which being acknowledged, the Parties do hereby covenant and agree as follows:

### 1. EFFECTIVE DATE; TERM; RENEWAL

a. This Agreement shall be effective commencing December 8, 2015 and shall continue until November 30, 2018, hereinafter "Initial Term".

b. After the Initial Term, this Agreement shall be extended automatically for additional one (1) year Term(s) upon the same terms and conditions as herein set forth, provided either Party may provide notice to the other of its intent to not renew the Agreement not less than ninety (90) days before the expiration of the then current Term.

### 2. SCOPE OF SERVICES PROVIDED BY COUNTY

a. <u>Co-location</u>. The County agrees that Choose Tallahassee may utilize the TD mailing address at 106 East Jefferson Street, Tallahassee, FL 32301 for receipt of postal deliveries.

### b. Tourism Development shall provide:

- 1. Staff support for the Contractor, in an amount not to exceed ten (10) hours per week, which shall include:
  - a. Telephone support, a physical address and digital location, and fulfill consumer inquires generated from Contractor marketing programs.
  - b. Notification of CT Board meetings and keep minutes of these meetings.
  - c. Updating the CT Magazine and integrating promotional activities with those initiated by TD, where appropriate.
  - d. Maintaining the computer database generated by Contractor for promotional activities of persons interested in retiring/relocating to the County.
  - e. Responding to consumer inquiries with CT Magazine and the Visitor Guide.
  - f. Distributing Contractor marketing materials at trade shows and festivals that are part of the TD annual marketing plan.
  - g. In collaboration with CT, market the CT program through the Visit Tallahassee website, public relations efforts, and email.
  - h. Expending up to \$10,000 annually of the TD advertising budget for destination exposure through print or digital media targeting potential retirees and building a prospect database for the promotion of CT. TD will submit suggested media buys to the CT Board; final ad placement will be contracted for and paid by the County's advertising agency of record. Confirmation of placement and payment

will be provided to the Contractor. Nothing in this provision is intended to prevent CT volunteers from conducting promotions in addition to those by TD.

### c. Coordination of Activities:

The Tourist Director, or designee, shall manage the relationship between the Parties and coordinate Contractor staff support.

### 3. RESPONSIBILITIES OF CHOOSE TALLAHASSEE

- a. Maintain and manage the CT website, social media channels and promotional activities including lead generation and hosted visits by relocation prospects through the CT Red Carpet Program.
- Select not more than two members of the CT Executive Committee to act as the liaison to TD.
- c. Pay the County \$10,000 annually for the staff time and other administrative services provided by the County. Payments shall be made in two (2) equal installments of \$5,000 each, payable on March 30 and September 30 in each year of the Initial Term and each annual renewal Term.
- d. Submit an annual report delineating the activities CT performed under this Agreement.

### 4. TERMINATION

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

Termination of this Agreement for any reason under this Section will not affect (i) any liabilities or obligations of either Party arising before such termination or as a result of the events causing such termination, or (ii) any damages or other remedies to which a Party may be entitled to under this Agreement, at law or in equity, arising out of a breach of this Agreement.

### 5. 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 and costs. 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 of the Contractor's indemnification of the County.

### 6. NOTICE

All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Contractor:		
	Address:	
Notice to the County:	Name: Lee Daniel, Director, Tourist Development	
• · · · · · · · · · · · · · · · · · · ·	Address: Visit Tallahassee	
	106 East Jefferson Street	
	Tallahassee, FL 32301	

### 7. CONTRACT MANAGEMENT

The Director of TD, shall be and is hereby authorized as the representative of the County, responsible for the day to day operational management of the provisions of the Agreement, including all matters related to the payment rendered by the Contractor hereunder, unless or until a written notice is provided to the Contractor stating otherwise.

### 8. MISCELLANEOUS PROVISIONS

#### a. 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 subcontractors under it be considered to be employees of the County.

### b. Assignments

This Agreement shall not be assigned as a whole or in part without the prior written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the prior written consent of the County.

### c. Modifications

This Agreement constitutes the entire understanding of the Parties. Any modifications to this Agreement must be in writing.

### d. Venue

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

#### e. Construction

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

### f. Severability

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

### g. Force Majeure

If either Party is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or federal government ("Force Majeure"), then the affected party shall be excused from performance hereunder during the period of disability. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events relating to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

### h. Survival of Obligations

Cancellation, expiration, or earlier termination of this Agreement shall not relieve the Parties of obligations that by their nature should survive such cancellation, expiration, or termination.

### i. Sovereign Immunity

County Attorney

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County, as a political subdivision of the State of Florida, under section 768.28, Florida Statutes, as amended.

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

LEON COUNTY, FLOIRDA	CHOOSE TALLAHASSEE
BY: Vincent S. Long, County Administrator	BY:
Date:	Date:
ATTEST: Bob Inzer, Clerk of the Court & Comptroller, Leon County, Florida	
BY:	
Approved as to Form: Leon County Attorney's Office	
BY: Herbert W. A. Thiele, Esquire	

### Cover Sheet for Agenda #6

**January 24, 2012** 

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

From: Vincent S. Long, County Administrator

**Title:** Approval of Funding Request for "Choose Tallahassee" in the

Amount of \$20,000

County Administrator Review and Approval:	Vincent S. Long, County Administrator	
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator  Ken Morris, Economic Development and Business Partnerships Director	
Lead Staff/ Project Team:	Lee Daniel, Tourism Development Director Shington Lamy, Assistant to the County Administrator	

### **Fiscal Impact:**

This item has a fiscal impact in the amount of \$20,000 over two years. Funding is available in the Tourist Development Division's FY 12 Contingency Budget in the amount of \$10,000 (Attachment #1). An additional \$10,000 would be included as part of the FY 13 budget process for a total amount of \$20,000 over two years. Funding would be utilized for marketing efforts.

### **Staff Recommendation:**

Option #1: Approve the funding request for Choose Tallahassee in the amount of \$10,000

from the Tourist Development Fund for FY 2012, and approve the Budget

Amendment Request (Attachment #2).

Option #2: Direct staff to budget \$10,000, as part of the Tourism Development Division's FY

2013 budget for Choose Tallahassee.

Title: Approval of Funding Request for "Choose Tallahassee" in the Amount of \$20,000 January 24, 2012

Page 2

### **Report and Discussion**

### **Background:**

On December 13, 2011, the Board received a presentation from the Choose Tallahassee Action Council (Council) regarding its proposed marketing effort to establish Leon County as a retirement destination to affluent retirees relocating to the state of Florida. At that time, the Board directed staff to agenda for its consideration an item on partnership opportunities with Choose Tallahassee and funding to the initiative in the amount of \$20,000 over two years.

### **Analysis:**

The Leon County Tourism Development Division (Division) has been actively involved with the Choose Tallahassee initiative since its inception providing a wide range of support that seeks to promote the community as a retirement destination. The Division Director serves as a member of Council as well as the Council's Marketing Subcommittee. County staff also serves on the Council's Red Carpet Subcommittee. The Red Carpet program recruits local citizens to serve as ambassadors and assist in "rolling out the red carpet" to potential new residents with a guided tour of Leon County and invaluable information on the community and its resources. The Division developed documents including the job description and Frequently Asked Questions to assist recruit local residents to serve as ambassadors. The Division is currently assisting with the training of Red Carpet ambassadors (two training sessions were scheduled for January).

In preparation of the launch of the Choose Tallahassee (www.choosetallahassee.com) website, the Division has provided a copy of the Division's sales video for publication and provided additional photography, b-roll video for use on for use on the Choose Tallahassee website and in other marketing applications. Once the Choose Tallahassee website is officially launched, a link will be provided on the Visit Tallahassee website as well as promoted on the Division's Facebook and Twitter accounts. Additionally, once the Choose Tallahassee survey and white paper are published, the Division will promote these results through various tourism related public relations channels.

In the past few months, the Division has also provided select sections of 2012 Visitor Guide content for Choose Tallahassee to use in its printed marketing piece and worked with the Council and Greater Tallahassee Chamber of Commerce to design a program to address additional information requests generated by Choose Tallahassee. It is also important to note that Choose Tallahassee was also addressed in the job survey results presented to the Board during its Workshop on the County's Economic Development Activities and will be included as part of the Jobs Action Plan presented to the Board in the near future.

As active participants with the Council, staff continues to identify additional opportunities to further promote Choose Tallahassee. As directed by the Board, funding has been identified for Choose Tallahassee in the amount of \$10,000 for the current fiscal year, which is available in the Tourism Development Contingency Budget. The second \$10,000 installment would be included as part of the Division's FY 13 budget process for a total funding of \$20,000. The funding would be utilized for the continued marketing efforts of the initiative. This includes targeted social media, engaging the target market in a contest about enjoying a first year retirement in Tallahassee, and ongoing support of the Choose Tallahassee website. On January 5, 2012, the Tourist Development Council discussed and recommended the proposed funding for Choose Tallahassee.

Title: Approval of Funding Request for "Choose Tallahassee" in the Amount of \$20,000 January 24, 2012
Page 3

### **Options:**

- 1. Approve the funding request for Choose Tallahassee in the amount of \$10,000 from the Tourist Development Fund for FY 2012, and approve the Budget Amendment Request.
- 2. Direct staff to budget \$10,000, as part of the Tourism Development Division's FY 2013 budget, for Choose Tallahassee.
- 3. Do not approve the funding request for Choose Tallahassee.
- 4. Board direction.

### **Recommendation:**

Options #1 and #2.

### Attachment:

1. Budget Amendment Request

**Notes for Agenda Item #8** 

### **Cover Sheet for Agenda #8**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

**Title:** Request to Schedule a Workshop on Infant Mortality for February 16, 2016,

from 1:00 - 3:00 p.m.

County Administrator Review and Approval:	Vincent S. Long, County Administrator	
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator	
Lead Staff/ Project Team:	Eryn Calabro, Director of Human Services and Community Partnerships	

### **Fiscal Impact:**

This item has no current fiscal impact.

### **Staff Recommendation:**

Option #1: Schedule a Workshop on Infant Mortality for February 16, 2016

from 1:00 - 3:00 p.m.

Title: Request to Schedule a Workshop on Infant Mortality for February 16, 2016 from 1:00-3:00 p.m.

December 8, 2015

Page 2

### **Report and Discussion**

### **Background:**

During Commission discussion at the November 17th meeting, the Board discussed its ongoing concern for local infant mortality rates, particularly among African American children, and directed staff to schedule a workshop prior to the start of the next budget cycle to:

- Provide local, state, and national data on infant mortality rates, literature, best practices, etc.
- Identify ongoing efforts of the state, county, non-profits, and healthcare providers in addressing high infant mortality rates.
- Invite several local service providers and experts to participate in the Board workshop.
- Explore opportunities with local stakeholders to further efforts in addressing infant mortality and early childhood preventative health services.

### **Analysis:**

The Board's calendar reflects that Tuesday, February 16, 2016 at 1:00 - 3:00 p.m. is available for the workshop.

### **Options:**

- 1. Schedule a Workshop on Infant Mortality for February 16, 2016, from 1:00 3:00 p.m.
- 2. Schedule a Workshop on Infant Mortality for an alternate date.
- 3. Do not schedule a Workshop on Infant Mortality.
- 4. Board direction.

### **Recommendation:**

Option #1.

**Notes for Agenda Item #9** 

### **Cover Sheet for Agenda #9**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

**Title:** Acceptance of Preliminary Plans for the 25<sup>th</sup> Anniversary Celebration of the

Downtown Main Library Scheduled for February 12-13, 2016

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Cay Hohmeister, Library Director

### **Fiscal Impact:**

This item has been budgeted and adequate funding is available. At the June 23, 2015 Budget Workshop, the Board approved \$20,000 from existing donated funds to support a series of celebration events for the 25<sup>th</sup> anniversary of the Downtown Main Library.

### **Staff Recommendation:**

Option #1: Accept the preliminary plans for the 25<sup>th</sup> Anniversary Celebration of the Downtown Main Library scheduled for February 12-13, 2016.

Title: Acceptance of Preliminary Plans for the 25<sup>th</sup> Anniversary Celebration of the Downtown Main Library Scheduled for February 12-13, 2016

December 8, 2015

Page 2

### **Report and Discussion**

### **Background:**

The Main Library opened its doors on January 20, 1991. At the June 23, 2015 Budget Workshop, the Board approved \$20,000 from existing donated funds to support a series of celebration events for the 25<sup>th</sup> anniversary of the Downtown Main Library (Attachment #1). This item outlines the events planned for the anniversary celebration.

### **Analysis:**

The anniversary events will give the community the opportunity to acknowledge and celebrate the opening of the cornerstone piece of the County's library system 25 years ago. A series of events will be held on February 12-13 honoring the past milestones and garnering excitement for the present and future services available at the Downtown Main Library. Planning has involved the Friends of the Library, County Administration and Library managers and supervisors.

The Friends of the Library are taking the lead on hosting an evening gala fundraiser at the Main Library, after hours, with hors d'oeuvres and cocktails on February 12 to celebrate the anniversary and honor those involved in Project B.U.I.L.D (Building Underwriter Interest in Library Development, 1985-1990).

Library staff members are planning an Open House at the Main Library on Saturday, February 13, from 10:00 a.m. to 5:00 p.m. The event will be free and open to the public. Leon County residents will have the opportunity to enjoy the main library, learn more about the building, and the array of library services offered. After a brief opening ceremony and proclamation, preliminary plans for the day include:

- Launch of the 2016 Spring Seed Library and a gardening program
- Interactive sessions featuring local authors
- Behind the scenes tours of library operation
- Baby Time reunion for all who have enjoyed the programming since 2002, and
- A storybook or movie characters event, costumes encouraged.

From souvenir items commemorating the anniversary to library card registration and replacement drives, the 25<sup>th</sup> anniversary of the Downtown Main Library is a great opportunity to celebrate the growth and accomplishments of the entire library system while reengaging past patrons and welcoming new ones.

#### **Options:**

- 1. Accept the preliminary plans for the 25<sup>th</sup> Anniversary Celebration of the Downtown Main Library scheduled for February 12-13, 2016.
- 2. Board direction

### **Recommendation:**

Option #1.

### Attachment:

1. June 23, 2015 Budget Discussion Item

### **Leon County Board of County Commissioners Budget Workshop Item #14**

June 23, 2015

To:

Honorable Chairman and Members of the Board

From:

Vincent S. Long, County Administrator

Title:

Approval to Fund a Series of Celebration Events for the 25th Anniversary of

the Downtown Main Library

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

### **Fiscal Impact:**

The anticipated budget for the celebration events is \$20,000; funding is available through existing donated funds made to the County by the Van Brunt estate on behalf of the library.

### Staff Recommendation:

Option #1:

Approve \$20,000 from existing donated funds to support a series of celebration events for the 25<sup>th</sup> anniversary of the downtown main library.

Title: Approval to Fund a Series of Celebration Events for the 25<sup>th</sup> Anniversary of the Downtown Main Library

June 23, 2015 Budget Workshop

Page 2

### Report and Discussion

### Background:

The main library opened its doors on January 20, 1991. A three-day grand opening was celebrated on February 22, 23 and 24, 1991. This budget discussion item proposes a series of celebrations to engage the community for the 25<sup>th</sup> anniversary in early 2016.

### Analysis:

The proposed silver anniversary events would honor and celebrate 25 years of library services in the beautiful downtown main library building. Staff from the Library and Community and Media Relations may be assisted in the planning by representatives from Project B.U.I.L.D (Building Underwriter Interest in Library Development, 1985-1990), the Friends of the Library, the Collins family, and the Library Advisory Board. Events may include an open house at the main library, an evening gala event, and hosting guest speakers and/or performers. Staff will provide a complete proposal to the Board in the early fall with a more refined concept.

Staff is recommending the event be funded through the existing Van Brunt Trust Fund established in 2006. Caroline Van Brunt, a longtime library user and volunteer in Collection Management, died in February 2005. She left her home and its contents to the library. Leon County sold the house and contents and established the Trust for use by the library. The current balance in the trust fund is \$104,000.

The 25<sup>th</sup> anniversary celebration would draw positive attention to the Main Library and the branch system highlighting the history and value of the County's library services.

#### **Options:**

- 1. Approve \$20,000 from existing donated funds to support a series of celebration events for the 25<sup>th</sup> anniversary of the downtown main library.
- Accept staff's report and take no further action.
- 3. Board direction.

### Recommendation:

Option #1 is included in the tentative budget.

**Notes for Agenda Item #10** 

### Cover Sheet for Agenda #10

**December 8, 2015** 

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

From: Vincent S. Long, County Administrator

Title: Approval of Payment of Bills and Vouchers Submitted for

December 8, 2015 and Pre-Approval of Payment of Bills and Vouchers for the

Period of December 9 through January 25, 2016

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 December 8, 2015, and preapprove the payment of bills and vouchers for the period of December 9 through January 25, 2016.

Title: Approval of Payment of Bills and Vouchers Submitted for December 8, 2015 and Pre-Approval of Payment of Bills and Vouchers for the Period of December 9 through January 25, 2016

December 8, 2015

Page 2

### **Report and Discussion**

This agenda item requests Board approval of the payment of bills and vouchers submitted for approval December 8, 2015 and pre-approval of payment of bills and vouchers for the period of December 9 through January 25, 2016. The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the December 8, 2015 meeting, the morning of Monday, November 16, 2015. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Due to the Board not holding a regular meeting until Tuesday December 8, 2015, it is advisable for the Board to pre-approve payment of the County's bills for December 9 through January 25, 2016, so that vendors and service providers will not experience hardship because of delays in payment. The OMB office will continue to review the printouts prior to payment and if for any reason questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

### **Options:**

- 1. Approve the payment of bills and vouchers submitted for December 8, 2015, and preapprove the payment of bills and vouchers for the period of December 9 through January 25, 2016.
- 2. Do not approve the payment of bills and vouchers submitted for December 8, 2015, and preapprove the payment of bills and vouchers for the period of December 9 through January 25, 2016.
- 3. Board direction.

### **Recommendation:**

Option #1.

**Notes for Agenda Item #11** 

### **Cover Sheet for Agenda #11**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

**Title:** Acceptance of the Fiscal Year 2015 Annual Performance and Financial Report

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:	Felisa Barnes, Principal Management & Budget Analyst Timothy Barden, Principal Management & Budget Analyst Ying Xu, Management & Budget Analyst Ryan Aamodt, Management & Budget Analyst Joshua Pascua, Management & Budget Analyst	

### **Fiscal Impact:**

This item does not have a fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the FY 2015 Annual Performance and Financial Report (Attachment #1).

Title: Acceptance of the Fiscal Year 2015 Annual Performance and Financial Report December 8, 2015

Page 2

### **Report and Discussion**

### **Background:**

The Office of Management and Budget (OMB) prepares two financial reports annually for Board consideration: (1) a mid-year report that identifies financial trends that are developing, and seeks guidance as required; and, (2) a fiscal year-end report that provides a review of the financial and organizational performance of the County.

### **Analysis:**

Included in the Annual Performance Financial Report are the following sections:

### *Program/Division Summary*

The Program/Division section summarizes each program/division's activities for FY 2015, including highlights, performance measures, and a financial and staffing summary.

### Major Revenues

The Revenue Section summarizes and describes the County's major revenue receipts (unaudited) for FY 2015. These receipts are compared to the prior fiscal year's actual receipts and FY 2015 adjusted budget.

### Expenditures

This table presents the FY 2015 adjusted budgets for each program, actual expenditures, and the dollar amount and percentage spent over/under the FY 2015 adjusted budget.

#### Fund Balance

This table compares the fund balances of each fund for the two prior fiscal years and provides the following analysis: 1) estimated fund balance for each fund; 2) appropriated fund balance; and, 3) unreserved fund balance for FY 2016 (unaudited).

### Capital Improvement Program

This section describes each capital improvement project in the County and provides the budgets and expenditures for FY 2015.

#### Grants Program

The Grants Program Section provides the FY 2015 budget and expenditure information for all County grants as well as a description of each grant.

### Comparative Data

The Comparative Data Section provides a net budget, population, ad valorem tax collection, and staffing comparison between Leon County and other like-sized counties.

### **Options:**

- 1. Accept the FY 2015 Annual Performance and Financial Report (Attachment #1).
- 2. Do not accept the FY 2015 Annual Performance and Financial Report.
- 3. Board direction

### **Recommendation:**

Option #1.

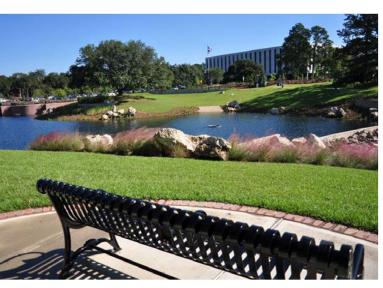
### Attachment:

1. FY 2015 Performance and Financial Report Page 247 of 1175



### ANNUAL PERFORMANCE & **FINANCIAL REPORT**

### FISCAL YEAR 2014/2015











### LEON COUNTY, FLORIDA **BOARD OF COUNTY COMMISSIONERS**













PEOPLE FOCUSED. Page 248 of 1175 ORMANCE DISTURBLE OF THE PROPERTY OF THE PROP



### TABLE OF CONTENTS

PERFORMANCE REPORTS	
Reporting Results	1-1
Administration	1-5
Office of Information Technology	1-16
Department of Public Works	1-20
Department of Development Support & Environment Management	1-36
Department of PLACE	1-45
Office of Financial Stewardship	1-50
Office of Economic Vitality	1-58
Office of Public Safety	1-64
Office of Library Services	1-69
Office of Intervention & Detention Alternatives	1-73
Office of Human Services & Community Partnerships	1-74
Office of Resource Stewardship	1-85
REVENUES	
Major Revenue Summary	2-1
General Fund/Fine & Forfeiture Fund Balance	
Ad Valorem Taxes	2-3
State Revenue Sharing	
Communications Services Tax	2-5
Public Services Tax	2-6
State Shared Gas Tax	2-7
Local Gas Taxes	2-8
Local Government Half Cent Sales Tax	2-9
Local Option Sales Tax	2-10
Local Option Tourist Tax	2-11
Solid Waste Fees	2-12
Building Permits	2-13
Environmental Permits	2-14
Ambulance Fees	2-15
Probation and Pre-trial Fees	2-16
Court Facilities Fees	2-17
EXPENDITURES	
Program Expenditure Summary	3-1
FUND BALANCE	
Summary of Fund Balance & Retained Earnings (unaudited)	4-1

### TABLE OF CONTENTS

CAPITAL IMPROVEMENT PRO	GRAM	
Capital Improvement Pr	ogram Summary	5-1
GRANTS PROGRAM		
Grants Program Summa	ary	6-1
COMPARATIVE DATA		
Comparative Data for L	ike-Sized Counties	7-1

### Leon County Fiscal Year 2015 Annual Performance and Financial Report

### Reporting Results: Return on Investment, Benchmarking and Indicators

Reporting results is a key component in the County's LEADs process. The following return on investment (ROI) calculations, benchmarks, and indicators represent a few selected measures being reported by the County. Throughout the budget document, there are many measures reported at the individual work unit level, however, the measures collectively shown here are meant to capture not only some of the ROI, but also, the Return on Vision for the community. This shared vision can be seen through the commitment to public health in the County's extraordinary survival rates for EMS cardiac patients and the incredible demand for services at the libraries. The County intends to continue to review and refine this pool of measures to reflect the implementation and results supporting the community and Board's priorities.

### **Return on Investment (ROI)**

Tourism Development (Fiscal Year)			
	2012	2013	2014
Total Direct Economic Impact	\$630 Million	\$809 Million	\$ 963 Million
Tourism Tax Investment	\$3,133,724	\$3,362,832	\$3,663,456
Tourism Tax ROI	\$200	\$241	\$263

Healthcare			
2012 2013 2014 <sup>1</sup>			
Total Funding	\$1,939,582	\$1,943,543	\$1,807,395
Value of Services Reported	\$10,176,899	\$8,921,255	\$10,139,339
Healthcare ROI	\$5.24	\$4.59	\$5.60

Veteran Services			
	2012	2013	2014 <sup>2</sup>
<b>Total Clients Served</b>	2,000	4,980	4,500
Client Benefit Payments	\$9,224,907	\$9,328,977	\$8,837,309
Veteran Services ROI	\$38	\$33	\$29

### **Benchmarks**

Solid Waste (Calendar Year)			
	2012	2013	2016 State Goal <sup>3</sup>
Recycling Rate	42%	47%	60%

EMS Cardiac Survival Rate			
	2012	2013	2014
Leon County	32.9%	33%	33%
National	7%	7%	7%

	Library Services Benchmark	
	Leon County	Benchmark
# of Individual Registered Users (% of population) <sup>4</sup>	60%	46%

#### Reporting Results: Return on Investment, Benchmarking and Indicators

#### **Indicators**

Parks and Recreation						
2012 2013 2014						
Active Youth Participation <sup>5</sup> 2,540 2,051 1,929						
Active and Passive Acreage 898 898 898						
<b>Greenways</b> 2,675 2,675 2,675						

Intervention and Detention					
	2011	2013	2014		
Jail Operating Costs Savings (Probation/ Pretrial Release)	\$13.9 Million	\$12.6 Million	\$11.3 Million		

Development					
2012 2013 2014 <sup>6</sup>					
Commercial Permit Values	\$63.7 Million	\$23.1 Million	\$60.9 Million		

Financial Stewardship					
2012 2013 2014 <sup>7</sup>					
Bond Rating AA AA AA					

Library Services					
2012 2013 2014 <sup>8</sup>					
# of Library Uses 4,501,753 4,417,647 4,007,988					

#### Return on Investment (ROI)

#### **Tourism Development**

**Total Direct Economic Impact** – direct effect generated in the local economy as a result of dollars spent within a community.

**Tourism Tax Investment** – amount of expenditures devoted towards the betterment of a community after being acquired through means of a tourist tax. This amount does not include capital expenditures associated with the one-cent funding set aside for the performing arts center.

**Tourism Tax ROI** – monetary outcome reached in direct correlation to the amount of tax revenue dedicated to tourism (Total Direct Economic Impact/Tourism Tax Investment).

#### **Healthcare**

Public health funding is one dimension of measuring the physical health of a community, which mirrors attitudes toward the distribution of essential services among the population.

**Total Funding** – annual dollar amount Leon County expended on public healthcare costs.

Value of Services Reported - market costs of health services provided.

**Healthcare ROI** - compares health services value to services input (funding) in monetary term (Value of Services/Total Funding).

#### Reporting Results: Return on Investment, Benchmarking and Indicators

1. The decrease in the total funding is related to the primary/mental health care provider not spending the entire allocation in FY 2014.

#### **Veteran Services**

**Total Clients Served** – number of veterans assisted through the Veteran Services program.

**Client Benefit Payments** – benefit entitlements from the U.S. Dept. of Veteran's Affairs and other federal government agencies.

**Veteran Services ROI** – evaluates the efficiency of every investment dollar spent on veteran services (Client Benefit Payments/Veterans Services Budget).

2. The decrease in annual client benefit payments is due to increase in the number of Veterans returning from overseas. This caused a benefit claims processing backlog at Veteran Administration.

#### **Benchmarks**

#### **Solid Waste**

Waste diversion is one measure of the size and use of environmental resources to support sustainable practices.

**Recycling Rate** – percentage of solid waste diverted from the landfills for other uses.

**2012 State Recycling Goal** - statewide recycling goal of 75% to be achieved by year 2020: 40% by 12/31/12, 50% by 12/31/14, 60% by 12/31/16, 70% by 12/31/18 and 75% by 12/31/20, established by The Energy, Climate Change, and Economic Security Act of 2008).

3. The Department of Environmental Protection publishes the annual recycling rates. The 2013 rates will be available in October 2014.

#### **Emergency Medical Services**

Cardiac Arrest Survival Rate – return of spontaneous circulation upon arrival at the emergency.

National Rate – national average cardiac arrest survival rate.

#### **Library Services**

Number of Registered Users – number of library users holding library cards.

4. Average of 29 libraries serving a population of 100,001 – 750,000 (Source: Florida Library Directory)

#### **Indicators**

#### **Parks and Recreation**

Parks measure a community's ability to offer high quality of life outside of the workplace.

**Active Youth Participation –** number of youth participating in sports activities.

**Active Acreage** – formal designated sports fields and outdoor courts, e.g., basketball, volleyball, tennis, boat landings, etc. (does not include community centers).

Passive Acreage – area not designated for specific activities and has no designated sports fields.

**Greenway Acreage** – scenic trail or route set aside for travel or recreational activities.

5. FY 2014 number reflects continual decreased participation in active youth sports. This decrease is a combination of a nationwide, downward trend in football participation due to parental concerns of injuries; organizational issues with the licensed soccer provider; and the rebuilding of baseball to historically strong programs.

#### **Intervention and Detention**

**Jail Operating Costs Savings - i**ncludes savings associated with reduced costs for housing jail inmates due to incarceration alternatives provided through the Probation and Supervised Pretrial Release programs.

#### Reporting Results: Return on Investment, Benchmarking and Indicators

#### Development

Development provides one measure of a solid regional economy.

**Commercial Permit Value –** value commercial permits issues for new construction.

6. FY 2014 commercial permits issued and permit value rebounded over FY 2013. FY 2013 was the lowest number of permits issued in recent history reflecting the decline in permit value over FY 2012.

#### **Financial Stewardship**

Bond Rating – grades indicating the bond issuer's ability to pay its principal and interest in a timely manner.

7. The international ratings agency Fitch increased the County's rate from "-AA" with an unstable outlook, to an "AA" with a stable outlook.

#### **Library Services**

Library Uses – total of material circulation (all items checked out or downloaded to library users) and computer use.

8. The decrease is related to a number of factors including increased at-home computer, mobile technology and Wi-Fi use. Library database hits also decreased and contributed to the overall decrease.

# County Administration Business Plan

# Mission <u>Stat</u>ement

The mission of Leon County Administration is to provide leadership and direction to County staff, to facilitate the implementation of Board priorities and policies, and to manage the operation of County functions to ensure the delivery of cost effective, customer responsive public services within the bounds of available resources.

# Strategic Priorities

#### **Quality of Life**

- Provide essential pubic safety infrastructure and services which ensure the safety of the entire community.
   (Q2) 2012
- Maintain and further develop programs and partnerships necessary to support and promote a healthier community including: access to health care and community-based human services. (Q3) rev. 2013

#### Governance

- Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.
   (G1) rev. 2013
- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2) 2012
- Sustain a culture that respects, engages and empowers citizens in important decisions facing the community. (G3)
   2012
- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices. (G4) 2012
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision
  of services and community enhancements are done in a fair and equitable manner. (G5) 2012

# Strategic Initiatives October 1, 2011– September 30, 2016

- 1. Implement strategies which ensure community's safety, including; consolidate dispatch functions Complete (Q2) 2012 2. Initiate county resources as part of emergency response activation (Q2) 2012 Ongoing Implement strategies to gain efficiencies or enhance services, including; conduct LEADS Reviews Complete (G2) 2012 Implement strategies to gain efficiencies or enhance services, including; develop and update Complete Strategic Plans (G2) 2012 Implement strategies to further engage citizens, including; develop and offer Citizen Engagement Complete 5. Series (G3) 2012 Provide online Board agenda materials (G1) 2012 6. Ongoing Consider establishing a Domestic Partnership Registry (Q3) rev. 2013 Complete 7.
  - 8. Organize and support advisory committees (G3) rev. 2013 Ongoing
- 9. Continue Let's Talk "brown bag" meetings with cross sections of Board employees and County
   Administrator (G4) 2012
   10. Seek community involvement with the VIVA FLORIDA 500 Time Capsule (Q4) rev. 2013
   Complete
- 11. Convene periodic Chairman's meetings with Constitutional Officers regarding their budgets and Complete
- opportunities to gain efficiencies (G5) rev. 2013

  12. Consider options to gain continuity of Commissioners' representation on committees, such as multi-year (G5) rev. 2013

  Complete
- 13. Identify the next version of "Citizens Engagement" to include consideration of an "Our Town" Complete Village Square concept (G3) rev. 2013
- 14. Pursue expansion for whistleblower notification (G1) rev. 2013 Complete

## **County Administration**

		Administration	
	15.	Pursue Sister County relationships with Prince George's County Maryland and Montgomery County, Maryland (G2) rev. 2013	Complete
	16.	Periodically convene community leadership meetings to discuss opportunities for improvement <b>(</b> G5) rev. 2013	Complete
	17.	Work with FSU on the Civic Center District Master Plan (EC1, EC4) 2014	Ongoing
	18.	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 (EC1, EC4) 2014	Ongoing
	19.	Provide Internships (EC6) 2012	Ongoing
	20.	Provide Volunteer LEON Matchmaking (EC6) 2012	Completed
		Ensure funding to support and coordinate the transfer of emergency response services to the Public Safety Complex which includes the joint dispatch center. (Q2)	CA
		Continue to partner with the Emergency Operation to coordinate the response of essential County departments and divisions during declarations of emergency. (Q2)	CA
		LEADS Cross-Departmental Communication and Action Team appointed to identify efficiencies and cost savings for the budget development process. (G2)	CA
		Acceptance of Work Area's Draft strategic plans and approval of strategic plan update as part of the 2012 Board Retreat. (G2)	CA
		Hosted seven citizen engagement series sessions in 2012 and 2013. Continue to establish LEADS teams for special projects assigned by the Board (G1,G2,G3,G4)	CA
	6.	Expand the application of board agenda materials to include more multimedia accessibility. (G1); Conduct staff training on the agenda process. (G2)	CA
,	7.	Domestic Partnership Registry open. (Q3)	CA
	8.	Manage appointments to County Commission citizen committees. (G3)	CA
	9.	Hold monthly Let's Talk "brown bag" meetings with Board employees and the County Administrator. (G4)	CA
	10.	The Board made appointments to the Viva Florida Time Capsule Committee. The committee has submitted recommendations to the Board. (Q4)	CA
	11.	Coordinated the initial meeting with the Chairman and Constitutional Officers. (G5)	CA
	12.	Agenda item presented to the Board for consideration in September 2013. (G5)	CA
	13.	Agenda item presented to the Board for consideration in September 2013. (G3)	CA
	14.	Notification process will be added to the County's website. (G1)	CA
	15.	Agenda item with recommendations presented to the Board for consideration in February 2013. No further action will be taken. (G2)	CA
	16.	Agenda item presented to the Board for consideration in September 2013. (G5)	CA
	17.	Agenda item presented to the Board for the CRA's consideration to reallocate bed taxes currently dedicated to the performing arts center and potentially include operational support for the proposed convention center. (EC1, EC4)	CA
	18.	Released solicitation for the provision of Medical Examiner Facility in exchange for conveyance of Leon County property in May 2014. Consideration of approval of and awarding an agreement by the Board to take place in 2015. (EC1, EC4)	CA
	19.	A. Provide internal trainings for a successful internship program, in addition to targeted recruitment at the local universities for the best and brightest applicants. Also, expand internship placements to new departments otherwise unfamiliar with voluntary service. (EC6)  B. Conduct workshops for County staff on process for requesting interns, program policy and how to successfully manage interns. (E6)	VC
		C. Promote Leon County Internships with local universities in appropriate disciplines to best meet the needs of County departments and divisions. (E6)	

#### Leon County FY 2015 Annual Performance and Financial Report County Administration 20. A. Provide VolunteerLEON Matchmaking Portal training to local nonprofits, ensuring a "ready workforce" and strong community response. Successful measures include site visits, community trainings, and publicizing presence of the Leon County Volunteer Center Matchmaking Portal. B. Conduct training for nonprofits on matchmaking portal through workshops and site visits. G4 # of employees per 1000 residents Pg. 8-3 Performance Measures G2 % change in the county unemployment rate Pg. 1-60 G2 \$ amount spent per county resident Pg. 8-1 G3 # of citizens attending citizen engagement series Pg. 1-10 EC6,Q3,Q4 Increase in number of voluntary service hours donated by county departments annually Pg. 1-11 EC6,Q3 Increase in number of county departments utilizing volunteers annually Pg. 1-11 EC6,Q3 Increase in number of external agencies trained and authorized to VolunteerLEON Pg. 1-11

Matchmaking portal

#### FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMAdministrationCounty AdministrationCounty Administration

#### **GOAL**

The goal of County Administration is to provide leadership and direction to County employees, facilitate the implementation of Board priorities and policies and manage the operation of County functions to ensure the delivery of cost effective, customer-responsive public services within the bounds of available resources.

#### **PROGRAM HIGHLIGHTS**

- 1. Developed proposed project lists and led staff effort in the process to create and pass the penny sales tax extension plan, which secured future funding of nearly \$750 million for infrastructure improvement projects.
- 2. Hosted the annual Operation Thank You, which recognized Korean war veterans on Armed Forces Day.
- 3. Led organizational structure changes to ensure continued organizational effectiveness including succession management, talent retention and recruitment as well as diversity.
- 4. Held three Citizen Engagement Series sessions and the Club of Honest Citizens in partnership with Village Square.
- Developed strategy to mitigate the impact of the new Fire Services fee study by reducing the residential rate for two fiscal years through the use of existing fund balances.
- 6. Through partnership between County, City and United Way, created the Kearney Center for the homeless.
- 7. Awarded eleven national awards for best practices for the efficient and innovative provision of services to our community.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-110-512

		<u>FINANCIAL</u>				
		FY 2015	FY 2016			
		Adj. Budget	Actual	Budget		
Personnel		718,494	715,912	755,201		
Operating		22,590	25,172	30,193		
	TOTAL	741,084	741,084	785,394		

	STAFFING			
	FY 2015	FY 2015	FY 2016	
	Adopted	Actual	Budget	
Full Time	3.00	4.00	4.00	
OPS	0.00	0.00	0.00	
TOTAL	3.00	4.00	4.00	

**CMR** 

**CMR** 

**CMR** 

Pg. 1-10

#### Leon County FY 2015 Annual Performance and Financial Report

# Strategic Initiatives and Community & Media Relations Business Plan

# Mission Statement

The mission of the Leon County Strategic Initiatives and Community & Media Relations Divisions are to proactively facilitate the accurate, effective, timely and consistent flow of public information to internal and external parties of interest, provide community outreach, and serve as the County's liaison with media partners.

# Strategic

#### Governance

- Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1)
- Sustain a culture that respects, engages and empowers citizens in important decisions facing the community. (G3)
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

ategic	iatives	er 1, 2011 –	ber 30, 2016
Stra	Initi	Octobel	Septemb

- 1. Implement strategies which promote access, transparency, and accountability, including: posting FY 2014 the website address (URL) on County vehicles (G1)
  - 2. Expand opportunities for increased media and citizen outreach to promote Leon County Ongoing
  - 3. Prepare and broadly distribute Annual Reports (G5) Ongoing
  - 4. Work with the city to celebrate the opening of Cascades Park (Q4) Complete

# Actions

- Promote the services and accessibility of County government through the website, new technology/social media tools, mobile applications, news releases, public notices, legal advertisements, articles, County Link, television channel, broadcast radio, fleet vehicles, and community engagement, such as special events and presence at community partners' activities. (G1)
- Continued public education, promotion, and community outreach through Citizen Engagement CMR Series, future virtual town hall meetings, and special events. (G3)
- Research and identify additional mediums for the distribution of the Annual Report outside of making the reports available in County facilities, by direct mail to Florida County governments and local organizations, and posting to the website. (G5)
- Successfully held opening ceremonies for Cascades Park in March 2014, and continued to promote Cascades Park as a premiere location for recreation, entertainment, and leisure. (Q4)

res	
asul	
Me	
ce	
듩	

Perform

G3

G3

- G1 # of news releases, public notices, Gov delivery alerts Pg. 1-10
- G3 # of public education special events (or attendance) Pg. 1-10
- G5 Increase Annual Report distribution by 10% through alternate mediums Pg. 1-10
  - # of citizens attending Citizen Engagement Series Pg. 1-10
- Pg. 1-10
- G1 # of workshops coordinated and managed

# of Community Legislative Dialogue meetings coordinated and managed

Footnote: Due to the department re-organization which occurred during FY15, Strategic Initiatives includes both the division of Strategic Initiatives and Community and Media Relations.

DEPARTMENTDIVISIONPROGRAMAdministrationStrategic InitiativesStrategic Initiatives

#### **GOAL**

The goal of the Strategic Initiatives Division is to coordinate Leon LEADs activities throughout Leon County Departments and Divisions while also working to proactively facilitate the accurate, effective, timely and consistent flow of public information to internal and external parties of interest, provide community outreach, and serve as the County's liaison with media partners.

#### **PROGRAM HIGHLIGHTS**

- 1. Partnered with the Village Square in establishing the "Club of Honest Citizens: A Forum for Fierce Community Collaboration."
- 2. Hosted the annual Operation Thank You, which recognized Korean War Veterans on Armed Forces Day.
- 3. Revamped the Summer Youth Training program with improved emphasis on volunteerism and civic engagement.
- 4. Enhanced the County's ADA online resources through creation of LeonCountyFL.gov/ADA featuring online forms, policies and resources
- 5. Continued to maintain the website <a href="www.LeonPhotos.org">www.LeonPhotos.org</a> to easily and efficiently provide public access to high-resolution photos from County events.
- 6. Maintained and helped implement a mobile-friendly Emergency Information Portal to keep the public informed of critical information.
- 7. Continued public education and community outreach for Leon County Sales Tax Committee.
- 8. Increased social media exposure as follows: an increase of 82% in Facebook "likes", a 60% increase in Twitter followers and launched an Instagram account.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G1,G3	1. # of news advisories, releases, and notices detailing County activity	311	400	350
G1,G3	2. # of press conferences, community meetings and events	57	75	50
G5	3. % increase in Annual Report distribution	11%	15%	15%
G3	4. # of citizens attending Citizen Engagement Series	180	150	150
G3	5. # of Community Legislative Dialogue meetings coordinated and managed	3	3	3
G1	6. # of workshops coordinated and managed	9	4	6

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Measured via GovDelivery (web interface) and an online posting application developed by MIS. Performance measures consider public awareness and engagement. 2015 actual decreased from estimate because information was distributed through digital media.
- 2. Measured via an online posting application and calendar maintenance tool developed by MIS. Many events require photography support, and those requests are included in the FY 2014 actual number. To communicate better with citizens, digital communication increased, resulting in fewer meetings.
- 3. Measured by mass mailings, internal distribution, and distribution at community presentations. 2015 actual increased from 2014 because of name promotion more through social media, the channel 16 broadcast and at community events.
- 4. Measured through online registration. The number of citizens attending Citizen Engagement Series decreased because the number of events decreased, which limited registrations.
- 5. The numbers of Community Legislative Dialogue meetings was consistent with the previous year.
- 6. More workshops were held than anticipated in the estimate.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-115-513

	FINANCIAL*				<u>STAFFING</u>		
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
_	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	915,748	902,739	852,477	Full Time	10.00	9.00	11.50
Operating	194,374	206,799	464,692	OPS	0.00	0.00	0.00
Transportation	0	583	1,398				
TOTAL	1,110,122	1,110,121	1,318,567	TOTAL	10.00	9.00	11.50

\*Note: Due to the department re-organization which occurred during FY15, Strategic Initiatives includes both the division of Strategic Initiatives and Community and Media Relations. Additionally, the Volunteer Center received its own organization code and is therefore reflected on an individual sheet.

DEPARTMENTDIVISIONPROGRAMAdministrationVolunteer CenterVolunteer LEON

#### **GOAL**

To empower citizens to answer local needs through volunteerism and community engagement.

#### PROGRAM HIGHLIGHTS

- 5,200 citizens volunteered in Leon County government through internships, volunteer service and special event volunteers contributing over 133,050 service hours.
- 9/11 National Day of Service and Remembrance received NACO 2015 Achievement Award from NACO's "Best of Category" designation as the most the outstanding program in the volunteer category nationwide.
- 3. More than 300 organizations have listed their volunteer opportunities with Leon County's Get Connected matching system portal.
- 4. Developed and successfully managed the newly created Summer Youth Training Program.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G4	# of citizen volunteers coordinated	5,500	4,600	5,200
G4	2. # of volunteer hours contributed by citizens	123,292	112,000	133,050
G4	<ol><li># of volunteer referrals to community based organizations through VolunteerLEON Get Connected volunteer portal.</li></ol>	400	300	582
G4	4. # of workshops provided to County Staff on how to manage volunteers and interns	3	3	5
G4	<ol> <li># of participants who successfully completed the volunteer management certification course</li> </ol>	26	20	36
G4	6. % increase in number of community based organizations partnering with the County for volunteer referrals through VolunteerLeon Get Connected volunteer portal *	N/A	10%	5%
G4	7. # of county departments utilizing volunteers annually	38	25	27

<sup>\*</sup>New Performance Measure

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Objective exceeded due to increased agency partnerships.
- 2. Objective exceeded due to more internal opportunities in volunteer recruitment for special events.
- 3. Objective exceeded due to increased interest by volunteers who viewed needs that were posted on the Get Connected website.
- Objective exceeded due VolunteerLEON providing two additional trainings to county staff to support the Summer Youth Training Program.
   Objective exceeded due to accepting participants outside of Leon County referred by Volunteer Florida. The FY 15 estimate was based off of budgeted revenue generated from program, however FY 15 actual also reflects those participates who received scholarships.
- 6. New objective no previous baseline information, upgraded system will capture statistics starting in November, 2015.
- 7. Objective exceeded due to addition of two departments creating intern positions.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-113-513

		<u>FINANCIAL</u>		
		FY 2015	FY 205	FY 2016
		Adj. Budget	Actual	Budget
Personnel		167,061	159,402	165,612
Operating		20,743	24,560	21,706
	TOTAL	187,804	183,962	187,318

		STAFFING	
	FY 2015	FY 2015	FY 2016
_	Adopted	Actual	Budget
Full Time	2.00	2.00	2.00
OPS	0.00	0.00	0.00
TOTAL	2.00	2.00	2.00

# Division of Human Resources Business Plan

# Mission Statement

The mission of the Leon County Division of Human Resources is to provide professional, reliable and innovative programs and consultative services to attract, train and retain a high performing and diverse workforce, within a healthy and supportive work-life balanced environment, while insuring compliance with federal, state and local employment regulations.

# Strategic Priorities

## Economy

- Focus resources to assist local veterans, especially those returning from tours of duty, in employment and job training opportunities through the efforts of County government and local partners (EC5) 2012
- Ensure the provision of the most basic services to our citizens most in need so that we have a "ready workforce."
   (EC6) 2012

#### Governance

- Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1) rev. 2013
- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2) 2012
- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices. (G4) 2012

# Strategic Initiatives October 1, 2011 – September 30, 2016

**Actions** 

- Instill Core Practices through providing Customer Engagement training for all County employees Complete (G1) 2012
  - 2. Instill Core Practices through revising employee orientation (G1) 2012 Complete
  - 3. Instill Core Practices through revising employee evaluation processes (G1) 2012 Complete
  - Utilize new learning technology to help design and deliver Leadership and Advanced Supervisory Ongoing Training for employees (G4) 2012
- 5. Revise employee awards and recognition program (G4) 2012 Ongoing
- 6. Expand electronic Human Resources business processes including applicant tracking, timesheets, Complete e-Learning, and employee self-service. (G2) 2012
- 7. Implement healthy workplace initiatives, including evaluate options for value-based benefit Complete design. (G4) 2012
- design. (G4) 2012

  8. Support and expand Wellness Works! Program (G4) 2012

  Complete
- 9. Provide veterans preference in hiring (EC5) 2012 Complete
- Provide Summer Youth Training Program (EC6) 2012 Complete
   The Customer Experience Training has been completed countywide to all county employees

  HR
- The Customer Experience Training has been completed countywide to all county employees between December 2012 – February 2013. Additional sessions are conducted annually in May, September and January. (G1)
- 2. New Employees are currently receiving Leon Leads Culture material at the time of hire. Leon LEADS values have been incorporated into the advertising and recruitment process as well as offer letters. A brief overview of the Customer Experience Training has also been incorporated into New Employee Orientation. (G1)
- 3. The revised employee evaluation has been developed and completed for Career Service and Senior Management employees and incorporates the core values and core practices of Leon LEADS. Employees received training on the new evaluation during the Customer Experience Training(G1)
- 4. Staff has researched new learning technologies for supervisory and leadership training and is in the process of purchasing selected programs. (G4)
- 5. The Board approved the implementation of the Innovator/Inspirator award program at the June 10, 2014 budget workshop. (G4)

Leon County FY 2015 Annual Report

HR

HR

HR

HR

Pg. 1-14

#### Leon County FY 2015 Annual Performance and Financial Report **Division of Human Resources** 6. Employees are using the Banner Self-Service program to review pay and benefits information, HR Halogen e-appraisals and Manager Position Control. The new E-timesheet system is currently being used by several departments, and will be rolled out for the entire organization by end of calendar year 2014. (G2) 7. The value based benefit design was ratified as a part of the FY12/13 budget process. (G4) Actions HR8. Wellness Works! Program was rebranded and the Value Based Benefit Design (VBD) program HR which integrates wellness into the employee Health Insurance Program was implemented. (G4) 9. HR is committed to identify and provide preference to applicants who are veterans of the HR armed services. recruiting process in accordance with Florida Statutes. (EC5) HR10. Continue to administer the Summer Youth Training Program that provides 6 weeks of on-the-job training for 14-21 year old Leon County residents. (EC6) G1 # of employees completing customer experience training Pg. 1-14 **Performance** Measures G1 % of new employees completing "on-boarding" within 30 days Pg. 1-14 G2 # of Annual Performance Appraisals completed Pg. 1-14 G2 % of employees utilizing electronic timesheet system Pg. 1-14

# of services and applications added to employee self-service

G2

DIVISION **DEPARTMENT** PROGRAM Administration **Human Resources Human Resources** 

#### **GOAL**

The goal of the Office of Human Resources is to provide program leadership, personnel policy administration and strategic support in the implementation of Leon LEADS by demonstrating the relevance of the County's Core Values and Core Practices in the delivery of Human Resources programs and services to managers, employees, community partners and the public.

#### PROGRAM HIGHLIGHTS

- The Live Well Leon Team received the 2015 Shooting Start Award presented by Working Well of Tallahassee.
- Redesigned the employee evaluation tool to incorporate Leon County's Core Practices and to recognize employees who demonstrated WOW! in their performance.
- Created the STAR (Special, Thanks, Appreciation & Recognition) program (formally the Awards of Excellence Program) to incorporate the Leon LEADS framework. Developed the Innovator/Inspirator Awards Program which reinforces Leon County's culture by conveying the value Leon County places on employee led improvements that result in increased efficiencies and/or support the delivery of county
- Rebranded the Wellness Program to "Live Well Leon" and developed the online MY Rewards Program for employees to track participation in wellness activities.
- 5. Implemented the electronic Open Enrollment process for the FY2016 benefit year.
- Negotiated an 11% decrease in dental insurance costs.
- Hosted the first Annual Awards Banquet for the STAR program.

#### **BENCHMARKING**

Priori	ities	Benchmark Data	Leon County	Benchmark
G1	1	HR Operating Costs Per Capita	4.13	9.67

Benchmark source: Florida Benchmarking Consortium

#### PERFORMANCE MEASURES

Priorities	Performance Measures		FY 2015 Estimate	FY 2015 Actual
G4	Number of requisitions created, and/or recruited for vacant positions	100	70	104
G4	Number of qualified applicants per requisition	32	57	37
G4	Number of positions filled internally	22	24	32
G4	Number of positions filled from outside sources	40	32	41
G4	5. Average days to fill vacant positions	65	65	74
G4	Average Turnover Rate	11%	10%	10%
G2	<ol> <li>Number of Board/Constitutional employees participating in county-sponsored Wellness Program events</li> </ol>	2,110	2,110	2,619
G4	Number of employees attending county-sponsored training events	942	650	1,321
G4	9. Number of positions evaluated for external competitiveness and internal equity	140	130	150
G2	10. Number of Annual Performance Appraisals completed	744	700	762
G1	11. Number of employees completed customer experience training	130	50	108
G1	12. Percentage of new employees completing "on-boarding" within 30 days	85%	70%	78%
G2	13. Percentage of employees utilizing electronic timesheet system	33%	90%	70%
G2	14. Number of services and applications added to employee self-service	0	1	1

#### PERFORMANCE MEASUREMENT ANALYSIS

- The number of requisitions created for vacant positions increased slightly in FY 2015.
- The number of qualified applicants per requisition increased slightly in FY 2015.
- The number of positions filled internally increased by 55% in FY 2015 due to new EMS positions being filled.
- The number of positions filled from outside sources increased slightly.
- The average days to fill positions has increased by 9 days due to increased interview timeframe.
- The average turnover rate for FY 2015 was 10% which is consistent with previous years rate.
- Employees attending training events increased by 24% due to combining the Wellness Fair along with the Benefits Fair and increased wellness activities for the year.
- The number of employees attending county-sponsored training events increased by 40% due to additional mandatory training classes. 8.
- The number of positions evaluated for external competitiveness and internal equity increased by 7% in FY 2015 due to pay range compensations study.
- 10. The number of annual performance appraisals completed increased by approximately 2% in FY 2015.
- 11. The significant decrease is due to all County employees having completed customer experience training in FY 2013. Training is now only provided to new employees.
- The percentage of new employee "on boarding" (or new employee orientation) within 30 days decreased by 7%.
- The percentage of employees utilizing electronic timesheet increased by 47% in 2015 compared to 2014. All departments are utilizing webtime entry with the exception on EMS and Operation. It is anticipated that these agencies will be online in early 2016.
- The employee self-service module was implemented this year and used as the Open Enrollment electronic process for FY2016.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-160-513

		<u>FINANCIAL</u>				<b>STAFFING</b>		
		FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	. <u>-</u>	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel		959,881	917,243	1,052,135	Full Time	12.00	12.00	12.00
Operating		291,862	177,389	336,957	OPS	0.00	0.00	0.00
	TOTAL	1,251,743	1,094,632	1,389,092	TOTAL	12.00	12.00	12.00

# Office of Information Technology Business Plan

# Statement Mission

The mission of the Leon County Office of Information Technology is to provide reliable and effective technology and telecommunications solutions and services to county agencies to enable them to fulfill their missions in serving the citizens of Leon County.

# Strategic Priorities

#### **Quality of Life**

- Maintain and enhance our educational and recreational offerings associated with our library, parks and greenway system for our families, visitors and residents. (Q1)
- Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2)

#### Governance

- Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1)
- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2)
- Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community. (G3)
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

S	7(
/es	october 1, 2011– September 30, 20
	<u>ت</u>
nitiativ	þe
	Ē
=	æ
	ě
ပ	()
	<del>+</del>
tegic	6
#	ζ.
ल	Ξ
<b>.</b>	ē
S	<u>5</u>
	ညိ
	~

Actions

- Provide, support and deploy the geographic information system, integrated Justice Information System Jail Management system, case management and work release management information systems for Probation, Supervised Pretrial Release and Sheriff's Office, and pawnshop network
- **Ongoing**
- 2. Provide for information systems disaster recovery and business continuity (Q2, G5)
- Ongoing

Develop and deploy website enhancements (G1)

- Ongoing Ongoing
- 4. Provide and expand online services including Customer Connect and Your Checkbook (G1)
- Ongoing

- Provide televised/online Board meetings in partnership with Comcast (G1) 5.
  - Provide technology and telecommunications products, services and support necessary for sound Ongoing
- financial database system with interfaces to other systems (G1, G2, G5) 1. A. Continue support of systems for the Justice Community, the Library, HR, Finance/Payroll, OMB,
- management, accessibility, and delivery of effective, efficient services, including maintaining MIS
- Public Works, and DSEM. (G1, G5) B. Completed a new case management system for Human Services & Community Partnerships. (G2)
  - MIS

C. Expand mobile access of applications in the field. (G1) D. Implemented electronic faxing. (G2)

MIS MIS

E. Participate in a team for the Courts e-filing solution. (G2)

MIS

MIS

MIS

MIS

- 2. A. Upgrade the Avaya phone system to add other customers and create a redundant system for business continuity. Completed addition of the Sheriff's Office in December 2013. Will add Court Administration and the Clerk's Office in the future. (G2, G5)
- B. Continue refresh of the server environment with business continuity and DR functionality. (G5) 3. A. Engage a County-wide team to infuse the intranet and with current content and needed services.
- (G2) B. Add a mobile version of the County's main web site. (G1, G2)

- MIS
- C. Purchase and install FormsFusion for the creation of web-enabled forms that connect Banner.(G2)
- MIS
- D. Purchase and install an integrated travel request and expense reporting system through Banner. (G1) E. Continue deployment of Halogen for e-recruitment, e-learning, job descriptions, and JDQs (G2)
- MIS

Leon County FY 2015 Annual Report

Pg. 1-18

Pg. 1-18

#### Leon County FY 2015 Annual Performance and Financial Report Office of Information Technology 4. Offer brown bag lunch and learn sessions, create webinars, hold user questions sessions, create MIS an online help blog, and provide access to online training tools (G2) 5. A. Continue support of televised/online Board meetings in partnership with Comcast. (G1) MIS B. Refresh the Chambers and Control Room with new technology. MIS 6. A. Implement a project and change management framework for major MIS/GIS projects to provide MIS better control and outcomes of projects. (G2) B. Manage the installation and support of the telephone, network, and audio visual infrastructure MIS for the Public Safety Complex. (Q2, G1) C. Continue desktop replacement plan for PC desktops, laptops, and printers and using virtualized MIS desktop technology where applicable. (G2) D. Move the fleet to Windows 7 and MS Office Suite 2010. (G2) MIS E. Complete deployment of the managed, centralized printing/copiers services solution. (G2, G5) MIS # of valid e-mails per month(balance after e-mail spam or viruses trapped in millions) G2 Pg. 1-18 Performance G2 % increase in average monthly visits to Leon County web site and the TLCGIS Website Pg. 1-18

% increase in the number of external and internal web applications developed

G2

G2

% of help calls completed in one day

DEPARTMENTDIVISIONPROGRAMInformation TechnologyGeographic Information SystemsGeographic Information Systems

#### **GOAL**

The goal of the Tallahassee-Leon County GIS (TLCGIS) is to work in partnership with county agencies to provide accurate, consistent, accessible, affordable, and comprehensive GIS data, GIS infrastructure, and GIS services to support the unique business needs of Leon County and the citizens served.

#### **PROGRAM HIGHLIGHTS**

- Developed new website with new content and web mapping applications.
- Citizen engagement with Leon Trees Mapping applications.
- 3. Development of multi-year historical aerial imagery with swipe web mapping applications.
- 4. Three articles published that highlighted Your Penny Story Map; NACO awards for Trailahassee and Your Penny Web Mapping.
- 5. Mapping and analysis for National Flood Insurance Community Rating System, which resulted in flood insurance savings for Leon County residents.

#### **BENCHMARKING**

Priorities	Benchmarking	Leon County 2014	Benchmark
G1,G3	# of Business Units that use GIS (Deployment)	50	11.5 (Average)
G3,Q2	# of Layers of Data Maintained	499	300
G1,G3,Q1	# of Website and Custom Applications	46	20

Aegis Business technologies provided a benchmarking report for the LC GIS in May 2012. The report provided several quantitative measures which identified TLC GIS as a leader among GIS programs in the Southeast, These include highest dollar amount acquired through grants, highest number of super-users supported, highest number of active GIS projects and the leader in Virtualization.

#### PERFORMANCE MEASURES

Priorities	Performance Measures		FY 2015 Estimate	FY 2015 Actual
G1	Provide customer response to system & software requests within (1) hour 100% of the time	95%	95%	95%
G1,Q1	2. Increase GIS internet applications, services and downloadable files by 20% annually	30%	50%	50%
G1,Q1	3. Increase internet user sessions by 20% annually	10%	20%	30%
G1	Provide maintenance of base map components per schedule matrix, as required	100%	100%	100%
G1,Q1	5. Average monthly visits to the GIS Web Site	70,000	75,000	72,000
G3,Q2	6. Layers of data maintained (such as aerial photography at various resolutions; addressing; streets; building footprints; contours within USA (1 ft.) and County (2 ft.); hydropraphy; elevation; flood zones; land use and zoning; property ownership; subdivisions; easements; census)	508	505	568

#### PERFORMANCE MEASUREMENT ANALYSIS

- TLCGIS makes every effort to respond to our customers as quickly as possible and to exceed expectations of the products and services
  delivered.
- 2. The application development process has been streamlined to allow more rapid and targeted results. TLCGIS new web site created opportunities to update existing applications and create new ones with new content. TLCGIS has exceeded performance measures for this item providing mapping support to many departments through in house web mapping applications that serve multiple departments, in addition to special projects like *Leon Trees*, *Your Penny*, and Economic Development.
- 3. It is estimated that internet traffic has increased due to new popular content such as Your Penny story map which was recognized nationally. TLCGIS continues to publish new content such as the 1954 imagery *Then and Now* slider app.
- 4. TLCGIS continues to maintain the base map as required, and going above and beyond by processing historic imagery from 1937, 1954, 1962, 1983, and 1990. Additionally TLCGIS has acquired LiDAR data three times the resolution that was previously collected. This translates into higher fidelity elevation models that serve stormwater and environmental needs.
- 5. Average monthly visits remain consistent; however, as noted in item #3 above, TLCGIS is working on a re-design of the website.
- 6. TLCGIS has consistently increased the data offerings and features being maintained in the GIS.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-421-539

		<u>FINANCIAL</u>		
		FY 2015	FY 2015	FY 2016
	_	Adj. Budget	Actual	Budget
Personnel		1,383,013	1,272,264	1,370,397
Operating		577,950	502,780	580,809
	TOTAL	1,960,963	1,775,044	1,951,206

		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016
_	Adopted	Actual	Budget
Full Time	16.16	16.16	15.83
OPS	0.00	0.00	0.00
TOTAL	16.16	16.16	15.83

DEPARTMENTDIVISIONPROGRAMInformation TechnologyManagement Information ServicesManagement Information Services

#### **GOAL**

The goal of Management Information Services (MIS) is to serve end users with continually improved, efficient, cost effective technology and telecommunications products, services, and information so that customers are totally satisfied and able to fulfill their missions.

#### **PROGRAM HIGHLIGHTS**

- 1. Received the 2015 Digital Counties Survey award from the Center for Digital Government and NACO highlighting the County's efforts in infrastructure efficiencies and effectiveness and digital inclusion for citizens and citizen engagement.
- 2. Continued to support the technology and telecommunications infrastructure for the Public Safety Complex with the addition of digital signage for internal communications.
- 3. Expanded the County's enterprise phone system to include the Leon County Property Appraiser's Office and Court Administration for the 2<sup>nd</sup> Judicial Circuit.
- 4. Developed and/or upgraded web sites such as the award winning Procurement Connect web portal with Purchasing for access to Leon County bids, RFPs, and other procurement information; the Emergency Information Portal; LeonTrees, LeonWorks; and OpenWideRush.
- 5. Developed new solutions such as a point of sale solution integrated with the Justice Information System for the Office of Intervention and Detention Alternatives to support their move into a single location and subsequent collection of fees; integration to the Sheriff's Office LiveScan devices tied to FDLE; and case management for Teen Court.

#### BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G1	Average number of users per MIS Full Time Equivalent (FTE)	1:102	1:41
G1	Average number of Devices per Information Technician (IT Staff)	1:86	1:40
G1	Ratio of Network Systems Administrators to File Servers	1:62	1:50
G1	Number of Network sites	68	44
G1	IT Spending per Employee in the County Government Sector	\$3,420	\$5,000

Benchmark Sources: 2012/2013 Computer Economics Report on IT Spending and Staffing (an information and technology research/advisory firm)

#### PERFORMANCE MEASURES

Priorities	Performance Measures		FY 2015 Estimate	FY 2015 Actual
G1, G3	Average number of e-mails processed each month (millions)	0.6	1.0	1.08
G1	Approximate amount of valid e-mails (balance after e-mail spam or viruses trapped)	44%	50%	42%
Q1, Q2	Average monthly visits to Leon County web site	337,013	350,000	354,890
G1	4. % of help calls completed in one day	64%	40%	64%
G1	Number of new applications/services deployed	4	2	6

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. The number of mails exceeded FY15 estimates and is expected to further increase in FY16.
- 2. Security measures with spam and virus filters continue to be effective in eliminating invalid e-mails.

CINIANICIAI

- 3. The Property Appraiser moved their web application to their vendor solution July 2015, so the monthly visit number will drop next year.
- 4. The number of help calls exceeded FY15 expectations. Increase over estimate is related to remote access to desktops that allow technicians to be more effective in solving call issues quickly and minimizing travel time to the user's work site.
- Increase over estimate is related to development of the Point of Sale solution for IDA, Teen Court Case Management, interface of the Sheriff's LiveScan to the Justice Information System, and several web sites such as Penny Sales Tax, Growing Green, LeonTrees, WideOpenRush, and LeonWorks.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-171-513

		FINANCIAL	
	FY 2015	FY 2015	FY 2016
_	Adj. Budget	Actual	Budget
Personnel	3,584,636	3,489,280	3,742,880
Operating	1,922,981	1,834,315	1,935,309
Transportation	9,975	8,366	9,441
TOTAL	5,517,592	5,331,961	5,687,630

	STAFFING	
FY 2015	FY 2015	FY 2016
Adopted	Actual	Budget
43.34	43.34	41.67
0.00	0.00	0.00
43.34	43.34	41.67
	43.34 0.00	FY 2015         FY 2015           Adopted         Actual           43.34         43.34           0.00         0.00

CTAFFING

### Leon County Fiscal Year 2015 Annual Performance and Financial Report **Public Works Business Plan** Statement The mission of the Leon County Department of Public Works is to provide safe, efficient, and sustainable roadways and Mission transportation amenities, stormwater facilities, parks and recreation opportunities, and maintenance services throughout Leon County that enhance its livability, environment and economic vitality. **Economy** Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1) 2012 Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (EC4) 2012 **Environment** Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural ecosystems, and protect our water quality, including the Florida Aquifer, from local and upstream pollution. (EN1) revised 2013 Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns. (EN2) 2012 Strategic Priorities Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar. (EN4) 2012 **Quality of Life** Maintain and enhance our recreational offerings associated with parks and greenway system for our families, visitors and residents. (Q1) revised 2013 Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2) 2012 Enhance and support amenities that provide social offerings for residents and visitors of all ages. (Q4) revised 2013 Create senses of place in our rural areas through programs, planning and infrastructure, phasing in appropriate areas to encourage connectedness. (Q5) 2012 Governance Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service. (G1) revised 2013 Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices. (G4) 2012 Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5) 2012 Develop and maintain County transportation systems including; roads, bike lanes, sidewalks, Ongoing Strategic Initiatives October 1, 2011- September 30, 2016 trails, and right-of-ways. (EC1, Q2) 2012

Fiscal Year 2015 Department of Public Works

Implement strategies which plan for environmentally sound growth in the Woodville Rural Community, including: bring central sewer to Woodville consistent with the Water and Sewer Master Plan, including consideration for funding through Sales Tax Extension. (EN1, Q5) 2012

Continue to work with regional partners to develop strategies to further reduce nitrogen load to Wakulla Springs, including: conduct workshop regarding onsite sewage treatment and disposal and management options report and extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EC4, EN1)

Implement strategies to promote reusable energy and sustainable practices, including: further

develop clean - green fleet initiatives, including compressed natural gas. (EN4) 2013

Ongoing

Ongoing

Ongoing

Publ			
	5.	Develop and maintain County stormwater conveyance system, including enclosed systems, major drainage ways, storm water facilities and rights-of-way. (EN1) 2012	Ongoing
	6.	Provide canopy road protections. (EN2) 2012	Ongoing
	7.	Provide Adopt-A-Tree program. (EN1, EN4) 2012	Ongoing
	8.	Provide water testing (EN1) 2012	Ongoing
	9.	Implement strategies which advance parks, greenways, recreational offerings, including: explore the extension of park and greenways to incorporate 200 acres of Upper Lake Lafayette. (EC1, EC4, Q1) 2012	Ongoing
	10.	Implement strategies which advance parks, greenways, recreational offerings, including: develop Miccosukee Greenway Management Plan. (EC1, EC4, Q1) 2012	Complete
	11.	Implement strategies which advance parks, greenways, recreational offerings, including: develop Alford Greenway Management Plan. (EC1, EC4, Q1) 2012	Complete
016	12.	Expanded recreational amenities, including: complete construction of Miccosukee ball fields. (EC1, EC4, Q1, Q5) 2012	Complete
<b>tives</b> ber 30, 2	13.	Expand recreational amenities, including: continue acquisition plans and development of a North East Park. (EC1, EC4, Q1) 2012	Ongoing
<b>Initia</b> t - Septem	14.	Expand recreational amenities, including: Develop Apalachee Facility master plan to accommodate year-round events. (EC1, EC4, Q1) 2013	Ongoing
Strategic Initiatives October 1, 2011– September 30, 2016	15.	Expand recreational amenities, including: continue to develop parks and greenways consistent with management plans at Okeeheepkee Prairie Park, Fred George Park and St. Marks Headwater Greenway. (EC1, EC4, Q1, Q5) 2012	Ongoing
	4.0		
	16.	Pursue American Public Works Association (APWA) accreditation. (G1, G4) 2012	Ongoing
		Pursue American Public Works Association (APWA) accreditation. (G1, G4) 2012  Extend central sewer or other effective wastewater treatment solutions to the Primary Springs  Protection Zone area within Leon County. (EN1) 2013	Ongoing
	17.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs	
	17. 18.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and	Ongoing
	17. 18. 19.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields. (Q1, EC1) 2013  Conduct a workshop that includes a comprehensive review of sidewalk development and	Ongoing Ongoing
	17. 18. 19.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields. (Q1, EC1) 2013  Conduct a workshop that includes a comprehensive review of sidewalk development and appropriate funding. (Q6, Q7) 2013  Conduct a workshop regarding onsite sewage treatment and disposal and management options	Ongoing Ongoing Complete
	17. 18. 19. 20.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields. (Q1, EC1) 2013  Conduct a workshop that includes a comprehensive review of sidewalk development and appropriate funding. (Q6, Q7) 2013  Conduct a workshop regarding onsite sewage treatment and disposal and management options report. (EN1, EC4) 2013	Ongoing Ongoing Complete Complete
	17. 18. 19. 20.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields. (Q1, EC1) 2013  Conduct a workshop that includes a comprehensive review of sidewalk development and appropriate funding. (Q6, Q7) 2013  Conduct a workshop regarding onsite sewage treatment and disposal and management options report. (EN1, EC4) 2013  Further establish community partnerships for youth sports development programs. (Q4) 2014  Create a capital projects priority list for the fifth-cent gas tax program. (G5, EC1) 2014  Continue to coordinate with FDOT, City of Tallahassee, CRTPA and other interested parties for a	Ongoing Ongoing Complete Complete Ongoing
	17. 18. 19. 20. 21. 22.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields. (Q1, EC1) 2013  Conduct a workshop that includes a comprehensive review of sidewalk development and appropriate funding. (Q6, Q7) 2013  Conduct a workshop regarding onsite sewage treatment and disposal and management options report. (EN1, EC4) 2013  Further establish community partnerships for youth sports development programs. (Q4) 2014  Create a capital projects priority list for the fifth-cent gas tax program. (G5, EC1) 2014	Ongoing Ongoing Complete Complete Ongoing Ongoing
ions	17. 18. 19. 20. 21. 22.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields. (Q1, EC1) 2013  Conduct a workshop that includes a comprehensive review of sidewalk development and appropriate funding. (Q6, Q7) 2013  Conduct a workshop regarding onsite sewage treatment and disposal and management options report. (EN1, EC4) 2013  Further establish community partnerships for youth sports development programs. (Q4) 2014  Create a capital projects priority list for the fifth-cent gas tax program. (G5, EC1) 2014  Continue to coordinate with FDOT, City of Tallahassee, CRTPA and other interested parties for a coordinated transportation system. (G1)  Proposed a comprehensive sewer extension and flood study for Woodville area for consideration	Ongoing Ongoing Complete Complete Ongoing Ongoing Engineering
Actions	17. 18. 19. 20. 21. 22. 1. 2. 3. 4. A.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields. (Q1, EC1) 2013  Conduct a workshop that includes a comprehensive review of sidewalk development and appropriate funding. (Q6, Q7) 2013  Conduct a workshop regarding onsite sewage treatment and disposal and management options report. (EN1, EC4) 2013  Further establish community partnerships for youth sports development programs. (Q4) 2014  Create a capital projects priority list for the fifth-cent gas tax program. (G5, EC1) 2014  Continue to coordinate with FDOT, City of Tallahassee, CRTPA and other interested parties for a coordinated transportation system. (G1)  Proposed a comprehensive sewer extension and flood study for Woodville area for consideration as part of the Sales Tax extension. (EC1, EN1, EN2)  Continue to work with regional partners to develop strategies to further reduce nitrogen load. (EN1)  Established a minimum six member Green Fleet Team. (EN4, G5)	Ongoing Ongoing Complete Complete Ongoing Ongoing Engineering Engineering Engineering Fleet
Actions	17. 18. 19. 20. 21. 22. 1. 2. 3. 4. A. B.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields. (Q1, EC1) 2013  Conduct a workshop that includes a comprehensive review of sidewalk development and appropriate funding. (Q6, Q7) 2013  Conduct a workshop regarding onsite sewage treatment and disposal and management options report. (EN1, EC4) 2013  Further establish community partnerships for youth sports development programs. (Q4) 2014  Create a capital projects priority list for the fifth-cent gas tax program. (G5, EC1) 2014  Continue to coordinate with FDOT, City of Tallahassee, CRTPA and other interested parties for a coordinated transportation system. (G1)  Proposed a comprehensive sewer extension and flood study for Woodville area for consideration as part of the Sales Tax extension. (EC1, EN1, EN2)  Continue to work with regional partners to develop strategies to further reduce nitrogen load. (EN1)  Established a minimum six member Green Fleet Team. (EN4, G5)  Purchase alternative fuel vehicles for County fleet when feasible. (EN4, G5)	Ongoing Ongoing Complete Complete Ongoing Ongoing Engineering Engineering Engineering Fleet Fleet
Actions	17. 18. 19. 20. 21. 22. 1. 2. 3. 4. A. B. C.	Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County. (EN1) 2013  In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields. (Q1, EC1) 2013  Conduct a workshop that includes a comprehensive review of sidewalk development and appropriate funding. (Q6, Q7) 2013  Conduct a workshop regarding onsite sewage treatment and disposal and management options report. (EN1, EC4) 2013  Further establish community partnerships for youth sports development programs. (Q4) 2014  Create a capital projects priority list for the fifth-cent gas tax program. (G5, EC1) 2014  Continue to coordinate with FDOT, City of Tallahassee, CRTPA and other interested parties for a coordinated transportation system. (G1)  Proposed a comprehensive sewer extension and flood study for Woodville area for consideration as part of the Sales Tax extension. (EC1, EN1, EN2)  Continue to work with regional partners to develop strategies to further reduce nitrogen load. (EN1)  Established a minimum six member Green Fleet Team. (EN4, G5)	Ongoing Ongoing Complete Complete Ongoing Ongoing Engineering Engineering Engineering Fleet

Fiscal Year 2015 Department of Public Works

#### **Public Works**

1	IC \	Norks	
	5. A.	Continue maintenance of closed drainage systems. (Q2)	Operations
		Provide silt removal from roadside ditches and conveyances. (EN1)	Operations
	C.	Re-sodding of excavated ditches. (EN1)	Operations
	D.	Continue Stormwater pond mowing. (EN1)	Operations
	6. A.	Perform high risk tree pruning and removal along canopy roads. (Q2, EN2)	Operations
	В.	Attend Canopy Road Citizen Advisory meetings. (EN2)	Operations
	7. A.	Advertise and promote the Adopt-A-Tree program through the County's web page, the Leon	Operations
		County link and through the Community and Media Relations News Advisory. (EN3, G3)	
	В.	Process requests and planting of Adopt-A-Tree. (EN1, EN4)	Operations
	8.	Continue to sample water quality at 73 separate Leon County locations. (EN1)	Engineering
		Establish a new Parks and Recreation 10-year Vision/Master Plan. (Q1, Q4, G3)	Parks & Rec
	В.	Implement a public awareness/education campaign by participating in local events and accepting	Parks & Rec
	4.0	opportunities to present to community groups. (G3)	5 1 0 5
	10.	Finalize Miccosukee Canopy Road Greenway Plan by holding the necessary public meetings,	Parks & Rec
		presenting final reports to the Board, submitting final plans to the State, and presenting to the	
	11 1	Acquisition and Restoration Council (ARC). (Q1, Q4, G1, G3)	Davids O. Das
	11. A.	Initiate and conduct a trail assessment for the J.R. Alford Greenway to better utilize the existing	Parks & Rec
	D	trail mileage to accommodate a wider variety of passive experiences. (G5) Establish a volunteer program with assistance from Volunteer LEON that engages the community,	Parks & Rec
	ь.	assists with user-compliance, and educates park visitors. (G1,G3)	Parks & Rec
	C.	Finalized J. R. Alford Greenway Management Plan by holding the necessary public meetings,	Parks & Rec
		presenting final reports to the Board, submitting final plans to the State, and presenting to the	
		Acquisition and Restoration Council (ARC). (Q1, Q4, G1, G3)	
	12.	Coordinate with the Division of Engineering to complete construction of the Miccosukee ball	Parks & Rec
		fields in time for the 2015 Little League season. (Q2, Q6, G2)	
	13. A.	Establish a new Parks and Recreation 10-year Visioning/Master Plan to include the Northeast	Parks & Rec
		Park. (Q1, Q4, G3)	
	В.	Continue to work with the community user groups such as the Tallahassee Astronomical Society,	Parks & Rec
		Tallahassee Mountain Bike Association, Gulf Winds Track Club, Pop Warner, Little League,	
		Friends of the Miccosukee Greenway, Wildwood Preservation Society, Southern Trail Riders	
		Association and others to explore new avenues and partnerships for providing and expanding	
	_	park amenities. (Q1, G3)	- 1 0 -
		Establish timeline for public input on the park design. (Q1, Q4, G3)	Parks & Rec
	14.	Coordinate with the Tourist Development Council and the Division of Solid Waste Management	Parks & Rec
		to establish an Apalachee Regional Park Facilities Master Plan as a tool for economic	
	1 E A	development. (E1, E4) Implement a public awareness/education campaign by participating in local events and accepting	Parks & Rec
	15. A.	opportunities to present to community groups. (G3)	Paiks & Nec
	B.	Continue to work with the community user groups such as the Tallahassee Astronomical Society,	Parks & Rec
	٠.	Tallahassee Mountain Bike Association, Gulf Winds Track Club, Pop Warner, Little League,	· u····· u·····
		Friends of the Miccosukee Greenway, Wildwood Preservation Society, Southern Trail Riders	
		Association and others to explore new avenues and partnerships for providing and expanding	
		greenways and passive park amenities. (Q1, G3)	
	16.	Initiated the self-assessment process for Public Works. (G1, G2)	All Public Works
	17. A.	Conducted a workshop on Sales Tax Extension Projects which include Woodville Rural Community	Engineering
		and additional Woodville. (EN1)	
	В.	Conducted a workshop regarding on-site septic systems. (EN1)	
	C.	Prepared additional sales tax project per Board direction to add Lake Munson area to the County	
		project list for sewering. (EN1)	
	18. A.	Convened a meeting of community baseball representatives/leadership, including City	Parks & Rec
	ь.	management staff. (Q1, EC1)  Accorded Status Report regarding the meeting and Reard Direction on further actions	
		Accepted Status Report regarding the meeting and Board Direction on further actions.	Enginopring
	19. 20	Conducted Workshop on Sidewalk Policy, Priorities, and Funding Options. (Q6, Q7)  Conducted Workshop on Sentic System Management Options and BMAP Process. (FN1 FC4)	Engineering Engineering

Actions

20.

Conducted Workshop on Septic System Management Options and BMAP Process. (EN1,EC4)

Engineering

## **Public Works**

Actions	B. Propo Basek 22. A. Progr	ented a status report on the partnership with Community Baseball League. (Q4) cosed a License Agreement with Community Baseball League for use of J. Lewis Hall Park coall field and Volunteer Services supporting the County's Little League Program. (Q4) cammed capital projects for the first two years, FY14 & FY15. (G5, EC1) cam future capital projects via the yearly CIP budget process. (G5, EC1)	Parks & Rec Parks & Rec Engineering Engineering	
S	EN2	Miles of high risk tree pruning and removal along canopy roads.	Pg. 1-27	
Measures	EN1, EN4	Provide the Adopt-A-Tree Program annually.	Pg. 1-27	
Меа	EN1	Maintain number of Leon County water bodies sampled annually.	Pg. 1-32	
	EN4	# of alternative fuel vehicles purchased	Pg. 1-33	
Performance	EN4	# of average miles per gallon	Pg. 1-33	
for	EC4	Host 3 economically significant events at the Apalachee Regional Park annually.	Pg. 1-34	
Pel	Q1	# of youths participating in sports activities.	Pg. 1-34	

#### FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic WorksSupport ServicesSupport Services

#### **GOAL**

The goal of the Department of Public Works is to effectively serve the residents of Leon County by planning, developing, and maintaining quality infrastructure. This is accomplished by delivering environmentally sensitive and cost-effective products and services in order to achieve a high quality of life that includes health and safety, human comfort, and convenience.

#### **PROGRAM HIGHLIGHTS**

- Oversaw the comprehensive review of the overall sidewalk network within the unincorporated areas of the County. Additionally, a revised sidewalk eligibility and implementation policy was developed to govern the selection and construction of sidewalks in the unincorporated areas.
- Oversaw the completion of major capital improvement projects including: Bannerman Road Roundabout at the new Beech Ridge Trail
  Extension, right turn lane at Geddie and US 90, Killearn Lakes Units 2 and 3 Stormwater Enhancement Projects, Autumn Woods Drainage,
  Kinhega Roundabout, various sidewalks around the County, and improvements at Miccosukee Park and the Apalachee Regional Park
  cross country course.
- 3. Continued coordination with Development Support & Environmental Management & the Department of PLACE for developments and ordinances that impact and overlap with the respective departments.
- Continued coordination with Florida Department of Transportation and City Public Works to ensure proper construction and maintenance of the County's transportation and stormwater-related infrastructure.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-400-541

	<u>FINANCIAL</u>		
	FY 2015	FY 2015 FY 2015	
	Adj. Budget	Actual	Budget
Personnel	405,466	432,962	422,769
Operating	183,997	143,040	153,461
Grants & Aid	0	0	0
TOTAL	589,463	576,002	576,230

		STAFFING	
	FY 2015	FY 2015	FY 2016
_	Adopted	Actual	Budget
Full Time	4.00	4.00	4.00
OPS	0.00	0.00	0.00
TOTAL	4.00	4.00	4.00

#### FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic WorksOperationsTransportation Maintenance

#### **GOAL**

The goal of the Public Works, Division of Operations Transportation Program is to provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance. This is accomplished through cost effective, environmentally sensitive, and aesthetically pleasing products and services.

#### **PROGRAM HIGHLIGHTS**

- 1. Refurbished 104.8 line miles of pavement markings to improve driver visibility on County roadways.
- 2. Installed, repaired and washed approximately 19,911 signs throughout Leon County.
- 3. Completed 140 private road repair work requests.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County FY 2015 Actual Production MH/Unit	Benchmark (FDOT Production) (Standard)
Q2	Pavement Symbols (Plastic)	0.056 man hours/sq ft	0.063 man hours/sq. ft.
Q2	Plant Mix Patching (Hand) <sup>1</sup>	13.085 man hours/ton	11.088 man hours/ton
Q2	Major Plant Mix Patching (Mechanical) <sup>1</sup>	6.546 man hours/ton	2.602 man hours/ton
Q2	Signs (ground signs 30 sq. ft. or less) <sup>2</sup>	0.483 man hours/sign	0.834 man hours/sign

Benchmark Sources: Florida Department of Transportation

2. Leon County's man hour per unit production is less than FDOT due to the close proximity, density and size of Leon County signs compared to those of FDOT.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q2	1. Perform 800 tons/year of major asphalt repairs <sup>1</sup>	495	800	573
Q2	2. Perform 400 tons/year asphalt/pothole patching	270	350	456
Q2	3. Install and repair 7,000 sign panels annually <sup>2</sup>	16,156	7,000	6,121
Q2	4. Wash and clean 7,000 sign panels annually	=	7,000	13,790
G1	5. Install and refurbish 85,000 sq. ft. of pavement markings and symbols with plastic	93,224	80,000	98,717
Q2	6. Respond to 90% of work orders within three weeks	87%	90%	83%
Q2	7. Grade County maintained dirt roads on a 14 day cycle	15 Days	14 Days	17 Days
Q2	8. Perform resurfacing on 5 miles of Open-Grade Mix roads annually	5.21	5.00	0

#### Notes:

- 1. The FY 2016 estimate has been set at 600 tons due to scheduled projects that will require a substantial amount of preparatory work but will not result in increased asphalt tonnage.
- The performance measure for sign panel maintenance decreased from 9,000 to 7,000 in FY 2015. The change was due primarily to maintenance of signs being segmented into separate activities to accurately track maintenance and production.

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. The Division performed 573 tons of major asphalt repairs, an improvement from 495 tons in FY 2014. The Division did not meet the FY 2015 estimate of 800 tons of major asphalt repairs due to a decrease in annual tonnage as a result of personnel shortages due to injuries, as well as large projects that required a substantial amount of preparatory work but will not result in increased asphalt tonnage.
- 2. The Division showed a strong improvement in the number of tons of asphalt/pothole patching with 456 tons patched in FY 2015 compared to 270 tons in FY 2014. This also exceeded the FY 2015 estimate of 350 tons and was due to certain projects that required a greater amount of materials to complete than was anticipated.
- 3. The Division installed and repaired 6,121 sign panels in FY 2015, just short of its goal of 7,000. This was due primarily to an increase in sign crews performing traffic studies and other non-related sign maintenance activities as well as personnel vacancies throughout the year.
- 4. The Division cleaned 13,790 sign panels, far exceeding its goal of 7,000. The increase in sign panel washing and cleaning is due primarily to the activity now being performed by three crews in their respective zones versus one crew working County-wide.
- 5. The Division improved on the square footage of pavement marks and symbols installed and refurbished with 98,717 square feet in FY 2015 compared to 93,224 square feet in FY 2014. This exceeded the FY 2015 goal of 80,000 square feet and the increased production is due primarily to the thermoplastic crew remaining fully staffed the entire year, as well as few instances of equipment breakdown.
- 6. The Division responded to 83% of work orders within three weeks, 7% short of the FY 2015 goal. This shortage is due primarily to personnel vacancies on certain crews throughout portions of the year.
- 7. The Division maintained dirt roads on a 17 day cycle, rather than 14 day cycle, due to personnel vacancies throughout the year along with inclement weather.
- 8. The Division did not resurface Open-Grade Mix roads in FY 2015. Open-Grade projects for FY 2015 are anticipated for completion during the first quarter of FY 2016. The delay was primarily due to the County's Open-Grade Hot Mixture (OGHM) contractor having logistical issues and being unable to complete the scheduled OGHM projects in FY 2015.

Leon County's man hours per unit production exceeds FDOT due to additional travel time required to move crews and equipment to multiple small projects, as compared to FDOT's typical large projects.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-431-541

	FINANCIAL		
	FY 2015	FY 2015	FY 2016
_	Adj. Budget	Actual	Budget
Personnel	2,813,506	2,608,113	2,840,495
Operating	883,638	782,234	922,077
Transportation	512,190	436,762	507,442
TOTAL	4,209,334	3,827,109	4,270,014

	<u>STAFFING</u>			
	FY 2015	FY 2015	FY 2016	
_	Adopted	Actual	Budget	
Full Time	53.00	53.00	53.00	
OPS	0.00	0.00	0.00	
TOTAL	53.00		53.00	

#### FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic WorksOperationsRight-of-Way

#### **GOAL**

The goal of the Public Works, Division of Operations Right-of-Way Management Program is to provide for the safety, comfort, and convenience of the public by managing programs that support transportation, roadside beautification and stormwater maintenance.

#### PROGRAM HIGHLIGHTS

- 1. Implemented a new program of root pruning and associated tree removal in advance of pavement repair due to root damage.
- 2. Updated the Canopy Road Tree Inventory along with software and hardware development to utilize the inventory.
- 3. Crews began systematically removing vines from Canopy Road trees in areas where vines were unfavorably impacting trees.
- Initiated contractor maintenance of vegetation along newly constructed sidewalks in response to a consistently expanding sidewalk inventory.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County FY 2015 Actual MH/Unit	Benchmark (FDOT 4 Year Average Production)
Q2	Roadside Litter Removal <sup>1</sup>	0.65 man hours/ acre	0.93 man hours/acre
Q2	Right-of-Way Mowing <sup>1</sup>	0.54 man hours/ acre	0.58 man hours/acre
Q2	Finish Cut Mowing <sup>2</sup>	6.77 man hours/ acre	4.71 man hours/acre

Benchmark Source: Florida Department of Transportation

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actuals	FY 2015 Estimate	FY 2015 Actual
Q2	Increase the number of Adopt-a-Road litter control groups by 2% over the prior year	5%	2%	2%
Q2	Inspect and remove high risk wood on 58 miles of Canopy Roads every three years with an annual average of 19.3 miles	28	19	12.5
Q2	3. Perform clear zone maintenance on 40 shoulder miles	42	40	18.96
Q2	4. Pick up litter on 500 miles of roads four times per year (Goal: 2,000 mi) <sup>1</sup>	1,984	2,000	1,556
Q2	5. Maintain 87.5 acres of landscaped area 9 times per year (Goal: 788 acres) <sup>2</sup>	560	779	858
G1	6. Respond to 90% of work orders within three weeks	95%	90%	99%
Q2	7. Mow 500 miles, five times during the mowing season (Goal: 2,500 mi)	2,589	2,500	2,256
Q2	8. Provide the Adopt-A-Tree Program. (Average 220 trees annually)	226	220	189

<sup>&</sup>lt;sup>1</sup>The quantity has been adjusted from 2,500 to 2,000 to match policy and historical trends.

#### PERFORMANCE MEASUREMENT ANALYSIS

- The Division met its goal to increase the number of Adopt-a-Road litter control groups by 2% over the prior year. The Adopt-A-Road Program is 100% driven by public interest. As a result, there is normally an annual variation in the number of requests from members of the public who wish to participate in the program. In FY 2014, the program changed by 5% due to requests from the public. In 2015, the number of participating groups grew by 2%.
- The Division inspected and removed high risk wood from 12.5 miles of Canopy roads in FY 2015. This decrease compared to 28 miles in FY 2014 is due to the large volume of overhead pruning required this year.
- 3. The Division performed clear zone maintenance on 18.96 shoulder miles in FY 2015. This decrease compared to 42 miles in FY 2014 is due to crews being diverted to canopy road vine removal to address an increasing problem with tree loss.
- 4. The Division picked up litter on 500 miles of County roads just short of four complete cycles for a total of 1,556 in FY 2015, a decrease from 1,984 miles in FY 2014. This decrease is due to declining numbers of court appointed workers who perform 100% of this activity.
- 5. The Division showed an increase in the amount of landscaped area maintained from 560 acres in FY 2014 to 858 in FY 2015. The increase in production reflects the constantly increasing number of sidewalks requiring this activity.
- 6. The Division responded to 99% of work orders within three weeks, exceeding its FY 2015 goal, and showing improvement compared to 95% response rate in FY 2014. Response time to work orders varies annually due to various factors such as weather and the number of service requests received. Therefore, variations within the 90% range are experienced annually.
- 7. The Division mowed 500 miles right-of-way, just short of its projected goal of five cycles per year for a total of 2,256 miles. The decline in this activity is due to workload exceeding staff capacity.
- 8. The Division received 189 requests for the Adopt-A-Tree program, short of its goal of 220 trees per year. This activity is governed by responses from the public and fewer requests were received in FY 2015 than in FY 2014.

Man hours per unit ratios are lower than FDOT due to County right-of-ways being more narrow and in closer proximity.

<sup>&</sup>lt;sup>2</sup> FDOT man hours per unit is lower due to FDOT landscape areas being larger and more expansive than Leon County which results in less FDOT time lost due to mobilization and travel.

<sup>&</sup>lt;sup>2</sup> Various new sidewalks have added from 779 to 788 acres of landscaped area to County responsibility.

### FY 2015 Annual Performance and Financial Report

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-432-541

	FINANCIAL					
	FY 2015	FY 2016				
_	Adj. Budget	Actual	Budget			
Personnel	1,731,322	1,445,714	1,717,129			
Operating	317,613	251,504	368,263			
Transportation	312,342	260,280	291,482			
TOTAL	2,361,277	1,957,498	2,376,874			

	STAFFING					
	FY 2015	FY 2015	FY 2016			
_	Adopted	Actual	Budget			
Full Time	35.00	35.00	35.00			
OPS	0.00	0.00	0.00			
TOTAL	35.00	35.00	35.00			

#### FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic WorksOperationsStormwater Maintenance

#### **GOAL**

The goal of the Public Works, Division of Operations Stormwater Maintenance Program is to provide for the safety, comfort and convenience of the public by creating, maintaining and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance.

#### PROGRAM HIGHLIGHTS

- Completed stormwater construction projects at Kauai King Trail, Lanier Street, Litchfield Road, Dorchester Court, Lakeshore Drive and Landover Cirle.
- 2. Conducted sediment removal and weed control at Rippee Road, Yorktown Pond and Valentine Road.
- 3. Completed the renewal of 58 County and City stormwater operating permits.
- 4. Responded to more than 800 requests for stormwater services.
- 5. Seven stormwater personnel received their Florida Stormwater Association Stormwater Operator Level 1 certification.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County FY 2015 Actual Production MH/Unit	Benchmark (FDOT Production) (Standard)
Q2, EN1	Cleaning of Drainage Pipes (Mechanical) <sup>1</sup>	0.145 man hrs/ linear ft.	0.122 man hrs/linear ft.
Q2, EN1	Cleaning and Reshaping Roadside Ditches	0.086 man hrs/ linear ft.	0.090 man hrs/linear ft.

Benchmark Source: Florida Department of Transportation

#### PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2014 Actuals	FY 2015 Estimate	FY 2015 Actual
G1	1.	Complete 90% of work order requests, excluding major construction projects, within six weeks	74%	90%	77%
Q2,EN1	2.	Clean and reshape 150,000 feet/year of roadside ditches annually	161,739	150,000	131,144
Q2,EN1	3.	Sod 12 miles of ditches annually <sup>1</sup>	16.8	n/a	n/a
Q2,EN1	4.	Clean 9,500 feet of drainage pipes annually (Mechanical)	7,640	9,500	8,470
Q2,EN1	5.	% of ponds and associated conveyances mowed two times annually per County Operating Permit requirements	86%	90%	98%
Q2,EN1	6.	% of County conveyance systems, not associated with County Operating Permits, mowed one time annually	16%	35%	13%

<sup>&</sup>lt;sup>1</sup>The performance measure for sod was discontinued in FY 2015 because the activity is now handled via private contractor.

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Excluding major construction projects, the Division improved the percentage of work order requests completed within six weeks to 77% in FY 2015 compared to 74% in FY 2014. Staff will continue to strive to meet the 90% goal in FY 2016.
- 2. The Division cleaned and reshaped 131,144 feet of roadside ditches in FY 2015, 87% of its 150,000 ft. goal. The decrease in roadside ditches cleaned and reshaped is due to workload exceeding staff capacity.
- 3. The performance measure for sod was discontinued in FY 2015 because the activity is now handled by a private contractor.
- 4. The Division improved the amount of drainage pipes cleaned to 8,470 feet in FY 2015 compared to 7,640 in FY 2014. However, extensive delays in repairing the pump on the County's only flush unit at the time prevented the Division from meeting its goal of 9,500 feet of drainage pipes cleaned. The Division now has a backup flush unit to help offset loss of production due to breakdowns.
- 5. The Division achieved 98% of its goal of mowing all permitted ponds and associated conveyances twice annually per County Operating Permit requirements. This exceeded the FY 2015 goal and was a strong improvement compared to 86% in FY 2014. The FY 2014 percentage was impacted by several issues which were not present in FY 2015. These issues included ponds impacted by construction and the addition of several ponds mid-year which prevented mowing twice a year.
- 6. The Division mowed 13% of County non permitted conveyance systems in FY 2015. This decrease in production compared to 16% in FY 2014 continues to be due to a decline in the availability of inmates, as well as inmate crews having to be pulled from mowing activities to complete other projects. In response, the Division will be requesting additional funding during the FY 2017 budget process to address this issue.

<sup>&</sup>lt;sup>1</sup> Leon County man hour production is slightly higher than FDOT due to the fact that FDOT has longer runs of enclosed conveyances resulting in higher production per project.

#### FY 2015 Annual Performance and Financial Report

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 123-433-538

	<u>FINANCIAL</u>			<b>.</b>	STAFFING		
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	1,833,639	1,678,029	1,885,364	Full Time	37.00	36.80	36.80
Operating	414,735	414,679	498,018	OPS	0.00	0.00	0.00
Transportation	425,927	422,293	417,723				
TOTAL	2,674,301	2,515,001	2,801,105	TOTAL	37.00	36.80	36.80

#### FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic WorksOperationsMosquito Control

#### **GOAL**

The goal of the Public Works, Division of Operations Mosquito Control Program is to train and empower its employees to provide Leon County residents and visitors with effective and environmentally sound mosquito control services. Services and educational programs are provided to protect public health and reduce human discomfort associated with large mosquito populations.

#### **PROGRAM HIGHLIGHTS**

- 1. Treated more than 3,100 acres utilizing the helicopter to control mosquito larvae.
- 2. Collected and recycled more than 1,800 discarded tires.
- 3. Developed educational Public Service Announcement (PSA) entitled "Rain" for website and television.
- Responded to more than 7,300 mosquito control service requests. Approximately 20% of these service requests were received via CitizensConnect.
- 5. Replaced the inventory of aging hand-foggers with the updated Twister XL3 backpacks.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actuals	FY 2015 Estimate	FY 2015 Actual
Q2, G1	1. % of mosquito larva requests responded to in three days <sup>1</sup>	86%	75%	92%
Q2, G1	2. % of adult mosquito spraying requests responded to in three days <sup>1</sup>	85%	75%	77%
Q2, G1	3. % of domestic mosquito requests responded to in three days <sup>1</sup>	90%	75%	91%

<sup>1.</sup> FY 2014 performance measure numbers were based on a two- day response time. However, for FY 2015 and FY 2016 estimates, the response times were changed to three days due to an expansion of citizens ability to request services, i.e., citizens connect internet, e-mail, telephone, that has resulted in increased number of requests. Staff will continue to look for ways to reduce response times.

#### PERFORMANCE MEASUREMENT ANALYSIS

1-3 Favorable conditions and an average mosquito season aided the Division in exceeding its FY 2015 performance measures in all three categories. Adult mosquito sprayings typically take place at night and are done by truck-mounted foggers that target an entire street. Domestic mosquito requests involve inspections of the homeowner's property with targeted treatment by hand-foggers.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-216-562/125-214-562

	<u>FINANCIAL</u>			-			
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	345,600	318,391	381,752	Full Time	5.00	5.20	5.20
Operating	240,378	168,123	263,045	OPS	1.00	1.00	1.00
Transportation	60,766	40,098	52,391				
Capital Outlay	40,414	22,330	0				
TOTAL	687,158	548,942	697,188	TOTAL	6.00	6.20	6.20

#### FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic WorksEngineering ServicesEngineering Services

#### **GOAL**

The goal of the Department of Public Works Engineering Services is to provide the public with professional services for the construction and maintenance of cost-effective infrastructure to enhance our community's quality of life.

#### PROGRAM HIGHLIGHTS

- Completed Lafayette Street improvements.
- 2. Completed the construction of Bannerman and Kinhega roundabouts.
- 3. Accelerated the sidewalk construction program with the completion of sidewalks on Natural Bridge, Chaires Cross, Stoneler, Tower, Nabb, Fred George, and Timberlane roads.
- 4. Completed the Miccosukee Park and managed the design, permitting and construction efforts for Fred George Park.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actuals	FY 2015 Estimate	FY 2015 Actual
G1	Manage staff so that not less than 30% of staff time is spent on Capital Improvement Project activities	28%	30%	22%
EN2, Q2	Review, permit, and inspect for completion of all projects assigned to ensure compliance with County standards	100%	100%	100%
G1	Maintain subdivision plat review time to an average of 6 days or less	5	4	4
G1	Maintain number of Leon County water bodies sampled annually	42	42	42

#### PERFORMANCE MEASUREMENT ANALYSIS

- Significant rainfall events diverted staff from capital improvement project activities in addition to the time spent responding to non-capital improvement project-related citizen requests for service. Staffing adjustments have been made in FY 2016 to address this issue. This includes the addition of a Design Engineer and the reassignment of an engineer to focus on citizen issues. The new Design Engineer position was offset by the elimination of a Construction Inspector position.
- 2. The department met 100% of its goal to review, permit, and inspect for completion all projects assigned to ensure compliance with County standards.
- 3. The department met the performance goal with an average of four days review time for subdivision plats.
- 4. The department sampled 42 Leon County water bodies, meeting the FY 2015 estimate.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-414-541

	FINANCIAL			-	STAFFING		
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	2,588,980	2,390,999	2,645,861	Full Time	32.00	32.00	32.00
Operating	514,825	253,857	489,340	OPS	0.00	0.00	0.00
Transportation	47,654	37,178	41,424				
TOTAL	3,151,459	2,682,035	3,176,625	TOTAL	32.00	32.00	32.00

#### FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic WorksFleet ManagementFleet Maintenance

#### **GOAL**

The goal of the Department of Public Works Fleet Maintenance is to provide the best quality maintenance and repair at the most economical cost to the taxpayers of Leon County.

#### **PROGRAM HIGHLIGHTS**

- Collected \$426,982 from surplus vehicles/equipment auctions and the sale of scrap metal.
- 2. Purchased 2,374 gallons of Echo Power, Echo Friendly Recycled Motor oil.
- 3. Recycled 1,900 gallons of used motor oil.
- 4. Purchased four Alternative Fuel Vehicles during FY 2015 as part of the County's Green Fleet Initiative.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	Benchmark
G1	Hourly Shop Rate	\$78.00	\$116.60
G1	Mechanic productivity (based on 2,080 hrs annually)	75%	66% to 72%

Benchmark Sources: Based on October 2015 survey of local dealerships: Dale Earnhardt Chevrolet \$130.00 Tallahassee Ford \$130.00; Dale Earnhardt GMC \$130.00; Beard Equipment \$95.00 and Ring Power \$98.00. Productivity rate is based on data from Flint Equipment and Ring Power.

#### PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2014	FY 2015	FY 2015
1 Hornies		i citorinance measures	Actuals	Estimate	Actual
G1	1.	# of chargeable hours	5,368	7,000	5,675
G1	2.	# of preventative maintenance services performed	966	1,000	970
EN4	3.	# of alternative fuel vehicles purchased	2	2	4
EN4	4.	# of average miles per gallon	28.80	29.00	28.80

#### PERFORMANCE MEASUREMENT ANALYSIS

The actual number of chargeable hours was below the FY 2015 estimate because of staffing issues.

----

- 2. The actual number of preventative maintenance services performed was below the FY 2015 due to staffing issues.
- The actual number of alternative fuel vehicles purchased was higher than the FY 2015 estimate because of an opportunity to purchase more Alternative Fuel Vehicles.
- 4. The average miles-per-gallon remains unchanged from FY 2014; staff anticipates that the miles-per-gallon will increase due to more fuel-efficient vehicles being in the fleet and better driver habits.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 505-425-591

	<u>FINANCIAL</u>			_		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	570,980	663,836	596,301	Full Time	9.00	9.00	9.00
Operating	2,564,462	1,925,950	2,276,451	OPS	0.00	0.00	0.00
Transportation	17,974	11,040	15,741				
TOTAL	3,153,416	2,600,826	2,888,493	TOTAL	9.00	9.00	9.00

#### FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic WorksParks & RecreationParks & Recreation

#### **GOAL**

The goal of the division of Public Works Parks & Recreation Services is to provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and programs supporting recreation, parks and open space. This is accomplished through cost effective, environmentally sensitive and aesthetically pleasing products and efficient services.

#### PROGRAM HIGHLIGHTS

- 1. Completed campground renovations at Williams Landing Campground including delineation of ten campsites, adding fire rings and grills to each camp site, installation of a new fish cleaning station and the rehabilitation of the fishing piers.
- Renovated and improved park amenities at Miccosukee Community Park; added field lighting to fields #3 and #4 at Apalachee Regional Park; made drainage and irrigation improvements at Chaires Park; and installed new water meter and lines to improve water pressure at Woodville Park.
- 3. Received a grant to construct Phase III of trail improvements to Miccosukee Greenway between the Fleischmann Road trail head and the Edenfield Road trail head.
- 4. Completed plans for Jackson View Boat Landing Improvements with construction beginning in late 2015.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	Benchmark
Q1	Total Park Acres per 1,000 Population	12.82	12.78

Benchmark Sources: International City/County Management Association (ICMA) Comparative Performance Measurement Report 2012

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actuals	FY 2015 Estimate	FY 2015 Actual
Q1	1. # of acres of invasive exotic plants removed from greenways /open spaces	410	1,000	1,430
Q1,EN2,EC4	2. # of greenway acres maintained	2,675	2,852	2,852
Q1	3. # of youths participating in sport activities	1,929	3,000	1,824
EC4	<ol> <li>Host 3 economically significant events at the Apalachee Regional Park annually</li> </ol>	3	3	3

#### PERFORMANCE MEASUREMENT ANALYSIS

- The number of acres of invasive exotic plants removed includes the actual number of acres treated for invasive exotic plants through
  mechanical treatment, herbiciding, prescribed fire and/or a combination thereof. The significant increase in acres of invasive exotic plants
  removed is due in part to positive weather conditions and full staffing, allowing for more prescribed burn treatments that were not able to be
  done in FY2014.
- 2. The number of greenway acres maintained reflects parcels that are solely considered Greenways and not a mix of Greenways and passive park lands. The JR Alford Extension was formally transferred from Blueprint 2000 to the County in March 2015, accounting for the increase in the FY 2015 estimate. Parks and Recreation staff was able to successfully maintain the increased number of greenway acres without an increase in resources.
- 3. The actual number of youths participating in sport activities reflects less than 0.05% decrease in participation, which could be considered stabilization of the numbers. Nationally, youth football programs are experiencing a decline in participation, and locally organizational issues with the licensed soccer provider resulted in a termination of the County's relationship with TOP of Florida Soccer. The Board approved a new pilot program for reestablishing a County soccer program at the October 13, 2015 Board meeting.
- 4. The three economically significant events at the Apalachee Regional Park were the following races: FSU Invitational/Pre-State meet, the ACC Cross Country Championship, and the FHSAA State Cross Country Championship.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 140-436-572

	<u>FINANCIAL</u>				<u>STAFFING</u>		
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget	_	Adopted	Actual	Budget
Personnel	1,401,288	1,342,108	1,505,814	Full Time	28.00	28.00	28.00
Operating	886,681	846,992	886,474	OPS	0.00	0.00	0.00
Transportation	208,453	181,175	179,673				
Capital Outlay	45,445	27,623	43,950				
Grants & Aid	179,000	179,000	179,000				
TOTAL	2,720,867	2,576,898	2,794,911	TOTAL	28.00	28.00	29.00

**DEPARTMENT** DIVISION **PROGRAM** 

**Public Works Facilities Management** General Operations & Real Estate Management

#### **GOAL**

The goal of the Division of Facilities Management is to serve the citizens of Leon County and occupants of County facilities through the provision of professional maintenance, construction, and operating services; in order to provide clean, safe and fully-functional County facilities.

#### PROGRAM HIGHLIGHTS

- Installed a new HVAC Chiller replacement and systems efficiency upgrades at the B. L Perry Branch Library. This installation was completed 100% by in-house maintenance staff, saving the County approximately \$20,000 in third party contracting expenses and was funded through the Florida Department of Agriculture and Consumer Energy grant program.
- Real Estate Division secured two new major tenants, CISCO and Blueprint 2000, at the Leon County Government Annex Building. 2.
- Installed a new air handler on the first floor of the Leon County Government Annex Building.
- Completed renovations at the Community Service Building, which included the move of the Office of Intervention & Detention Alternatives. 4.
- Replaced the roof on the Welcome Center building with a reinforced membrane roofing system, for a more economical and reliable rooftop.
- Installed a new modular staff attendant building at the Ft. Braden Rural Waste Services Center.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	Benchmark
G5	Square Footage Maintained per Maintenance Employee	74,743 sq. ft.	49,000 sq. ft.
G5	Square Footage Maintained per Administrative Employee	568,048 sq. ft.	620,000 sq. ft.
G5	3. Square Footage Maintained per Work Order Technician (Help Desk)	946,746 sq. ft.	462,000 sq. ft.
G5	Square Footage Maintained per Supervisor Employee	236,687 sq. ft.	275,000 sq. ft.
G5	5. Repair and Maintenance cost per Square Foot – In-house	\$2.08 sq. ft.	\$2.02 sq. ft.
G5	Repair and Maintenance cost per Square Foot – Contracted	0.98 sq. ft.	0.78 sq. ft.
G2,G5	<ol> <li>% Internal Customers rating Facilities Management responding promptly to needs</li> </ol>	95%	95% mean 96% median

Benchmark Sources: International Facilities Management Association (IFMA); International City Management Association (ICMA) 2009 Center for Performance Management. Ratios are based on (RSF) rentable square ft.

#### PERFORMANCE MEASURES

Priorities	Performance Measures		FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q2,EC2	1.	\$ volume of capital projects managed (millions)	\$11.9	\$6.3	\$4.3
Q1,Q2	2.	# of work orders opened	17,614	17,105	16,450
Q1	3.	% of work orders opened for preventative maintenance	69%	75%	71%
Q1,Q2	4.	% of work orders closed within the year	100%	87%	89%
EC1,Q1,Q24	5.	% of square footage for which annual surveys completed	30%	75%	7%
G2	6.	% of Field Work Force converted to Mobile Technology interface	17%	15%	17%
Q2,EC2	7.	Total square footage of County facilities maintained	1,582,628	1,563,762	1,568,567

#### PERFORMANCE MEASUREMENT ANALYSIS

- The volume of capital projects managed by Facilities Management decreased due to the completion of projects and the budgeting of fewer vertical construction projects in FY 2015.
- 2. Work orders opened were within 4% of FY 2015 estimates.
- The percentage of preventative maintenance work orders was within the estimated range.
- Staff exceeded the anticipated estimate of closing work orders within the year.
- The percentage of square footage for which annual surveys were completed is considerably lower due to the amount of time devoted to more urgent and complex annual surveys, such as the study for Supervisor of Elections, State Attorney and Public Defender offices.
- No mobile units were added this year; the County is currently awaiting the upgrade of the Medsys software system, which will allow better management of temperature controls in County buildings.
- The total square footage of County facilities maintained increased due to minor corrections to the square footage database.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-150-519/001-156-519/001-410-529/165-154-519/166-155-519

**EINIANCIAI** 

		FINANCIAL				STAFFING
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015
_	Adj. Budget	Actual	Budget	_	Adopted	Actual
Personnel	2,947,527	2,847,478	2,917,864	Full Time	36.00	36.00
Operating	6,588,144	6,029,412	5,728,864	OPS	0.00	0.00
Transportation	112,381	88,995	101,225			
Capital Outlay	9,716	12,128	10,000			
TOTAL	9,657,768	8,978,013	8,757,353	TOTAL	36.00	36.00

CTAFFING

FY 2016 **Budget** 36.00 0.00

36.00

# Development Support & Environmental Management Business Plan

# Mission Statement

Strategic Priorities

The mission of the Leon County Department of Development Support & Environmental Management is to support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens, while building positive relationships through exceptional customer service.

#### **Economy**

- Support business expansion and job creation, including: the implementation of the Leon County 2012 Job Creation Action Plan, to include evaluating the small business credit program. (EC2)
- Focus resources to assist local veterans, especially those returning from tours of duty, in employment and job training opportunities through the efforts of County government and local partners. (EC5)

#### **Quality of Life**

- Enhance and support amenities that provide social offerings for residents and visitors of all ages, including: completing the enhancements to and the programming of the Cascades Park amphitheater. (Q4)
- Support the preservation of strong neighborhoods through appropriate community planning, land use regulations, and high quality provision of services. (Q6)

#### **Environment**

- Protect our water supply, conserve environmentally sensitive lands, and safeguard the health of our natural ecosystems, including: adoption of minimum Countywide environmental standards. (EN1)
- Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns. (EN2)
- Educate citizens and partner with community organizations to promote sustainable practices. (EN3)
- Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar.
   (EN4)

#### Governance

 Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2)

	1.	Implement strategies that encourage highest quality sustainable development, business expansion and redevelopment opportunities including: consider policy to continue suspension of fees for environmental permit extensions (EC2)	5/2012
2	2.	Implement Department of Development & Support Environmental Management Project Manager (EC2, G2)	Ongoing

- 3. Implement Department of Development & Support Environmental Management dual track Ongoing review and approval process (EC2, G2)
- 4. Waive building permit fees for disabled veterans (EC5) 6/2012
- 5. Implement strategies that protect the environment and promote orderly growth, including: Completed 5/2012 develop Countywide Minimum Environmental Standards (EN1, EN2)
- 6. Implement strategies that protect the environment and promote orderly growth, including: 8/2012 develop minimal natural area and habitat management plan guidelines (EN1, EN2)
- 7. Implement strategies that protect the environment and promote orderly growth, including: 12/2012 integrate low impact development practices into development review process (EN1, EN2)
- 8. Implement strategies to protect natural beauty and environment including,: integrate 100-year 8/2012 flood plan data in GIS (EN1, EN2)
- 9. Develop examples of acceptable standard solutions to expedite environmental permitting for additions to existing single family homes (EN1, EN2, G2)
- 10. Provide Greenspace Reservation Area Credit Exchange (GRACE) (EN1, EN3)

Ongoing

Fiscal Year 2015

Strategic Initiatives
October 1, 2011- September 30, 2016

## **Development Support & Environmental Management**

11. Implement fertilizer ordinance (EN1)  12. Implement strategies that support amenities which provide social offerings, including: develop unified special event permit process (24, 62)  13. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: develop process by which public may electronically file legal documents related to development review and permitting (G2)  15. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: develop process by which public may electronically file legal documents related to development review and permitting (G2)  15. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: investigate expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive county permits was the internet (EN4, G2)  16. Investigate the feasibility of providing after hours and weekend building inspections for certain types of construction projects (G2)  17. Complete a needs assessment for the Bradfordville Study Area (EC1, Q6, Q7)  18. Enact the legislative mandate to suspend fees for environmental permit extensions through December 31, 2013, to assist homeowners and developers during the economic downturn. (EC2)  29. Implemented the Project Manager concept for site and development plan applications and exploring apportunities to expand the concept to enhance other application review processes. (EC2)  30. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)  41. Currently waiving building, environmental, and developments environe process. (EC2)  42. Currently waiving building, environmental, and developments process permit review frees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27,	DEVE		oment Support & Environmental Managemen	·
13. Implement strategies that promote home ownership and safe housing, including: consider property registration for abandoned real property (Q6)  14. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: develop process by which public may electronically file legal documents related to development review and permitting (G2)  15. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: investigate expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive county permits via the internet (EN4, G2)  16. Investigate the feasibility of providing after hours and weekend building inspections for certain types of construction projects (G2)  17. Complete a needs assessment for the Bradfordville Study Area (EC1, Q6, Q7)  18. Enact the legislative mandate to suspend fees for environmental permit extensions through December 31, 2013, to assist homeowners and developers during the economic downturn. (EC2)  2. Implemented the Project Manager concept for site and development plan applications and exploring opportunities to expand the concept to enhance other application review process (EC2)  3. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)  4. Currently waiving building, environmental, and development services permit review fees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (ECS)  5. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth and protect the environmental (EN1)  6. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices into the development practices in the development process. (EN1)  7. Pro		11.	Implement fertilizer ordinance (EN1)	Ongoing
14. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: develop process by which public may electronically file legal documents related to development review and permitting (G2)  15. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: investigate expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive county permits via the internet (ENA, G2)  16. Investigate the feasibility of providing after hours and weekend building inspections for certain types of construction projects (G2)  17. Complete a needs assessment for the Bradfordville Study Area (EC1, Q6, Q7)  18. Enact the legislative mandate to suspend fees for environmental permit extensions through December 31, 2013, to assist homeowners and development plan applications and exploring opportunities to expand the concept to enhance other application review process (EC2)  20. Implemented the Project Manager concept for site and development plan applications and exploring opportunities to expand the concept to enhance other application review process (EC2)  31. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)  42. Currently waving building, environmental, and development services permit review fees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (ECS)  53. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth. (EN1)  64. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices in the development review process in order to environmental (EN1)  54. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas p			unified special event permit process (Q4, G2)	
related to development review and permitting (G2)  15. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: investigate expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive county permits via the internet (EM4, G2)  16. Investigate the feasibility of providing after hours and weekend building inspections for certain types of construction projects (G2)  17. Complete a needs assessment for the Bradfordville Study Area (EC1, Q6, Q7)  18. Enact the legislative mandate to suspend fees for environmental permit extensions through December 31, 2013, to assist homeowners and development pain applications and exploring opportunities to expand the concept for site and development plan applications and exploring opportunities to expand the concept for enhance other application review processes. (EC2)  3. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)  4. Currently waiving building, environmental, and development services permit review fees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (EC5)  5. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth. (EN1)  6. Develop minimum natural area and habitat management plan guidelines and integrating low inspection. Environmental Services  9. Promote low impact development practices in the development review process in order to encourage orderly growth and protect the environmental permitting for additions to exiting single family homes. (EN2)  9. Develop acceptable standard solutions to expedite environmental permitting for additions to exiviting single family homes. (EN2)  10. Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) p			property registration for abandoned real property (Q6)	3/2013
services, including: investigate expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive county permits via the internet (ENA, 62)  16. Investigate the feasibility of providing after hours and weekend building inspections for certain types of construction projects (G2)  17. Complete a needs assessment for the Bradfordville Study Area (ECI, Q6, Q7)  11/2014  1. Enact the legislative mandate to suspend fees for environmental permit extensions through December 31, 2013, to assist homeowners and developers during the economic downturn. (EC2)  2. Implemented the Project Manager concept for site and development plan applications and exploring opportunities to expand the concept to enhance other application review processes. (EC2)  3. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)  4. Currently waiving building, environmental, and development services permit review fees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (EC5)  5. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth. (EN1)  6. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices in the development review process. (EN1)  7. Promote low impact development practices in the development review process in order to encourage orderly growth and protect the environmental. (EN3)  8. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone encourage orderly growth and protect the environmental permitting for additions to existing single family homes. (EN1)  10. Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. (E		14.	services, including: develop process by which public may electronically file legal documents	5/2012
16. Investigate the feasibility of providing after hours and weekend building inspections for certain types of construction projects (G2)  17. Complete a needs assessment for the Bradfordville Study Area (EC1, Q6, Q7)  18. Enact the legislative mandate to suspend fees for environmental permit extensions through December 31, 2013, to assist homeowners and developers during the economic downturn. (EC1) Services  19. Implemented the Project Manager concept for site and development plan applications and exploring opportunities to expand the concept to enhance other application review processes. (EC2)  20. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)  41. Currently waiving building, environmental, and development services permit review fees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (EC5)  19. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth. (EN1)  20. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices in the development review process in order to encourage orderly growth and protect the environment. (EN3)  21. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone to potential flooding. (EN2)  22. Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EM1)  23. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone to potential flooding. (EN2)  24. Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EM1)  25. Environmental Services  26. Environmental  26. Environmental  26. Environmental  26. Environmental  26. Environmental  26. Environmental  26. Envi		15.	services, including: investigate expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive county permits via the internet	6/2012
1. Enact the legislative mandate to suspend fees for environmental permit extensions through December 31, 2013, to assist homeowners and developers during the economic downturn. (EC2) 2. Implemented the Project Manager concept for site and development plan applications and exploring opportunities to expand the concept to enhance other application review processes. (EC2) 3. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2) 4. Currently waiving building, environmental, and development services permit review fees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (ECS) 5. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth. (EN1) 6. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices in the development review process. (EN1) 7. Promote low impact development practices in the development review process in order to encourage orderly growth and protect the environment. (EN3) 8. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone to potential flooding. (EN2) 9. Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EN1) 10. Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. (EN2) 11. Develop strategy to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. (EN1) 12. Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4) 13. Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing an		16.	Investigate the feasibility of providing after hours and weekend building inspections for certain	7/2012
December 31, 2013, to assist homeowners and developers during the economic downturn. (EC2)  2. Implemented the Project Manager concept for site and development plan applications and exploring opportunities to expand the concept to enhance other application review processes. (EC2)  3. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)  4. Currently waiving building, environmental, and development services permit review fees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (ECS)  5. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth. (EN1)  6. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices in the development review process in order to encourage orderly growth and protect the environment. (EN3)  8. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone to potential flooding. (EN2)  9. Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EN1)  10. Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) Environmental Services  11. Develop acceptable standard solutions to expedite environmental permitting for additions to experices and efficient application process. (Q4)  12. Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)  13. Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)  14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and m		17.	Complete a needs assessment for the Bradfordville Study Area (EC1, Q6, Q7)	11/2014
3. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)  4. Currently waiving building, environmental, and development services permit review fees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (EC5)  5. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth. (EN1)  6. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices into the development review process. (EN1)  7. Promote low impact development practices in the development review process in order to encourage orderly growth and protect the environment. (EN3)  8. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone Environmental to potential flooding. (EN2)  9. Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EN1)  10. Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. (EN2)  11. Develop strategy to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. (EN1)  12. Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)  13. Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)  14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)  15. Researching the possibility of expanding internet-based building permitting services to allow Building Plans additional classi			December 31, 2013, to assist homeowners and developers during the economic downturn. (EC2) Implemented the Project Manager concept for site and development plan applications and exploring opportunities to expand the concept to enhance other application review processes.	Services Development
honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (EC5)  5. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth. (EN1)  6. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices into the development review process. (EN1)  7. Promote low impact development practices in the development review process in order to encourage orderly growth and protect the environment. (EN3)  8. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone to potential flooding. (EN2)  9. Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EN1)  10. Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. (EN2)  11. Develop strategy to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. (EN1)  12. Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)  13. Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)  14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)  15. Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)			Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)	Services
environment and promote consistent orderly growth. (EN1)  6. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices into the development review process. (EN1)  7. Promote low impact development practices in the development review process in order to encourage orderly growth and protect the environment. (EN3)  8. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone to potential flooding. (EN2)  9. Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EN1)  10. Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. (EN2)  11. Develop strategy to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. (EN1)  12. Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)  13. Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)  14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)  15. Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)  8. Integrate 100-year flood plan data in GIS to development review process in order to Environmental Services  15. Review and Inspection  16. Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)		_	honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (EC5)	Review & Inspection
7. Promote low impact development practices in the development review process in order to encourage orderly growth and protect the environment. (EN3)  8. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone to potential flooding. (EN2)  9. Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EN1)  10. Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. (EN2)  11. Develop strategy to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. (EN1)  12. Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)  13. Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)  14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)  15. Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)  8. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone Environmental Services  En			environment and promote consistent orderly growth. (EN1)  Develop minimum natural area and habitat management plan guidelines and integrating low	Services Environmental
<ol> <li>Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EN1)</li> <li>Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. (EN2)</li> <li>Develop strategy to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. (EN1)</li> <li>Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)</li> <li>Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)</li> <li>Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)</li> <li>Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)</li> </ol>	ns	7.	Promote low impact development practices in the development review process in order to	Environmental
<ol> <li>Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EN1)</li> <li>Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. (EN2)</li> <li>Develop strategy to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. (EN1)</li> <li>Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)</li> <li>Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)</li> <li>Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)</li> <li>Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)</li> </ol>	Actio	8.	to potential flooding. (EN2)	
program through the pre-application and site plan review processes. (EN2)  11. Develop strategy to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. (EN1)  12. Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)  13. Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)  14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)  15. Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)  Services  Permit & Code Services  Building Plans Review and Inspection  Building Plans Review and Review and Review and			existing single family homes. (EN1)	Services
downstream surface waters. (EN1)  12. Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)  13. Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)  14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)  15. Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)  Services  Permit & Code Services  Building Plans Review and Inspection  Building Plans Review and			program through the pre-application and site plan review processes. (EN2)	Services
and efficient application process. (Q4)  13. Adopted an Ordinance on March 12, 2013 requiring property registration for abandoned real property to promote safe housing and protect property values. (Q6)  14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)  15. Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)  Services  Permit & Code Services  Building Plans Review and Inspection  Building Plans Review and			downstream surface waters. (EN1)	Services
property to promote safe housing and protect property values. (Q6)  14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)  Review and Inspection  15. Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)  Review and			and efficient application process. (Q4)	Services
Courts Office to expedite the permitting process and save customers time and money. (G2)  Review and Inspection  15. Researching the possibility of expanding internet-based building permitting services to allow  Building Plans additional classifications of contractors to apply for and receive permits online. (EN4, G2)  Review and			property to promote safe housing and protect property values. (Q6)	Services
15. Researching the possibility of expanding internet-based building permitting services to allow Building Plans additional classifications of contractors to apply for and receive permits online. (EN4, G2) Review and		14.		Review and
		15.		Building Plans Review and

#### **Development Support & Environmental Management**

_		
16.	Approved the offering of after-hours and weekend building inspections for certain types of	Building Plans
	construction projects on April 9, 2013. (G2)	Review and
		Inspection
17.	Conduct needs assessment for the Bradfordville Study Area. (EC1, Q6, Q7)	Development
		Services
G2	% of inspections completed on time within 24 hours of the request.	Pg. 1-41
G2	% of permit requests completed within 30 days.	Pg. 1-41
Q6	% of all construction address assignments issued (residential and non-residential).	Pg. 1-43
G2	# of Permitted Use Verifications, zoning compliance determinations, and zoning letters issued.	Pg. 1-43
Q6,G2	% of site and development plans reviews completed (Limited Partition, Type A-D).	Pg. 1-43
EN2	# of Environmental Management Act permits issued within the time frame designated by Ordinance.	Pg. 1-42
EN1	# of environmental compliance inspections completed on an annual basis consistent with established guidelines.	Pg. 1-42
Q6	% of code Enforcement Board orders prepared and executive within 10 working days.	Pg. 1-39
	17. G2 G2 Q6 G2 Q6,G2 EN2 EN1	construction projects on April 9, 2013. (G2)  17. Conduct needs assessment for the Bradfordville Study Area. (EC1, Q6, Q7)  G2 % of inspections completed on time within 24 hours of the request.  G2 % of permit requests completed within 30 days.  Q6 % of all construction address assignments issued (residential and non-residential).  G2 # of Permitted Use Verifications, zoning compliance determinations, and zoning letters issued.  Q6,G2 % of site and development plans reviews completed (Limited Partition, Type A-D).  EN2 # of Environmental Management Act permits issued within the time frame designated by Ordinance.  EN1 # of environmental compliance inspections completed on an annual basis consistent with established guidelines.

DEPARTMENT DIVISION PROGRAM

Development Support & Env. Management Permit & Code Services Permit & Code Services

#### **GOAL**

The goal of the Division of Permit and Code Services is to administer, centralize, coordinate and facilitate licensing code compliance, citizen review boards, and growth and environmental management services to residents, property owners and land development professionals served by the Department of Development Support and Environmental Management, in order to achieve compliance with adopted ordinances and policies.

#### **PROGRAM HIGHLIGHTS**

- 1. Collected approximately \$2.8 million in revenue, of which \$1.2 million came from Development and Environmental Services land use reviews and environmental permitting, and \$1.6 million for building permit review and inspection fees.
- 2. Permit intake staff assisted approximately 10,475 walk-in customers, processed approximately 3,122 permit applications, and answered over 26,000 phone calls.
- 3. The Code Compliance Program assisted 808 Contractor's Licensing walk-in and telephone customers, and responded to 3,616 complaint calls, of which 1,217 a 34% received a site inspection.
- 4. Monitored the Abandoned Property Registration Ordinance and registered 1,013 properties within unincorporated Leon County.
- 5. Implemented the amended Sign Code Ordinance to address illegal signs in the Right-of-Way in unincorporated Leon County.
- 6. Implemented the Compliance Certification Letter Fee Resolution for the recovery of associated costs of researching and processing open code violations and lien research requests.
- 7. Monitored the Refueling Assistance for Persons with Disabilities Ordinance, which provides for the regulation of gas stations to ensure that persons with disabilities are provided equal access in refueling their vehicles.

#### **BENCHMARKING**

Priorities	Benchmarking*	Leon County	Benchmark
Q6	Code compliance cases brought into compliance as % of open cases (702 cases)	58%	55.6%
Q6	Code compliance cases brought into compliance as % of all cases (1,217 total)	73%	73.1%

<sup>\*</sup>International City Management Association Comparable Performance Measurement 2011

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G2	# of permit applications received and processed	3,334	3,500	3,122
Q6	2. % of Code Enforcement Board orders prepared and executed within 10 working days	84/100%	60/100%	76/100%
G2	3. # of walk-in customers	12,940	13,500	10,475
G2	4. # of permits issued	3,057	3,100	2,172
G2	5. # of calls processed	31,307	40,000	26,550
G2	6. Total fees received (millions)	\$2.5	\$2.5	\$2.8

#### PERFORMANCE MEASUREMENT ANALYSIS

- The permit applications submitted experienced a slight decrease by 6% from previous year, due to the turn-around in the economy and
  construction industry. The number of permit applications was still more than the recession period, and construction industry of Leon
  County was approaching pre-recession level.
- 2. There were 76 Code Enforcement Board orders received, and 100% of all orders were filed within the required 10 working days as the Board requires.
- 3. The increase in new home construction, as well as an increase in building activity for smaller projects such as additions and alterations, remains constant; however, due to use of Project Dox electronic submittals, the number of walk-in customers has decreased.
- 4. The number of permits issued decreased and reflected a change in demand from residential to non-residential development. This number includes the following permits: building permits submitted through Project Dox, demolition, telephone, driveway, environmental management, Natural Features Inventory (NFI) and Vegetative Management Permits. This number does not include online permits issued through Velocity Hall, which is captured in Building Plans Review and Inspections' report.
- 5. The marginal decrease in telephone calls processed may be reflective of the increased use of Project Dox electronic submittals and permits issued via the County's automated processes.
- 6. The gradual increase in revenue was a result of a continued upturn in development activity resulting from a gradual change in the real estate and construction market. The new Compliance Certification Letter Cost Recovery Fee approved in March 2015 was a contributor too.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-423-537

	<u> </u>	<u>INANCIAL</u>	-	
	FY 2015	FY 2015	FY 2016	
	Adj. Budget	Actual	Budget	
Personnel	465,618	421,771	395,584	
Operating	30,278	20,204	34,962	
Transportation	5,155	3,935	4,805	
TOTAL	501,051	445,909	435,251	

	<u>STAFFING</u>						
	FY 2015	FY 2015	FY 2016				
	Adopted	Actual	Budget				
Full Time	7.88	6.47	6.47				
OPS	0.00	0.00	0.00				
TOTAL	7.88	6.47	6.47				

DEPARTMENTDIVISIONPROGRAMDevelopment Support & Env. ManagementSupport ServicesSupport Services

#### **GOAL**

The goal of the Division of Support Services is to provide the administrative direction and support necessary to enable the Department to serve the public, governmental entities, and the development and environmental communities by managing growth and protecting the natural environment through public information and assistance, development review and permitting activities, and other compliance related services consistent with all applicable County and State plans, regulations, and policies.

#### PROGRAM HIGHLIGHTS

- 1. Continued to serve as primary contact to assist customers with all electronic recording of documents with the Clerk of the Courts Office.
- 2. Maintained the Renaissance Center second floor conference room, including the electronic equipment, and coordinated all requests for the meeting space.
- 3. Coordinated all public records requests made via telephone, in person, or through the County Attorney's Office.
- 4. Managed the Administrative Pool to provide administrative support and back-up assistance to all Department Divisions.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-424-537

	<u> </u>	FINANCIAL					
	FY 2015	FY 2015	FY 2016				
	Adj. Budget	Actual	Budget				
Personnel	316,767	333,843	316,582				
Operating	30,970	13,894	30,695				
TOTAL	347,737	347,736	347,277				

		STAFFING	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	3.92	3.81	3.81
OPS	0.00	0.00	0.00
TOTAL	3.92	3.81	3.81

CTAFFING

DEPARTMENT DIVISION PROGRAM

Development Support & Env. Management Bldg Plans Review & Inspection Bldg Plans Review & Inspection

#### GOAL

The goal of the Building Plans Review and Inspections Division is to ensure that built environments are safe, accessible and energy efficient through compliance with all applicable construction codes, plans review, inspections, the use of automated technologies and continuing staff development.

#### **PROGRAM HIGHLIGHTS**

- 1. Successfully implemented the Project Dox electronic submittal and review software for all building permit applications, including both residential and fire review for non-residential applications.
- In coordination with the Environmental Services Division, successfully completed the Federal Emergency Management Agency (FEMA)
  Community Rating Service (CRS) designation, which resulted in lower flood insurance rates for Leon County residents.

#### **BENCHMARKING**

Priorities	Permit Review Time Frames*	Sir	gle Family	Commercial			
		Total Days	Applicant	Staff	Total Days	Applicant	Staff
G2	2012 Actual	25	16	9	43	25	18
G2	2013 Actual	27	19	8	54	45	9
G2	2014 Actual	21	12	9	32	14	18
G2	2015 Estimate	20	13	7	30	17	13
G2	2015 Actual	28**	21**	7**	44***	33***	11***

<sup>\*</sup> Review time frames are based on calendar days and include both staff and applicant review and response times. Building permits are not released until all other division review/approvals are complete.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G2	1. # of plan reviews performed	10,230	10,293	9,030
G2	2. # of permits approved	5,115	5,147	4,515
G2	3. # Building Inspections per day per inspector	11	11	9
G2	4. # of building inspections performed	15,843	15,690	15,274
G2	5. # of miles between each inspection site	12	13	12
G2	6. Average minutes per inspection on construction site	18	21	23
G2	7. % of inspections completed on time	100%	100%	100%
G2	8. % of permit requests completed within 30 days	100%	100%	100%
G2	Plan reviews per plans examiner per day	21	22	18

#### PERFORMANCE MEASUREMENT ANALYSIS

- The number of building plans reviewed decreased due to reduced number of permit applications received. The construction industry
  recovered from the recession during recent years, and FY2015 experienced an industry correction from the initial post-recession surge.
  The slight reduction indicates a return to more normal levels of plan review. In FY 2015 the division was still performing more plan reviews
  than the recession period, and construction industry of Leon County was approaching pre-recession level.
- 2. The number of building permits approved decreased slightly and reflected a change in demand from residential to non-residential development for new projects. This number includes building permits submitted through Project Dox and online permits submitted through Velocity Hall.
- 3. The reduced number of inspections per day, per inspector is due the addition of an inspector in FY 2015, which increase the inspection capacity of the division and accounts for fewer inspection per inspector.
- 4. Building inspections decreased due to the number of permits decreasing from the quick upturn inspections that occurred over the past two years coming out of the recession. The actuals reflect inspections turning to more normal levels. In FY 2012, 6,658 inspections were performed and in FY 2013, 16,277 were conducted.
- 5. The number of miles between each inspection site remained at a consistent level.
- 6. The increase of the number of personnel led to an increase in the capacity of inspection, which resulted in a decrease of average inspector workload. Staff had more time to perform inspection. Thus, FY 2015 experienced an increase in the average minutes per inspection.
- 7. The percentage of inspections completed on time remained unchanged at 100%.
- 8. Permit requests completed within 30 days remained unchanged at 100%.
- 9. The number of building plans reviewed per plans reviewers per day decreased due to an increase in plans review staff, which increase the capacity of staff to conduct reviews. This accounts for the drop in plans reviewed per examiner.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 120-220-524

		<u>FINANCIAL</u>						
	FY 2015	FY 2015	FY 2016					
	Adj. Budget	Actual	Budget					
Personnel	1,223,909	1,028,886	1,330,657					
Operating	75,788	31,547	78,002					
Transportation	32,434	31,110	32,398					
TOTAL	1,332,142	1,091,543	1,441,057					

		<b>STAFFING</b>	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	16.20	19.72	19.72
OPS	0.00	0.00	0.00
TOTAL	16.20	19.72	19.72

<sup>\*\*</sup> Total review time for single family permit applications increased due to an increase in time of applicant resubmittals. Staff review times decreased from FY 2014 due to an increase in plans review staff and the implementation of Project Dox digital submittal and review software.

<sup>\*\*\*</sup> Total review time for commercial permit applications increased due to an increase in time of applicant resubmittals. Staff review times decreased due to an increase in plans review staff and the implementation of Project Dox digital submittal and review software.

DEPARTMENT DIVISION PROGRAM

Development Support & Env. Management Environmental Services Environmental Services

#### GOAL

The goal of the Division of Environmental Services is to provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.

#### PROGRAM HIGHLIGHTS

- 1. Developed a new stormwater volume control standard for the Lake Jackson Basin, which the Board adopted on July 7, 2015. This standard will help protect the water quality of surface waters in the Lake Jackson Basin.
- Completed the requirements to enter into the Federal Emergency Management Agency (FEMA) Community Rating System (CRS) in May
  of 2015, earning a Class 6 rating, which provided a 20% reduction in flood insurance premiums, resulting in a \$93,364 savings to Leon
  County residents.
- 3. Permitted Leon County's first toll road (Orchard Pond Parkway) to connect Meridian Road to Old Bainbridge Road, replacing Orchard Pond Road. Staff continues to monitor and inspect this construction project.
- 4. Permitted the Tallahassee National Cemetery. Staff continues to monitor and inspect this construction project.
- 5. Staff continues to monitor and inspect the ongoing Capital Circle Southwest Widening Project from Tennessee Street to Orange Avenue.

#### BENCHMARKING

Priorities	Permit Review Time	Natural Feature Inventory		Environmental Impact Analysis			Environmental Permits			
Priorities	Frames*	Total Days	Applicant	Staff	Total Days	Applicant	Staff	Total Days	Applicant	Staff
EN1,EN2	FY 2012 Actual	29	16	13	75	56	19	46	35	11
EN1,EN2	FY 2013 Actual	29	14	15	23	16	7	64	56	8
EN1,EN2	FY 2014 Actual	28	16	12	**	**	**	44	37	7
EN1,EN2	FY 2015 Actual	31	18	13	47***	42***	5	37****	31****	6

<sup>\*</sup> Review times are based on calendar days and include both staff and applicant/consultant holding periods.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
EN2	# of Natural Features Inventory applications reviews	43	53	64
EN2	2. # of site plan reviews (environmental impacts)	93	105	124
EN1	# of Stormwater Operating Permit reviews	32	26	25
G2	4. # of environmental service advisor clients	1,699	1,700	1,609
EN2	5. # of single family lot environmental permit application reviews	481	470	588
EN1	# of Stormwater Operating Permit renewals completed within the 3-year renewal cycle	215	217	234
EN1	7. # of environmental inspections conducted annually	7,600	7,200	8,070
EN2	# of Environmental Management Act permits issued within the time frame designated by Ordinance	104	101	99
EN1	# of Science Advisory Committee meetings administered	9	10	9

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. The number of Natural Features Inventory applications increased due to gradually improving economic conditions.
- 2. The increase of site plan reviews reflected the improving economic conditions from the recession.
- 3. The review of Stormwater Operating Permit has remained steady due to the lag between permitting and project completion.
- 4. The environmental service advisor customer service client continues at the similar level as previous year.
- Due to the recovering economic conditions, the number of single family lot environmental permits issued is more than both previous year actual and this year estimate.
- 6. The number of Stormwater Operating Permit renewals increased due to changes to the County's stormwater fee assessment methodology.
- Because of the increase in new single family permitting, the number of environmental inspections conducted annually increased from last year.
- 8. The number of Environmental Management Act permits issued within the time frame designated by Ordnance remained at similar level to previous year.
- 9. The division administered same number of Science Advisory Committee meetings as last year.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-420-537

	FINANCIAL					<b>STAFFING</b>	
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	1,291,716	1,309,107	1,385,750	Full Time	14.00	15.00	15.00
Operating	37,826	18,845	39,585	OPS	0.00	0.00	0.00
Transportation	32,731	25,810	28,847				
TOTAL	1,362,273	1,353,753	1,454,182	TOTAL	14.00	15.00	15.00

<sup>\*\*</sup> There were no EIAs as applicants utilized the expedited concurrent Final Development Plan Approval review track in FY 2014.

<sup>\*\*\*</sup> The increase in applicant time was due to the complexity of the Toll Road project and transitioning between two consultants for the same project.

<sup>\*\*\*\*</sup>The decrease in applicant time was based on the decreased workload of the external consultants used for project designing.

DEPARTMENTDIVISIONPROGRAMDevelopment Support & Env. ManagementDevelopment ServicesDevelopment Services

#### **GOAL**

The goal of the Division of Development Services is to guide and support the development of sustainable communities through the adopted policies of the Comprehensive Plan and development standards of the Land Development Code, while ensuring and promoting the quality of life for all citizens of Leon County Florida.

#### **PROGRAM HIGHLIGHTS**

- Coordinated with the Keep It Rural Coalition to amend the Rural Future Land Use category and develop new standards for the Rural zoning district to further protect the County's rural character.
- 2. Worked extensively with the Buck Lake Alliance and Fallschase developer to draft design standards for the Fallschase Village Center to ensure architectural harmony of future buildings and integrated site design throughout the commercial component of Fallschase.
- 3. Worked with the Friends of Lake Jackson on a Comprehensive Plan amendment to provide updated stormwater and development standards for the Lake Protection (LP) zoning district, and create a new LP Node, which will utilize existing infrastructure more efficiently.
- 4. Completed a comprehensive analysis of the anticipated commercial development needs within the Bradfordville Commercial zoning districts, which resulted in amendments to the Bradfordville Sector Plan and Land Development Code to provide for a more village-style, pedestrian-oriented development pattern and implementing architectural and site design criteria.

#### **BENCHMARKING**

Priorities	Site Plan Types→	Mean time for review of ASAP*, Limited Partitions, and Type A, B, C, D applications				
	Fiscal Year ↓	Total Days**	Applicant**	Staff**		
G2	2012 Actual	148	100	48		
G2	2013 Actual	82	56	26		
G2	2014 Actual	142	105	37		
G2	2015 Estimate	127	88	39		
G2	2015 Actual	138	101	37		

<sup>\*</sup>Administrative Streamlined Application Process (ASAP) was a process implemented in FY 2010. This review process includes minor site plan reviews that require significantly fewer days to complete, resulting in a lower combined mean time for review. ASAP applications represented a majority of the total number of site plans approved during FY 2015.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q6,G2	# of all construction address assignments (residential and non-residential)	2,056	2,500	1,861
Q6,EN1-4,G2	2. # of site and development plan reviews (Limited Partition, Type A-D)	37	35	39
Q6,EN1-4,G2	3. # of subdivision/site plan exemption determinations	48	47	69
Q6,EN1-4,G2	4. # of Permitted Use Verifications (PUV) and zoning letters issued	130	105	164
EN1-4,G2	5. # of zoning compliance determinations for residential development	819	750	946
Q6,EN1-4,G2	6. # of Board of Adjustment and Appeals Requests	3	4	5
Q6,G2	7. # of Concurrency Management Certificates Issued, small & large projects*	22	14	19
EC2,EN1-4,G2,Q6	8. # of Development Agreements reviewed & DRI Applications Reviewed	2	2	2
Q6,EN1-4,G2	9. # of Land Dev. Code amendments by section, presented to Board	52	25	16

<sup>\*</sup>Small = development that would generate less than 100 P.M. peak hour trips; Large = development that would generate 100 or more P.M. peak hour trips

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. This number of address assignments has decreased as a result of less new construction building permits being submitted.
- 2. This number is slightly higher than the estimate but consistent with the prior year, indicative of an improvement in development activity.
- 3. This number is higher than the estimate and the previous year, resulting from more interest in smaller development projects.
- 4. With the rebound in the economy, there is a corresponding increase in PUV's indicating an increased interest in development.
- 5. With the increase in residential permitting (including both new and rehabilitation projects), the referenced number has exceeded the estimate as well as the previous year's activity.
- 6. This number is consistent with the estimate and higher than the previous year due to the increase in development activity.
- 7. Certificates issued have decreased slightly from the previous year, but is still higher than the estimate.
- 8. Development Agreements reviewed is consistent with the estimate and the previous year.
- Although the number reflects a decrease in sections amended, more comprehensive and substantive amendments were undertaken, specifically in the Lake Protection and Rural Land use categories.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-422-537

	FINANCIAL			
	FY 2015	FY 2015	FY 2016	
_	Adj. Budget	Actual	Budget	
Personnel	688,135	623,856	715,952	
Operating	68,025	28,494	69,384	
Transportation	4,028	5,510	5,164	
TOTAL	760,188	657,859	790,500	

		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016
_	Adopted	Actual	Budget
Full Time	10.00	10.00	10.00
OPS	0.00	0.00	1.00
TOTAL	10.00	10.00	11.00
_			

<sup>\*\*</sup>Total application review time frames represent the average number of calendar days required to complete application review; applicant time refers to the number of days spent by the applicant resolving deficiencies in the application; staff review refers to the average number of days spent by staff reviewing an application.

DEPARTMENTDIVISIONPROGRAMDevelopment Support & Env. ManagementEnvironmental ServicesFDEP Storage Tank

#### **GOAL**

The goal of the Department of Environmental Protection Storage Tank Program is to effectively and efficiently implement the Florida Department of Environmental Protection's (FDEP) Storage Tank Contract in a customer sensitive manner.

#### **PROGRAM HIGHLIGHTS**

- 1. Leon County Storage Tank Program completed all FDEP contract obligations in Wakulla and Gadsden counties. The program completed 378 inspections within Leon County and 87 inspections within Wakulla and Gadsden counties.
- 2. The County's program continues to achieve high marks from the annual FDEP facility files and field inspections audit.
- 3. Program staff inspected 100% of regulated storage tanks in Leon County even though FDEP only requires 50%.
- 4. As directed by FDEP, emergency preparedness inspections, which had been performed on underground storage tank facilities in the past, are no longer required.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
EN1	1. % of regulated facilities inspected within Leon County	100%	100%	100%
G2	2. % of requests for customer assistance responded to within contract guidelines	100%	100%	100%
EN1	3. % of regulated facilities inspected within Wakulla and Gadsden Counties	50%	50%	50%

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Inspected 100% of regulated storage tanks within Leon County, maintaining the same standard level as previous year.
- 2. The number of requests for customer assistance is consistent with past years.
- 3. Inspected 50% of the regulated storage tanks within Wakulla and Gadsden counties, remaining at the same level as previous year.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 125-866-524

	FINANCIAL			STAFFING			<u> </u>	
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016	
	Adj. Budget	Actual	Budget	<u>.</u>	Adopted	Actual	Budget	
Personnel	145,594	143,285	149,971	Full Time	2.00	2.00	2.00	
Operating	6,089	6,089	6,089	OPS	0.00	0.00	0.00	
Transportation	7,518	7,518	5,473					
TOTAL	159,201	146,539	161,533	TOTAL	2.00	2.00	2.00	

## Department of PLACE Business Plan

## Mission Statement

Strategic Priorities

The mission of the Department of PLACE is to serve the citizens of Tallahassee and Leon County by providing the City and County Commissions, the Planning Commission, numerous boards, committees, residents and businesses with accurate information, creative solutions, effective planning recommendations and expertise in the areas of long range, land use, environmental and transportation planning.

#### **Economy**

- Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1) 2012
- Support business expansion and job creation, including: the implementation of the Leon County 2012 Job Creation Action Plan, to include evaluating the small business credit program. (EC2) 2012
- Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (EC4) 2012

#### **Quality of Life**

- Maintain and enhance our educational and recreational offerings associated with our library, parks and greenway system for our families, visitors and residents. (Q1) 2012
- Enhance and support amenities that provide social offerings for residents and visitors of all ages, including: completing the enhancements to and the programming of the Cascades Park amphitheater. (Q4) 2012
- Support the preservation of strong neighborhoods through appropriate community planning, land use regulations, and high quality provision of services. (Q6) 2012
- Further create connectedness and livability through supporting human scale infrastructure and development, including: enhancing our multimodal districts. (Q7) 2012

#### **Environment**

- Protect our water supply, conserve environmentally sensitive lands, and safeguard the health of our natural ecosystems, including: adoption of minimum countywide environmental standards. (EN1) 2012
- Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns. (EN2) 2012

#### Governance

- Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.
   (G1) Revised 2013
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5) (2012)

# Strategic Initiatives October 1, 2012- September 30, 2016

- Identify revisions to future land uses which expand opportunities to promote and support complete economic activity. (EC2) 2012
   Consider policy to encourage redevelopment of vacant commercial properties. (EC2) 2012
- 2. Consider policy to encourage redevelopment of vacant commercial properties. (EC2) 2012 Complete
- 3. Consider mobility fee to replace concurrency management system. (EN1, EN2) 2012 Ongoing
- 4. Implement strategies which plan for environmentally sound growth in the Woodville Rural Complete Community including: promoted concentrated commercial development in Woodville. (EN1, EN2, Q5) 2012
- 5. Implement strategies which advance parks, greenways, recreational offering, including Complete updated Greenways Master Plan. (EC1, EC4, Q1) 2012
- 6. Implement strategies that support amenities which provide social offerings, including: consider Complete construction Cascades Park amphitheatre, in partnership with KCCI. (EC1, EC4, Q4) 2012
- 7. Implement design studio. (Q6, Q7) 2012 Complete
- 8. Implement strategies that preserve neighborhoods and create connectedness and livability, Complete including: implement visioning team. (Q6, Q7) 2012

Leon County FY 2015 Annual Report

Department of PLACE

#### Department of PLACE

рера	Irum	ent of PLACE	
	9.	Develop performance level design standards for Activity Centers. (Q6, Q7) 2012	Complete
	10.	Revise Historic Preservation District Designation Ordinance. (Q6) 2012	Complete
	11.	Revise Historic Preservation District Designation Ordinance. (Q6) 2012	Complete
<b>Strategic Initiatives</b> October 1, 2012– September 30, 2016	12.	Develop design standards requiring interconnectivity for pedestrians and non-vehicular access. (Q6,Q7) 2012	Complete
	13.	Establish Bicycle & Pedestrian Advisory Committee and develop bike route system. (Q7) 2012	Complete
	14.	Develop solution to promote sustainable growth inside the Lake Protection Zone. (EN1, EN2, G2) 2013	Complete
		Promote communication and coordination among local public sector agencies involved in multi-modal transportation, connectivity, walkability, and related matters. (Q7, EC1) 2013	Ongoing
: <b>Initi</b> ptembe		Support sector planning for the area surrounding Veterans Affairs' outpatient clinic. (EC1, Q6, Q7) 2014	Ongoing
<u>ဝ</u> ၂	17.	Work with the City to celebrate the opening of Cascade Park. (Q4) 2014	Complete
<b>ate</b> 2012	18.	Focus on improving Leon County is ranking as a bicycle friendly community. (Q1, EC4) 2014	Ongoing
<b>Str</b> er 1,	19.	Institute a Sense of Place Initiative for the fairgrounds. (Q4, EC1, EC4) 2014	Complete
Octob	20.	Identify projects that may be advance-funded as part of the Sales Tax extension. (EC1,G5) 2015	Ongoing
, and the second second second second second second second second second second second second second second se		Initiate a comprehensive review and revision to the Land Use Element of the Comprehensive Plan. (Q6, Q7) 2015	Ongoing
		Reformat the existing on-line Comprehensive Plan to modernize its appearance and increase usability. (G1) 2015	Complete
		Evaluate the existing Comprehensive Plan amendment process, and identify opportunities for further streamlining. (G1) 2015	Complete
		Protect the rural character of our Rural Land use category. (Q6, Q7) 2015	Complete
	25.	Work with the City of Tallahassee and Blueprint to implement the Sales Tax extension, including the Economic Development portion. (EC1, G5)	Complete
	r	Vorked with the Community Redevelopment Agency Development Services to identify code equirements that are creating problems for business expansion and development. Initiate code or Comp Plan revisions as needed. (EC1, Q7)	Comp Plan & Land Use Div.
		xplored and developed ideas for redevelopment of vacant lots and review redevelopment nethods utilized in other states and counties, created a list of options for BCC review. (EC1, Q6)	Comp Plan Div.
		continue development of the mobility fee concept for review by the BCC and City Commissions.	Comp Plan Div.
	Р	upported the County's priority for Woodville development by reviewing the zoning and Comp lan categories for Woodville area to ensure they promote appropriate growth. Provided a list of esults and solutions to the lead department and followed up as required. (Q6, Q7)	Comp Plan & Land Use Div.
Sus		continued review and update of Greenway Master Plan. (EC1, Q6, Q7)	Comp Plan Div.
Actions		eveloped guidelines and goals for visioning team, identified the team and begin meetings to evelop design guidelines for activity centers. (Q4)	Comp Plan Div.
		Completed creation of design studio. (Q6)	Comp Plan Div
	d	Developed guidelines and goals for visioning team, identified the team and begin meetings to levelop design guidelines for connectedness; completed performance level design standards for activity Centers. (Q4)	Comp Plan & Land Use Div.
		completed rewrite of Historic District Designation Ordinance by June 2013. (Q6, Q7)	Land Use Div.
	10. C	completed creation of design standards for interconnectivity for pedestrians and non-vehicular ccess. (Q1, Q7)	Comp Plan & Land Use Div.
	11. P	resented options for creation of the Bicycle & Pedestrian Advisory Committee to BSS and CC. EC1, Q1, Q7)	Comp Plan Div.
	12. V	Vorked with Public Works Department to identify opportunities for the completion of the bike oute system.(Q1, Q4, Q7)	Comp Plan Div.

#### Department of PLACE

	10110 01 1 1	
13.	Initiated Comprehensive Plan amendments for properties along Timberlane Road. (EN1, EN2, G2)	Comp Plan Div.
14.	Coordinated with local Chambers of Commerce to get initial input on mobility fee study. Meet with FDOT to discuss mobility fee standards and develop agreed upon development standards. Include City/County Public Works, CRTPA, etc.	Land Use Div.
15.	Developed a report on land uses associated with Veterans' Affairs Clinics around the country and recommended actions for Leon County. (EC1, Q6, Q7)	Land Use Div.
16.	Coordinated the planning of the Cascades Park opening events. (Q4)	Graphics Div. & Blueprint
17.	Worked with Public Works Department to identify opportunities for the completion of the bike route system, and developed a plan to improve cycling in Leon County. (Q1, EC4)	Comp Plan Div.
18.	Held stakeholder meetings to obtain input of the potential of the Fairgrounds and worked with a fairgrounds specialist to develop a market study for future Fairground programming and capital investments. (Q4, EC1, EC4)	Comp Plan Div.
19.	Supported a successful referendum extending the Blueprint sales tax extension. (EC1, G5)	Graphics Div. & Blueprint
20.	Coordinated the adoption of an amendment to the Rural Land Use Category to define and protect the unique characteristics of rural areas in Leon County. (Q6, Q7)	Comp Plan Div.
21.	Coordinated the adoption of an amendment to the Lake Protection Category to define nodes for higher density development and updating stormwater standards to better protect Lake Jackson water quality. (EN1, EN2, G2)	Comp Plan Div.
22.	Updated the online Comprehensive Plan for easier reading and general usability and reduced the Comprehensive Plan timeline by eliminating two optional workshops. (G1)	Graphics Div. Comp Plan Div.
	Provided Status Report to Board with proposed changes. (G1) Provided Rural Future Land Use text changes to the Joint City/County Commissions in a Public Hearing on May 26, 2015. (Q6, Q7)	Comp Plan Div. Comp Plan Div.
25.	Developed a basic concepts plan to begin implementing the 2020. (EC1, G5)	Blueprint
EC1	# of Land Use Applications processed, including site plans, text amendments, subdivisions, plats, etc.	Pg. 1-48
EC1	# of Rezonings, Planned Unit Developments (PUD) reviewed.	Pg. 1-48
EC1	# of Comp Plan Amendments analyzed and processed	Pg. 1-48
EC1	# New dwelling units reviewed and/or approved.	Pg. 1-48

<sup>\*</sup>Note: Performance Measures reflect FY 2015 actuals and trend data can be found on the individual Department pages unless stated otherwise.

Performance Measures \*

DEPARTMENTDIVISIONPROGRAMDepartment of PLACEPlanning DepartmentPlanning Department

#### **GOAL**

The goal of the Tallahassee-Leon County Planning Department is to provide accurate information, creative and effective planning recommendations, and expertise in the areas of long-range land use, environmental, and transportation planning for the orderly growth of the Leon County and Tallahassee community.

#### **PROGRAM HIGHLIGHTS**

- 1. The City and County Commissions adopted significant updates to the Tallahassee-Leon County Greenways Master Plan, adding three additional projects; the Welaunee Greenway, the Orchard Pond Greenway, and the Lake Jackson South Greenway.
- Staff provided an agenda item to the Board of County Commissioners to accept the Market and Financial Feasibility Study Report of the North Florida Fairgrounds. The market study was designed to provide key information to begin shaping the potential sales tax project at the North Florida Fairgrounds.
- 3. DesignWorks completed 11 private and 1 public consultation in support of quality urban design: Adams Street and FAMU Way; 1808 South Adams Street; Casanas Village in Frenchtown; Gaines Street and Railroad Hotel; parcel on Lake McBride; subdivision on Park Avenue; Lake Hall Road; Orange Avenue at Spring Hill; Park Avenue subdivision between Magnolia and Blair Stone roads; Welaunee Town Center Sketch; 227 S. Calhoun and Gadsden streets; street trees; and sidewalks design for FDOT (Public).
- 4. In September, DesignWorks Staff provided the BluePrint Intergovernmental Agency a presentation on the market and feasibility report for development of an exposition hall at the North Florida Fairgrounds site.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
EC1	# of Land Use Applications processed, including Site Plans, Text     Amendments, Subdivisions, Plats, etc. (City and County)	151	130	219
EC1	2. # of Rezoning, PUDs reviewed (County & City)	28	35	22
EC1	# of Comp Plan Amendments analyzed and processed	16	16	7
EC1	4. # of New Dwelling Units reviewed and/or approved. (City and County)	945	816	1,032
EC1	5. # of Non Residential sq. ft. reviewed or approved. (City and County)	474,243	374,300	643,826
EC1	6. # of Sense of Place Projects and Total Staff Hours worked	5/1,054	7/2,000	6/2,000
EC1	7. # of Special Projects, including Strategic Initiatives, and Staff Hours worked	19/4,759	24/5,200	5/3,000
EC1	8. # of GIS Layers actively maintained	7	7	8
EC1	# of City and County Commission Workshops, Meetings or Public     Hearings	45	45	30
EC1	10. # of Planning Commission Public Hearings	12	12	12
EC1	11. # of Public Workshops/Listening Sessions/Neighborhood Meetings	16	35	35
EC1	12. # of Committee Meetings (ex: Canopy Road, Water Resources, etc.)	23	28	19
EC1	13. # of CONA Meetings	0	6	4
EC1	14. # of Direct Mail Notices	5,732	9,200	4,719
EN1	15. # of Web Postings or Updates	143	120	147
EC2	16. # of Newspaper Ads	37	50	52

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. The number of development applications processed is driven by external economic factors and the number of applications received, indicating an improved economy.
- 2. The number of rezoning and planned unit development applications reviewed and processed is based on the number of applications received.
- 3. The number of rezoning and planned unit development applications reviewed and processed is based on the number of applications received.
- 4. The number of new dwellings increase was due to a 20% increase in the number of multi-family units approved while single-family permits issued remained stable, indicating an improved economy.
- 5. The square footage of non-residential development was higher than estimated due to an increase in business, hotel/motel and parking garage permits, indicating an improved economy.
- 6. On task. An additional Placemaking District was expected to be created, but instead was encapsulated within the existing work areas.
- Special projects are performed as directed by the County Administration, including place making projects and special studies such as Design Works Consultation.
- 8. An additional GIS layer detailing the Downtown and Midtown parking inventory was added in FY 2015.
- 9. Fewer additional workshops were held during FY 2015 accounting for the decrease in public meetings.
- 10-13. The number of meeting is driven by areas of community involvement and interest.
- 14. The number of direct mail notices is driven by the size of the location of the areas being noticed.
- 15. Web postings and updates maintain a consistent level of activity as web content is continuously added and modified to stay current.
- 16 The number of Newspaper Ads is driven by required meeting notices.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-817-515

	FINANCIAL*			
	FY 2015	FY 2015	FY 2016	
	Adj. Budget	Actual	Budget	
Personnel	80,752	82,820	84,032	
Operating	25,000	16,524	25,000	
Grants & Aid	1,017,000	747,904	1,106,008	
TOTAL	1,122,752	847,247	1,215,040	

		STAFFING**	
	FY 2015	FY 2015	FY 2016
_	Adopted	Actual	Budget
Full Time	26.00	26.00	26.00
OPS	0.00	0.00	0.00
TOTAL	26.00	26.00	26.00

<sup>\*</sup> County portion of funding only.

<sup>\*\*</sup> Total City/County staffing.

## Office of Financial Stewardship Business Plan

## Mission Statement

Strategic Priorities

The mission of the Office of Financial Stewardship is to provide sound financial management, ethical procurement services and asset control to the Board of County Commissioners, County Administrator and Board departments, offices and divisions, while minimizing long-term costs associated with accidental losses, in order to support effective decision making and ensure responsible stewardship of County resources.

#### Economy

- Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (EC4) 2012
- Promote the local economy by protecting jobs and identifying local purchasing, contracting and hiring opportunities.
   (EC7) 2013

#### **Quality of Life**

- Provide essential pubic safety infrastructure and services which ensure the safety of the entire community.
   (Q2) 2012
- Maintain and further develop programs and partnerships necessary to support and promote a healthier community, including: access to health care and community-based human services. (Q3) rev. 2013
- Enhance and support amenities that provide social offerings for residents and visitors of all ages. (Q4) rev. 2013

#### **Environment**

 Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar. (EN4) 2012

#### Governance

- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2) 2012
- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices. (G4) 2012
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5) 2012

# Strategic Initiatives October 1, 2012- September 30, 2016

- Evaluated opportunities to maximize utilization of Tourism Development taxes and to enhance Complete.
   effectiveness of County support of cultural activities, including management review of COCA
   (EC4,Q4,G5) 2012
- 2. Fund Sheriff's operations, containing law enforcement, corrections, emergency management, Ongoing and enhanced 9-1-1 (Q2) 2012
- 3. Support of Regional Trauma Center (Q3) 2012 Ongoing
- 4. Institute financial self-service module, document management, and expanded web-based Ongoing capabilities in Banner system (EN4,G2) 2012
- 5. Revise program performance evaluation and benchmarking (G5) 2012 Ongoing
- Maintain a work environment free from the influence of alcohol and controlled illegal substances Ongoing through measures including drug and alcohol testing (Q2,G4) 2012
- 7. Support employee Safety Committee (G4) 2012 Ongoing

  8. Conduct management reviews (G5) 2012 Ongoing
- 9. Provide and enhance procurement services and asset control (G5) 2012 Ongoing
- 10. Develop an annual balanced budget and Capital Improvement Program (G5) 2012 Ongoing
- 11. Developed financial strategies to eliminate general revenue subsidies for business operations Complete. (i.e., Stormwater, Solid Waste and Transportation programs) (G5) 2013

	Leon County FY 2015 Annual Performance and Financial Report					
	Of	fice of Financial Stewardship				
	12.	Considered approval of the local option to increase the Senior Homestead Exemption to \$249,999 for qualified seniors (G5) 2012	Complete.			
	13.	Extended the term of Leon County's Local Preference Ordinance (EC7) 2013	Complete.			
		Leverage Grant Opportunities with community partners. (Q3, G5) 2012	Ongoing			
	15.	Implement strategies to maximize grant funding opportunities, including institute Grants Team. (G5) 2012	Ongoing			
	16.	Implement strategies to maximize grant funding opportunities, including: develop and institute an integrated grant application structure. (G5) 2012	Ongoing			
	1.	The COCA management review was presented to the Board at the November 13, 2012 Board meeting. OMB will continue to support Tourist Development regarding accurate revenue forecasts. (EC4, Q4, G5)	ОМВ			
	2.	Provide updated and accurate information to County Administration and the Board of County Commissioners regarding the Sheriff's funding requests to ensure adequate resources are provided for public safety. (Q2, G5)	ОМВ			
	3.	Provide accurate information to County Administration and the Board of County Commissioners regarding funding requests for the Regional Trauma Center including the leveraging of state healthcare grant dollars. (Q3, G5)	ОМВ			
	4.	Continue participation and interaction with the Banner Team to ensure adequate resources are provided to keep the financial, personnel and financial management system (Banner) operating in the most efficient manner for the organization. (EN4, G2)	Purchasing/OMB			
	5.	Assist and provide resources to departments and divisions in developing and refining performance measures that provide relevant outcomes that are aligned with the County's vision, mission and strategic priorities. (G2, G5)	ОМВ			
	6.	Continue to provide adequate resources to Risk Management and Human Resources in order to continue the necessary alcohol and drug monitoring for employees with commercial drivers licenses and new hires. (Q2)	Risk Management			
Actions	7.	Continue chairing the County Safety Committee to ensure compliance with adopted safety policies to ensure a safe work environment to reduce injuries and workers' compensation claims. (Q2, G4)	Risk Management			
<b>A</b>	8.	As requested by the Board of County Commissioners and/or the County Administrator conduct thorough management reviews to ensure the best utilization of County resources and recommend operational efficiencies. (G2,G5)	OMB			
	9.	Monitor procurement process and asset management system to ensure the greatest utilization of county expenditures for services, and make recommendations for improvements when necessary. (G5)	Purchasing			
	10.	Ensure the development of the annual budget conforms to the state statutory guidelines, and provide the Board pertinent information at workshops regarding funding requests and available revenues. (G5)	ОМВ			
	11.	Present studies conducted to the Board of County Commissioners on the cost of providing solid waste, stormwater and transportation services, and the charge amount necessary to eliminate the general fund subsidy. (G5)	OMB			
	12.	The Board adopted an ordinance to provide an additional homestead exemption of up to \$249,999 for eligible low-income senior citizens who own and have lived in homesteaded property for 25 years. (G5)	ОМВ			
	13.	The Board adopted an ordinance to extend the provision of the Local Preference Ordinance in relation to bidding of construction services for more than \$250,000. (EC7)	Purchasing			
	14.	Develop a formalized outreach program outlining the process to work with community partners to leverage grant opportunities, including the provision of requested letters of support. (G1, G5)	Grants			

#### Leon County FY 2015 Annual Performance and Financial Report Office of Financial Stewardship 15. Assemble a Grants Team with representatives from OMB, Public Works, IDA, HSCP, and other Grants departments to utilize the eCivis Grants Research/Management software package (included in proposed budget). (G5) 16. Through additional funding allocation by the Board purchase Grant Tracking Software and Grants develop a formalized application process to work with community partners to leverage grant opportunities, including the provision of requested letters of support. (G1, G5) G2 % of departmental performance measures reviewed Pg. 1-53 G2 # of program management reviews performed Pg. 1-53 Performance Q2 % change in workers' compensation claims from prior year Pg. 1-57 G2 \$ amount of Central Purchasing Office purchases per Central Purchasing FTE Pg. 1-54 G5 % of bids protests to total solicited bids Pg. 1-54 Pg. 1-56 G2 % of total dollar value of warehouse issuances equal to operating costs G5 # of pre-bids meetings held to provide information to potential vendors on County projects Pg. 1-54

DEPARTMENTDIVISIONPROGRAMFinancial StewardshipOffice of Management & BudgetOMB

#### **GOAL**

The goal of the Office of Management & Budget is to continuously enhance the quality of County services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation and program evaluation services to benefit citizens, elected officials, and staff.

#### **PROGRAM HIGHLIGHTS**

- 1. According to the international ratings agency Fitch, "The county's financial profile is characterized by prudent, forward-looking budgeting, high reserve levels, and strong liquidity..." Even in a slowly recovering economy, Fitch continue to provide Leon County with a "AA" rating and a stable outlook.
- 2. OMB requires semi-annual capital project reporting from capital project managers. The reports allow for more effective planning and allocation of funding for the Capital Improvement Program.
- 3. Leon County has the lowest net budget (\$750) per countywide resident among like-sized counties and has one of the lowest net budgets per county resident in Florida, with only four other counties having lower budgets. Additionally, Leon County has six employees per 1,000 residents and ranks second lowest in employees per capita among all 67 counties.
- 4. OMB received the Distinguished Presentation Budget Award from the Government Finance Officers Association (GFOA) for FY2014/2015.
- 5. Presentations of the Let's Balance game were conducted at the Florida Association of Counties New Commissioner Training, the Leon County Summer Youth Training Program, and Youth Leadership Tallahassee 2015.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	Benchmark
G5	Net Budget Per Countywide Resident*	1:\$750	1:\$1,236

<sup>\*</sup>Benchmark is generated from the average net budget per county resident of Like-Sized counties. Benchmarked Counties include: Alachua, Escambia, Lake, Osceola, St. Johns and St. Lucie.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G5	1. Meet all requirements of FL Statutes 129 and 200 (Truth in Millage)	Yes	Yes	Yes
G5	Forecast actual major revenue sources within 5% of the budget (actual collections as a % of budget)	96.8%	99%	97.4%
G2	Process budget amendment request within 2 business days or the next scheduled Board meeting (% is an estimate)	96%	100%	96.1%
G5	Develop and print 2 semi-annual performance reports by May 30 and November 30	2	2	2
G2	5. Review all agenda items in less than 2 days 95% of the time	96%	98%	93%
G2	Percentage of departmental performance measures reviewed	100%	100%	100%
G2	7. Number of program management reviews performed	0	1	0

#### PERFORMANCE MEASUREMENT ANALYSIS

- Leon County received the letter of compliance from the State Department of Revenue for meeting all the FY 2015 Truth in Millage notification requirements.
- 2. Major revenues accounted for 82% of all revenue receipts. The forecast of revenues was 2.6% less than actual receipts.
- 3. The office processed 56 administrative and board amendments during the fiscal year. Of the processed amendments, 54 or 96% were processed within two business days.
- 4. A mid-year performance report and an annual performance report were submitted by the required deadlines. The office reviewed 100% of the performance measures submitted by departments.
- 5. During the fiscal year OMB reviewed 61 agenda items. Of the agenda items submitted, 57 or 93% were reviewed within two days.
- 6. The percentage of departmental performance measures reviewed was consistent with the previous year.
- The Board did not request any program management reviews in FY 2015, similar to the previous year.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-130-513

		FINANCIAL		_		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	617,327	614,665	678,725	Full Time	7.00	7.00	7.00
Operating	84,005	77,543	87,270	OPS	0.00	0.00	0.00
Grants & Aid	63,175	63,175	63,175				
TOTAL	764,507	755,383	829,170	TOTAL	7.00	7.00	7.00

DEPARTMENTDIVISIONPROGRAMFinancial StewardshipPurchasingProcurement

#### **GOAL**

The goal of the Procurement Program is to provide timely and professional procurement services to secure requested supplies, services and commodities at a specified level of quality at the lowest possible cost, through open and fair competition.

#### PROGRAM HIGHLIGHTS

- 1. Utilized Procurement Connect to increase transparency and provide vendors and citizens access to solicitation documents at no cost.
- 2. Utilized electronic solicitation files to reduce both the quantity of paper and physical storage space for paper files.
- 3. Provided on-going customer service and support to County staff in procurement activities through processing purchase orders, informal bids, policy interpretation, and other assistance as well as preparation and handling of almost 70 solicitations and associated contract documents.
- 4. Provided management oversight of the County Purchasing Card Program and the E-Payables electronic payment system which realized an annual rebate exceeding \$79,000.
- 5. Represented Leon County in Reverse Trade Shows sponsored by chapters of the National Institute of Governmental Purchasing.
- 6. Annual Inventory of all fixed assets was completed and there were no missing items.
- 7. Use of both internet auctions and on-site surplus sales generated a return of almost \$420,000 this fiscal year.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	ICMA Mean (All Jurisdictions)	ICMA Median
G2, G4	\$ amount of Central Purchasing purchases per Central Purchasing FTE (Millions)	\$14.7	\$20.5	\$13.0
G2, G5	% of Purchasing Conducted with Purchasing Card	4.89%	5.87%	2.56%

Benchmark Source: International City/County Management Association Comparable for Performance Measurement 2010

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G2, G5	% of completed requisitions for purchase orders processed within 2 days of receipt	100%	100%	100%
G2, G4, G5	2. % of bids/RFPs processed within 45 work days of receipt of request	98%	100%	96%
G2, G5	3. # of Purchase Orders Issued	2,208	2,400	2,389
G2, G5	4. \$ Volume of Purchase Orders Issued (millions)	\$67.1	\$78	\$58.7
G2, G4	\$ amount of Central Purchasing Office purchases per Central     Purchasing FTE (3.5 FTE allocated) (millions)	\$20.04	\$23.5	\$16.8
G2, G5	6. # of Bids Issued	49	65	52
G2, G5	7. Purchasing Card Volume	\$6,188,716	\$5,900,000	\$5,642,732
G5	Purchasing Card Rebate	\$86,642	\$82,00	\$79,000
G2, G5	9. # of Assets at Year End	7,206	5,300	7,472
G2, G5	10. Year End Total Asset Value (millions)	\$55.5	\$45	\$58.1
G2, G5	11. # of Surplus Auctions	82	25	27
G2, G5	12. \$ Value of Auction Proceeds	\$183,925	\$200,000	\$419,453
G2, G5	13. # of pre-bid meetings held to provide information on County project to vendors	23	40	29
G2, G5	14. Ratio of bid protests to total solicited bids	1:49	0:65	0:52

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Primary attention is given to processing requisitions so that County staff receives needed materials and services in a timely manner.
- 2. Bids and RFPs are drafted and reviewed by divisions in timely manner to ensure needs are met. This fiscal year there were two solicitations that exceeded the performance measure due to its complexity and the participation of stakeholders from multiple areas of expertise.
- 3. Number of purchase orders decreased in relation to the reduction in large capital projects and the utilization of cooperative contracts.
- 4. The change results from the decrease in the number of large capital projects.
- 5. The change results from the decrease in the number of large capital projects and the addition of 0.5 of a position.
- 6. The decrease in solicitations results from an increased use of cooperative purchasing and continuing service contracts.
- 7. The P-Card volume decreased due to there being fewer cardholders than the previous year.
- 8. The decreased rebate is based upon the lower volume of spending for both P-Card and E-Payables, due to fewer cardholders and fewer vendors utilizing the E-Payables program.
- 9. There is an increase of the number of assets due to the construction and outfitting of the Public Safety Complex and the purchase of new voting machines. Currently, both the new and old voting machines are listed on the inventory until implementation of the new machines is fully completed.
- 10. The increase in the value of assets is primarily due to the purchase of new voting machines and equipment for the Public Safety Complex.
- 11. The initiative to utilize a county-wide managed print system resulted in an increase in the number of online auctions for surplus toner for FY 14. The number of auctions for surplus items returned to a typical number in FY15.
- 12. An increase in the number of high value surplus items available for sale is reflected in the increased auction proceeds.
- 13. The number of meetings is based upon the complexity of the projects. This number remained stable across the fiscal year.
- 14. There were no formal protest during FY 2015.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-140-513

	FINANCIAL			
	FY 2015	FY 2016		
_	Adj. Budget	Actual	Budget	
Personnel	273,930	275,255	358,419	
Operating	25,260	19,485	26,556	
Transportation	3,302	2,120	3,112	
TOTAL	302,492	296,860	388,087	

		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	4.00	4.25	5.25
OPS	0.00	0.00	0.00
TOTAL	4.00	4.25	5.25

DEPARTMENT	DIVISION	PROGRAM
Financial Stewardship	Purchasing	Warehouse

#### **GOAL**

The goal of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate work routines of County departments.

#### **PROGRAM HIGHLIGHTS**

- 1. Annual Warehouse inventory showed a loss of \$1,202 or 0.05 % of the total valuation as compared to the national standard of +/- 1.5%.
- 2. Annual Warehouse turnover rate of 2.53 exceeds the national standard benchmark of > 1.5%.
- 3. Warehouse staff utilized competitive quoting and cooperative contracts to reduce inventory costs.

#### **BENCHMARKING**

Priorities	ities Benchmark Data		Benchmark
G2, G5	Inventory Turnover Rate (sales / inventory value)	2.53%	Greater than or equal to 1.5%
G2, G5	Annual inventory loss/gain (to measure operational accuracy)	0.05%	Less than 1.5%+/-

Benchmark Sources: National Institute of Governmental Purchasing, Inc. (NIGP)

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G2, G5	Cost per issuance	\$6.62	\$6.35	\$6.44
G2, G5	Operational cost as a % of total dollar value of issuances (expenses / \$ value of issuances)	18.8%	18%	16.5%
G2, G5	3. # of issuances	14,918	14,500	15,340
G2, G5	4. \$ volume of issuances	\$525,905	\$505,000	\$598,709

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. This decrease is a result of the reduction in commodity prices due to aggressive competitive solicitations by staff.
- 2. This decrease is a result of the combination of consistent operational costs and an increase in the value of issuances.
- This number shows a slight increase due to increased storm activity and the necessary goods associated with responding to the storms over the previous year. Necessary goods included an increase in sandbags, shovels and various street signs.
- 4. The increase in the volume of issuances is directly related to the increase in the number of issuances.

EINIANCIAI

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-141-513

	<u>r</u>	INANCIAL	
	FY 2015	FY 2015	FY 2016
_	Adj. Budget	Actual	Budget
Personnel	101,085	100,817	103,434
Operating	2,804	1,793	2,854
Transportation	3,260	4,538	1,643
TOTAL	107,149	107,148	107,931

		<b>STAFFING</b>	
	FY 2015	FY 2015	FY 2016
_	Adopted	Actual	Budget
Full Time	2.00	2.00	2.00
OPS	0.00	0.00	0.00
_			
TOTAL	2.00	2.00	2.00

#### **Leon County Government**

#### FY 2015 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Financial Stewardship	Office of Management & Budget	Risk Management

#### **GOAL**

The goal of Risk Management is to provide our customers with courteous and professional services, in the area of risk management.

#### **PROGRAM HIGHLIGHTS**

- 1. Prepared, negotiated and coordinated all County insurance programs, with the exception of employee health/life insurance.
- 2. Processed, recorded and maintained files on all instances of damage claims filed against the County
- 3. Processed and evaluated 539 background checks for County volunteers.

#### PERFORMANCE MEASURES

Risk Management is the process of managing the County's activities in order to minimize the total long-term costs of all accidental losses and their consequences. This is accomplished through risk identification, risk control, and risk finance.

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G5	Investigate worker's compensation accidents and report findings and corrective action	122	130	141
G5	Provide one safety/loss control training quarterly as training needs are identified by program areas	14	8	16
G5	Investigate auto accidents and report findings and corrective action	13	12	20*
G5	Coordinate Safety Committee monthly to identify accidents trends and recommend preventative training as appropriate	12	12	12

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Increase related to a 8% jump in the number of claims filed compared to FY14. All Workers' Compensation claims processed timely.
- 2. Sixteen (16) safety training events provided at three (3) separate locations.
- 3. The number of automobile accidents increased by approximately 65% compared to 14,\* but 65% of those were not at-fault.
- 4. These meetings are held on a monthly basis and therefore the number annually remains constant.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 501-132-513

		<u> </u>	INANCIAL	
		FY 2015	FY 2015	FY 2016
	_	Adj. Budget	Actual	Budget
Personnel		102,885	107,284	106,856
Operating	_	134,124	78,219	133,339
	TOTAL	237,009	185,503	240,195

		STAFFING	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	1.00	1.00	1.00
OPS	0.00	0.00	0.00
TOTAL	1.00	1.00	1.00

## Office of Economic Vitality Business Plan

## Mission Statement

Strategic Priorities

Strategic Initiatives
October 1, 2011 - September 30, 2016

The mission of the Leon County Office of Economic Vitality is to guide the County's economic development efforts in coordination with the private sector and community stakeholders by fostering fair and open competition, conducting extensive outreach to assist vendors in navigating and competing in today's marketplace, and leveraging existing resources to maximize the infusion of financial capital in to the local community.

#### **Economy**

- Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1)
- Support business expansion and job creation, including: the implementation of the Leon County 2012 Job Creation
  Action Plan, to include evaluating the small business credit program. (EC2)
- Strengthen our partnerships with our institutions of higher learning to encourage entrepreneurism and increase technology transfer and commercialization opportunities, including: the Leon County Research and Development Authority and Innovation Park. (EC3)
- Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (EC4)

#### **Quality of Life**

- Maintain and enhance our educational and recreational offerings associated with our library, parks and greenway system for our families, visitors and residents. (Q1)
- Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services. (Q3)
- Enhance and support amenities that provide social offerings for residents and visitors of all ages, including completing the enhancements to and the programming of the Cascade Park amphitheater. (Q4)

#### **Environment**

 Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar. (EN4)

#### Governance

- Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1)
- Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.(G3)
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

#### Complete Evaluate sales tax extension and associated community infrastructure needs through staff support of the Leon County Sales Tax Committee (EC1,G3,G5) Complete Implement strategies that support business expansion and job creation, including: evaluate start-up of small business lending guarantee program (EC2) Ongoing Implement strategies that support business expansion and job creation, including: identify local regulations that may be modified to enhance business development (EC2) Complete Implement strategies that support business expansion and job creation, including: implement Leon County 2012-2013 Job Creation Plan (EC2) Complete Implement strategies that support Innovation Park and promote commercialization and technology transfer, including being a catalyst for a stakeholder's forum (EC2, EC3) Complete Implement strategies that promote the region as a year round destination, including: evaluate competitive sports complex engagement with partners such as KCCI (EC4,Q1,Q4) Ongoing Partner with and support Economic Development Council (EC2) Ongoing Partner with City, EDC, and State to support the Qualified Targeted Industry Program (EC2) Ongoing Partner with City and EDC to support the Targeted Business Industry Program (EC2) Ongoing 10. Partner with and support the Frenchtown /Southside Redevelopment Area (EC2)

Fiscal Year 2015 Office of Economic Vitality

11. Partner with and support the Downtown Redevelopment Area (EC2)

Ongoing

Leon C	ounty l	Fiscal Year 2015 Annual Performance and Financial Report	
Office	of E	Conomic Vitality	
	12.	Support and consider recommendations of Town and Gowin Relations Project (ECS)	ngoing
	13.	implement strategies which promote access, transparency, and accountability (G1)	ngoing
	14.	Ensure projects are equitably considered for funding associated with the infrastructure Sales  Tax extension, including: geographic diversity and rural areas throughout the County (EC1, G5)	ngoing
	1.	Prepared workshop materials for Board consideration on the extension of the infrastructure surtax including capital project needs and economic development opportunities which the Board approved placing on the November 2014 ballot. Provided staff support for the Sales Tax Committee. (EC1, G5)	EDBP, PLACE, Public Works, DSEM, OMB
	2.	A. Identify shelf-ready incentives, including small business loan guarantees, to support business expansion and job creation. (EC2)	EDBP, MWSBE,EDC, City, State DEO,
		B. Expand training, networking, and outreach opportunities in the local market area in order to increase the number of certified MWSBE vendors. (EC2)	Federal SBA, local lenders
		C. Continue to provide information and technical support to enhance MWSBE utilization of procurement opportunities with Leon County. (EC2)	
	3.	Identify local regulations that may be modified to enhance business development. (EC2)	CAO, DSEM, EDC
	4.	Continue the implementation of the Leon County 2012 Job Creation Action Plan. (EC2)	EDBP, EDC
S	5.	Organize a stakeholders' forum and serve as a catalyst in acquiring commercialization and technology transfer opportunities. (EC2)	EDBP, Economic Development Partners
Actions	6.	Presented the market feasibility analysis for a visitor sports complex to the Board for consideration. (EC2, EC4)	EDBP, Tourism, KCCI
A	7.	Continue to support the Economic Development Council by assisting with managing the continuity of the contact and funding. (EC2)	EDBP
	8.	Continue to support the Qualified Targeted Industry Program by providing notification of qualified funding. (EC2)	EDBP
	9.	Continue to support the Targeted Business Industry Program. (EC2)	EDBP
	10.	Continue to support the Downtown Redevelopment Area. (EC2)	EDBP
	11.	Conduct a joint County/City Commission meeting to address downtown redevelopment opportunities. (EC1)	EDBP
	12.	Incorporate Town and Gown concepts with the extension of the infrastructure sales tax. (EC1, EC3)	EDBP
	13.	Pursue adding video content to Comcast On-Demand highlighting the role of the County and EDC in economic development. (G1)	EDBP
	14.	Provided direction to the Board recommending moving the Lake Layfayette and West Pensacola projects to Tier I and allocating 2% or the surtax to support LIFE.	EDBP
	15.	Continue to support the Economic Development Council by assisting with managing the continuity of the contact and funding. (EC2)	OEV
ce	EC2, G5	_	. 1-60
ıan	EC2, G5		. 1-60
asu	EC2,EC3	_	. 1-60
Performance Measures	G5	% of MSWBE utilization annually	. 1-60
Pe	G5	% increase of certified MWSBE vendors annually Pg	. 1-61

Fiscal Year 2016

DEPARTMENTDIVISIONPROGRAMEconomic VitalityEconomic VitalityEconomic Development

#### **GOAL**

The goal of Economic Vitality is to guide the County's economic development efforts in coordination with the private sector and community stakeholders by fostering fair and open competition, conducting extensive outreach to assist vendors in navigating and competing in today's marketplace, and leveraging existing resources to maximize the infusion of financial capital to the local community.

#### PROGRAM HIGHLIGHTS

- Coordinated the expansion of Entrepreneur Month for November 2014 to stimulate greater community participation and support beyond the universities.
- 2. Supported Domi Station, a business incubator to house and provide business support services to start-up ventures.
- 3. Promoted collaboration and communication through a "Town and Gown" partnership with Florida State University, Florida A&M University, Tallahassee Community College, and the City of Tallahassee.
- 4. Supported the Alliance of Entrepreneur Resource Organizations (AERO), a coalition of public agencies and community nonprofit organizations united to provide current and new businesses with resources to aid in their success.
- 5. Supported Danfoss-Turbocor, an international research and development facility, which would create 10 new research and development positions and will increase tourism through hosting an average of 10 domestic and international clients on a weekly basis.
- 6. In order to promote awareness on skilled workforce needs, Leon County collaborated with community partners to bring together institutions of higher learning, students, employers, and other job seekers for the Leon Works Expo. The Expo provided high school students and the community an opportunity to learn about skilled careers and vocational training available locally.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actuals	FY 2015 Estimate	FY 2015 Actual
EC2, G5	1 County Unemployment rate	5.8%	5.5%	5.2%
EC2, G5	2 Change in County Unemployment Rate	-1.1%	-0.3%	-0.6%
EC2, G5	3 County 1 Cent Sales Tax Revenue Per Capita <sup>1</sup>	\$138.23	\$144.60	\$144.03

#### Notes

\_\_\_\_

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1-2 The County's unemployment rate continues to fall, indicating an improved economy with job creation.
- 3 The County's 1 Cent Sales Tax revenue per capita increased by 4%, indicating an improving economy with more consumer confidence.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-114-512

<u> </u>	FINANCIAL			<u>STAFFING</u>			
FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016	
Adj. Budget	Actual	Budget		Adopted	Actual	Budget	
214,077	223,624	138,705	Full Time	4.00	4.00	2.00*	
168,919	135,324	8,864	OPS	0.00	0.00	0.00	
282,703	306,750	237,000					
665,699	665,698	384,569	TOTAL	4.00	4.00	2.00	
	FY 2015  Adj. Budget  214,077  168,919  282,703	Adj. Budget         Actual           214,077         223,624           168,919         135,324           282,703         306,750	FY 2015         FY 2015         FY 2016           Adj. Budget         Actual         Budget           214,077         223,624         138,705           168,919         135,324         8,864           282,703         306,750         237,000	FY 2015         FY 2015         FY 2016           Adj. Budget         Actual         Budget           214,077         223,624         138,705         Full Time           168,919         135,324         8,864         OPS           282,703         306,750         237,000	FY 2015         FY 2015         FY 2016         FY 2015           Adj. Budget         Actual         Budget         Adopted           214,077         223,624         138,705         Full Time         4.00           168,919         135,324         8,864         OPS         0.00           282,703         306,750         237,000	FY 2015         FY 2015         FY 2016         FY 2015         FY 2015           Adj. Budget         Actual         Budget         Adopted         Actual           214,077         223,624         138,705         Full Time         4.00         4.00           168,919         135,324         8,864         OPS         0.00         0.00           282,703         306,750         237,000         0.00         0.00	

<sup>\*</sup>The change in staffing levels is associated with the FY 2015 reorganization which realigned two positions to Strategic Initiatives.

<sup>1.</sup> Based on 12 month collections from the 1-cent local option sales tax and total Leon County population.

DEPARTMENTDIVISIONPROGRAMEconomic VitalityTourism DevelopmentTourism Development

#### **GOAL**

The goal of the Division of Tourism Development is to enhance the local economy and quality of life through the benefits associated with a strong visitor industry by maximizing the number of visitors, length of stay of visitors, and the economic impact of visitors to Leon County.

#### **PROGRAM HIGHLIGHTS**

- 1. Experienced the highest total tourist tax collections received in a fiscal year, surpassing the \$1 million per penny mark.
- 2. Launched a newly designed logo to emphasize the relaxed and welcoming nature of our destination.
- 3. Supported 98 sports and special events through the Tourist Development Council grants program.
- 4. Produced the first sell-out concert at the Capital City Amphitheater with the Avett Brothers as well as three other successful shows.
- 5. Provided \$904,500 to the Council on culture & Arts for re-granting to cultural organizations.
- 6. Non-university related sporting events generated 72,000 visitors, 38,000 room nights and \$30.8 million in direct economic spending.
- 7. Leisure Travel booked 7,757 rooms that resulted in direct economic spending of \$4.2 million.
- 8. Meetings & Conventions booked 7,270 room nights resulting in direct economic spending of \$4.5 million.

#### PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2014 Actuals	FY 2015 Estimate	FY 2015 Actual
EC4	1.	Tourist Development Tax per penny	\$911,642	\$970,000	\$1,028,285
EC4	2.	% Change in Tourist Development Tax	4%	5%	11.4%
EC4	3.	Number of total visitors to Leon County <sup>1</sup>	2,199,494	N/A	2,448,641
EC4	4.	% Change in number of total visitors to Leon County <sup>1</sup>	8%	N/A	11%
EC4	5.	Total Direct Visitor Economic Impact (billions) <sup>1</sup>	\$1.02 billion	\$1.02 billion	\$ 1.03 billion
EC4	6.	% Change in Direct Visitor Economic Impact	18%	7%	10%
EC4	7.	Number of Direct Tourism Related Jobs <sup>1</sup>	10,069	17,000	11,389
EC4	8.	% Change in the number of Direct Tourism Related Jobs	17%	11%	13%
EC4	9.	Hotel Occupancy <sup>2</sup>	59%	60%	62%
EC4	10.	Hotel Revenue (millions) <sup>2</sup>	\$112	\$116	\$120
EC4	11.	% Change in Hotel Revenue	10%	7%	7%

#### Notes:

#### PERFORMANCE MEASUREMENT ANALYSIS

1-8 Tourist Development Tax collections, visitors, economic impact and tourism related jobs all increased by between 10% and 13% in FY 2015 from increased and focused marketing, an improved economy, and greater parity in monthly occupancy.

9-11 Hotel occupancy and revenue met or exceeded FY 2015 estimates, suggesting a strong local tourism economy.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 160-(301-305)-552

		<b>FINANCIAL</b>		<b>.</b>		<b>STAFFING</b>	
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
<u></u>	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	900,342	861,679	948,503	Full Time	12.00	12.00	12.00
Operating	1,957,923	1,636,938	1,989,295	OPS	0.00	0.00	0.00
Transportation	3,009	1,197	2,301				
Capital Outlay	3,400	-	0				
Grants & Aid	5,971,584	270,064	1,657,975				
TOTAL	8,836,258	2,769,879	4,598,074	TOTAL	12.00	12.00	12.00

<sup>1.</sup> Downs & St. Germain Research recalculated FY 2014 actuals after a review of previously received reports from Bonn Marketing Research allowing for consistent reporting when comparing historical figures to estimates. FY 2015 Estimates were made on previously higher reporting figures and are no longer applicable.

<sup>2.</sup> Data provided by Smith Travel Research.

DEPARTMENTDIVISIONPROGRAMEconomic VitalityMinority, Women and Small Business EnterpriseMWSBE

#### **GOAL**

The goal of the Minority, Women, and Small Business Enterprise Program (MWSBE) is to provide minority, women, and small businesses with a means of participation in Leon County's procurement process for the purpose of achieving economic parity among all Leon County vendors.

#### **PROGRAM HIGHLIGHTS**

- 1. Partnered with Tallahassee Community College's Workforce Development in hosting the E-Month workshop, "Business Solutions that Impact Your Bottom Line, as well as presented the "Strategic Branding" workshop in observation of E-Month.
- Sponsored and participated in FAMU's Small Business Development Center's Small Business Week observation, as well as Minority Enterprise Development Week with the City of Tallahassee, and other community partners.
- Conducted orientation sessions with newly certified vendors, which included information relative to participating as an MWSBE vendor and other community business development resources.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actuals	FY 2015 Estimate	FY 2015 Actual
G5	% of preliminary bids and request for proposals reviewed and analyzed to determine the appropriate MWBE target within 3 business days	89%	95%	100%
G5	2. Total # of preliminary bids or requests for proposals analyzed	36	60 <sup>1</sup>	30
G5	% of pre-bid conferences attended by MWSBE in order to present information related to MWSBE targets	79%	95%	100%
G1,G5	4. Total # of pre-bid conferences attended	11	24 <sup>1</sup>	11
G5	5. Reviewed, analyzed and submitted all MWSBE statements within 3 business days of the bid or request for proposal closing date 95% of the time.	57%	95%	63%
G5	Total # of submitted proposals reviewed	14	63 <sup>1</sup>	11
EC2	# of citizens training was provided for assistance in starting, maintaining and enhancing their local business	182	100	247
G5	8. % of respondents committed to meet or exceed MWSBE Aspirational Targets	30%	85%	82%
G5	9. % of MWBE utilization annually	20.6%	15%	N/A
G5	10. % increase of certified MWSBE vendors annually	4.5%	3%	2%

<sup>1.</sup> The FY 2015 Estimates were projected too high and were adjusted down in the FY 2016 Budget to be consistent with FY 2014 Actuals.

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. The percentage increase of preliminary bids and request for proposals reviewed and analyzed to determine the appropriate MWBE target within 3 business days increased by 11% between FY 2014 and FY 2015 due to operational efficiency improvements.
- 2. This is the number of preliminary bids and Requests For Proposals (RFP) received for review and analysis. There was a reduction in the number received for review and analysis by the Division for MWBE participation on Leon County projects.
- 3. The percentage of pre-bid conferences attended by MWSBE in order to present information related to MWSBE targets increased by 21% between FY 2014 and FY 2015 due to operational efficiency improvements.
- 4. No variance between FY 2014 and FY 2015. The total number of mandatory pre-bid conferences is correlated to the number of bids and RFP's that include MWBE participation. Projects that are reviewed are not always feasible for MWBE participation based upon the current vendor availability, project scope, required licensures, bonding requirements, and other potential factors as identified within the bid document.
- 5. During FY 2015, additional staff time required for review and analysis of Good Faith Effort (GFE) documentation and the time required for the approval of lowered aspirational targets impacted this measure. There were 11 MWBE Analysis Statements of which two (2) required additional time for the review of GFE documentation and two required additional time for Board approval of the lowered aspirational target recommendations, which subsequently delayed the issuance of the MWBE Analysis Statements.
- The total number of submitted bids and request for proposals reviewed is also correlated to the number of bids and RFP's that have been determined as feasible for MWBE participation as discussed in Performance Measurement Analysis Number 3.
- 7. The number of citizens (MWSBE Program participants included) receiving training relative to starting, maintaining, and enhancing their local business increased approximately 26% between FY 2014 and FY 2015 due to the Divisions co-sponsorship of local partnership events as identified within the Program Highlights. This number is the total number of attendees for the Small Business Week, Minority Enterprise Development (MED) Week, and the two workshops coordinated by the Division referenced in the Program Highlights. Different marketing strategies were used (for Small Business Week/MED Week), which impacted attendance.
- 8. The % of respondents committed to meet or exceed the MWSBE Aspirational target for FY 2015 increased due to fewer Good Faith Effort (GFE) submissions. There were 11 bid responses with only two (2) GFEs resulting in the project goals being modified.
- The FY 2015 utilization percentage is estimated at 15%; however, the FY 2015 Actuals are not available and will be provided with the upcoming MWSBE Annual Report.
- 10. There is 2.5% decrease between FY 14 Actuals and FY 2015 Actuals. This number is based upon the number of new applicants, certification renewals, and approval processing times. The number of vendors asking for certification fluctuate annually.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-112-513

		<u> </u>	FINANCIAL PROPERTY OF THE PROP	
		FY 2015	FY 2015	FY 2016
		Adj. Budget	Actual	Budget
Personnel		140,316	141,002	127,393
Operating		54,064	36,294	303,737
	TOTAL	194,380	177,296	431,130

		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016
_	Adopted	Actual	Budget
Full Time	2.00	1.75	1.75
OPS	0.00	0.00	0.00
TOTAL	2.00	1.75	1.75

## Office of Public Safety Business Plan

## | Mission Statement

The mission of the Leon County Office of Public Safety is to enrich, preserve and improve the lives of citizens and visitors to Leon County by: 1. Promoting safety through clinically superior and compassionate pre-hospital care and life safety education through the Division of Emergency Medical Services, and 2. Provide education, prevention, and enforcement programs and humane animal care and control services through the Division of Animal Control.

## Strategic Priorities

#### **Economy**

• Focus resources to assist local veterans, especially those returning from tours of duty, in employment and job training opportunities through the efforts of County government and local partners. (EC5) 2012

#### **Quality of Life**

- Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2)
   2012
- Maintain and further develop programs and partnerships necessary to support and promote a healthier community, including: access to health care and community-based human services. (Q3) 2013

# Strategic Initiatives October 1, 2011– September 30, 2016

- Implement strategies that assist local veterans, including: Consider policy to waive EMS fees for uninsured or underinsured veterans. (EC5) 2012

  August 2012
- Implement strategies to improve medical outcomes and survival rates and to prevent injuries, Ongoing including: continue to pursue funding for community paramedic telemedicine. (Q5) 2012 (rev. 2014)
- 3. Support Honor Flights (EC5) 2012 Ongoing
- 4. Enter into agreements with NFCC and TCC which establish internship programs for EMS Ongoing Technology students. (EC6) 2012
- 5. Provide EMS Ride-Alongs. (E6) 2012 Ongoing
- 6. Provide Emergency Medical Services.(Q2, Q3) 2012 Ongoing
- 7. Support Programs which advocate for AED's in public spaces. (Q2, Q3) 2012 Ongoing
- 8. Provide community risk reduction programs, such as AED/CPR training (Q2, Q3) 2012 Ongoing
- 9. Implement strategies to maintain and develop programs and partnerships to ensure community Ongoing safety and health, including: participate in American Society for the Preservation of Cruelty to Animals (ASPCA) Partnership and participate in ASPCA ID ME Grant identification program for pets (Q2,Q3) 2012

## Actions

1.

- A. Collaborated with the Division of Veterans Services on the establishment of the goals and EMS objectives related to the development of a policy to waive EMS fees for uninsured or underinsured veterans. (EC5, Q3)
  - B. Engaged community partners such as Veteran Affairs Administration to ensure the proposed policy to waive EMS fees for uninsured or underinsured veterans meets the needs of the veteran community. (EC5, Q3)
- C. Developed the policy to waive EMS fees for uninsured or underinsured veterans based on the information collected and within the goals and objectives established, and presents the policy to the BOCC for adoption. (EC5, Q3)
- 2. A. Develop strategies and training to improve medical outcomes and survival rates and prevent EMS Injuries. (Q2, Q3)
  - B. Develop community paramedic program and telemedicine program and apply for grant funding. EMS (Q2, Q3)

Fiscal Year 2015 Office of Public Safety

#### Office of Public Safety

		· · · · · · · · · · · · · · · · · · ·	
		ontinually seek funding opportunities to provide a means of providing community paramedic and telemedicine services to the community. (Q2, Q3)	EMS
		borate and support Honor Flight Tallahassee in the production of flights. (EC5)	EMS
	_	ge community partners within the medical and social services community to enhance nerships. (Q2, Q3)	EMS
	5. Devel		EMS
	6. Engag	e citizens by providing ride along opportunities to qualifying citizens. (E6)	EMS
S	7. Develo	op community partnerships to support and advocate AEDs in public spaces. (Q2, Q3)	EMS
<u>ö</u>	8. Develo	op partnerships to support and advocated AEDs in public spaces. (Q2, Q3)	EMS
Actions		ontinue to participate in the Tallahassee Partnership sponsored by the ASPCA for the next 4 ears to ensure community safety and health. (Q2,G2)	Animal Control
		ovide education to pet owners on ordinance requirements and assistance dog owners from ving up their pet for lack of or improper shelter by providing loaner dog houses. (G2)	Animal Control
		onduct microchips identification scanning on all animals picked up to return to the owner in the eld to reduce animals taken to the shelter. (Q2, G2)	Animal Control
		rovide pet identification tags and collars under the ASPCA ID Me Tag program to reduce umber f animals going to the shelter and increase number of pets reunited with their owner. (Q2, G2)	Animal Control
	EC5	Number of Veterans qualifying for fee waiver under the policy	Pg. 1-66
	Q2,Q3	Percentage of cardiac arrest patients who experience Return of Spontaneous Circulation (ROSC)	Pg. 1-66
v	Q2,Q3	Percentage of heart attack patients transported to hospital within 30 minutes or less of patient contact	Pg. 1-66
ıre	Q2, Q3	Percentage of myocardial infarction patients correctly identified by paramedics annually	Pg. 1-66
ası	Q2, Q3	Percentage of trauma alert patients correctly identified by paramedics annually	Pg. 1-66
ĕ	Q2, Q3	Number of citizens trained in CPR annually through events including "Press the Chest"	Pg. 1-66
e C	Q2, Q3	Number of public education events conducted annually	Pg. 1-66
lan	Q2, Q3	Number of public access Automated External Defibrillators (AEDs) registered	Pg. 1-66
J. L.	Q2,	% of trauma alert patients correctly identified by paramedics annually	Pg. 1-66
Performance Measures	Q2,	% of stoke alert patients correctly identified by paramedics annually	Pg. 1-66
Pe	Q2	% of STEMI patients correctly identified by paramedics annually	Pg. 1-66
	Q2	% of STEMI EKGs transmitted to receiving hospital by paramedics annually	Pg. 1-66
	Q2	Return 7% of lost pets to their owners annually	Pg. 1-68
	Q2	Reduce field impounds at the Animal Shelter by 3% annually.	Pg. 1-68

DEPARTMENT DIVISION PROGRAM

Public Safety Emergency Medical Services Emergency Medical Services

#### **GOAL**

The goal of Leon County Emergency Medical Service Division is to provide clinically superior, compassionate, cost effective emergency medical services to all citizens and visitors of Leon County; regardless of social economic status, utilizing the latest technologies and medical care standards, within the bounds of available resources.

#### PROGRAM HIGHLIGHTS

- 1. Emergency Medical Services (EMS) responded to 37,765 calls for service (an increase of 39% over the last 11 years) resulting in 25,550 transports while ensuring response times were maintained during a steady increase in calls for service.
- 2. The Child Passenger Safety Seat program conducted over 50 child safety seat checkpoints, inspections, and installations at safety fairs throughout the community.
- 3. Initiated the Medical Tactic Program to support Leon County Sheriff's Office SWAT, allowing specially trained paramedics quicker access to victims of violent incidents.
- 4. In cooperation with community partners, successfully produced the 5<sup>th</sup> annual Press the Chest event held at the Donald L. Tucker Civic Center. This event trained over 700 citizens in CPR (cardio pulmonary resuscitation) and AED (automated external defibrillator) as one class.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	Benchmark
Q2	% of cardiac arrest patients that experience Return of Spontaneous	35%	7%
Q2, Q3	% of requests for services that result in patient transport	68%	65%

Benchmark source: American College of Cardiology, the American Heart Association, and the Florida EMSTARS Database.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q2	1.# of calls for service responded to	33,637	36,565	37,765
Q2	2.# of transports made	23,769	26,326	25,550
Q2,Q3	3. # of public education events conducted	140	180	140
EC5	4. # of Veterans qualifying for fee waiver under policy	1	5	0
Q2,Q3	5.# of Citizens trained in Cardio-Pulmonary Resuscitation (CPR/AED) use annually	1,400	1,350	1,600
Q2,Q3	6.# of public access Automated External Defibrillator (AEDs) registered with the Division	806	900	827
Q2	7. % of trauma alert patients correctly identified by Paramedics annually	88	90	98
Q2	8. % of stroke alert patients correctly identified by Paramedics annually	84	90	84
Q2	9. % of STEMI patients correctly identified by Paramedics annually	87	90	82
Q2	<ol> <li>% of STEMI electrocardiogram (EKGs) transmitted to receiving hospital by Paramedics annually</li> </ol>	89	90	84

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. In FY 2015, the division experienced an extraordinary 12% increase in the number of requests for service over last fiscal year. The total numbers of requests for service represents the busiest year on record for the division, breaking last year's mark.
- Corresponding to the previous performance measure, actual transports to the hospital increased by almost 8%. The division is still experiencing a high number of patients that request EMS assistance, but do not want to be transported to the hospital.
- 3. The division provided 140 public education and injury prevention programs to community groups in an effort to reduce community risk.
- 4. The Board implemented a policy to waive EMS fees for uninsured or underinsured veterans. Most qualifying accounts are resolved through a third party payment without the need to waive the fee. During FY 2015, no veteran accounts were waived under the policy.
- 5. The division provided Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training to citizens at events such as Press the Chest, which had a higher than anticipated turnout, contributing to the increase in FY 2015. These training events contribute to the community's high Return of Spontaneous Circulation (ROSC) rate.
- 6. The number of AEDs in the community registered with the division increased by 19, another contributing factor to the high ROSC rate.
- 7. Paramedics correctly identified 98% of trauma alert patients, improving the morbidity and mortality of these patients.
- Paramedics correctly identified 84% of stroke alert patients resulting in transporting the patient to a hospital designated as a stroke center, improving patient outcomes.
- 9. Paramedics correctly identified 82% of myocardial infarction patients, resulting in faster in-hospital treatment times and corresponding improved mortality rates. The 5% decrease from previous year was due to the subtle and not easily identifiable changes on the EKGs, used to identify STEMI. The Division also recognized that there is an opportunity for additional training in this area to improve the performance to the expected level.
- 10. Paramedics transmitted 84% of EKGs identified as a STEMI to the receiving hospital. The 5% decrease was mainly resulted from connectivity issues. Also, some of EKGs were in close proximity to the receiving facility and time did not permit the transmission of EKGs.

#### **Leon County Government**

#### FY 2015 Annual Performance and Financial Report

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 135-185-526

		FINANCIAL				<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	9,656,060	9,551,246	10,075,876	Full Time	121.20	121.20	121.20
Operating	4,943,043	5,100,913	5,094,958	OPS	1.00	1.00	1.00
Transportation	925,826	915,998	874,672				
Capital Outlay	74,250	31,568	38,000				
TOTAL	15,599,725	15,599,725	16,083,506	TOTAL	122.20	122.20	122.20

DEPARTMENTDIVISIONPROGRAMPublic SafetyAnimal ControlAnimal Services

#### **GOAL**

The goal of the Division of Animal Control is to improve the well-being of citizens and animals through humane education, prevention, and enforcement programs for the citizens and domestic animals of Leon County.

#### PROGRAM HIGHLIGHTS

- 1. Leveraged community partnerships to distribute low-cost spay/neuter vouchers to assist in controlling the pet population.
- 2. Continued to develop partnerships between various animal welfare organizations to share resources and, as a result, made a positive impact on local animal welfare issues.
- 3. Worked with the City to institute a cross training program for new officers enabling them to better serve the community.
- 4. Educated residences about responsible pet ownership, animal safety, bite prevention and related matters by participating in community outreach events.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	Benchmark
Q2	Field deployed staff to population	1:19,360	1:15,000 to 18,000

Benchmark Sources: Florida Animal Control Association (FACA)

Note: Calculation based on unincorporated area population; however, Leon County Animal Control is also responsible for responding to all bite related calls in the City.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q2,Q3	<ol> <li>Increase domestic animal rabies vaccination: Measured by bite animal vaccination rates</li> </ol>	96%	54%	89%
Q2	2. Maintain customer complaint rate at 5 per 1,000 calls received	2.1	5.0	1.7
Q2	3. # of citations issued	213	400	174
Q2	4. # of field service calls (bite and service calls including follow-ups)	6,009	7,000	5,726
Q2	5. Return 7% of lost pets to their owners annually	6%	7%	5%
Q2	6. Reduce field impounds at the Animal Shelter by 3% annually	12%	3%	3%

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Of the 385 total reported animal bite cases, 40 or 10.5% of those involved unvaccinated animals.
- 2. As a part of Leon LEADS Core Practices Initiative, a strong emphasis was placed on customer satisfaction training which contributed to the complaint rate.
- 3. The Division has continued an enforcement practice that emphasizes education and assistance prior to formal enforcement which has contributed to a reduction in the number of citations issued.
- 4. The decrease in field service calls is attributed to a partnership established with the Florida Department of Health in Leon County, where the Department of Health is releasing animals from rabies quarantine, decreasing the number of follow-up incidents officers are handling.
- 5. The Division returned 5% of lost pets in the field but with the lack of free microchips it is difficult to return lost pets to their owners.
- 6. Strategies have been implemented that makes animal impoundment a last resort which contributes to maintaining a consistent number of animals being brought to the shelter by field officers.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 140-201-562

V 204E						
1 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
dj. Budget	Actual	Budget	_	Adopted	Actual	Budget
425,895	336,802	432,519	Full Time	7.00	7.00	7.00
958,065	834,493	1,122,492	OPS	0.00	0.00	0.00
68,130	42,628	57,487				
11,785	12,170	0				
71,250	71,250	71,250				
1,535,125	1,297,343	1,683,748	TOTAL	7.00	7.00	7.00
	425,895 958,065 68,130 11,785 71,250	dj. Budget         Actual           425,895         336,802           958,065         834,493           68,130         42,628           11,785         12,170           71,250         71,250	dj. Budget         Actual         Budget           425,895         336,802         432,519           958,065         834,493         1,122,492           68,130         42,628         57,487           11,785         12,170         0           71,250         71,250         71,250	dj. Budget         Actual         Budget           425,895         336,802         432,519         Full Time           958,065         834,493         1,122,492         OPS           68,130         42,628         57,487           11,785         12,170         0           71,250         71,250         71,250	dj. Budget         Actual         Budget         Adopted           425,895         336,802         432,519         Full Time         7.00           958,065         834,493         1,122,492         OPS         0.00           68,130         42,628         57,487           11,785         12,170         0           71,250         71,250         71,250	dj. Budget         Actual         Budget         Adopted         Actual           425,895         336,802         432,519         Full Time         7.00         7.00           958,065         834,493         1,122,492         OPS         0.00         0.00           68,130         42,628         57,487         57,487         57,487         57,487         57,250         71,250

#### Leon County Fiscal Year 2015 Annual Performance and Financial Report Office of Library Services Business Plan Statement The mission of the Leon County Office of Library Services is to enrich, preserve and improve the lives of citizens and visitors to Mission Leon County by inspiring a love of reading, and a dynamic resource for intellectual, creative and recreational pursuits through the Division of Library Services. **Economy** Strategic Priorities • Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1) 2012 • Ensure the provision of the most basic services to our citizens most in need so that we have a "ready workforce." (EC6) 2012 **Quality of Life** • Maintain and enhance recreational offerings associated with, parks and greenway system for our families, visitors and residents. (Q1) 2013 Initiatives October 1, 2011– September 30, 2016 Implement strategies through library system which enhance education and address the general Complete public's information needs, including: relocate library services into the expanded Lake Jackson branch library (EC1, EC6, Q1) 2012 Maintain high quality of offering through the library system, including public access to books, Ongoing media, digital resources, computers, internet, reference resources, targeted programming, mobile library, and literacy training (EC1, EC6, Q1) 2012 Provide services, informational and recreational materials to use and an attractive destination for Policy, Planning & area residents and visitors at all Library locations. (EC1, Q1) Operations and **Public Services** A. Provide information and access to services through the Internet and print resources for area **Public Services and** veterans. Information Professionals providing reference services consider the needs of Collection veterans when selecting online and other materials. Work with Leon County Veterans Management Services to ensure that veterans are informed of information and access is available at library locations. (EC5, Q1) B. Emphasize job training and small-business development information and materials, both **Public Services** online and print resources, at all library locations. (Q1, EC6) C. Update the library online catalog to the next version recommended by SirsiDynix (library Policy, Planning & Actions Operations and software developer and vendor). Prepare for a major change in the cataloging of library materials to Resource Description and Access (RDA) records. RDA, a new international Collection cataloging standard designed for an electronic environment, allows description of new Management formats as they are developed and provides for better access to print, digital and other resources. The Library of Congress implemented RDA on March 31, 2013. (Q1, Q6) D. Re-establish uniform and consistent records in the library online catalog by using an Policy, Planning & automated process to review and correct authority records, which are the distinct name for Operations and each topic in the catalog, as part of the preparation for the change in cataloging standards to Collection RDA. Process adds, modifies or changes, and deletes authority records. (Q1 Q6) Management E. Introduced and used social media (Facebook and Twitter) to promote library and other county Policy, Planning & activities and provide information. (Q1 Q6) Operations and **Public Services** F. Review and update information on the library website. Improve the usability of **Public Services** downloadable services. (Q1, Q6)

Fiscal Year 2015 Office of Library Services

#### **Office of Libary Services**

	(	G. Emphasize technology and customer-service training for all library staff members, using webinars and online training tools. (Q1)	Policy, Planning & Operations
	I	H. Present the Summer Reading Program systemwide. Offer varied and exciting reading options and programs for all ages to create young readers and support their success in school and to inspire a love of reading in all ages.	Policy, Planning & Operations and Public Services
Ф	EC6	Percentage increase of library visits, computer use, circulation, program attendance compiled annually	Pg. 1-71
Performance Measures	Q1	Number of items for which the library develops the original entry for the international cataloging database	Pg. 1-71
for eas	Q1	Number of authority records added, modified/changed, deleted	Pg. 1-71
Per	Q4	Percentage increase of downloads for mobile apps annually	Pg. 1-71
	EC1	Number of hits on Facebook and number of Twitter followers per promotional activities	Pg. 1-71

DEPARTMENT DIVISION PROGRAM

Library Services Library Services Policy, Planning & Operations, Public Services,

Collection Services, Extension Services

#### **GOAL**

The goal of the LeRoy Collins Leon County Public Library System is to enrich the community by inspiring a love of reading, providing a dynamic resource for intellectual, creative and recreational pursuits, and enabling residents to live a life of learning.

#### **PROGRAM HIGHLIGHTS**

- 1. RDA (Resource Description and Access) cataloging implemented July/August 2015. The systematic review of the library management system, cleaning up and correcting database issues, has continued and is near completion.
- 2. The 2015 Summer Reading Program, Every Hero Has a Story, reached 8,900 children and adults through 214 programs over the summer, a 30% increase from 2014 in both programs and participation.
- 3. Eleven library book groups, ranging from History to Graphic Novels, meet monthly throughout the library system, with steady attendance and participation.
- 4. Seed Library program distributed a total of 16,000 sample-size packets of vegetable seeds in two waves, for spring and fall. Successful launch events were a partnership of the Library, Leon County Cooperative Extension, Leon County Community and Media Relations, and Sustainable Tallahassee.

#### BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
Q1	Cost Per Capita	\$22.93	12th of 31
Q1	Materials Expenditures Per Capita	\$2.28	13th of 31
Q1	Circulation Items Per Capita	6.58	11th out of 31
Q1	Square feet Per Capita (State Standard 0.6 sf)	0.56	8th out of 31
Q1	FTE per 1,000 population	0.37/1,000	3rd out of 31*
Q1	Internet terminals available per 1000 population	1.25/1,000	5th out of 31
Q1	# of Individual Registered Users (% of total population)	60%	46.4%

Benchmark Source: Florida Library Directory with Statistics. \*3 libraries at .37/1000

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q1	1. # of total Library visits	1,044,881	1,100,300	975,334
Q1	2. # of items in Library collection	778,824	815,000	790,134
Q1	# of total material circulation	1,717,805	1,920,000	1,673,625
Q1	4. # of total number of computer uses	2,290,183	2,600,000	2,114,343
Q1	5. # of new volumes cataloged	41,569	49,000	44,810
Q1	6. # of Library programs held	883	800	933
Q1	7. # of Library programs attendance	37,336	35,500	30,805
EC6, Q1	Track implementation of RDA and the number of entries that the library develops as the first record of a particular item for the shared international cataloging database	56	150	103

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Decrease in library visits can be balanced by circulation of 67,319 downloadable items (accessed outside of the library), an increase of 16% over the previous year. Database use (frequently accessed outside of the library) also increased by 62%.
- Collections: 775,052 volumes, 15,082 downloadable e-materials, and total 790,134. Accumulation of lost materials records going back 20 years was purged in the review of the library management system.
- 3. Associated with the decrease of library visits, material circulation decreased 2.57%, reflecting a general national trend. Ever-increasing use of social media and electronic technologies had a negative impact on library circulation. However, there was a slight increase nationally in the use of libraries as community centers and as places to sit, read and access information. Regardless, card-holders increased 5.43%
- 4. This is offset by users bringing their own devices to the library and using Wi-Fi. Wi-Fi use has increased 70%. Users bring their own devices to the libraries. Library internet PCs uses are down 9% but use is constant and generally there is little or no wait time; staff is proactive in extending time for job applicants, testing, etc.
- 5. A total of 44,810 items were added, 40,845 volumes cataloged and 3,965 downloadable e-materials. Fewer magazines and serials are received, reflecting national trend of magazines ceasing publication.
- 6&7. Additional book groups resulted in more programs; fewer people attend book discussion groups but smaller-sized groups are advantageous for discussion and participants are loyal repeat visitors.
- 8. The RDA systematic review has continued and is near completion, increasing the number of entries that the library develops from FY 2014 to FY 2015. Nevertheless, fewer items that needed original cataloging were added than anticipated.

### FINANCIAL AND STAFFING SUMMARY ACCOUNT NUMBER: 001-(240-243)-571

		FINANCIAL					
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	5,175,165	4,893,555	5,188,054	Full Time	101.70	101.7	101.70
Operating	751,902	656,202	781,227	OPS	1.00	1.00	1.00
Transportation	22,840	16,081	19,513				
Capital Outlay	622,505	622,582	622,505				
Grants & Aid	3,000	3,000	3,000				
TOTAL	6,575,412	6,191,420	6,614,299	TOTAL	102.70	102.7	102.70

## Intervention & Detention Alternatives Business Plan

## Mission Statement

Strategic Priorities

The mission of the Leon County Office of Intervention and Detention Alternatives is to provide information to the courts, which support judicial custody release decisions, and provide alternatives to incarceration to persons accused of crimes and offenders, which hold them accountable, improve their ability to live lawfully and productively in the community, enhance the overall administration of justice, and support community safety and well-being.

#### **Economy**

• Ensure the provision of the most basic services to our citizens most in need so that we have a "ready workforce." (EC6)

#### Governance

Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's core
practices. (G4)

#### **Quality of Life**

- Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2)
- Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services. (Q3)

egic tives 1, 2011– 130, 2016	1.	Continue to implement strategies to promote work readiness and employment, including providing job search assistance for County Probation and Supervised Pretrial Release clients through private sector partners (EC6, Q2)	Ongoing
# te s = 1	2.	Implement alternatives to incarceration (Q2)	Ongoing
	3.	Provide drug and alcohol testing (for employees and court ordered County Probation and Supervised Pretrial Release clients) (G4, Q2)	Ongoing
	4.	Support Palmer Munroe Teen Center in partnership with the city (Q3)	Ongoing
	1. A.	Assist private sector partner with identifying and referring probation and pretrial release defendants for job readiness training. (EC6, Q2)	Pretrial Release Probation
10	В.	Facilitate and support private sector partner's strategies for providing job skills training, resume writing skills, interviewing techniques, and employment contacts to defendants. (EC6, Q2)	Pretrial Release Probation
	C.	Monitor and track participation and success of defendants referred for job readiness training. (EC6, Q2)	Pretrial Release Probation
	2.	Provide alternatives to incarceration by effectively monitoring and supervising defendants ordered pretrial release and probation. (Q2)	IDA
	3.	Preserve the integrity and security of drug and alcohol testing by adhering to the rules established by the U.S. government. (Q2, G4)	DATP
	4.	Administer the contract for Palmer Munroe Teen Center and partner with the City to support implementation and administration of the Board's directives. (Q3)	IDA
Measures	Q2	Schedule Work Program participants to defer Division of Operations labor costs by no less than \$300K annually.	Pg. 1-74
	Q2	Monitor participants to ensure they complete no less than 70% of the court ordered Work Program days assigned.	Pg. 1-74
	Q2	Schedule Community Service participants to ensure the equivalent of no fewer than 20 FTEs available to non-profit agencies.	Pg. 1-74
	Q2	Utilize intervention strategies to ensure no fewer than 80% of defendants supervised successfully complete pretrial.	Pg. 1-75
	Q2	# of alcohol tests administered annually to court ordered defendants	Pg. 1-76

DEPARTMENTDIVISIONPROGRAMIntervention & Detention AlternativesCounty ProbationCounty Probation

#### **GOAL**

The goal of the Leon County Probation Division is to hold defendants accountable, improve their ability to live lawfully and productively in the community, and enhance the overall administration of justice and support community safety and well-being.

#### **PROGRAM HIGHLIGHTS**

- 1. The Probation Division moved to co-locate with the Supervised Pretrial Release Program to ensure greater utilization of staff resources.
- 2. In support of our community partnerships, staff continues to participate with various agencies, including Florida A&M University, Keiser University, the North Florida Safety Council, and the Domestic Violence Coordinating Council.
- 3. To improve efficiency and consistency among Office of Intervention & Detention Alternatives (IDA), the Probation Division took over the collecting of court ordered fees associated with Probation from the Clerk of Court.
- 4. The Office of IDA hosted an orientation meeting with the Judges of the 2<sup>nd</sup> Judicial Court to discuss services and to solicit feedback and suggestions for process improvements.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	Benchmark
G4,Q2	Annual average monthly hours allocated per Probation Officer based upon offender risk	351	120
G4,Q2	factors and Intensity of cases	331	120

Benchmark Sources: The American Probation and Parole Association (APPA) no longer adopts benchmarks based on a caseload ratio and instead supports a methodology based on workload. Workload, or case priority, is determined by the level of intensity required for supervising a case based on conditions assigned and other risk factors. APPA recommends officers not exceed an average workload of 120 hours per month. Current benchmark statistics account for workload hours based on case priority in lieu of a caseload ratio.

#### PERFORMANCE MEASUREMENTS

Priorities		Performance Measures		FY 2015 Estimate	FY 2015 Actual
G4,Q2	1.	Average End of Month Caseload per hour.	379	349	351
G4,Q2	2.	Utilize intervention strategies to minimize technical violations to no more than 20% of the total supervised.	23%	25%	20%
Q2	3.	Schedule Work Program participants to defer Division of Operations labor costs by no less than \$300K annually (based upon minimum wage only).	\$265,989	\$300,000	\$261,182
Q2	4.	Monitor participants to ensure they complete no less than 70% of the court ordered Work Program days assigned.	77%	74%	74%
Q2	5.	Schedule Community Service participants to ensure the equivalent of no fewer than 20 FTEs available to non-profit agencies.	23	24	22

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Probation caseload experienced continuing decline due to an increase in the number of offenders being assigned to diversion programs rather than placed on probation by the State Attorney's Office. Nevertheless, ratio continues to exceed the American Probation and Parole Association recommended average monthly hours allocated per Probation Officer.
- 2. Staff's monitoring and engaging offenders by assessing their needs and connecting them with resources has contributed to a decrease in violators. Technical violations decreased 3% from the previous year.
- 3. Cost savings yielded a nominal decrease which is attributable to a reduction in the number of offenders assigned.
- 4. Due to continuous improvement in monitoring efforts, utilization of this diversion alternative continues its successful trend to keep no less than 70% of the court ordered Work Program days assigned to participants.
- 5. The scheduling and delivery of Community Service participants equated to 22 full-time employees for non-profit agencies in 2015, remaining at a similar level to the previous year.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 111-542-523

		<u> </u>	<u>FINANCIAL</u>	
		FY 2015	FY 2015	FY 2016
	_	Adj. Budget	Actual	Budget
Personnel		1,155,958	1,036,900	1,119,354
Operating		33,359	20,244	39,376
. •	TOTAL	1,189,317	1,057,144	1,158,730

		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	17.00	16.00	16.00
OPS	0.00	0.00	0.00
TOTAL	17.00	16.00	16.00

DEPARTMENTDIVISIONPROGRAMIntervention & Detention AlternativesSupervised Pretrial ReleasePretrial Release

#### **GOAL**

The goal of the Supervised Pretrial Release Division (SPTR) is to hold defendants accountable, improve their ability to live lawfully and productively in the community, and enhance the overall administration of justice and support community safety and well-being.

#### PROGRAM HIGHLIGHTS

- 1. As a cost savings measure, the office continues to utilize private sector services for electronic monitoring staffing and equipment.
- 2. Provided more than 7,000 assessments and criminal reviews for approved daily First Appearance Hearings.
- 3. Through our private provider, Sentinel, Pretrial introduced the Breath Alcohole/Real Time (BART) portable alcohol testing and Micro-Electromechanical Systems (MEMS) home based testing devices, to better serve offenders upon whom the court has imposed intense supervision such as house arrest.
- 4. In support of our efforts to establish more community partnerships, staff participated in lectures at Florida Agricultural and Mechanical University.
- Worked with Court Administration to implement the Veteran's Court Program starting in FY16.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	Benchmark
G4,Q2	Average number of hours worked per month based upon defendant risk (High to Low Risk)	239	120

Benchmark Sources: The American Probation and Parole Association (APPA), no longer adopts a benchmark standard based on a caseload ratio and instead supports a methodology based on workload. Workload, or case priority, is determined by the level of intensity required for supervising a case based on conditions assigned and other risk factors. APPA recommends that officers not exceed an average workload of 120 hours per month. Current benchmark statistics account for workload hours based on case priority in lieu of a caseload ratio.

#### PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G4,Q2	1.	Dedicate no fewer than an average of 120 hours per FTE per month to case management based upon conditions assigned and risk factors	239	239	239
G4,Q2	2.	Utilize intervention strategies to minimize technical violations (OTSC) to no more than 10% of the total supervised	12%	12%	12%
G4,Q2	3.	Utilize intervention strategies to ensure no fewer than 80% of defendants supervised successfully complete pretrial	74%	79%	78%
Q2	4.	Divert jail operating costs by no less than \$10 million by promoting and utilizing supervised pretrial alternatives	\$11.3	\$11.7	\$11.7

#### PERFORMANCE MEASUREMENT ANALYSIS

- Supervised Pretrial Release continues to serve as a viable cost difference alternative to incarceration but drug, but does continue to exceed the average 120 hours per FTE standard.
- This measure is sometimes impacted by change in court directive regarding technical violations. FY 2015 remained at the same level as the previous year.
- 3. Due to staff continuing to use strategies to help defendants successfully complete their pretrial release conditions, a 4% increase was achieved in FY 2015.
- 4. Supervised Pretrial Release continues to provide millions of dollars in cost savings in terms of jail beds saved yearly.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 111-544-523

		FINANCIAL		
		FY 2015	FY 2015	FY 2016
	<u>-</u>	Adj. Budget	Actual	Budget
Personnel		767,887	770,378	843,086
Operating		257,773	255,282	292,026
	TOTAL	1,025,660	1,025,660	1,135,112

		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016
_	Adopted	Actual	Budget
Full Time	13.00	14.00	14.00
OPS	0.00	0.00	0.00
TOTAL	13.00	14.00	14.00

DEPARTMENTDIVISIONPROGRAMIntervention & Detention AlternativesCounty ProbationDrug & Alcohol Testing

#### **GOAL**

The goal of the Leon County Drug and Alcohol Testing Division is to assist county departments, the judicial system and other agencies in creating a safe and secure environment free from the adverse effects caused by abuse or misuse of alcohol and drugs.

#### **PROGRAM HIGHLIGHTS**

- 1. The Drug and Alcohol Testing Division performed 9.5% more urinalysis test and 16.4% more alcohol test.
- With a staff member receiving instructor certification for Department of Transportation (DOT) Urinalysis Collections an in-house training program has been implemented to cross train all Probation/Pretrial staff for collections.
- 3. The fees collected for urinalysis testing increased by 12.2 % from the previous fiscal year resulting in additional revenues of \$19,256.

#### PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q2	1. # of alcohol tests administered annually to court ordered defendants	12,642	12,900	14,714
Q2	2. # of urinalysis tests administered annually to court ordered defendants	9,063	8,424	9,927
G4,Q2	3. # of urinalysis collections performed annually for other agencies	702	526	704
G4,Q2	4. # of DOT alcohol tests for Commercial Driver's License (CDL) administered annually	19	12	6
Q2	5. Fees collected for alcohol tests	\$134,361	\$149,910	\$136,568
Q2	6. Fees collected for urinalysis tests	\$157,364	\$134,614	\$176,620

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. The increase in alcohol testing is attributed to an increase in the number of participants and frequency required for court ordered testing.
- 2. The increase in urinalysis testing is attributed to an increase in participants and frequency required for court ordered testing.
- The continued level in urinalysis testing performed for other agencies is attributed to outlying counties recognizing the variety of services
  offered (urinalysis for drugs, ethyl glucuronide, employment related testing and DOT) and the continued integrity and competencies of the
  agency.
- 4. DOT alcohol tests administered to CDL operators this year were less than the estimate, due to a decrease in the number of employees randomly selected to submit to this type of test. The random selection process is unpredictable and is administered by Leon County's Risk Management.
- 5. Total revenues collected for alcohol tests, which includes Secure Continuous Remote Alcohol Monitor (SCRAM) user fees, exceeded the previous year. The increase in alcohol collections was a result of an increase in the frequency of court ordered tests. This increase offset the decrease in SCRAM user fees as the program experienced an increase in court ordered fee waivers.
- 6. Actual fees collected for urinalysis tests exceed the estimated amount by 31.2% and last year's actuals by 12.2%, due to an increase in service to court ordered agencies.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 111-599-523

		<u>FINANCIAL</u>		
		FY 2015	FY 2015	FY 2016
		Adj. Budget	Actual	Budget
Personnel		114,411	108,183	124,266
Operating		49,931	56,158	46,610
	TOTAL	164,342	164,342	170,876

		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	2.00	2.00	2.00
OPS	0.00	0.00	0.00
TOTAL	2.00	2.00	2.00

#### Leon County Fiscal Year 2015 Annual Performance and Financial Report Office of Human Services & Community Partnerships **Business Plan** Statement Mission The mission of the Leon County Office of Human Services and Community Partnerships is to build a stronger, healthier community by providing a safety net of resources, services, and solutions for citizens in need, in partnership with our community. **Economy** Focus resources to assist local veterans, especially those returning from tours of duty, in employment and job Strategic Priorities training opportunities through the efforts of County government and local partners. (EC5) 2012 Ensure the provision of the most basic services to our citizens most in need so that we have a "ready workforce." (EC6) 2012 **Quality of Life** Maintain and further develop programs and partnerships necessary to support and promote a healthier community, including: access to health care and community-based human services. (Q3) rev. 2013 Support the preservation of strong neighborhoods through appropriate community planning, land use regulations, and high quality provision of services. (Q6) 2012 Completed 1. Implement strategies that assist local veterans, including: develop job search kiosk for veterans (EC5,EC6) 2012 Implement strategies that assist local veterans, including: consider policy to allocate portion of Completed Direct Emergency Assistance funds to veterans (EC5,EC6 Q3) 2012 (Annually funded) Ongoing 3. Collaborate with United Vets and attend monthly coordinating meetings (EC5) 2012 Provide grants to active duty veterans (EC5) 2012 Ongoing Strategic Initiatives October 1, 2011 – September 30, 2016 Assist veterans with benefits claims (EC5,EC6,Q3) 2012 **Ongoing** 5. Ongoing Fund Veterans Day Parade as a partner with V.E.T, Inc. (EC5) 2012 Ongoing Support Community Humans Services Partnerships (Q3) 2012 Ongoing Support Leon County Health Departments (Q3) 2012 Support CareNet (Q3) 2012 Ongoing Completed 10. Support DOH's closing the Gap grant (including "Year of the Healthy Infant II" campaign, and Campaign for Healthy Babies) (Q3) 2012 11. Support Expanding Access to Care grant (Q3) 2012 Completed 12. Provide targeted programs for seniors (Q3) 2012 Ongoing 13. Maintain oversight of state-mandated programs, such as Medicaid and Indigent Burial, to Ongoing ensure accountability and compliance with state regulations (Q3) 2012 14. Provide foreclosure prevention counseling and assistance (Q6) 2012 Ongoing **Ongoing** 15. Provide first time homebuyer assistance (Q6) 2012 16. Implement strategies that assist local veterans, including: hold a Welcome Home celebration On-going for veterans and service members. (EC5) 2012 Maintain veterans' kiosk and continue to work with Workforce PLUS on veterans' employment **Veterans Services** issues. (EC5) Develop policy to allocate funds for a new Direct Emergency assistance program for veterans. **Veterans Services Actions** Strengthen relationship with local veterans' organizations by attending monthly meetings, **Veterans Services**

the Veterans Day Parade.(EC5)

Personnel.(EC5)

partnering with Workforce PLUS veterans jobs program, and continuing to support V.E.T. Inc. and

Continue to outreach to promote awareness of Leon County Military Grant for Active Duty Veterans Services

# Leon County Fiscal Year 2015 Annual Performance and Financial Report

# Office of Human Services and Community Partnerships

	5.	Continue Q3)	to assist local veterans and their dependents with processing benefit claims. (EC5, EC6,	Veterans Services
	6.		to provide support and funding to VET, Inc. to organize, plan, and execute the Veterans le. (EC5)	Veterans Services
	7.	Provide in Continue	n-kind and funding support of the Community Human Services Partnerships program. to support, fund, and administrate the CHSP process in an effort to be responsible of community dollars. (Q3)	Human Services
		provision B. Collab	e an annual contract to provide funding to the Leon County Health Department for the of mandated public health services. (Q3) porate with the Leon County Health Department for the provision of healthcare for and financially indigent residents. (Q3)	Primary Healthcare Human Services
v	11.	A. Collabor financia	rate with CareNet partners for the provision of healthcare services for uninsured and lly indigent residents. (Q3)	Primary Healthcare
Actions		county	with CareNet and other community agencies to pursue opportunities to leverage funding. (Q3)	Primary Healthcare
Ā	12.	Provide re (grant has	esources for the administration of the Department of Health Closing the Gap Grant. (Q3) closed)	Primary Healthcare
	13.	Provide m	atching funds for the Access to Care Grant.(Q3) (grant has closed)	Primary Healthcare
	14.		to support and fund the Tallahassee Senior Citizens Foundation to provide program and for seniors in unincorporated Leon County.(Q3)	Human Services
	15.	Collaborat	te with ACHA to and other State agencies to ensure accountability and compliance. (Q3)	Human Services
	16.		property value loss by providing foreclosure prevention with funds attained through Hardest Hit program, and scheduling ongoing assistance. (Q6)	Housing
	17.		to support first-time homebuyer assistance with homeownership workshops, and also unding for the program.(Q6)	Housing
	18.		Operation Thank You! : A Pancake Breakfast ceremony to celebrate the courageous men en of Leon County Armed Forces Units.	Veterans Services
	EC5,Q	13	Dollar Increase in fiscal impact of approved veterans claims annually	Pg. 1-79
res	EC5,Q	12	Percent Increase in number of veterans assisted through the claim process and outreach annually	Pg. 1-79
Performance Measures	EC5,Q	-,	Percent Increase in the number of citizens assisted through foreclosure and first-time home buying programs	Pg. 1-82
	Q6,Q3		Track dollar amount of property value retained by foreclosure prevention annually using the Leon County Property Appraiser's assessed value.	Pg. 1-82
erform	Q3,Q6		Dollar amount of community benefit realized through the receipt of grant funding and the provision of grant matches	Pg. 1-84
Pe -	EC5,Q		Dollar amount used through the Military Grant Program to assist service members that were called to active duty to serve their country.	Pg. 1-79
	Q3		Number of uninsured residents receiving primary healthcare through CareNet.	Pg. 1-84

DEPARTMENTDIVISIONPROGRAMHuman Services & Community PartnershipsVeteran ServicesVeteran Services

#### **GOAL**

The goal of the Leon County Veteran Services Division is to assist veterans and their dependents in securing all entitled benefits earned through honorable military service, and to advocate for veterans' interests in the community.

#### **PROGRAM HIGHLIGHTS**

- 1. Veterans Emergency Assistance Program (VEAP) Provides emergency financial assistance to help qualifying Veterans meet critical basic needs such as rent, mortgage, and utilities.
- 2. Operation Thank You honoring our Veterans Program Recognized the service of our Veterans with a formal ceremony, followed by breakfast served by Leon County Commissioners and staff.
- 3. Active Duty Grant Program Leon County residents who are called to active duty in direct support of a named United States military conflict or national emergency declared by the President of the United States can apply for a grant equal to that portion of their Leon County ad valorem property taxes prorated for the amount of time the resident served on active duty.
- 4. Veteran Services Organization (VSO) Grant Program- This program is in conjunction with the County's Operation Thank You Initiative funding. The VSO Grant Assistance provides grants to VSO for special programs to assist Veterans.
- 5. Veterans Day Parade The County continues to support Vet Events Tally Inc., in the organizing and execution of the Veterans Day Parade.
- 6. 9/11 Day of Service and Remembrance Program In partnership with Holland and Knight, Leon County annually hosts a service day and ceremony to recognize those first responders who risked their own lives to rescue victims during September 11, 2001. Veteran Services assist with organizing the ceremony.
- 7. Veteran Bus Pass Program –This program provides low-income and disabled Veterans with a free bus pass, good for one year with unlimited rides.

#### PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
EC5	1.	# of clients served (in person)	4,500	3,860	4,500
EC5	2.	# of outreach events attended	90	200	180
EC5	3.	# of clients served in the Veterans Resource Center	180	100	105
EC5	4.	Annual client benefit payments (new)	\$8,837,309	\$10,100,200	\$8,461,551
EC5	5.	Annual client benefit payments (recurring)	\$51,563,309	\$51,500,000	\$49,068,000
EC5, Q3	6.	\$ amount of Military Grant used to assist service members (VEAP)	\$25,742	\$50,000	\$50,000
EC5	7.	\$ amount used through the Military Grant Program	\$42,642	\$38,000	\$5,400
EC5	8.	# of veterans assisted through the Veterans Emergency Assistance Program (VEAP)	78	150	126

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Numbers are steady because Veterans returning from being deployed continue to apply for compensation benefits.
- 2. Due to the loss of a counselor position, outreach activities were limited. But the division continued to make outreach obligations to our Veteran community.
- 3. Due to the passing of HB 7015 waiving out-of-state tuition rate, the division experienced a decrease in Veterans visiting the Resource Center to apply for college and use the office equipment available to them. Most Veterans are applying for school directly through the university Veteran Services representative. According to the Veteran Administration, 1.5M students and schools have been paid nearly \$56B in Post-9/11 GI Bill benefits since the bill's inception.
- 4. There is a decrease in annual client benefit payments (new) because the Veterans Administration is taking up to 3 to 4 years to process appeal claims. A Veterans Administration report shows over the last 5 years VA's compensation workload increased by 101%.
- 5. Decrease in annual benefits (recurring) is due to World War II Veterans, receiving compensation benefits, passing away. Leon County is the home of 1,710 WWII Veterans (as of February 2014).
- 6. Military Grant funds are being used daily, and the Board of County Commissioners approved additional reallocation of approximately \$25,000 from the Active Duty Grant Program to the Veterans Emergency Assistance Program.
- 7. The large decrease in the Military Grant Program is because there are no local National Guards or Reserve Units deployed at this time.
- 8. As part of the Operation Thank You initiative funds for the VEAP program were increased, enabling Veteran Services to provide more VEAP grants to our Veterans.

## FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-390-553

	FINANCIAL		
	FY 2015	FY 2015	FY 2016
_	Adj. Budget	Actual	Budget
Personnel	162,055	126,531	155,540
Operating	17,465	9,449	31,460
Grants & Aid	142,500	97,415	127,500
TOTAL	322,020	233,396	314,500

		<b>STAFFING</b>	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	3.00	3.00	3.00
OPS	0.00	0.00	0.00
TOTAL	3.00	3.00	3.00

DEPARTMENTDIVISIONPROGRAMHuman Services & Community PartnershipsHealth and Human ServicesHuman Services

#### **GOAL**

The goal of Division of Human Services is to serve as a safety net to enhance the quality of life for residents by providing resources, access to social services, and short term financial assistance.

#### **PROGRAM HIGHLIGHTS**

- 1. Leon County has contributed more than \$2.3 million to the State mandated Medicaid County Match and Health Care Responsibility Act (HCRA) programs for hospital and nursing home services provided to residents enrolled in Medicaid.
- During the FY 2014/2015 Community Human Service Partnership (CHSP) process, 91 volunteers made up ten Citizen Review Teams (CRTs) and CHSP staff conducted 75 agency site visits and reviewed 101 programs, starting April 14, 2015 and ending in June 3, 2015.
- In an effort to prevent homelessness and reduce the impact of chronic conditions and illness, through partnerships with Boys Town Of North Florida, and Sickle Cell Foundation, the County's Direct Emergency Assistance Program (DEAP) provided rental and utility assistance to five families, which consisted of ten individuals.
- 4. Continued partnerships with agencies throughout Leon County by distributing the Leon County-National Association of Counties (NACo) Prescription Discount Card. During FY15 residents were able to save up to 26.24% on prescription drugs not covered by insurance. Over 1,857 prescriptions were filled for an estimated cost savings of \$22,333.

#### PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q2	Amount Reimbursed for Medicaid County Match and HCRA for hospital and nursing home services provided to citizens enrolled in Medicaid	\$2,362,023	\$2,500,000	\$2,364,863
Q2	2. # of Residents admitted to the publicly funded Baker Act unit	879	900	798
Q2	3. # of Residents admitted to the publicly funded Marchman Act Unit	534	660	485
Q2	# of Disposition services provided for indigent, unclaimed, or unidentified persons through the Indigent Burial Program	35	40	34
Q2	5. # of Child Protection Exams Paid	159	180	173
EC6	6. # of families served by the Direct Emergency Assistance Program (DEAP)	72	95	5
EC6	7. # of citizens served through DEAP to prevent homelessness; increase safety; decrease hunger; and improve /enhance health conditions by the provision of rental. Utility, food, and prescription assistance.	169	300	82
EC6	# of CHSP training sessions for applicant agencies	10	10	10
EC6	9. # of CHSP site visits conducted	75	71	75

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Medicaid Match and the Healthcare Responsibility Act programs require the County to pay 35% of the cost of hospitalization for Leon County Medicaid patients with hospital stays more than three weeks and \$55 per month for each County nursing home resident, and Pay for out-of-county hospital services received by uninsured eligible residents. The Agency for Health Care Administration provides data for the Medicaid Match and Florida Hospitals provide patient applications for HCRA assistance. The FY 2015 amount reflects minimal increase in patients and/or nursing home residents over FY 2014 numbers.
- Leon County provided funding to the Apalachee Center to provide mental health services for residents. The Apalachee Center reported a
  decrease in admissions for a total 798 residents admitted through the Baker Act unit in FY 2015, reflecting an improving community mental
  health condition.
- 3. Leon County provided funding to the Apalachee Center to provide alcohol and drug abuse services for residents. The Apalachee Center reported an decrease of 485 residents admitted through the Marchman Act unit for FY 2015, reflecting an improving community health condition.
- 4. The Indigent Burial Program provided burials/cremations for 34 residents in coordination with the County's Public Works Department and a local funeral home. The number of services kept at similar level as previous year.
- 5. Leon County provided funding to the Children's Home Society of Florida to provide child protection medical examinations for alleged abuse and neglected children. The number of exams varies on a monthly basis, depending on what is reported to the Florida Abuse Hotline or to law enforcement. The increased number of exams paid was due to more referrals from the Department of Children and Families and law enforcement.
- 6. The demand for utility and rental assistance remained high; however, there was a decline in individuals assisted through the DEAP program due to the lack of partnering agencies. During FY 2015, the current partnering agencies requested the County pay them additional funds for administrative cost. In FY 2016, division will work to find other agencies to partner or other means of providing this assistance to avoid paying administrative costs.
- 7. The number of prescriptions had gone down program-wide so NACo launched a new program offering the free prescription card and a new low fee health discount and low fee dental discount program. The County will be launching the new discount plans in FY 2016.
- 8. The number of CHSP volunteer and agency training sessions remained the same each year.
- The number of CHSP site visits depended on the number of agency applications received and the number of programs being considered for CHSP funding. This year, CHSP volunteers reviewed 101 programs; however, some agencies had multiple programs being review at one site visit.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-370-XXX

	FINANCIAL		
	FY 2015	FY 2015	FY 2016
_	Adj. Budget	Actual	Budget
Personnel	60,305	31,461	53,108
Operating	819,787	813,253	860,891
Grants & Aid	4,041,314	3,996,019	4,306,862
TOTAL	4,921,406	4,840,734	5,220,861

		STAFFING	
	FY 2015	FY 2015	FY 2016
_	Adopted	Actual	Budget
Full Time	1.00	1.00	1.00
OPS	0.00	0.00	0.00
TOTAL	1.00	1.00	1.00

DEPARTMENTDIVISIONPROGRAMHuman Services & Community PartnershipsHealth and Human ServicesHousing Services

#### **GOAL**

The goal of the Division of Housing Services is to promote safe, sanitary and affordable housing through homeowner education, home buyer and foreclosure prevention counseling and home rehabilitation in the unincorporated areas of Leon County.

#### **PROGRAM HIGHLIGHTS**

- 1. As an Advisor Agency for Florida's Hardest Hit, Leon County Housing Services processed 65 clients during 2015 for the Principal Reduction Program and five for the Unemployment Mortgage Assistance Program.
- 2. Housing Services produced a Neighborhood Improvement Project in honor of victims and survivors and those who rose to the call in services from the tragedy of September 11, 2001. On August 28, 2015, Housing Services, along with 60 volunteers from 9 county departments, the Tallahassee Fuller Center for Housing, and Ability First, performed housing replacement and housing repair, debris removal, lawn maintenance, pressure washing, and fence mending to six citizens' homes and properties,
- 3. Housing Services produced an October 2014, and March 2015 Home Expo Event whereby attendees were presented with hands-on home maintenance and repair demonstrations, information regarding property processing, \$7,500 in down payment assistance, foreclosure prevention, and Fair Housing information. Attendance totals surpassed 300 for both events; Participants included Lowe's, Habitat For Humanity, Kingdom First Realty, National Association of Real Estate Brokers, Inc., Keller Williams, Capital Area Community Action Agency, Big Bend CDC, and the Spencer Law Group.
- 4. Expended \$712,000 in remaining grant funds from 2014 for roof replacement activity. Housing Services replaced 36 roofs for citizens of Leon County during 2015.
- 5. Received \$446,000 in new 2016 funding, plus retained \$361,707 in 2015 funding from the State Housing Trust Fund, for use in FY 2016.

#### PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q6	# of clients receiving Down Payment Assistance	41	60	59
Q6	# of clients receiving Foreclosure Prevention Assistance	34	80	70
Q6	3. Dollar amount of property value retained by foreclosure prevention	\$3,764,117	\$10,000,000	\$553,547
Q6	# of housing units receiving Home Rehabilitation	40	70	39
Q6	# of housing units receiving Home Replacement	0	5	3
Q6	6. Total Housing Dollars Administered	\$4,022,000	\$2,450,000	\$1,280,038

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. In FY 2015, the Leon County Housing Finance Authority (HFA) Interlocal Agreement with Escambia County created a down payment assistance program that is successfully marketed through the Division of Housing Services. This allowed for an increase in the number of clients receiving Down Payment Assistance.
- 2. The increase in recorded client activity acknowledges staff's effort toward time expended to perform an eligibility determination, approximately 25 to 30 hours per file, whether a client is found eligible or ineligible, within the Principal Reduction (PR) Program and/or the Unemployment Mortgage Assistance Program (UMAP).
- 3. The significant decrease in property value retained in 2015 was due to a substantial decline in the number of applicants requiring funding assistance, and a substantial increase in the number of applicants participating in another Hardest Hit Fund Program. Additionally, 100% of principal reduction clients reside in counties other than Leon County, further reducing property value benefits to Leon County citizens.
- 4. The number of housing units receiving Home Rehabilitation maintained a similar level as the prior year.
- 5. The number of citizens in Leon County receiving Housing Replacement increased due to in infusion of new financing from the State Housing Initiatives Partnership (SHIP) Program. The State Legislature elected to provide a State Housing Trust Fund allocation of nearly \$100,000,000 statewide. Leon County's share was \$468,000.
- 6. Of the \$2,450,000 total housing dollars estimated to be expended in FY 2015, \$1,280,038 was actually spent. This reduction was due in part to a change in special conditions to the \$750,000 CDBG housing grant delaying a release of the funds. Also, the closing of the housing Disaster Recovery Enhancement Fund (DREF) federal grant during FY 2015 reduced available funding from FY 2014.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-371-569

	<u> </u>	INANCIAL	
	FY 2015	FY 2015	FY 2016
_	Adj. Budget	Actual	Budget
Personnel	379,514	391,844	422,393
Operating	29,442	19,086	34,579
Transportation	5,195	3,220	4,170
TOTAL	414,151	414,150	461,142

		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	6.00	6.00	6.00
OPS	0.00	0.00	0.00
TOTAL	6.00	6.00	6.00

DEPARTMENT DIVISION PROGRAM

Human Services & Community Partnerships Health and Human Services Housing Finance Authority

#### **GOAL**

The goal of Housing Finance Authority (HFA) is to consider Leon County affordable housing financing for owner-occupied single-family units, multi-family housing units, townhouses and condominiums. This consideration includes the sale of taxable bonds once approved by resolution of the Board of County Commissioners.

#### **PROGRAM HIGHLIGHTS**

- 1. Renegotiation and expansion of relationship and program involving issuance of Mortgage Revenue Bonds to provide \$7,500 in Down Payment Assistance (DPA) financing and First Mortgage Loans to First Time Home Buyers and Veteran citizens in Leon County via an Interlocal Agreement with Escambia HFA. According to the agreement, Escambia HFA will share 50% of \$740,000 DPA liens generated in Leon County from first-time homebuyer first mortgages issued through the program. \$370,000 dollars in DPA lien/loan revenue is expected to come into the HFA over the next 30 years as program participating home owners either comply with the terms of the DPA award or default. Two participating program homeowners repaid their DPA loans to Leon County HFA, totaling \$15,000 in additional revenue earned by the HFA in FY 2015.
- 2. Expansion of the marketing effort resulted in an increase in program homebuyers that resulted in 59 total homebuyers for FY 2015, exceeding 2014 total program homebuyers by nearly 33% (45 each).
- 3. Participated as a Gold Sponsor at the 2015 Florida Realtists Summit on Economic Development & Community Advocacy, held at Florida A & M University, April 30, 2015, and May 1, 2015. In addition to being a sponsor, a HFA DPA and First Mortgage Program presentation was delivered to attendees in a workshop session titled "Show Me The Money".

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 161-808-554

	FINANCIAL		
	FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget
Operating	59,860	68,401	86,360
Grants & Aid	208,065	9,890	203,000
TOTAL	267,925	78,291	289,360

	STAFFING	
FY 2015	FY 2015	FY 2016
Adopted	Actual	Budget
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
	0.00 0.00	FY 2015         FY 2015           Adopted         Actual           0.00         0.00           0.00         0.00

OT 4 == 11 1 0

DEPARTMENTDIVISIONPROGRAMHuman Services & Community PartnershipsHealth and Human ServicesPrimary Healthcare

#### **GOAL**

The goal of the Primary Healthcare Program is to improve the health of citizens by providing quality and cost effective health services through collaborative community partnerships.

#### **PROGRAM HIGHLIGHTS**

- 1. Successfully launched the Human Services and Community Partnership (HSCP) Management System, a web-based database used to track patients served through the Primary Healthcare Program.
- 2. Continued leveraging of funding with the Agency for Health Care Administration for expansion of access to care.
- 3. Support for the expansion of services at Apalachee Center, Inc. to include Primary Healthcare Services.
- 4. Support for Neighborhood Medical Center, Inc. and Bond Community Health Center, Inc. as the two local Federally Qualified Health Centers.

#### PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
Q3	1.	# Residents receiving primary healthcare through CareNet providers	21,074	20,000	13,843
Q3	2.	Value of prescriptions filled by CareNet providers	\$3,478,336	\$5,000,000	\$1,450,499
Q3	3.	Value of specialty medical and dental care provided through We Care	\$2,119,415	\$3,300,000	\$2,970,888
Q3	4.	# of residents receiving specialty medical and dental care provided through We Care	892	1,000	821
Q3	5.	Community benefit realized through the receipt of grants and leveraging of County funding and resources as grant matches	\$3,261,003	\$2,500,000	\$3,513,647

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. With the implementation of the Affordable Care Act, there was a decrease in the number of residents served as patients signed up for insurance on the Federal Health Insurance Marketplace.
- 2. The decrease in residents served was reflected in the lower value of prescriptions filled, as fewer were filled at CareNet pharmacies.
- 3. The value of donated care provided through We Care increased from previous year, and it was depending on the types of specialty medical and dental care, which varied year to year.
- 4. The number of residents served through We Care slightly decreased 8% due to fewer referrals received during certain times of the year.
- The amount of dollars available to leverage varies; the funding leverage through the Agency for Health Care Administration was higher due to the ability for unspent FY 2014 dollars being allocated in FY 2015 for matching state grants.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-971-562

	FINANCIAL				
	FY 2015	FY 2016			
_	Adj. Budget	Actual	Budget		
Personnel	56,828	59,173	64,998		
Operating	2,218,754	2,216,408	1,750,362		
Grants & Aid	200,000	200,000	200,000		
TOTAL	2,475,582	2,475,581	2,015,360		

	STAFFING				
	FY 2015	FY 2016			
	Adopted	Actual	Budget		
Full Time	1.00	1.00	1.00		
OPS	0.00	0.00	0.00		
TOTAL	1.00	1.00	1.00		

# Leon County FY 2015 Annual Performance and Financial Report

# Office of Resource Stewardship Business Plan

# Mission Statement

Strategic Priorities

The mission of the Leon County Office of Resource Stewardship is to provide leadership and coordination of services through the Office of Sustainability, the Division of Solid Waste, and the Cooperative Extension program, in order to identify opportunities for synergy and added efficiencies between each work group to effectively promote stewardship of the community's natural, societal, and economic resources.

#### **Economy**

• Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1) 2012

#### **Environment**

- Educate citizens and partner with community organizations to promote sustainable practices. (EN3) 2012
- Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar.
   (EN4) 2012

#### Governance

- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5) 2012
- Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community. (G3)
   (2012)

## **Quality of Life**

- Maintain and enhance our recreational offerings associated with parks and greenway system for our families, visitors and residents. (Q1) Revised 2013
- Maintain and further develop programs and partnerships necessary to support and promote a healthier community, including: access to health care and community-based human services. (Q3) Revised 2013
- Create senses of place in our rural areas through programs, planning and infrastructure, phasing in appropriate areas to encourage connectedness. (Q5) 2012
- Enhance and support amenities that provide social offerings for residents and visitors of all ages. (Q4) Revised 2013

ves	ır 31, 2016
É	
nitia	ptembe
ic l	12-Se
atec	1, 201
Str	ober

1.	Develop energy reduction master plan (EN4, G5) 2012	Complete
2.	Further develop clean-green fleet initiatives (EN4) 2012	Complete
3.	Conduct the Leon County Sustainable Communities Summit (EN3) 2012	Ongoing
4.	Pursue opportunities to fully implement a commercial and residential Property Assessed Clean Energy (PACE) program (EN2, EN3) 2012	Complete
5.	Evaluate Waste Composition Study (EN4) 2012	Complete
6.	Identify alternative disposal options (EN4) 2012	Complete
7.	Explore bio-gas generation and other renewable energy opportunities at Solid Waste Management Facility (EN4) 2012	Complete
8.	Seek competitive solicitations for singlestream curbside recycling and comprehensively reassess solid waste fees with goals of reducing costs and increasing recycling (EN4) 2013	Complete
9.	Provide Hazardous Waste Collection (EN1, EN3) 2012	Ongoing
10.	Provide 4-H Programs (EC6) 2012	Ongoing
11.	Consider policy for supporting new and existing community gardens on County property and throughout the County (EC6, EN3, Q5) 2012	Complete
12.	Expand the community garden program (EN3, EC6, Q5) 2013	Ongoing
13.	Educate at risk families to build healthy lives through Expanded Food and Nutrition Education Program (EFNEP) and other family community programs (EC6, Q3) 2012	Ongoing
14.	Provide state landscaping and pesticide certifications (EN3) 2012	Ongoing

# Leon County FY 2015 Annual Performance and Financial Report

# Office of Resource Stewardship

15. Evaluate the long-term policy implications of the following options, taking into consideration the potential fiscal, environmental, operational and neighborhood impacts: a complete closure of the landfill; redirect Class I Solid Waste from the Transfer Station to the landfill; and a hybrid solution that includes both Class I Solid Waste disposal at the landfill and through the Transfer Station. (G5, Q1, EN4) 2015

Complete

- 1. Implemented energy master plan: Based on assessed performance of County buildings, prioritize areas for retrofit. (EN4, G5)
- Sustainability Facilities

2. Clean-green fleet: Created dashboards for reporting of fuel use. (EN4)

- Sustainability Fleet
- 3. On a bi-annual basis host the Sustainable Communities Summit, providing in depth education and discussion to nearly 350 community members. (EN3)
- Sustainability
- 4. Pursued PACE: Developed Request for Proposals (RFP) and contract for commercial PACE, obtained Board approval, negotiated agreement with vendor, created and promoted program. (EN2, EN3, EN4)
- Sustainability
- 5. Waste composition study: Used study results when crafted collection and processing system RFPs. (EN2, G5)
- Solid Waste Sustainability
- 6. Identified alternative disposal options: Used a consultant to evaluate and identify alternative disposal options; presented recommendations to the Board; drafted RFPs or agreements necessary to implement Board alternative disposal options; and educated community as to enhancements. (EN4)
- Solid Waste Sustainability
- 7. Singlestream recycling and Solid Waste fees: issued ITB for new franchise vendor, implemented singlestream recycling and related education, explored privatization of the transfer Station, and explored models for self-sustaining Rural Waste Service Centers. (EN4)
- Solid Waste Sustainability
- 8. Explored renewable energy: held a workshop to provide staff direction on developing strategies to reach 75% recycling goal and other solid waste issues. (EN2, EN4 G5)
- Solid Waste Sustainability
- 9. Continue to provide community collection events September through May, and look to leverage the Leon County events with other community collection initiatives such as Cans for Cash. (EN1, EN3)
- Solid Waste Sustainability
- 10. Provide 4-H programs: Teach Youth Science, Technology, Engineering, Math (STEM), Leadership and Citizenship skills through 4-H youth development activities such as camping, public speaking and other experiential learning activities. (EC6)
- Cooperative Extension Sustainability
- 11. Continue to support new gardens on County properties and to fund grants for gardens on non-County properties. (EC6, EN3, Q5)
- Cooperative Extension
- 12. Convene key stakeholders to discuss role of County in expanded community garden program & to explore other possible roles in local food system. (EC6, EN3, Q5)
- Sustainability
- 13. Teach at-risk families and individuals skills for food resource management, nutrition, food safety and meal planning through individual and small-group classes. Implement strategies to develop and promote educational use of the Sustainable Demonstration Center. (EC6, Q3)
- Cooperative Extension
- 14. Teach best management practices through state mandated landscaping and pesticide certification training. (EN3)
- Cooperative Extension
- 15. Prepared a budget discussion item seeking Board direction for the development of the FY16 budget and associated tip fees to support the Transfer Station operation and allow for the closure of the landfill and begin the corresponding long-term master planning of the site. (G5, Q1, EN4)

Solid Waste

Leon County FY 2015 Annual Report

Actions

# Description County FY 2015 Annual Performance and Financial Report Office of Resource Stewardship Q3 % of participants showing improvement in one or more nutrition practices by the completion of the Expanded Food and Nutrition Education Program EN4 Estimated energy savings from conservation projects EN4 % of waste tonnage recycled annually (relating to the State Recycling Goal) Pg. 1-88 Pg. 1-94

<sup>\*</sup> Note: Performance Measures reflect FY 2015 actuals and trend data can be found on the individual Department pages unless stated otherwise.

DEPARTMENTDIVISIONPROGRAMResource StewardshipOffice of SustainabilityOffice of Sustainability

#### **GOAL**

The goal of the Office of Sustainability is to initiate and maintain a commitment to sustainable practices through innovative leadership and cooperative partnerships within Leon County operations and our community.

#### **PROGRAM HIGHLIGHTS**

- The Office of Sustainability revamped the Workplace Sustainability Workshop this year. The goal is to act as a resource for whole
  departments and individual employees with regards to making operations more sustainable (from buying goods locally, to recycling more,
  to promoting personal health and wellbeing).
- 2. The office has been working with the elementary science curriculum developer for Leon County Schools (LCS) to develop Growing Green Education. The materials are focused on recycling and sustainability, and are tied to the specific Leon County learning standards. The team has provided teacher training with the LCS elementary schools' science advocates to show teachers the great resources and materials that are provided.
- The office, with the help of Management Information Services (MIS) and Community and Media Relations (CMR), has launched a new Growing Green website. The website is an excellent resource for citizens to learn about waste reduction, water use reduction, sustainable food, transportation, and community gardens.
- 4. With the help and guidance of CMR, the office has launched an Office of Resource Stewardship Facebook page, which helps connect with our community. The page gives highlights on programs that the department offers, fun tips on how to be more sustainable, and interesting articles that relate to Leon County projects.

#### PERFORMANCE MEASURES

Priorities	Performance Measures		FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G5	1.	Leveraged grant funds expended	\$8,000	\$8,000	\$7,000
EN3	2.	Individuals reached through educational presentations	750	1,500	702
EN4	3.	Estimated energy savings from conservation projects	\$815,000	\$822,300	\$815,000

<sup>1.</sup> Includes events such as the Sustainable Communities Summit, presentations to students, Cooperative Extension Open House, America Recycles Day, Library speaking series, and Eco-teams.

#### PERFORMANCE MEASUREMENT ANALYSIS

- The office leveraged the maximum grant possible per organization; only seven organizations applied though eight applications were anticipated.
- 2. With only partial staffing during the first half of the year, the office achieved nearly 47% of the goal while at the same time developing a more broadly reaching education format for all of Leon County schools.
- 3. Through continued outreach with Leon County departments, we have saved the county \$815,000 via sustainable building improvements.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-127-513

INVAINGIAL				
FY 2015	FY 2015	FY 2016		
Adj. Budget	Actual	Budget		
112,845	76,781	110,821		
79,630	51,034	79,265		
2,034	1,581	813		
31,375	31,375	21,375		
225,884	160,771	212,274		
	FY 2015  Adj. Budget  112,845  79,630  2,034  31,375	FY 2015         FY 2015           Adj. Budget         Actual           112,845         76,781           79,630         51,034           2,034         1,581           31,375         31,375		

FINANCIAL

		<b>STAFFING</b>	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	2.00	2.00	1.20
OPS	0.00	0.00	0.00
_			
TOTAL	2.00	2.00	1.20

<sup>2.</sup> Projects include HVAC improvements and Energy Savings Contract (ESCO) Phase 1, 2, & 3, an energy efficiency improvement capital improvement project.

DEPARTMENTDIVISIONPROGRAMResource StewardshipCooperative ExtensionCooperative Extension

#### **GOAL**

The goal of the Cooperative Extension Division is to provide research based educational programs and information on horticulture, agriculture, natural resources, forestry, family & consumer sciences, and 4-H youth development empowering citizens of Leon County to make decisions and behavior changes that contribute to an improved quality of life and a more sustainable community.

#### **PROGRAM HIGHLIGHTS**

- 1. Held Grow Healthy Eat Healthy workshops in support of the Leon County seed library.
- 2. More than 142 households filed tax returns through the Virtual Volunteer Income Tax Assistance program resulting in \$132,000 refunded to taxpayers.
- 3. Piloted the new 4-H club model designed to target the special interests of youth.
- 4. A new partnership with Frenchtown Market and FAMU has resulted in increased community outreach through cooking demonstrations and nutrition education

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
EC6	# of group learning opportunities provided	2,259	1,500	1,412
EN3	<ol><li># of continuing education units(CEUs) and certifications for pesticide applicators, landscape professionals, arborists and other professionals</li></ol>	1,137	500	4,269
EN3	# of residents receiving agriculture, horticulture, forestry and natural resources education	76,612	78,000	75,949
EC6,Q3	4. # of limited resource citizens receiving nutrition education	9,558	12,000	5,841
EC6,Q3	<ol><li># of residents receiving nutrition, health, financial management and human development education</li></ol>	17,473	25,000	25,177
EN6	6. # of volunteer hours provided by Extension trained volunteers	17,973	20,000	21,748
EC6,Q3	7. # of youth involved in 4-H activities	7,618	7,000	7,300
EC6	8. # of adult and youth volunteers	307	400	491
Q3	<ol><li>% of participants showing improvement in one or more nutrition practice by the completion of the Expanded Food and Nutrition Education Program (EFNEP)</li></ol>	82%	75%	84%

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. The number of opportunities for citizen to participate in science based education for better living decreased due to position vacancies.
- The increased number of classes for pesticide and best management practices certification resulted in improved compliance with regulations that improve the environment.
- 3. The number of citizens learning Florida Friendly Landscaping practices declined due to the decreased number of learning opportunities provided associated with position vacancies.
- 4. The number of limited resource citizens learning to make better food choices and stretch food dollars decreased due to a state-level hiring freeze in the EFNEP program.
- 5. The number of citizens learning science-based information for an improved quality of life exceeded estimates.

----

- 6. The number of volunteer hours spent extending educational outreach into the county exceeded estimates by 9%.
- 7. Youth involved in 4-H activities learn life skills, citizenship, leadership and community service were slightly higher than estimated.
- 8. Volunteers serve as positive role models to youth in the 4-H program, provide income tax assistance, and extend educational outreach in the county. The 23% increase is associated with the new income tax assistance program.
- 9. The percentage of citizens that made dietary improvements as a result of an in-depth series of nutrition education classes increased by 12%.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-361-537

	<u>FINANCIAL</u>				
	FY 2015	FY 2015	FY 2016		
	Adj. Budget	Actual	Budget		
Personnel	453,813	444,108	451,536		
Operating	84,842	76,149	84,390		
Transportation	4,249	4,268	4,334		
TOTAL	542,904	524,526	540,260		

	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	13.00	13.00	13.00
OPS	0.00	0.00	0.00
TOTAL	13.0	13.00	13.00

OT 4 EEU 10

FY 2016 Budget 7.15 1.00

8.15

# FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMResource StewardshipSolid WasteRural Waste Service Centers

#### **GOAL**

The Rural Waste Service Centers serve as part of an integrated Solid Waste Management system dedicated to excellent customer service and responsible fiscal and environmental stewardship.

#### **PROGRAM HIGHLIGHTS**

- 1. A new Attendant Building was installed at the Fort Braden Rural Waste Service Center.
- 2. Installed a new Household Hazardous Waste (HHW) shelter at the Woodville Rural Waste Service Center.
- 3. Collected 41,908 pounds of HHW at the Rural Waste Service Centers.
- 4. Collected 1,415 gallons of used motor oil at the Rural Waste Service Centers.
- 5. Installed community information boards at the Rural Waste Service Centers.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G1	# of random load inspections per site per month	10	10	10
G2	2. Annual customer satisfaction survey score (1=very poor, 5=excellent)	4.87	4.5	4.88
G5	3. # of chargeable accidents for roll-off truck drivers	0	0	0
G5	4. # of traffic violations for roll-off truck drivers	0	0	0
G2	5. Average customer turn-around time from gate to gate (minutes)	8	8	8
G2	Average truck turn-around time from gate to gate (minutes)	90	90	90
EN1	7. Tons of rural waste collected	2,607	3,000	2,049

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Ten random load inspections per site are completed per month by the Supervisor.
- 2. The rural waste attendants continue to deliver the highest level of customer service in the County.
- 3. Again this year, there were no chargeable accidents for Rural Waste Drivers/Operators.
- 4. Rural Waste Drivers/Operators continue to have no traffic violations.
- 5. Eight minutes is the optimal turnaround time for Rural Waste Service Center customers.
- 6. A ninety-minute turnaround time is optimal with the ongoing road construction on Capital Circle Southwest.
- 7. The decrease in rural waste tons collected is primarily due to the continued implementation of the user fee program. This decline is off-set by an increase in recycling at the facilities by 182 tons

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-437-534

	<u>FINANCIAL</u>					<u>STAFFING</u>
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015
	Adj. Budget	Actual	Budget		Adopted	Actual
Personnel	365,710	389,301	335,271	Full Time	9.15	9.15
Operating	146,591	67,789	154,286	OPS	1.00	1.00
Transportation	134,928	85,439	114,493			
Capital Outlay	4,000	0	0			
TOTAL	651,229	542,530	611,250	TOTAL	10.15	10.15

DEPARTMENTDIVISIONPROGRAMResource StewardshipSolid WasteTransfer Station

#### **GOAL**

The Transfer Station is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship.

#### **PROGRAM HIGHLIGHTS**

- 1. The Transfer Station has been in compliance with all Florida Department of Environmental Protection (FDEP) inspections.
- 2. No waste has been left on the tipping floor overnight 100% of the operating days.
- 3. Transfer Station tipping floor was replaced.
- Installed LED lights inside the Transfer Station building for safety reasons as well as energy savings.

#### **BENCHMARKING**

Priorities	Benchmark Data	Leon County	Benchmark
G1	Tipping Fee	\$41.80/ton	\$52.50/ton*

<sup>\*</sup>Five similar sized counties, Collier County annual tip fee survey

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G2	1. % of operating days with waste left on the floor overnight	0	0	0
G2	Average loading time for transport trailers (minutes)	12	12	12
G4	3. % of employees satisfying FDEP certification requirements	100	100	100
G1	4. % of FDEP quarterly inspections found in compliance	100	100	100
EN1	5. Average net outbound load weight (tons)	23.2	23.5	24
EN1	6. Tons of Class I waste processed	176,251	150,000	177,891

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. Staff was successful in removing all waste from the tip floor by the end of every operating day.
- 2. All transfer station staff were able to receive the necessary training to keep certifications current.
- 3. Average loading time remains at optimum level (12 minutes).
- 4. All quarterly FDEP inspections of the Transfer Station proved to be 100% in compliance with permit conditions and State regulations.
- 5. Transfer truck loads average slightly higher than the optimum net weight of the vehicle load of 23 tons.
- Waste processed is above estimate, but consistent with a slight increase from FY 2014.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-441-534

	<u>FINANCIAL</u>			_	<u>STAFFING</u>		
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	FY 2016
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	537,460	607,641	785,324	Full Time	10.18	10.18	12.45
Operating	4,512,921	4,414,095	4,639,524	OPS	0.00	0.00	0.00
Transportation	139,928	145,191	114,324				
TOTAL	5,190,309	5,166,926	5,539,172	TOTAL	10.18	10.18	12.45

#### **Leon County Government**

# FY 2015 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMResource StewardshipSolid WasteSWM Facility

#### **GOAL**

The Solid Waste Management Facility is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship.

#### **PROGRAM HIGHLIGHTS**

- 1. Rebuilt the Scale House weighing station.
- 2. Dual purposed the surface of a closed solid waste disposal cell for event parking at the Apalachee Regional Park.
- 3. Distributed more than 1,062 tons of fine mulch and 42 tons of coarse mulch to Leon County residents.
- 4. Received a full compliance performance inspection performed by Florida Department of Environmental Protection (FDEP).
- 5. Received Board of County Commissioners authorization to begin formal closure the landfill.

**Benchmarking** 

Priorities	Benchmark Data	Leon County	Benchmark
G1	Tipping Fee (Yard Debris)	\$39/ton	\$40/ton

Benchmark Sources: Florida Department of Environmental Protection 2010 Data (Benchmark data based on average tipping fee of comparable counties); and Leon County fee is the current fee.

#### PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
G2	Maximum on-site time for self-dumping vehicles (minutes)	20	20	20
G1	2. % of FDEP quarterly inspections found in compliance	100	100	100
G4	3. % of employees satisfying FDEP certification requirements	100	100	100
G2	4. # of days provided monthly all-weather roads into disposal area	30	30	30
EN1	5. Tons of Class III residuals disposed	28,840	27,347	23,541
EN4	Tons of waste tires processed	300	300	254
EN4	7. Tons of wood waste processed	14,862	15,000	17,115

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. The FY15 actual is based upon random "Time out" comparison at the scale house and is consistent with the projection.
- 2. The facility was in full compliance with all Operating Permit conditions for Florida Department of Environmental Protection quarterly unannounced inspections.
- 3. Staff completed all necessary continuing education certification requirements for the Florida Department of Environment Protection.
- 4. The all-weather access roads were serviceable at all times throughout this performance period.
- 5. The Class III residuals tonnage decrease is a result of the fewer Marpan Recycling Facility loads.
- 6. The tonnage of waste tires is recorded on the outgoing tire loads.
- Increase in tonnage likely due to road conditions at the Bainbridge, Georgia landfill resulting from inclement weather. Consequently, the City
  of Tallahassee will opt to haul waste to the County's facility to avoid the possibility of have to tow any trucks that may become stuck in the
  mud at Bainbridge landfill.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-442-534

	FINANCIAL			
	FY 2015 FY 2015		FY 2016	
_	Adj. Budget	Actual	Budget	
Personnel	691,553	663,514	464,469	
Operating	820,791	911,436	907,219	
Transportation	216,397	134,748	179,830	
Capital Outlay	12,990	11,494	0	
TOTAL	1,741,731	1,721,192	1,551,518	

		STAFFING	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	10.97	10.97	8.60
OPS	0.00	0.00	0.00
TOTAL	10.97	10.97	8.60

DEPARTMENTDIVISIONPROGRAMResource StewardshipSolid WasteHazardous Waste

#### **GOAL**

The goal of the Hazardous Waste Management Program is to ensure that hazardous waste materials are properly managed and legally disposed in an environmentally sound manner.

#### **PROGRAM HIGHLIGHTS**

- Program received the North American Hazardous Materials Management Association (NAHMMA) Long Standing Program Excellence Award.
- 2. Program received the Florida Chapter NAHMMA Golden Bung Award for Program Improvements for Remote Collection Events.
- 3. Program received the Pickled Skunk Brains Award by Florida Chapter NAHMMA for most unusual item (World War II-era 100 foot roll of aerial reconnaissance photographic paper) received at a HHW facility.
- 4. Program received the Florida Chapter NAHMM Longstanding Excellence Award for longstanding excellence.
- 5. The ReNew Paint program returned 5,330 gallons of latex paint to the community and 580 gallons to area nonprofit and government organizations, avoiding the disposal of almost 97 drums.

#### PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
EN1	1. # of residents using household hazardous waste disposal services	10,102	10,000	10,784
EN1	# of conditionally exempt agencies and small businesses household hazardous waste disposal services provided to	152	160	173
	3. # of participants at off-site household hazardous waste collection			
EN1	events	11	3,000	3,680
EN1	4. # tons of potentially hazardous material processed	394	450	387
EN1	5. # of tons of potentially hazardous material reused or recycled	240	280	206
EN1	6. # of tons of electronics waste processed	265	350	284

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1. While the number of visitors remains high, the amount of material per trip has decreased. This is most likely from repeat customers that bring small quantities on a regular basis instead of large accumulations at once.
- 2. Conditionally exempt small quantity generators (CESQG) were slightly higher than estimated due to better advertising and word of mouth.
- 3. An increase in number of people aware of off-site collection events are the result of advertising in the local newspaper.
- 4. While overall residents using the waste disposal services have gone up, they are bringing less waste to be processed. Moreover, fewer residents are using oil paint; ergo less paint is being processed.
- 5. As intake of hazardous material declined the amount of material able to be reused or recycled also declined.
- 6. While the projection was high, the amount processed was in line with a modest increase over FY 2014 number.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-443-534

		FINANCIAL					
	FY 2015	FY 2015	FY 2016		FY 2015	FY 2015	ı
	Adj. Budget	Actual	Budget		Adopted	Actual	Е
Personnel	262,914	242,169	263,927	Full Time	3.25	3.25	
Operating	340,730	361,464	341,050	OPS	1.00	1.00	
Transportation	6,188	6,198	7,229				
Capital Outlay	0	0	7,200				
TOTAL	609,832	609,832	619,406	TOTAL	4.25	4.25	

FY 2016 Budget 3.25 1.00

4.25

**DEPARTMENT** DIVISION **PROGRAM** Resource Stewardship Solid Waste Recycling Services & Education

#### **GOAL**

The goal of the Recycling Services and Education Division is to provide recycling services and education to residents, businesses and government in order to prevent pollution, preserve natural resources, and protect our local environment and reduce solid waste disposal.

#### PROGRAM HIGHLIGHTS

- Reached the 2014 statewide recycling goal of 50% (actual percentage 51%).
- Created new, comprehensive recycling signs detailing what can and cannot be recycled in Leon County.
- Dedicated a page on the Growing Green website to waste reduction, informing and encouraging Leon County citizens on how to reduce
- 4. Began creating a recycling video that will be used to educate the public on what happens to their trash and recycling in Leon County.

#### BENCHMARKING

Priorities	Benchmark Data (2014)	Leon County	Comparable Counties	Statewide Goal
G1	% of waste tonnage recycled	51%	24%-58%	50%

Comparable counties data based on average rate of five comparable counties from the Florida Department of Environmental Protection (FDEP) annual report. The Statewide Goal was 50% by December 30, 2014.

#### PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2014 Actual	FY 2015 Estimate	FY 2015 Actual
EN4	Rural Waste Service Centers recycling tonnage	450	560	632
EN4	County buildings/offices recycling tonnage	115	90	127
EN4	County schools recycling tonnage	88	90	92
EN4	County curbside recycling tonnage	5,432	4,000	5,669
EN3	5. # of participating community-wide recycling related events	6	4	4
EN3,Q1	6. # of waste reduction/recycling classroom presentations/tours	81	105	23
EN3,Q1	7. # of citizens participating in recycling educational presentations/tours	3,280	4,500	702
EN4	8. % of waste tonnage recycled	51%	43%	*

#### PERFORMANCE MEASUREMENT ANALYSIS

- 1-4. Increased education and promotion has boosted residential recycling tonnage.
- Participated in all estimated community event.
- Education Coordinator made various presentations to schools and community groups around Leon County about waste reduction, 6. sustainability, and recycling, achieving only 22% of the estimate because of a partial year vacancy in the program.
- Achieved nearly 15.6% of goal while at the same time developing a more broadly reaching education format for all of Leon County schools. 7.
- Worked with Waste Pro and Marpan to reach 50% statewide recycling goal for 2014. The FY 2015 Actual is intentionally left blank, as the official recycling rate data is provided by the FDEP. FY 2015 will be available October 2016.

#### FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-471-534

	<u>FINANCIAL</u>				
	FY 2015	FY 2015	FY 2016		
	Adj. Budget	Actual	Budget		
Personnel	69,056	42,360	155,699		
Operating	82,864	48,899	62,546		
Transportation	4,691	1,840	2,087		
TOTAL	156,611	93,099	220,332		

		<u>STAFFING</u>	
	FY 2015	FY 2015	FY 2016
	Adopted	Actual	Budget
Full Time	1.45	1.45	3.00
OPS	0.00	0.00	0.00
TOTAL	1.45	1.45	3.00

#### **MAJOR REVENUE SUMMARY**

Total FY15 budgeted revenues shown below represent approximately 84% of all FY15 budgeted County revenues. (1)

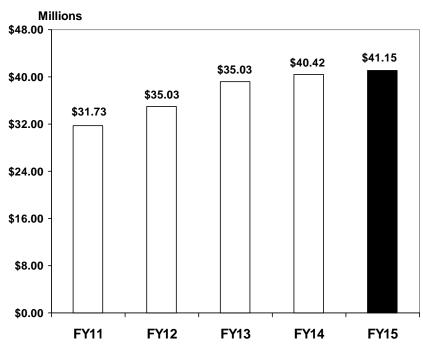
Revenue Source	FY14 Actual	FY15 Budget	FY15 Actual	FY14 Actuals vs. FY15 Actuals	FY15 Budget vs. FY15 Actuals
Ad Valorem Taxes (2)	107,221,140	109,006,902	110,715,168	3.3%	1.6%
State Revenue Sharing (3)	4,815,581	4,770,900	5,202,414	8.0%	9.0%
Communication Serv. Tax (4)	3,645,653	3,441,850	3,499,854	-4.0%	1.7%
Public Services Tax (5)	5,748,143	5,702,850	5,902,063	2.7%	3.5%
State Shared Gas Tax	3,954,922	3,858,900	4,048,969	2.4%	4.9%
Local Option Gas Tax (6)	7,017,545	7,511,650	7,846,437	11.8%	4.5%
Local 1/2 Cent Sales Tax (3)	10,899,174	11,415,200	11,863,075	8.8%	3.9%
Local Option Sales Tax	3,848,059	3,813,300	4,051,442	5.3%	6.2%
Local Option Tourist Tax (7)	4,478,090	4,492,313	4,987,181	11.4%	11.0%
Solid Waste Fees (8)	7,301,956	6,736,225	7,138,012	-2.2%	6.0%
Building Permits Fees (9)	1,583,993	1,550,305	1,488,241	-6.0%	-4.0%
Environmental Permit Fees (10)	1,069,573	1,026,950	994,342	-7.0%	-3.2%
Ambulance Fees (11)	9,827,129	8,930,000	9,833,735	0.1%	10.1%
Probation and Pre-Trial Fees (12)	925,959	912,380	893,793	-3.5%	-2.0%
Court Facilities Fees (13)	1,040,251	1,368,000	936,585	-10.0%	-31.5%
Fire Services Fee	6,697,794	6,878,610	6,668,677	-0.4%	-3.1%
Investment Income - GF/FF (14)	366,184	346,299	662,283	80.9%	91.2%
Investment Income - Other (14)	717,535	601,255	1,178,710	64.3%	96.0%
TOTAL:	\$ 181,158,681	\$ 182,363,889	\$ 187,910,981	3.7%	3.0%

#### Notes:

- (1) The percentage is based on all County revenues net of transfers and appropriated fund balance.
- (2) The ad valorem revenue increased from FY 2014 to FY 2015 due to an incease in county wide property values and the Board maintaining the millage rate at 8.3144.
- (3) The 1/2 Cent Sales Tax and State Revenue Sharing are both State shared revenues supported by state and local sales tax collections. Overall, local and state sales tax transactions were higher in FY15 due to an increase in consumer spending, associated with the economic recovery.
- (4) The Communication Services Tax decreased slightly from FY14 due to decreased consumer use of cellular phones and other communications related devices such as cable and internet.
- (5) Leon County started to correct a \$2.1 million payment adjustment in the electric portion of the PST to the City of Tallahassee. As a result the City and County agreed that the the City would withhold \$58,614 of PST revenue from their monthly remittance for three years beginning in March 2013. The three year payback will allow the fund to generate adequate income for related operations. Even with the payback schedule, the FY 2015 actuals exceeded FY 2014 actuals and budgeted projections.
- (6) A big boost in local option gas taxes is the result of the new 2nd local option 6-cent gas tax established by ordinance in September 2013. FY 2015 was the first full year of levying 2nd local option gas tax, and County share of 6-cen gas tax increased from 46% to 50%.
- (7) An overall increase in tourism hotel nights and room rates account for an increase in revenue from the previous year.
- (8) The slight decline in revenue is associated with the reduction in the tipping fee directly related to a reduction in the hauling fee contract.
- (9) Building permit fees show a decrease in FY 2015 redulting from the decreased number of building permit applications. This reflects a change in demand from residential to non-residential development.
- (10) Environmental permit revenue keeps at the similar level of FY 2014 with a slight decrease due to fewer permit applications received. More interests in smaller development activities also resulted to revenues decrease.
- (11) The slight increase in Ambulance Fee collections can be attributed to an increased amount of patients using ambulance services. However, it is smaller than the collections in FY 2014 because the percentage of payable bookings compared to total billing needed to be reduced. Historically, 41% of total billings were posted as collected, the updated analysis indicated the bookings needed to be reduced to 33% in FY 2015.
- (12) A decrease in Probation and Pre-Trail fee revenue can be attributed to the high amount of fees that go uncollected. With the creation of two alcohol testing alternatives, a decrease in the number of alcohol testing fees is also anticipated.
- (13) The decline of court facility fees is a result of a decline in the issuance of moving traffic violations from FY 2014 to FY 2015.
- (14) A shift in County reserve cash investment sto the State of Florida Special Pupose Investment Account (SPIA) due to better earning rates increased interest earnings from FY 2014. In addition, an improved economy assisted in providing positive returns on the short term managed investment portfolio over the performance of the previous fiscal year.

# **GENERAL FUND /FINE AND FORFEITURE- FUND BALANCE**

#### General/Fine and Forfeiture Fund Balance



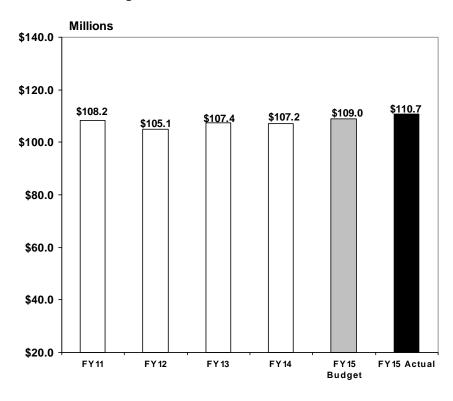
# General/Fine and Forfeiture Fund Balance:

Fund Balance is maintained for cash flow purposes, as an emergency reserve and a reserve for one-time capital improvement needs. addition, the amount of fund balance is used by rating agencies in determining the bond rating for local governments. The Leon County Reserves Policy requires fund balances to be between a minimum of 15% and a maximum of 30% of operating expenditures. unaudited year ending fund balance for FY15 is \$41.15 million. reflects 32% of FY15 operating expenditures. The increase in Fund Balance is due to higher final property values for FY15.

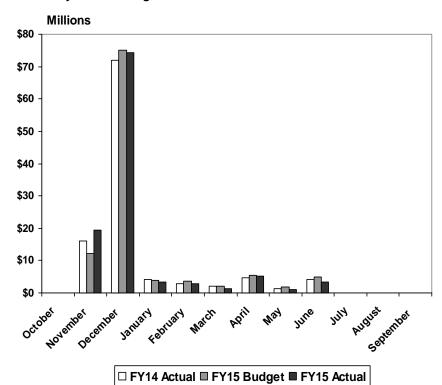
For the FY 2016 budget, the Board appropriated \$4.125 million in fund balance. This brought the level of fund balance to 27% of budgeted expenses which is within the range of the 15% - 30% policy minimum and maximum fund balance levels.

# **AD VALOREM TAXES**

#### **Fiscal Year Budget & Actuals**



#### Monthly Totals: Budget vs Actuals



#### **Background:**

Ad Valorem Taxes are derived from all non-exempt real and personal properties located within Leon County. The non-voted countywide millage rate is constitutionally capped at 10 mills (Article VII, Section 9(a) and (b)).

The amounts shown are the combined General Fund and Fine and Forfeiture Fund levies.

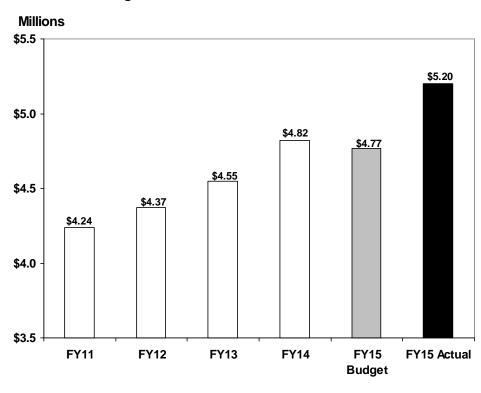
#### Trend:

In January 2008 a constitutional amendment was passed that established restrictions on property valuations, such as an additional \$25,000 homestead exemption and Save Our Homes tax portability. These restrictions limit future growth in ad valorem taxes. Trend shows a slow recovery in property values from the low in FY12. Actual Ad Valorem taxes collected in FY15 were 1.57% higher than budgeted and a 3.26% higher than the FY14 Actuals. This was due to an increase in property values, with the millage rate remaining 8.3144.

FY14 Actual: \$107,221,140 FY15 Budget: \$109,006,902 FY15 Actual: \$110,715,168

# STATE REVENUE SHARING TAX

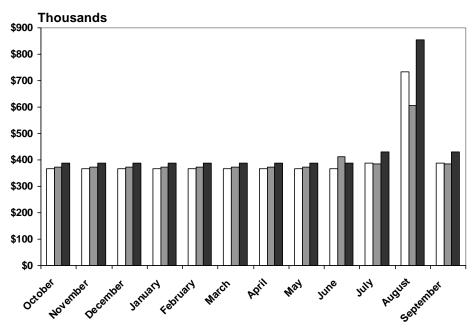
#### Fiscal Year Budget & Actuals



#### Background:

The Florida Revenue Sharing Act of 1972 was an attempt by the Legislature to ensure a minimum level of parity across units of local government when distributing statewide revenue. Currently, the Revenue Sharing Trust Fund for counties receives 2.9% of the net cigarette tax collections and 2.25% of sales and use tax collections. On July 1, 2004, the distribution formula reduced the County's share to 2.044% or a net reduction of approximately 10%. The sales and use tax collections provide approximately 96% of the total revenue shared with counties, with cigarette tax collections making up the small remaining portion. These funds are collected and distributed on a monthly basis by the Florida Department of Revenue.

# Monthly Totals: Budget vs Actuals



☐ FY14 Actual ☐ FY15 Budget ☐ FY15 Actual

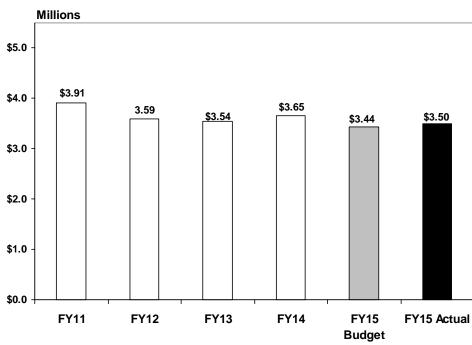
#### Trend:

Leon County collected increasing state revenue sharing taxes since the recession, indicating a growing confidence in consumer spending, which has continued through FY14. Further evidence was shown bv the increased disbursement of the sale tax true up in August 2014 and August 2015, respectively. During the 2015 General Revenue Estimating Conference, the State forecasted continued positive growth in FY16 and the out-years.

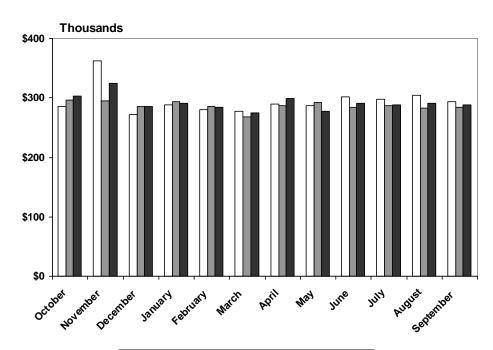
FY14 Actual: \$4,815,581 FY15 Budget: \$4,770,900 FY15 Actual: \$5,202,414

# **COMMUNICATION SERVICES TAX**

## **Fiscal Year Budget & Actuals**



#### Monthly Totals: Budget vs Actuals



☐ FY14 Actual ☐ FY15 Budget ☐ FY15 Actual

#### Background:

The Communication Services Tax combined seven different State and local taxes or fees by replacing them with a two-tiered tax, each with its own rate. These two taxes are (1) the State Communication Services Tax and (2) the Local Option Communication Services Tax. The County correspondingly eliminated its 5% Cable Franchise Fee and certain right-of-way permit fees. Becoming a Charter county allowed the County to levy at a rate of 5.22%. This rate became effective in February of 2004.

#### Trend:

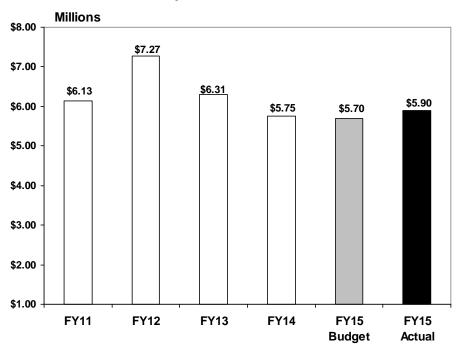
In December 2008, the County received a \$2.5 million audit State, adjustment from the distributed in the form of a \$1.3 million lump sum payment in December of FY09 with the remainder prorated in egual monthly payments of \$33,429 from February 2009 until December 2012. These monthly adjustment payments have been contemplated in the budget graphs, accounting for the higher than expected revenue figures in past years.

Beginning in FY10, actual revenues began to decrease statewide, but not in Leon County. Revenue stabilized in FY15 with little decline compared with previous fiscal years.

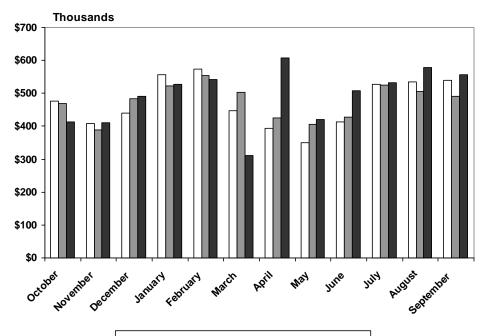
FY14 Actual: \$3,645,653 FY15 Budget: \$3,441,850 FY15 Actual: \$3,499,854

# **PUBLIC SERVICES TAX**

#### Fiscal Year Actuals & Projections



#### Monthly Totals: Budget vs Actuals



☐ FY14 Actual ☐ FY15 Budget ☐ FY15 Actual

#### **Background:**

The Public Services Tax is a 10% tax levied upon each purchase of electricity, water, and metered or bottled gas within the unincorporated areas of the County. It is also levied at \$0.04 per gallon on the purchase of fuel oil within the unincorporated areas of the County. This tax became effective on October 1, 2003.

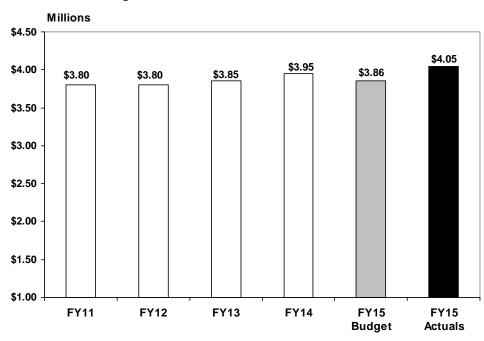
#### Trend:

Due to its consumption basis, this tax is subject to many variables including rates and usage. Revenues have steadily trended upward since FY09; however the City of Tallahassee determined it incorrectly overpaid \$2.1 had million on the electric portion of the tax for the past three years. As future year's such, revenue projections reflect the payback of revenues these through withholding over a 30 month period. The payback period started March 2013 and will end in February 2016. With the payback, FY15 actual revenue stayed at similar level to FY14 actual revenue with a slight increase.

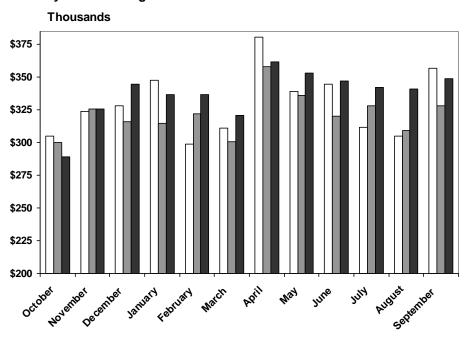
FY14 Actual: \$5,748,143 FY15 Budget: \$5,702,850 FY15 Actual: \$5,902,063

# STATE SHARED GAS TAX

#### **Fiscal Year Budget & Actuals**



#### Monthly Totals: Budget vs Actuals



☐ FY14 Actual ☐ FY15 Budget ☐ FY15 Actual

#### Background:

The State Shared Gas Tax consists of two discrete revenue streams: County Fuel Tax and the Constitutional Gas Tax. These revenues are all restricted to transportation related expenditures (Florida Statutes 206). The revenues are disbursed from the State based on a distribution formula consisting of county area, population, and collection.

#### Trend:

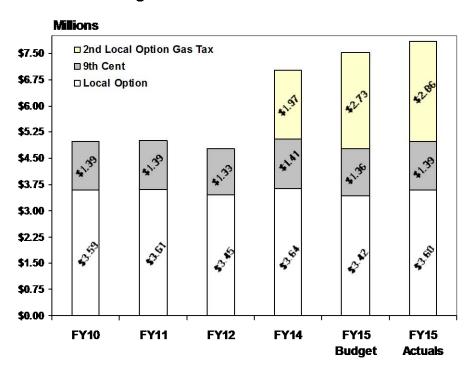
This is a consumption based tax on gallons purchased. Prior to FY11, there was modest growth in this revenue stream. Decreased fuel consumption due to the recession, more fuel efficient vehicles, coupled with high fuel costs has caused a leveling trend in gas tax revenue over time.

Gas tax revenue collections for FY15 were slightly higher than originally budgeted and FY14 actual collections. which is consistent with the revised trend of highway fuel sales estimates from Transportation Revenue Estimating conference. This is partially due to lower fuel prices, which had increased consumption mildly.

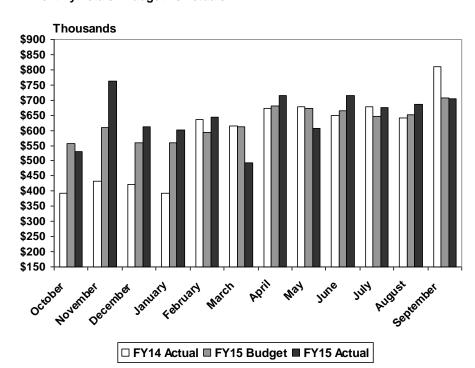
FY14 Actual: \$3,954,922 FY15 Budget: \$3,858,900 FY15 Actual: \$4,048,969

# **LOCAL OPTION GAS TAXES**

#### Fiscal Year Budget & Actuals



Monthly Totals: Budget vs Actuals



#### Background:

**9th Cent Gas Tax**: This tax was a State imposed 1 cent tax on special and diesel fuel. Beginning in FY02, the County began to levy the amount locally on all fuel consumption.

Local Option Gas Tax: This tax is a locally imposed 6 cents per gallon tax on every net gallon of motor and diesel fuel from 2009. **Funds** are restricted to transportation related expenditures. In September 2013, the County and City amended the Inter-local Agreement, authorizes the extension of 6 cents gas tax, with an allocation of 50/50 between the County and the City, being effect from October 1, 2015. This tax will not sunset until FY 2045.

2<sup>nd</sup> Local Option Gas Tax: On September 10, 2013, the Board approved levying an additional five-cent gas tax, to be split with the City 50/50. Beginning in January 2014, the County began to levy this tax on all motor fuel consumption in Leon County.

The amounts shown are the County's share only.

#### Trend:

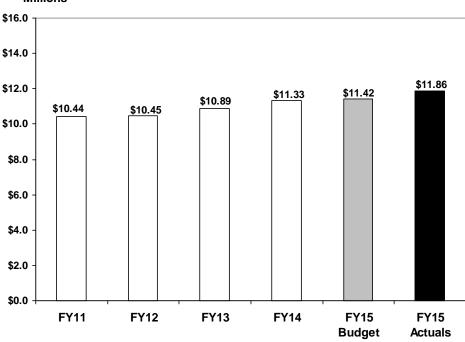
This is a consumption based tax on gallons purchased. Since FY11, revenues have remained moderately flat due to higher gas prices, which led to the moderation on fuel consumption.

FY15 local gas collection of Leon County was higher than the past years as FY15 was the first full year of levying 2<sup>nd</sup> local gas tax, and County share of 6 cent gas tax increased from 46% to 50%.

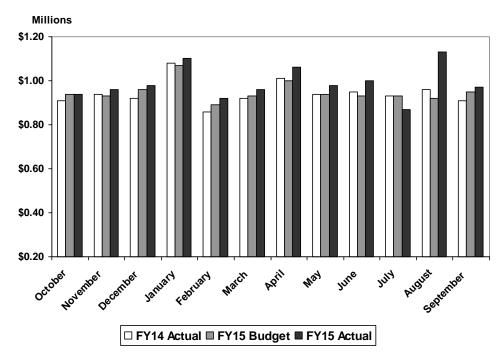
FY14 Actual: \$7,017,545 FY15 Budget: \$7,511,650 FY15 Actual: \$7,846,437

# **LOCAL GOVERNMENT 1/2 CENT SALES TAX**

# Fiscal Year Budget & Actuals Millions



#### Monthly Totals: Budget vs Actuals



#### **Background:**

The Local Government 1/2 Cent Sales Tax is based on 9.653% of net sales tax proceeds remitted by all sales tax dealers located within Leon County. On July 1, 2004, the distribution formula reduced the County's share to 8.814% or a net reduction of approximately 9.5%. The revenue is split 56.6% County and 43.4% City based on a defined distribution statutory formula (Florida Statutes Part VI, Chapter 218). On April 9, 2015, the House approved the House Tax Cut Package, HB 7141, which changed the formula. During the final week of the special legislative session (2015A), the legislature approved a \$400 million tax cut package (HB 33A). This tax cut package included а 1.73% reduction in the state portion of the Communications Services (CST). However, both of the two cut adjusted local government sharing revenue distribution formulas, leaving no impact to the portion of Local Government 1/2 Cent Sales Tax.

There is a similar legislation filed for 2016 (SB 256), which is likely to have the same result on Local Government ½ Cent Sales Tax.

The amounts shown are the County's share only.

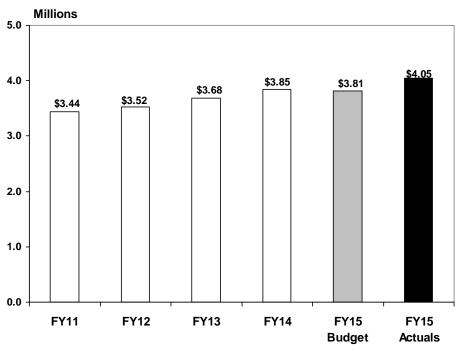
#### Trend:

Sales tax revenue declined from FY09 to FY11, a trend that ended in FY12 and has continued on a moderate upward direction till FY15. FY15 actuals indicate an improving economy and a corresponding increase in consumer based economic activity.

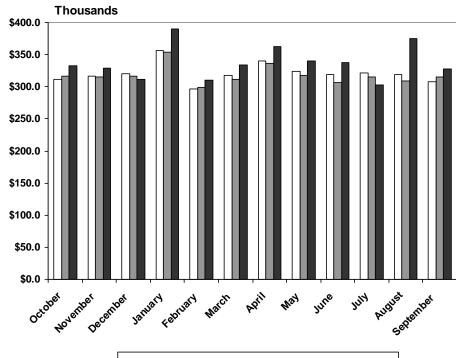
FY14 Actual: \$10,899,174 FY15 Budget: \$11,415,200 FY15 Actual: \$11,863,075

# **LOCAL OPTION SALES TAX**

# Fiscal Year Budget & Actuals



# Monthly Totals: Budget vs Actuals



□ FY14 Actual ■ FY15 Budget ■ FY15 Actual

# **Background:**

The Local Option Sales Tax is a 1 cent sales tax on all transactions up to \$5,000. In a November 2000 referendum, the sales tax was extended for an additional 15 years beginning in 2004. In a November 2014 referendum, the sales tax was extended for another 20 years beginning in 2019. The revenues are distributed at a rate of 10% to the County, 10% to the City, and 80% to Blueprint 2000.

The amounts shown are the County's share only.

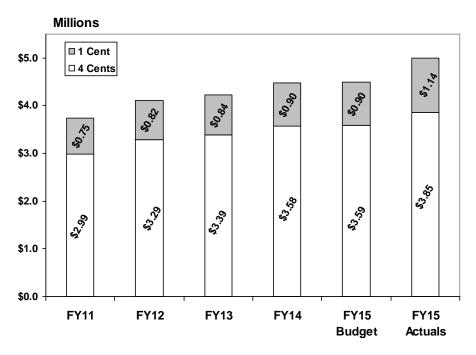
#### Trend:

Leon County collected 5.3% more in local sales tax than FY14 actuals. This indicates a recovering economy and an increase in consumer spending.

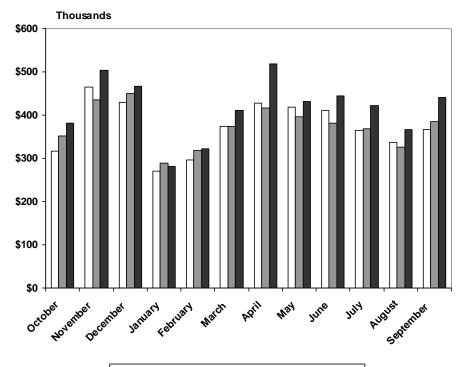
FY14 Actual: \$3,848,059 FY15 Budget: \$3,813,300 FY15 Actual: \$4,051,442

# **LOCAL OPTION TOURIST TAX**

## **Fiscal Year Budget & Actuals**



#### Monthly Totals: Budget vs Actuals



☐ FY14 Actual ☐ FY15 Budget ☐ FY15 Actual

#### Background:

The Local Option Tourist Tax is a locally imposed 5% tax levied on rentals and leases of less than 6month duration. This tax administered locally by the Tax Collector. The funds are restricted to advertising, public relations. promotional programs, visitor services and approved special events (Florida Statute 125.014). This tax dedicates one cent to the performing arts center.

On March 19, 2009, the Board approved to increase total taxes levied on rentals and leases of less than 6-month duration by 1%. The total taxes levied are now 5%. The additional 1% became effective on May 1, 2009 and is used for marketing as specified in the TDC Strategic Plan.

On December 9, 2014, the Board amended Tourism Development Council (TDC) ordinances restated the Grant Funding Agreement with Council on Culture & Arts (COCA), reallocating the **TDT** the COCA dedicated to from approximately 1/2-cent TDT to a total 11/4-cent TDT beginning in FY15. And the 1/4-cent portion TDT will be used to support a capital grants program. The rest of 3%-cent TDT will be distributed support TDC marketing promotions, beginning in FY15.

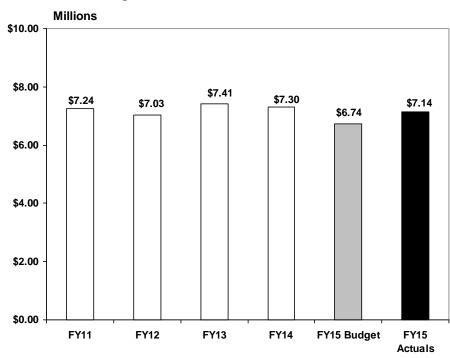
#### Trend:

Improved economic conditions allowed for an increase in tourist tax from FY11 to FY15. FY15 experienced the highest tax rate recorded, and collected 11.4% more revenues than FY14. The additional one cent levied in May 2009, along with an increase in available rooms, increased rates, and an increase in the business travelers sector of the market contributed to the revenue increase in FY15.

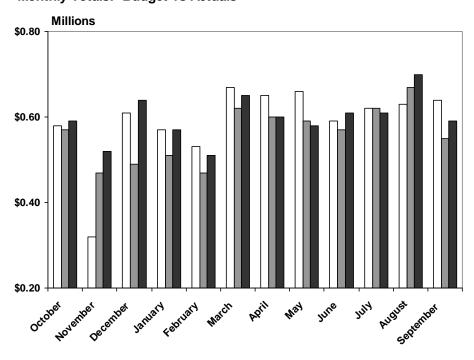
FY14 Actual: \$4,478,090 FY15 Budget: \$4,492,313 FY15 Actual: \$4,987,181

# **SOLID WASTE FEES**

#### Fiscal Year Budget & Actuals



#### Monthly Totals: Budget vs Actuals



☐ FY14 Actual ☐ FY15 Budget ■ FY15 Actual

#### Background:

Solid Waste Fees are collected for sorting, reclaiming, disposing of solid waste at the County landfill and transfer station. Revenues collected will be used for the operation of all solid waste disposal sites.

In October 2008, the Board entered into а contractual agreement with Marpan Recycling. The Solid Waste Management Facility is no longer accepting Class I waste as of January 1, This contract caused a 2009. decline in revenues at the Solid Waste Management Facility. However, expenditures adjusted to reflect the change in operations at the facility. On April 28, 2015 Budget Workshop, the Board decided to close the landfill, which will cause a decline in revenue due to Marpan will no longer use the facility.

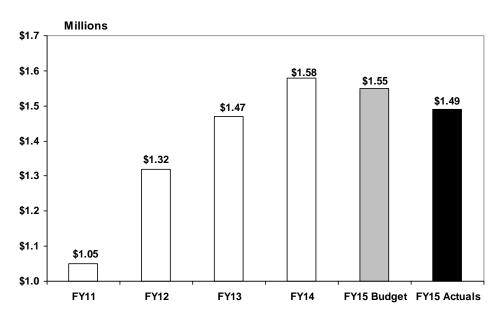
#### Trend:

Leon County established a reduced tipping fee in FY13 due to a reduction in hauling rates. FY15 actuals indicate a moderate increase over FY15 budget, but also reflect a slight decrease over FY14 actuals. This was the result of Solid Waste fees for the collection of Marpan stopping the deposal of Class III residual waste in FY15 due to the pending closure of the landfill.

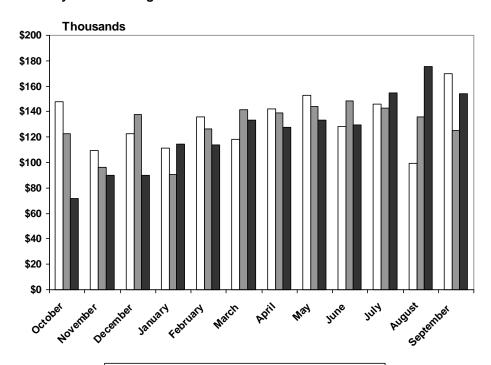
FY14 Actual: \$7,301,956 FY15 Budget: \$6,736,225 FY15 Actual: \$7,138,012

# **BUILDING PERMIT FEES**

#### Fiscal Year Budget & Actuals



#### Monthly Totals: Budget vs Actuals



□ FY14 Actual ■ FY15 Budget ■ FY15 Actual

#### Background:

Building Permit Fees are derived from developers of residential and commercial property and are intended to offset the cost of inspections to assure that development activity meets local, State and federal building code requirements. The County only collects these revenues for development occurring in the unincorporated area. As a result of a fee study, the Board adopted the first revised fee study in more than ten years. The fee increase was implemented in three phases: 34% on March 1, 2007; 22% on October 1, 2007; and a final 7% on October 1, 2008.

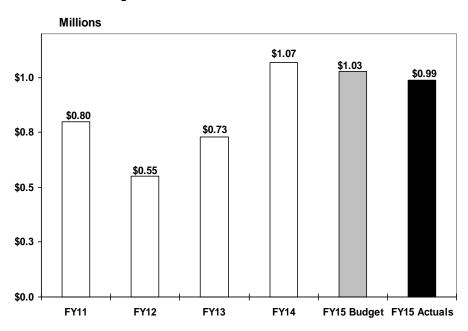
#### Trend:

Due to the housing market and construction showing signs of recovery, the revenue collections indicate a return to pre-recession Revenues levels. have consistently increased since FY11 and continued this trend through FY15 actuals is slightly lower than budgeted FY15 and FY14 actuals, due to decreased number of residential building permit applications. This is a sign that building permit levels are returning to a more normal growth level after the post-recession surge from FY12 - FY14

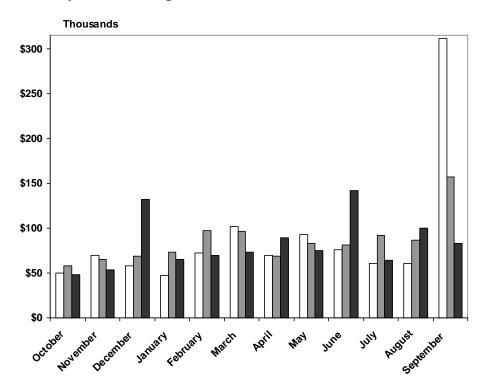
FY14 Actual: \$1,583,993 FY15 Budget: \$1,550,305 FY15 Actual: \$1,488,241

# **DEVELOPMENT REVIEW AND ENVIRONMENTAL PERMIT FEES**

#### **Fiscal Year Budget & Actuals**



# Monthly Totals: Budget vs Actuals



#### ☐ FY14 Actual ☐ FY15 Budget ■ FY15 Actual

Note: September 2014 collected outstanding amount of revenue, including the permit fee for the large construction project – Orchard Pond Parkway (toll road) which connects Old Bainbridge Road to Meridian Road/Bannerman Road intersection.

#### **Background:**

Environmental Permit Fees are development derived from projects for compliance with landscape, stormwater, tree protection, site development and and subdivision zoning, regulations. As a result of a fee study, the Board adopted a revised fee resolution effective October 1, 2006. On March 11, 2008 the Board approved an overall fee increase of 20% in addition to adopting new fees for Growth Management. The new fees were implemented immediately and the overall fee increase was effective as of October 1, 2008.

#### Trend:

Environmental Permit Fees experienced a sharp decrease correlating with the start of the economic downturn in FY09 and through FY12. To offset this decline in revenue, eight positions were eliminated in FY10.

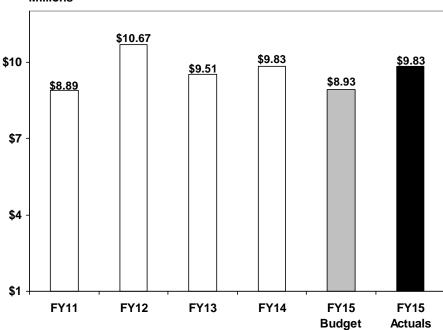
Beginning in FY12, an increase in development permitting started. This trend continued into FY14 and FY15 actual collections slightly declined from FY14 actuals, due to fewer permit applications received. There had also been a shift in the interest to smaller development activities, which also resulted to revenues decrease.

FY14 Actual: \$1,069,573 FY15 Budget: \$1,026,950 FY15 Actual: \$994,342

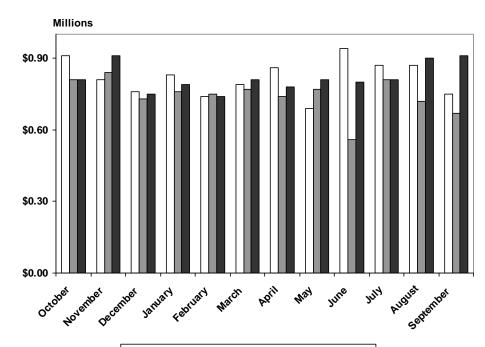
# **AMBULANCE FEES**

#### **Fiscal Year Budget & Actuals**

#### **Millions**



#### Monthly Totals: Budget vs Actuals



☐ FY14 Actual ☐ FY15 Budget ■ FY15 Actual

# **Background:**

Leon County initiated its ambulance service on January 1<sup>st</sup> of 2004. Funding for the program comes from patient billings and a Countywide Municipal Services Tax. The amounts shown are the patient billings only.

The EMS system bills patients based on the use of an ambulance transport to the hospital. As with a business, the County has an ongoing list of patients/insurers that owe the County monies (outstanding receivables).

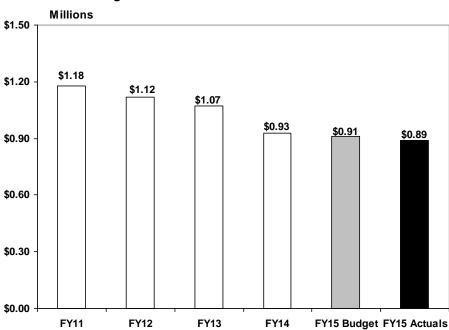
#### Trend:

In FY08, the County established a collection policy to pursue uncollected bills, and to allow the write-off of billings determined uncollectible. The decline in revenue in FY13 corresponded to a decline in the booking of receivables (outstanding billings) from 41% to 36%. The FY15 actuals remained at the similar level as FY14 actuals, due to the decrease in the booking of receivables (outstanding billings) from 36% to 33%, which shows ambulance fee collections continued to decline against the amount of total billing.

FY14 Actual: \$9,827,129 FY15 Budget: \$8,930,000 FY15 Actual: \$9,833,735

# PROBATION AND PRE-TRIAL FEES

### **Fiscal Year Budget & Actuals**



### Monthly Totals: Budget vs Actuals

# Thousands \$100 \$80 \$40 \$20 \$0 \$0 \$100 \$20 \$20 \$30 \$40 \$40 \$40 \$40 \$5

☐ FY14 Actual ■ FY15 Budget ■ FY15 Actual

### **Background:**

The Probation Fees are combination of County court probation fees. alternative community service fees, no-show fees (all governed by Florida Statute 948) and pre-trial release fees (governed by Administrative Order). These fees are collected from individuals committing infractions that fall within the jurisdiction of Leon County Courts. The amount of each individual fee is expressly stated in either the Florida Statute or the Administrative Order.

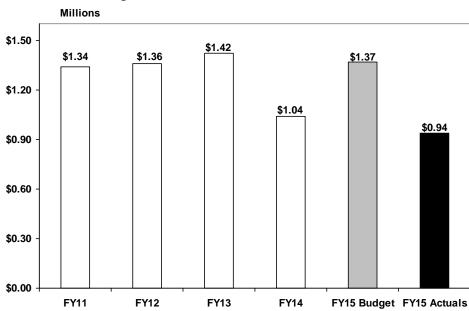
### Trend:

Revenues collected through Probation and Pre-Trial fees have steadily declined since FY11. This can be attributed to a decline Probation and Pre-Trial caseloads, associated with early termination of sentences and a decrease in court ordered GPS pre-trial tracking. Due to the amount of fees that go uncollected continuing to remain at a high level, FY15 actuals shows a slight decrease in revenue collection.

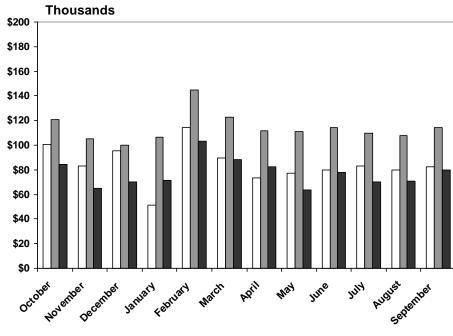
FY14 Actual: \$925,959 FY15 Budget: \$912,380 FY15 Actual: \$893,793

# **COURT FACILITIES FEES**

# Fiscal Year Budget & Actuals



### Monthly Totals: Budget vs Actuals



☐ FY14 Actual ☐ FY15 Budget ☐ FY15 Actual

### Background:

Court Facilities Fees are established to fund "state court facilities" as defined in Chapter 29, Florida Statutes (2009). On June 19, 2009, legislation approved permitting counties to change the surcharge placed on non-criminal traffic infractions from \$15 to \$30. In FY14 the County collected \$1.8 million but expended more than \$7.2 million on behalf of the State Court system.

The Board approved the increase in surcharges on August 25, 2009.

### Trend:

As the first two years with the approved fee increase, FY11 and FY12 showed moderate revenue increases. Due to a decline in the issuance of moving traffic violations by the City of Tallahassee, FY14 experienced a sharp decrease. And FY15 actuals continued this trend.

FY14 Actual: \$1,040,251 FY15 Budget: \$1,368,000 FY15 Actual: \$936,585



# FY 2015 Annual Performance and Financial Report

### PROGRAM EXPENDITURE SUMMARY\*

\*Reflects expenditures posted to financial system as of 11/16/2015

				<u>FY15</u>	<u>FY15</u>	FY15 Budget	FY15 Budget
und	<u>Org</u>	<u>Description</u>		Adj. Budget	<u>Expenditures</u>	\$ Balance	% Bal. Remaining
Roard	of Coun	nty Commisioners					
ouaru		y Commission					
01	100	County Commission		1,473,278	1,473,278	0	0.00
01	101	District 1		9,500	8,416	1,084	11.41
01	102	District 1 District 2		9,500	2,861	6,639	69.88
01	102	District 2 District 3		9,500	6,750	2,750	28.95
01	103	District 4		9,500	5,408	4,092	43.07
01	105	District 4 District 5		9,500	9,221	4,092 279	2.94
01						580	6.11
	106 107	At Large District 6		9,500	8,920		3.07
01		At Large District 7		9,500	9,208	292	
01	108	Commissioners Account	Cubtatal.	22,808	18,288	4,520	19.82
			Subtotal:	1,562,586	1,542,350	20,236	1.30
ount	y Admin	<u>istration</u>					
		ry Administration					
01	110	Country Administration		741,084	741,084	0	0.00
		eer Center					
01	113	Volunteer Center		187,804	183,962	3,842	2.05
	_	gic Initiatives					
01	115	Strategic Initiatives		1,110,122	1,110,121	1	0.00
		n Resources					
01	160	Human Resources		1,251,743	1,094,632	157,111	12.55
			Subtotal:	3,290,753	3,129,799	160,954	4.89
Office	of Inforr	nation Technology					
01	171	Management Information Systems		5,517,592	5,331,961	185,631	3.36
01	411	Public Safety Complex Technology		221,135	161,046	60,089	27.17
01	421	Geographic Information Services		1,960,963	1,775,044	185,919	9.48
			Subtotal:	7,699,690	7,268,051	431,639	5.61
Count	y Attorn	AV					
01	120	County Attorney		1,953,465	1,822,212	131,253	6.72
			Subtotal:	1,953,465	1,822,212	131,253	6.72
2000	tmont of	Public Works					
ераг		ort Services					
06	400	Support Services		589,463	576,002	13,461	2.28
06	978	Public Works Chargebacks		(500,000)	(417,263)	(82,737)	16.55
	Operat	tions					
06	431	Transportation		4,209,334	3,827,109	382,225	9.08
06	432	Right-of-Way		2,361,277	1,957,498	403,779	17.10
23	433	Stormwater Maintenance		2,674,301	2,515,001	159,300	5.96
	Engine	eering Services					
06	414	Engineering Services		3,151,459	2,682,035	469,424	14.90
		Maintenance					
05	425	Fleet Maintenance		3,153,416	2,600,826	552,590	17.52
01	Mosqu 216	uito Control  Mosquito Control		626,161	525,002	101,159	16.16
25	214	Mosquito Control Grant <sup>4</sup>		60,997	23,940	37,057	60.75
20				00,997	23,940	31,031	60.73
40	436	& Recreation		2 720 067	2 576 909	143,969	5.29
<del>4</del> 0		Parks & Recreation		2,720,867	2,576,898	143,909	5.28
01	_	ies Management		6 000 570	6 700 670	000.000	0.77
01	150	Facilities Management		6,996,573	6,732,678	263,896	3.7

# FY 2015 Annual Performance and Financial Report

	·	XPENDITURE SUMMAI	RY*		
001	Real Estate Management  156 Real Estate management	335,120	305,716	29,404	8.77%
001	Public Safety Complex	333,120	305,716	29,404	0.7770
001	410 Public Safety Complex	1,496,943	1,295,428	201,515	13.46%
	Bank of America	1,100,010	1,200,120		
165	154 Bank of America	694,707	550,339	144,368	20.78%
	Huntington Oaks Plaza Operating				
166	155 Huntington Oaks Plaza Operating	134,425	93,853	40,572	30.18%
	Subtot	al: 28,705,043	25,845,060	2,859,983	9.96%
Depar	tment of Development Support & Env. Mgt				
	Building Inspection				
120	220 Building Inspection	1,332,142	1,091,743	240,399	18.05%
	Environmental Compliance				
121	420 Environmental Compliance	1,362,273	1,353,753	8,520	0.63%
404	Development Services	700 400	057.050	400,000	40.400/
121	422 Development Services	760,188	657,859	102,329	13.46%
121	Permit Compliance  423 Permit Compliance	501,051	445,909	55,142	11.01%
121	Support Services	301,031	443,303	33,142	11.01/0
121	424 Support Services	347,737	347,736	1	0.00%
	DEP Storage Tank <sup>4</sup>	0,. 0.	o ,. oo	•	0.0070
125	866 DEP Storage Tank	159,201	146,539	12,662	7.95%
	Subtot	al: 4,462,592	4,043,540	419,052	9.39%
<u>Depar</u>	tment of PLACE				
004	Capital Regional Transportation Planning Agency	000 000	000 704	0.400	2.000/
001	402 Capital Regional Transportation Planning Agency	238,206	228,784	9,422	3.96%
001	Blueprint 2000 403 Blueprint 2000 <sup>1</sup>	63,144	63,143	1	0.00%
001	Planning Department	00,144	05,145	ı	0.0070
001	817 Planning Department	1,122,752	847,247	275,505	24.54%
	Subtot		1,139,175	284,927	20.01%
Office	of Financial Stewardship				
	Office of Management and Budget				
001	130 Office of Management and Budget	764,507	755,383	9,124	1.19%
	<u>Purchasing</u>				
001	140 Procurement	302,492	296,860	5,632	1.86%
001	141 Warehouse	107,149	107,148	1	0.00%
<b>504</b>	Risk Management	007.000	405 500	54 500	04 700/
501	132 Risk Management	237,009	185,503	51,506	21.73%
501	821 Workers Compensation Management / Insurance Subtot	4,022,561 <b>5,433,718</b>	3,760,662	261,899	6.51% <b>6.04%</b>
	Subtot	ai: 5,433,716	5,105,556	328,162	6.04%
Office	of Economic Vitality				
	Economic Vitality				
001	114 Economic Vitality	665,699	665,698	1	0.00%
004	M/W Small Business Enterprise	404 202	177 000	17.004	0.700/
001	112 M/W Small Business Enterprise  Tourist Development	194,380	177,296	17,084	8.79%
160	301 Administration	536,133	498,129	38,004	7.09%
160	302 Advertising	960,000	856,097	103,903	10.82%
160	303 Marketing	1,385,191	1,165,869	219,322	15.83%
160	304 Special Projects	402,500	249,784	152,716	37.94%
160	305 1 Cent Expenditures	5,552,434	0	5,552,434	100.00%

# FY 2015 Annual Performance and Financial Report

### PROGRAM EXPENDITURE SUMMARY\*

Ome	of Public Safety Emergency Medica	al Sarvicas					
135		y Medical Services		15,599,725	15,599,725	0	0.00%
.00	Animal Services	y Modical Colvicos		10,000,120	10,000,120	· ·	0.007
140	201 Animal Se	rvices		1,535,125	1,297,343	237,783	15.49%
			Subtotal:	17,134,850	16,897,067	237,783	1.39%
Office	of Library Services Library Services						
001		anning & OPS		862,266	751,885	110,381	12.80%
001		rary Services		2,442,706	2,321,111	121,595	4.98%
001	242 Collection	•		841,276	841,275	121,000	0.00%
001	243 Extension			2,429,164	2,277,148	152,016	6.26%
	2 to Extension	COLVIOCO	Subtotal:	6,575,412	6,191,420	383,992	5.84%
0.00							
Office	of Intervention & De County Probation	tention AlternativeS					
111		obation Division		1,189,317	1,057,144	132,173	11.119
	Supervised Pretria			1,100,017	1,007,144	102,170	11.117
111	544 Pretrial Re			1,025,660	1,025,660	0	0.00%
	Drug & Alcohol Te			1,0=0,000	1,0=0,000	-	
111		Alcohol Testing		164,342	164,342	0	0.00%
	FDLE JAG Grant P			- /-	- /-		
125	982059 FDLE JAC			121,397	84,445	36,952	30.449
			Subtotal:	2,500,716	2,331,590	169,126	6.769
Office		& Community Partnerships					
204	Veteran Services			000 000	000 000	00.004	07.500
001	390 Veteran S			322,020	233,396	88,624	27.52%
001	Health & Human S			4 004 406	4 0 4 0 7 2 4	00.670	4 640
JU I		vice Programs		4,921,406	4,840,734	80,672	1.64%
001	Health Department 190 Health De			243,345	243,345	0	0.00%
JU 1	Primary Health Ca	•		243,345	243,345	U	0.007
001		ealth Care		2,475,582	2,475,581	1	0.00%
JU 1	Housing Services	Callii Cale		2,473,302	2,473,301	ı	0.007
001	371 Housing S	Sarvicas		414,151	414,150	1	0.00%
161		inance Authority		267,925	78,291	189,634	70.78%
101	SHIP 2008-2014 <sup>4</sup>	manoc / autority		201,020	70,201	100,004	70.707
124	932045 SHIP 2013	3-2016		7,211	7,211	0	0.00%
124	932046 SHIP 2013			206,354	206,354	0	0.00%
124	932047 SHIP 2014			440,647	74,023	366,624	83.20%
	002011 01111 201		Subtotal:	9,298,641	8,573,086	725,555	7.80%
Office	of Resource Stewar	dshin					
Office	Office of Sustainal						
001		Sustainability		225,884	160,771	65,113	28.83%
	Cooperative Exten	•		-,	,		
001		Education		542,904	524,526	18,378	3.39%
	Solid Waste			- ,	- ,	-,	,
401	435 Landfill Cl	osure		520,000	13,443	506,557	97.419
101		ste Collection Centers		651,229	542,530	108,699	16.69%
		Station Operations		5,190,309	5,166,926	23,383	0.45%
101		- F		1,741,731	1,721,192	20,539	1.189
	442 Landfill			1,741.731			
101		s Waste				0	
401 401 401 401	443 Hazardous	s Waste al Drop Off Recycling		609,832 156,611	609,832 93,099		0.00% 40.55%

# FY 2015 Annual Performance and Financial Report

### PROGRAM EXPENDITURE SUMMARY\*

Cons	titutional (	Officers <sup>2</sup>				
		f the Circuit Court				
001	132	Clerk Finance	1,520,544	1,520,544	0	0.00%
110	537	Circuit Court Fees	413,828	413,828	0	0.00%
		y Appraiser				
001	512	Property Appraiser	4,734,406	4,732,020	2,386	0.05%
	Sheriff 5.10		0.4.00.0=0	0.4.400.0=0	•	2 222/
110	510	Law Enforcement	34,186,350	34,186,350	0	0.00%
110	511 864	Corrections	32,112,272	32,112,272 121,155	0 0	0.00%
125 130	180	Emergency Management <sup>4</sup> Enhanced 911	121,155 1,283,200	1,283,200	0	0.00% 0.00%
130	Tax Col		1,203,200	1,203,200	U	0.0070
001	513	General Fund Property Tax Commissions	4,474,545	4,473,645	900	0.02%
123	513	Stormwater Utility Non Ad-Valorem	66,048	66,047	1	0.00%
135	513	Emergency Medical Services MSTU	102,696	102,696	0	0.00%
145	513	Fire Service Fee	33,793	33,793	0	0.00%
162	513	Special Assessment Paving	5,500	5,500	0	0.00%
164	513	Sewer Services Killearn Lakes I and II	5,000	4,478	522	10.43%
401	513	Landfill Non-Ad Valorem	32,620	29,038	3,582	10.98%
	Superv	isor of Elections <sup>3</sup>				
060	520	Voter Registration	2,193,269	2,011,161	182,108	8.30%
060	521	Elections	1,702,182	1,333,315	368,867	21.67%
060	525	SOE Grants <sup>4</sup>	55,091	55,091	0	0.00%
		Subtotal:	83,042,499	82,484,134	558,365	0.67%
Judic	ial Officer	<u>s</u>				
		Administration				
001	540	Court Administration	243,824	243,824	0	0.00%
001	547	Guardian Ad Litem	21,282	13,972	7,310	34.35%
110	532	State Attorney	108,255	78,117	30,138	27.84%
110	533	Public Defender	131,245	114,095	17,150	13.07%
110	555 586	Legal Aid Teen Court	134,082	125,000	9,082 0	6.77% 8.67%
114 117	586 509	Alternative Juvenile Program	155,358 51,623	141,881 51,623	0	0.00%
117	546	Law Library	51,623	0	51,623	100.00%
117	548	Judicial/Article V Local Requirements	51,623	2,703	48,920	94.76%
117	555	Legal Aid	51,622	51,500	122	0.24%
	000	Subtotal:	1,000,537	822,714	164,346	17.77%
Non (	On a watin w					
NON-C	<u>Operating</u> Line Ite	em Funding				
001	888	Line Item Funding	635,759	635,759	0	0.00%
	888	Council on Culture and Arts Degranting			0	0.000/
160	000	Council on Culture and Arts Regranting	1,133,500	1,133,500	U	0.00%
160		Tallahassee	1,133,500	1,133,500	Ü	0.00%
			1,133,500 1,171,893	1,133,500 1,080,239	91,654	7.82%
140	City of	<u>Tallahassee</u>				7.82%
140 145	City of 838 838 838	Tallahassee City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer)	1,171,893	1,080,239	91,654	
140 145 164	City of 838 838 838 Other N	Tallahassee City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer) Ion-Operating	1,171,893 6,885,488 292,600	1,080,239 6,626,631 292,600	91,654 258,857 0	7.82% 3.76% 0.00%
140 145 164 001	City of 838 838 838 Other N 278	Tallahassee City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer) Ion-Operating Summer Youth Employment	1,171,893 6,885,488 292,600 80,425	1,080,239 6,626,631 292,600 49,040	91,654 258,857 0 31,385	7.82% 3.76% 0.00% 39.02%
140 145 164 001	City of 838 838 838 Other N 278 820	Tallahassee City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer) Ion-Operating Summer Youth Employment Insurance Audit, and Other Expenses	1,171,893 6,885,488 292,600 80,425 958,709	1,080,239 6,626,631 292,600 49,040 920,660	91,654 258,857 0 31,385 38,049	7.82% 3.76% 0.00% 39.02% 3.97%
140 145 164 001 001	City of 838 838 838 Other N 278 820 831	Tallahassee City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer) Ion-Operating Summer Youth Employment Insurance Audit, and Other Expenses Tax Deed Applications	1,171,893 6,885,488 292,600 80,425 958,709 62,500	1,080,239 6,626,631 292,600 49,040 920,660 38,226	91,654 258,857 0 31,385 38,049 24,274	7.82% 3.76% 0.00% 39.02% 3.97% 38.84%
140 145 164 001 001 001	City of 838 838 838 Other N 278 820 831 972	Tallahassee  City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer)  Ion-Operating Summer Youth Employment Insurance Audit, and Other Expenses Tax Deed Applications CRA-TIF PAYMENT	1,171,893 6,885,488 292,600 80,425 958,709 62,500 1,681,225	1,080,239 6,626,631 292,600 49,040 920,660 38,226 1,660,665	91,654 258,857 0 31,385 38,049 24,274 20,560	7.82% 3.76% 0.00% 39.02% 3.97% 38.84% 1.22%
140 145 164 001 001 001 001	City of 838 838 838 Other N 278 820 831 972 508	Tallahassee City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer) Ion-Operating Summer Youth Employment Insurance Audit, and Other Expenses Tax Deed Applications CRA-TIF PAYMENT Diversionary Program	1,171,893 6,885,488 292,600 80,425 958,709 62,500 1,681,225 110,641	1,080,239 6,626,631 292,600 49,040 920,660 38,226 1,660,665 100,330	91,654 258,857 0 31,385 38,049 24,274 20,560 10,311	7.82% 3.76% 0.00% 39.02% 3.97% 38.84% 1.22% 9.32%
140 145 164 001 001 001 001 110	City of 838 838 838 Other N 278 820 831 972 508 620	Tallahassee City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer) Ion-Operating Summer Youth Employment Insurance Audit, and Other Expenses Tax Deed Applications CRA-TIF PAYMENT Diversionary Program Juvenile Detention Payment - State	1,171,893 6,885,488 292,600 80,425 958,709 62,500 1,681,225 110,641 1,450,362	1,080,239 6,626,631 292,600 49,040 920,660 38,226 1,660,665 100,330 985,639	91,654 258,857 0 31,385 38,049 24,274 20,560 10,311 464,723	7.82% 3.76% 0.00% 39.02% 3.97% 38.84% 1.22% 9.32% 32.04%
140 145 164 001 001 001 001 110 110	City of 838 838 838 Other N 278 820 831 972 508 620 800	Tallahassee  City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer)  Ion-Operating Summer Youth Employment Insurance Audit, and Other Expenses Tax Deed Applications CRA-TIF PAYMENT Diversionary Program Juvenile Detention Payment - State Drug Abuse	1,171,893 6,885,488 292,600 80,425 958,709 62,500 1,681,225 110,641 1,450,362 71,648	1,080,239 6,626,631 292,600 49,040 920,660 38,226 1,660,665 100,330 985,639 71,648	91,654 258,857 0 31,385 38,049 24,274 20,560 10,311 464,723	7.82% 3.76% 0.00% 39.02% 3.97% 38.84% 1.22% 9.32% 32.04% 0.00%
140 145 164 001 001 001 110 110 116 131 145	City of 838 838 838 Other N 278 820 831 972 508 620	Tallahassee City Payment, Tallahassee (Parks & Recreation) City Payment, Tallahassee (Fire Fees) City Payment, Tallahassee (Killearn Lakes Sewer) Ion-Operating Summer Youth Employment Insurance Audit, and Other Expenses Tax Deed Applications CRA-TIF PAYMENT Diversionary Program Juvenile Detention Payment - State	1,171,893 6,885,488 292,600 80,425 958,709 62,500 1,681,225 110,641 1,450,362	1,080,239 6,626,631 292,600 49,040 920,660 38,226 1,660,665 100,330 985,639	91,654 258,857 0 31,385 38,049 24,274 20,560 10,311 464,723	7.82% 3.76% 0.00% 39.02% 3.97% 38.84% 1.22% 9.32% 32.04%

# FY 2015 Annual Performance and Financial Report

### PROGRAM EXPENDITURE SUMMARY\*

Interdepartmental Billing				
Countywide Automation	224,463	224,463	0	0.00%
Indirects (Internal Cost Allocations)	-	-	0	100.00%
Risk Allocations	1,095,694	1,095,694	0	0.00%
Sub	total: 18,241,773	16,896,189	1,345,584	7.38%
Total Operating	192,302,479	178,977,278	13,325,202	6.93%
Total Non-Operating	18,241,773	16,896,189	1,345,584	7.38%
Total CIP	67,808,726	26,521,550	41,287,176	60.89%
Operating Grants	1,116,962	663,666	453,296	40.58%
Non Operating Grants (5)	20,240,151	3,796,637	16,443,514	81.24%
Total Debt Service	8,880,774	8,859,744	21,030	0.24%
Total Reserves	5,384,933	0	5,384,933	100.00%
TOTAL NET EXPENDITURES:	313,975,798	235,715,064	78,260,734	24.93%

### Notes:

<sup>1.</sup> The Blueprint budget was established to fund the salary and benefits for an employee who opted to be on the County's payroll. Total expenses for the position are reimbursed.

<sup>2.</sup> Expenses reflect budgted transfers to the Constitutional Officers and do not reflect excess fees or unexpended funds returned to the Board as revenue, as required by the Florida Statute.

Expenditures reflect returned excess fees in the amount of \$589,856.
 Operating Grants include Mosquito Control, DEP Storage Tank, SHIP, Emergency Management and Elections.
 For accounting purposes this amount includes funding isolated in specific grant budgets received from other governmental entities such as Blueprint 2000.



# FY 2015 Annual Performance and Financial Report

### SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)

		<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY16</u>
Org	Fund Title	Actuals (A)	Actuals (A)	Estimated Balance (B)	Appropriated Fund Balance (C)	Beginning Unreserved Fund Balance (D)
	General & Fine and Forfeiture Funds					
001	General Fund (E)	38,154,281	37,233,665	39,486,083	4,591,936	34,894,147
110	Fine and Forfeiture Fund <b>(E)</b>	1,072,061	3,183,317	1,666,459	250,000	1,416,459
	Subtotal:	39,226,342	40,416,982	41,152,542	4,841,936	36,310,606
	Special Revenue Funds					
106	County Transportation Trust Fund	5,427,126	4,060,189	5,984,451	6,600	5,977,851
111	Probation Services Fund	837,046	837,046	1,017,552	0	1,017,552
114	Teen Court Fund	148,155	148,155	89,764	57,342	32,422
116	Drug Abuse Trust Fund	12,054	11,003	935	0	935
117	Judicial Programs Fund	39,913	39,913	135,693	0	135,693
120	Building Inspection Fund (F)	1,116,240	1,533,641	1,720,641	12,208	1,708,433
121	Growth Management Fund (F)	1,083,043	1,288,429	883,626	309,642	573,984
122	Mosquito Control Fund (G)	17,899	0	N/A	N/A	N/A
123	Stormwater Utility Fund	1,100,965	1,505,347	1,988,057	0	1,988,057
124	SHIP Trust Fund	181	181	181	0	181
125	Grants	1,509,128	1,377,469	1,322,981	252,598	1,070,383
126	Non-Countywide General Revenue Fund	5,833,543	2,530,138	3,607,846	0	3,607,846
127	Grants (H)	151,681	180,442	189,115	35,276	153,839
130	9-1-1 Emergency Communications Fund (I)	751,935	1,166,317	1,217,718	0	1,217,718
131	Radio Communications Systems Fund (J)	152,188	8,240	0	0	-
135	Emergency Medical Services Fund	9,290,924	11,621,661	9,407,737	1,998,381	7,409,356
140	Municipal Services Fund	2,173,493	2,573,755	3,114,787	1,276,120	1,838,667
145	Fire Services Fund	584,503	584,503	859,528	0	859,528
160	Tourist Development Fund (1st-5th Cents) (K)	1,316,702	1,265,723	2,022,791	536,315	1,486,476
160	Tourist Develop. Cultural, Visual Arts, Heritage (K)	4,384,757	5,042,522	5,042,522	5,042,522	0
161	Housing Finance Authority Fund	738,522	650,420	671,454	238,000	433,454
162	Special Assessment Paving Fund	1,191,097	260,426	329,513	0	329,513
164	Killearn Lakes Unit I and II Sewer	1,213	264	3,006	0	3,006
165	Bank of America Building Operating Fund	1,599,279	1,743,816	1,695,718	1,617,834	77,884
166	Huntington Oaks Plaza Fund	32,012	103,909	188,043	113,510	74,533
	Subtotal:	39,493,599	38,533,509	41,493,659	11,496,348	29,997,311
	Debt Service Funds					
211	Debt Service - Series 2003 A&B	314,793	314,829	1,286	0	1,286
216	Debt Service - Series 1998B (L)	254,981	0	0	0	0
220	Debt Service - Series 2004 (M)	127,098	214,781	224,711	126,298	98,413
222	Debt Service - 2014 (M)	N/A	N/A	0	0	0
	Subtotal:	696,872	529,610	225,997	126,298	99,699

# **2015 Annual Performance and Financial Report**

### SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)

		<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY16</u>
Org	Fund Title	Actuals (A)	Actuals (A)	Estimated Balance (B)	Appropriated Fund Balance (C)	Beginning Unreserved Fund Balance (D)
	Capital Projects Funds (N)					
305	Capital Improvements Fund (O)	30,149,467	25,925,968	19,906,254	15,774,873	4,131,381
306	Gas Tax Transportation Fund	2,913,468	2,783,016	3,720,313	3,720,313	0
308	Local Option Sales Tax Fund (P)	17,608,242	11,644,101	8,580,524	8,451,756	128,768
309	Local Option Sales Tax Extension Fund	10,801,248	11,280,842	7,406,735	7,406,735	0
311	Construction Series 2003 A&B Fund (Q)	159,475	6,837	6,837	0	6,837
318	1999 Bond Construction Fund	471,776	454,506	134,415	103,070	31,345
320	Construction Series 2005 Fund	662,332	21,830	21,830	0	21,830
321	Energy Savings Contract ESCO Capital Fund (Q)	20,155	20,267	20,267	20,267	0
330	9-1-1 Capital Projects Fund	1,808,058	1,974,389	1,993,369	0	1,993,369
341	Countywide Road District Fund - Impact Fee	2,022,112	1,994,954	744,458	604,903	139,555
343	NW Urban Collector Fund - Impact Fee	432,810	402,955	364,342	296,950	67,392
344	SE Urban Collector Fund - Impact Fee	158,803	96,983	97,961	0	97,961
	Subtotal:	67,207,946	56,606,648	42,997,305	36,378,867	6,618,438
	Enterprise Funds					
401	Solid Waste Fund (R)	4,738,609	12,660,571	12,379,049	2,267,704	10,111,345
	Subtotal:	4,738,609	12,660,571	12,379,049	2,267,704	10,111,345
	Internal Service Funds					
501	Insurance Service Fund (S)	1,734,075	1,241,784	1,183,754	0	1,183,754
502	Communications Trust Fund	87,028	128,086	56,590	0	56,590
505	Motor Pool Fund	12,341	188,452	263,132	0	263,132
	Subtotal:	1,833,444	1,558,322	1,503,476	0	1,503,476
	TOTAL:	153,196,811	150,305,643	139,752,028	55,111,153	84,640,875

### Notes:

- A. Audited Fund Balance according to the Comprehensive Annual Financial Report.

  B. Unaudited Fund Balance and Retained Earnings. Balances may change pending final audit adjustments.
- C. Appropriated Fund Balance includes fund balance appropriated as a part of the budget process and FY15 carryforwards necessary to complete projects.
- D. Unreserved Fund Balance is the year ending FY15 estimated balance less the FY16 appropriated fund balance.
- E. The year ending fund balance for the General and Fine and Forfeiture Funds includes excess fees returned from the Constitutionals in the amount of \$1.3 million. The beginning unreserved fund balance includes the \$2.6 million catastrophe fund reserve. The beginning fund balance is 27% of FY 2016 budgeted expenditures which is toward the upper end for the reserve policy minimum/maximum of 15% - 30%.

  F. The Building Fund balance grew during FY 2015 due to increase revenues and an under expenditure of the operating budget. The Growth Management Fund
- declined by \$404,000, which was less than expected. Fund balance in the amount of \$544,000 had been budgeted for expenditure in FY 2015.

  G. The Mosquito Control fund was closed at the end of FY12. All revenues and expenditures for this program are now reflected in the General Fund.
- H. This fund is used to separate grants that are interest bearing grants.
- I. Appropriated fund balance was moved to Fund 330 (911 Emergency Capital Projects Fund) for future capital projects as required by State Statute.
- J. The Radio Communications Systems Fund is used to account for the new radio system operating expenses. These funds were previously reflected in Fund 331.
- K. The Tourist Development Tax is reflected in two separate fund balances. Currently five cents supports the Tourist Development Division marketing promotion, and Cultural regranting activities. The fund balance previously established by the one cent for the performing arts center is now dedicated to be expended on cultural, visual arts and heritage funding programs pursuant to the local agreement with the County, the City and the Community Redevelopment Agency approved at the December 9, 2014 Board Meeting.

  L. Final payment of refinancing was paid in fiscal year 2013 and the fund was closed in fiscal year 2014.
- M. Fund 222 was established to account for the debt service associated with the refinancing fo the non-taxable portion of the Capital Improvement Revenue Refunding Bond Series 2005 (Fund 220) with a bank loan.
- N. The Capital Projects balances are accumulated for purposes of funding projects that are often multi-year in nature. Balances reflected above are often programmed as part of the five year plan.
- O. The fund balance reflects the expenditure of capital reserves budgeted in FY16 as a "sinking fund" for maintaining existing County infrastructure.
- The reduction in fund balance reflects capital reserves budgeted in FY16 as a "sinking fund" for maintaining existing infrastructure associated with the initial local option tax. These funds will be expended by FY16.
- Q. Funds 311 and 321 were closed in fiscal year 2013.
- R. Amount reflected is unrestricted retained earnings.
- S. Acturial adjustments for outstanding workers' compensation claims caused a decrease in fund balance.

# FY 2015 Annual Performance and Financial Report

### **CAPITAL IMPROVEMENT PROGRAM SUMMARY**

Project Service Types	# of Projects	% of CIP Budget	Adjusted Budget	YTD Activity	% of Budget Committed	Project Balance
Culture and Recreation	15	11.1%	7,503,109	3,893,220	51.9%	3,609,889
General Government	41	13.4%	9,055,022	4,138,522	45.7%	4,916,500
Health and Safety	6	9.5%	6,458,651	4,021,833	62.3%	2,436,818
Physical Environment	28	26.7%	18,108,415	4,011,731	22.2%	14,096,684
Transportation	19	39.4%	26,683,529	10,456,245	39.2%	16,227,284
TOTAL	109	100%	\$67,808,726	\$26,521,550	39.1%	\$41,287,176

Notes: Projects listed in the report were fully funded in FY 2015. All unspent capital project funds were carry forward into the FY 2016 budget in order to complete the projects.

- 1. <u>Culture and Recreation</u>: A total of 51.9% of the funding for capital projects in Culture and Recreation was expended. This includes improvements to the Apalachee Regional, Fort Braden Community, Miccosukee Community, Okeeheepkee Prairie, and Woodville Community parks. Funding was also used for the capital maintenance of County parks and greenways.
- 2. <u>General Government</u>: A total of 45.7% of the funding for capital projects in General Government was expended. This includes vehicle replacements, and Community Services, Cooperative Extension, Welcome Center, Courthouse and Leon County Government Annex building renovations and repairs. Funding was also used for technology improvements such as data wiring, network upgrades, file server upgrades and election equipment.
- 3. <u>Health and Safety</u>: A total of 62.3% of the funding for capital projects in Health and Safety was expended. This includes repairs to the Jail and vehicle and equipment purchases for Emergency Medical Services
- 4. <u>Physical Environment</u>: A total of 22.2% of the funding for capital projects in Physical Environment was expended. This includes the Transfer Station, Landfill, and Household Hazardous Waste Center improvements, as well as funding for GIS incremental basemap updates, water quality enhancements, stormwater pond repairs and vehicle replacements.
- 5. <u>Transportation</u>: A total of 39.2% of the funding for capital projects in Transportation was expended. This includes sidewalk construction, Beechridge Trail impovements, and North Monroe turn lane improvements, as well as transportation and stormwater improvements, arterial/collector and local roads resurfacing and intersection safety improvements.

# FY 2015 Annual Performance and Financial Report

### **CULTURE AND RECREATION**

Project #	Project Description	Adjusted Budget	YTD Activity	% of Budget Expended	Project Balance			
045001	Apalachee Parkway Regional Park	400,000	78,074	19.5%	321,926			
046008	Athletic Field Lighting	211,825	211,825	100.0%	-			
042005	Fort Braden Community Park Renovations	25,000	20,065	80.3%	4,935			
043007	Fred George Park *	2,789,029	2,017,712	72.3%	771,317			
046009	Greenways Capital Maintenance	260,500	203,408	78.1%	57,092			
076011	Library Services Technology	53,521	36,528	68.2%	16,994			
086053	Main Library Improvements	195,641	142,802	73.0%	52,839			
044002	Miccosukee Community Park	142,110	142,109	100.0%	1			
044003	Miccosukee Greenways *	228,675	-	0.0%	228,675			
043008	Okeeheepkee Prairie Park	791,785	431,117	54.4%	360,668			
046001	Parks Capital Maintenance	1,406,099	425,379	30.3%	980,720			
046007	Parks New Vehicles and Equipment	40,005	-	0.0%	40,005			
046006	Playground Equipment Replacement	159,975	84,889	53.1%	75,086			
047001	St. Marks Headwaters *	198,944	23,805	12.0%	175,139			
041002	Woodville Community Park	600,000	75,508	12.6%	524,492			
	TOTAL CULTURE AND RECREATION	\$7,503,109	\$3,893,220	51.9%	\$3,609,889			
	GENERAL GOVERNMENT							
086064	Air Conditioner Unit Replacement	40,000	9,315	23.3%	30,686			
086011	Architectural & Engineering Services	80,000	55,044	68.8%	24,956			
086069	Business Incubator	14,366	10,882	75.8%	3,484			
096019	Capital Grant Match Program	81,205	-	0.0%	81,205			
086054	Centralized Storage Facility	62,066	42,307	68.2%	19,759			
086017	Common Area Furnishings	30,000	21,335	71.1%	8,665			
086062	Community Services Building Renovations	372,515	304,461	81.7%	68,054			
086030	Cooperative Extension Renovations	75,000	9,562	12.7%	65,438			
086027	Courthouse Renovations	438,000	24,198	5.5%	413,803			
086024	Courthouse Repairs	427,896	172,509	40.3%	255,387			
086016	Courthouse Security	25,134	23,370	93.0%	1,764			
086007	Courtroom Minor Renovations	130,589	63,318	48.5%	67,271			
076023	Courtroom Technology	202,374	51,837	25.6%	150,537			
076003	Data Wiring	32,800	21,280	64.9%	11,520			
076004	Digital Phone System	100,000	69,907	69.9%	30,093			
076063	E-filing System for Court Documents	276,364	-	0.0%	276,364			
096015	Election Equipment	959,971	761,735	79.3%	198,236			
086037	Elevator Generator Upgrades	550,000	43,032	7.8%	506,969			
096063	Fairgrounds Sense of Place Initiative	50,000	47,995	96.0%	2,005			
076008	File Server Maintenance	408,562	369,779	90.5%	38,783			
076001	Financial Hardware and Software	86,588	36,120	41.7%	50,468			
026010	Fleet Management Shop Equipment	33,128	14,478	43.7%	18,650			
086071	Fleet Management Shop Improvements	50,000	11,750	23.5%	38,250			
086057	General County Maintenance & Minor Renovations	125,000	43,132	34.5%	81,868			
026003	General Vehicle & Equipment Replacement	519,671	477,472	91.9%	42,199			
076055	Growth Management Technology	12,208		0.0%	12,208			
086052	Health Department Improvements	190,800	_	0.0%	190,800			
083002	Lake Jackson Town Center	74,895	244	0.3%	74,651			
083068	Lake Jackson Town Center Sense of Place Initiative	350,000	13,607	3.9%	336,393			
086025	Leon County Courthouse Annex Renovations	1,836,676	793,236	43.2%	1,043,440			
076064	MIS Data Center/ Elevator Halon System	70,000	733,230	0.0%	70,000			
076004	Network Backbone Upgrade	•	79,286	99.1%	70,000			
086033	· -	80,000 72,743	•					
000033	Parking Lot Maintenance	72,743	13,735	18.9%	59,008			

# FY 2015 Annual Performance and Financial Report

	GENERAL GOVERNMENT					
076051	Public Defender Technology	55,000	45,079	82.0%	9,921	
076061	Records Management	76,479	9,639	12.6%	66,840	
076047	State Attorney Technology	43,700	31,805	72.8%	11,895	
086074	Supervisor of Elections Consolidation	485,000	-	0.0%	485,000	
076005	Supervisor of Elections Technology	76,000	76,000	100.0%	-	
076024	User Computer Upgrades	300,000	299,158	99.7%	842	
086065	Welcome Center Roof Replacement	102,818	74,670	72.6%	28,149	
076042	Work Order Management	57,474	17,244	30.0%	40,230	
	TOTAL GENERAL GOVERNMENT	9,055,022	4,138,522	45.7%	\$4,916,500	

### **HEALTH AND SAFETY**

**Adjusted** 

YTD

% of Budget

**Project** 

		,,		, o o u.g.	,
Project #	Project Description	Budget	Activity	Expended	Balance
076058	Emergency Medical Services Technology	50,000	40,136	80.3%	9,864
026014	EMS Vehicle & Equipment Replacement	2,110,414	2,043,793	96.8%	66,621
086031	Jail Complex Maintenance	3,722,351	1,852,376	49.8%	1,869,975
086067	Medical Examiner Facility	274,225	5,000	1.8%	269,225
096016	Public Safety Complex	250,000	80,528	32.2%	169,472
096002	Volunteer Fire Departments	51,661	-	0.0%	51,661
	TOTAL HEALTH AND SAFETY	\$6,458,651	\$4,021,833	62.3%	\$2,436,818
	PHYSICAL ENVI	RONMENT			
067002	Blueprint 2000 Water Quality Enhancements	1,043,819	192,113	18.4%	851,706
064005	Bradfordville Pond 4 Outfall Stabilization	50,000	50,000	100.0%	-
076009	Geographic Information Systems	361,834	145,233	40.1%	216,601
076060	GIS Incremental Basemap Update	298,500	298,500	100.0%	-
062005	Gum Road Target Planning Area	2,147,929	2,504	0.1%	2,145,425
036019	Household Hazardous Waste Collection Center	25,000	22,374	89.5%	2,626
064001	Killearn Acres Flood Mitigation	526,372	2,504	0.5%	523,868
064006	Killearn Lakes Stormwater	2,395,452	227,876	9.5%	2,167,576
065001	Lafayette Street Stormwater	611,860	610,844	99.8%	1,016
061001	Lake Henrietta Renovations	40,000	21,304	53.3%	18,696
062001	Lake Munson Restoration	227,599	1,252	0.6%	226,347
062002	Lakeview Bridge	752,901	25,324	3.4%	727,577
036002	Landfill Improvements	225,295	128,041	56.8%	97,254
063005	Lexington Pond Retrofit	4,626,159	112,927	2.4%	4,513,232
062004	Longwood Subdivision Retrofit	223,578	-	0.0%	223,578
045007	Pedrick Road Pond Walking Trail	165,394	106,436	64.4%	58,958
076015	Permit & Enforcement Tracking System	340,108	64,705	19.0%	275,403
036033	Rural/Hazardous Waste Vehicle and Equipment Replacemen	438,396	245,203	55.9%	193,193
036013	Scale/Scalehouse	125,000	25,548	20.4%	99,452
036003	Solid Waste Heavy Equipment/Vehicle Replacement	255,603	187,838	73.5%	67,765
036028	Solid Waste Master Plan	100,000	-	0.0%	100,000

FY 2015 Annual Performance and Financial Report  $^{274}$  of  $^{1175}$ 

Solid Waste Pre-Fabricated Buildings

026004 Stormwater Vehicle & Equipment Replacement

Stormwater Structure Inventory and Mapping

Stormwater Pond Repairs

036041

066026

066003

Posted at 8:30 pm on November 30, 2015 am

62.8%

67.9%

16.5%

81.8%

13,945

39,667

632,789

154,780

23,555

83,822

124,725

697,218

37,500

123,489

757,514

851,998

# FY 2015 Annual Performance and Financial Report

### PHYSICAL ENVIRONMENT

	TOTAL PHYSICAL ENVIRONMENT	18.108.415	4.011.731	22.2%	\$14.096.684
926165	Woodside Heights - NWFWMD Match *	500,000	-	0.0%	500,000
036023	Transfer Station Improvements	622,742	520,972	83.7%	101,770
036010	Transfer Station Heavy Equipment	134,373	90,913	67.7%	43,460
066004	TMDL Compliance Activities	100,000	-	0.0%	100,000

### **TRANSPORTATION**

Project #	Project Description	Adjusted Budget	YTD Activity	% of Budget Expended	Project Balance
026015	Arterial/Collector Roads Pavement Markings	135,200	134,602	99.6%	598
056001	Arterial/Collector/Local Resurfacing	6,701,891	4,553,615	67.9%	2,148,276
054003	Bannerman Road *	1,158,269	26,426	2.3%	1,131,843
054011	Baum Road Drainage Improvements	75,000	-	0.0%	75,000
054010	Beech Ridge Trail Extension *	953,994	652,948	68.4%	301,046
056005	Community Safety & Mobility	2,112,425	965,355	45.7%	1,147,070
055011	Crump Road Drainage Improvements	425,000	-	0.0%	425,000
056007	Florida Department of Transportation Permitting Fees	50,000	49,375	98.8%	625
057001	Intersection and Safety Improvements *	5,586,462	324,506	5.8%	5,261,956
055010	Magnolia Drive Multi-Use Trail *	238,198	12,529	5.3%	225,669
051006	Natural Bridge Road *	44,099	19,335	43.8%	24,764
053003	North Monroe Turn Lane	1,704,398	1,264,206	74.2%	440,192
053007	Old Bainbridge Road Safety Improvements	154,000	-	0.0%	154,000
026006	Open Graded Cold Mix Stabilization	741,764	-	0.0%	741,764
056011	Public Works Design & Engineering Services	60,000	60,000	100.0%	-
026005	Public Works Vehicle & Equipment Replacement	714,000	454,964	63.7%	259,036
053002	Pullen Road at Old Bainbridge Road *	885,836	42,396	4.8%	843,440
056013	Sidewalk Program	995,194	917,751	92.2%	77,443
056010	Transportation and Stormwater Improvements	3,947,799	978,237	24.8%	2,969,562
	TOTAL TRANSPORTATION	\$26,683,529	\$10,456,245	39.2%	\$16,227,284

<sup>\*</sup> The remaining funds for the joint/grant funded projects are budgted as grants and the additional expenditure is reported in the Grants section of the report.

# FY 2015 Annual Performance and Financial Report

### **GRANTS PROGRAM SUMMARY**

The County utilizes grants to fund a number of programs and activities in Leon County. As reflected in the table below, the County is currently administering approximately \$21.3 million in grant funding. As grants often cross multiple fiscal years, it is not uncommon to see the actual expenditures for a fiscal year less than he total funding available. All balances are carried into the subsequent fiscal year consistent with all grant award requirements.

Most grants are accepted by the Board of County Commissioners and placed within one of three funds, Fund 124 (SHIP Grants), Fund 125 (Reimbursement Grants) and Fund 127 (Interest Bearing Grants). While placed in a Grants Fund, a program budget can be a federal or state authorization, a contractual arrangement between two governing bodies, a contract between the County and a non-governmental entity, a method to keep a specific revenue source separate from operating budgets, or a pure grant award.

Some programs are anticipated as part of the regular budget process: Mosquito Control, the Underground Storage Tank Program, the FDLE Justice Assistance Grant (JAG), the Department of Health Emergency Medical Grant, and the Emergency Management Base Grant. These grant funds are administered within various County department operating budgets, and are reported in the expenditure section of the annual report.

The Grants Program is cooperatively monitored by department program managers, the Office of Management and Budget (OMB), and the Clerk's Finance Division. OMB monitors all aspects of these grants, particularly block grants. Program Managers in conjunction with OMB often pursue grants independently and administer grants throughout the year. OMB and the Clerk's Finance Division monitor overall expenditures and revenues as well as coordinate the year-end close-out and carry forward processes with all grant funded programs.

The County also leverages additional funding for the providers of health care in our community. For FY 2015, Leon County used \$840,103 to leverage an additional \$2,673,544 that goes directly to the health care providers.

Budget by Administering Department							
Department	% of Total	FY15	FY15	Balance			
Department	Grants	Budget	Expended	balance			
Dev. Sup. & Environmental Management	0.78%	165,828	146,539	19,289			
Financial Stewardship	4.47%	955,135	442,469	512,666			
Public Safety	1.56%	333,998	304,456	29,542			
Library Services	2.18%	466,253	69,252	397,001			
Human Services and Community Partnerships	4.43%	946,934	260,197	686,737			
Resource Stewardship	0.18%	39,400	-	39,400			
Public Works	83.04%	17,734,308	3,064,803	14,669,505			
Intervention & Detention Alternatives	1.56%	333,010	245,006	88,004			
Judicial	0.80%	171,092	29,448	141,644			
Constitutional	0.57%	121,155	121,155	-			
Miscellaneous	0.42%	90,000	-	90,000			
SUBTOTAL:	100%	21,357,113	4,683,324	16,673,789			
Minus Operating/Transfers Grants		1,116,962	455,843	661,119			
TOTAL		20,240,151	4,227,481	16,012,670			

# FY 2015 Annual Performance and Financial Report

		*Denotes interest Bearing Grant	FY15	FY15	
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
<u>Development Suppor</u> 934013*	t & Environment Manage Wildlife Preservation				
934013	Wildlife Fleservation	Payment for the planting of trees which can not be practically planted on development sites - used to fund animal rehabilitation agencies	6,627	-	100.0%
866	DEP Storage Tank Program	Annual inspections of petroleum storage tank facilities, tank removals and abondonments (operating)	159,201	146,539	8.0%
Subto	tal:		165,828	146,539	11.6%
Financial Stewardshi	n				
916016	Big Bend Scenic Byway	Phase 1 of the development of a series of improvements along the Big Bend Scenic Byway	53,950	16,500	69.4%
932060	CDBG Disaster Recovery - Admin	Program funding to support administration of CDBG Disaster Recovery Grant	37,414	21,780	41.8%
932077	CDBG 2013 Community Development Block Grant	Funding to support CDBG Housing Rehabilitation	750,000	-	
932069	DREF-Oakridge Flooded Property Acquisition	Program funding to purchase flood prone homes from LMI residents	64,096	23,950	62.6%
932072	CDBG Disaster Recovery - HOPE Community	Program funding for hazard mitigation activities at the HOPE Community	49,675	42,382	14.7%
Subto	tal:		955,135	104,612	89.0%
Public Safety Emergency Medical Se	rvices				
961045*	EMS Equipment	Equipment for EMS	93,898	26,545	71.7%
961047*	DOH-EMS Match M3099	Funding from the Florida Department of Health to provide cardio pulmonary resuscitation (CPR) rally/training	41,553	41,500	0.1%
961048*	DOH-EMS Match M3100	Funding from the Florida Department of Health to purchase automated external defibrillators (AED's)	22,654	22,625	0.1%
961049*	DOH-EMS Match M3101	Funding from the Florida Department of Health to assist the start- up costs of a Community Paramedic Program	77,078	-	100.0%
961050*	DOH-EMS Match M4080	Funding from the Florida Department of Health to for retrofit ambulance stretchers with expandable patient surface kits to allow larger patients to securely fit on the stretchers	51,500	-	100.0%

# FY 2015 Annual Performance and Financial Report

			FY15	FY15	
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
961051*	DOH-EMS Match M4081	Funding from the Florida Department of Health to provide CPR training to citizens in Leon County through CPR Rallies and other continuing training efforts	47,315	-	100.0%
	Subtotal		333,998	90,670	72.9%
Library Services					
912013	E-Rate	Federal Communications Commission funding for the purchase of Internet access computers and related charges	13,002	-	100.0%
913023	Patron Donations	Individual patron donations designated for particular use within the library system	127,755	786	99.4%
913024	Capelouto Donation	Donation to the library to purchase Holocaust material	6,826	2,140	68.7%
913045	Friends-Literacy	Annual donation in support of basic literacy	36,819	12,319	66.5%
913115*	Friends Endowment	Endowmwent funds from Friends of the Library, a 501 (c)(3) support group	126,464	9,977	92.1%
913200*	Van Brunt Library Trust	Proceeds from the Caroline Van Brunt estate dedicated to the Library	155,387	36,688	76.4%
	Subtotal		466,253	61,910	86.7%
	and I O and the Danta and I have				
	and Community Partnership	<u>s</u>			
	and Community Partnership Housing SHIP 2013-2016	S  Affordable housing (operating)	7,211	7,211	0.0%
	Housing	_	7,211 206,354	7,211 206,354	0.0% 0.0%
124-932045	Housing SHIP 2013-2016	Affordable housing (operating)	•	•	
124-932045 124-932046	Housing SHIP 2013-2016 SHIP 2013-2015	Affordable housing (operating) Affordable housing (operating)	206,354	206,354	0.0%
124-932045 124-932046 124-932047	SHIP 2013-2016 SHIP 2013-2015 SHIP 2014-2017 Housing Services Home Expo	Affordable housing (operating) Affordable housing (operating) Affordable housing (operating) Funds to provide home maintenance education for all housing rehabilitation clients through Leon County Housing Department's	206,354 440,647	206,354	0.0% 83.2%
124-932045 124-932046 124-932047 932014	SHIP 2013-2016 SHIP 2013-2015 SHIP 2014-2017 Housing Services Home Expo	Affordable housing (operating) Affordable housing (operating) Affordable housing (operating) Funds to provide home maintenance education for all housing rehabilitation clients through Leon County Housing Department's Home Expo workshops Funding to provide foreclosure prevention assistance to program	206,354 440,647 695	206,354 74,023	0.0% 83.2% 100.0%
124-932045 124-932046 124-932047 932014 932016	SHIP 2013-2016 SHIP 2013-2015 SHIP 2014-2017 Housing Services Home Expo Florida Hardest Hit Program Disaster Recovery single	Affordable housing (operating) Affordable housing (operating) Affordable housing (operating) Funds to provide home maintenance education for all housing rehabilitation clients through Leon County Housing Department's Home Expo workshops Funding to provide foreclosure prevention assistance to program eligible residents CDBG Disaster Recovery funding to replace substandard roofs	206,354 440,647 695 25,000	206,354 74,023	0.0% 83.2% 100.0% 22.6%

# FY 2015 Annual Performance and Financial Report

			FY15	FY15	
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
Resource Stewardshi					
Sustainabil	•				
917015	Sustainable Communities Tag Grant	Funding from the Florida Department of Economic Opportunity to host the 2015 Sustainable Communities Summit	25,000	25,000	0.0%
Cooperative Extensi	ion				
914014	Federal Forestry	Funds educational activities relating to forestry - this is a percentage of the total allocation with the remaining going to Public Works Transportation Trust Fund	1,026	-	100.0%
914015	Title III Federal Forestry	Funds search, rescue, and emergency services on federal land as well as fire prevention and forest related educational opportunities	13,374	-	100.0%
Subtot	tal:		39,400	-	100.0%
Public Works					
Operatio	ons				
214	Mosquito Control	Mosquito control activities (operating)	60,997	23,940	60.8%
916017	Big Bend Scenic Byway	Phase 2 of the development of a series of improvements along the Big Bend Scenic Byway	766,690	-	100.0%
926105	Robinson Road Flood Relief	Legislative appropriation through the Fl. Department of Environmental Protection. This funding will provide flood relief for five property owners	350,000	73,518	0.0%
926155	Woodwille Heights Sewer Project	Legislative appropriation through the Fl. Department of Environmental Protection. This funding allows for a topographic survey of the Woodside Heights subdivision to prepare for construction funds and to provide education and outreach to the property owners regarding the benefits of connecting to central sewer	75,000	26,590	0.0%
926165	NWFWMD Grant - Woodside Heights	Funding for the Woodside Heights subdivision septic to sewer conversion project	500,000	-	100.0%
932075	DREF - Autumn Woods	Program funding to improve the current stormwater and drainage in the Autumn Woods subdivision because of chronic flooding issues during heavy rain events	1,111,000	39,167	96.5%
001000*	Side Walks District 1	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	13,134	-	100.0%

# FY 2015 Annual Performance and Financial Report

			FY15	FY15	
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
002000*	Side Walks District 2	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	23,236	-	100.0%
003000*	Side Walks District 3	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	66,025	-	100.0%
004000*	Side Walks District 4	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	51,694	-	100.0%
005000*	Side Walks District 5	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	6,026	-	100.0%
009009	Significant Benefit District 2	Fee paid by developers to County for road and safety improvements	83,374	-	100.0%
009010	Significant Benefit District 1	Fee paid by developers to County for road and safety improvements	99,579	99,579	0.0%
00912	Significant Benefit District 4	Fee paid by developers to County for road and safety improvements	62,499	-	100.0%
051006	Natural Bridge Road	Funding from Florida Department of Transportation for design of Natural Bridge Road Bridge replacement	985,227	-	100.0%
053002	Pullen-Old Brainbridge intersection	Capacity fee	292,903	-	100.0%
054003	Bannerman - Thomasville to Meridian	COT Reimbursement	1,649,782	940,375	43.0%
054010	Beechridge Trail	Capacity fee	246,662	195,267	20.8%
055010	Magnolia Drive Multi-Use Trail	Funding for design and construction of Magnolia Drive Multi-use trail	8,111,802	8,397	99.9%
057001	Intersection & Safety Improvements	Capacity fee	96,037	76,559	20.3%
057008	SR 20 / Geddie Road Project	LAP Agreement with Florida DOT	225,000	-	100.0%
916027	Lanier St./Horace Rd. slope stabilization	NRCS Slope Stabilization grant	-	-	0.0%
918001	Southwood payment - Woodville Hwy	Proportional share	50,178	-	100.0%
921053*	Tree Bank	Payment for the planting of trees which can not be practically planted on development sites	72,824	41,906	42.5%

# FY 2015 Annual Performance and Financial Report

			FY15	FY15	
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
Parks and Recrea	ation				
43007	Fred George Greenway	Development of the Fred George Park	646,661	646,661	0.0%
44003	Miccosukee Canopy Road Greenway	Construction/trail improvements on the Miccosukee Canopy Road Greenway	271,988	670	99.8%
47001	St. Marks Greenway	Development of the St. Marks Greenway	1,482,077	62,981	95.8%
921043	Boating Improvement	State funding for boating improvements - Completed Reeves Landing, Lake Talquin Restrooms, New Cypress Landing; Rhoden Cove is pending	163,415	10,566	93.5%
921064*	Amtrak Community Room	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	698	-	100.0%
921116*	Miccosukee Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	9,387	6,947	26.0%
921126*	Chaires Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	15,280	5,071	66.8%
921136*	Woodville Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	27,627	-	100.0%
921146*	Fort Braden Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	25,406	3,516	86.2%
921156*	Bradfordville Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	13,816	-	100.0%

# FY 2015 Annual Performance and Financial Report

# Grants Program Summary \*Denotes Interest Bearing Grant

			FY15	FY15	
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
921166*	Lake Jackson Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities. (initial revenue of \$4,740)	9,160	-	0.0%
Facilities Management					
925015	Energy Efficiency Retrofits Project	Funding for building improvements to reduce energy consumption	68,374	-	100.0%
915058	Community Foundation of North Florida	Donation providing for the annual placement of a wreath at the WWII Memorial	750	-	100.0%
Subto	tal:		17,734,308	2,261,709	87.2%
Intervention and Det.					
Supervised Pre-trial Re					
982060	FDLE JAG Grant Pretrail FY 15	Funding for positions in the GPS and drug/alcohol testing programs (operating)	121,397	84,445	30.4%
915013	Slosberg-Driver's Education	A program that funds organizations providing driver education	211,613	104,500	50.6%
Subto	otal		333,010	188,945	43.3%
Judicial					
943085	DCF - Drug Court Grant	Testing and treatment cost relating to Adult Drug Court	46,092	22,860	50.4%
944010	Veterans Court	Funding from the State to create and maintain a court program for veterans	125,000	-	100.0%
Subto	tal:		171,092	22,860	86.6%
Canatitutianala					
Constitutionals She	eriff				
864	Emergency Management Base Grant	Emergency management activities (operating)	121,155	121,155	0.0%
Subto			121,155	121,155	0.0%

# **Miscellaneous**

# FY 2015 Annual Performance and Financial Report

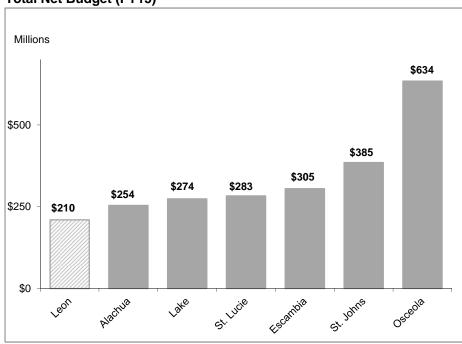
# **Grants Program Summary**

### \*Denotes Interest Bearing Grant

		Denotes interest Bearing Grant			
			FY15	FY15	
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
991	Grant Match Funding	Funding set aside to meet grant requirements - the beginning budget was \$90,000, the current budget reflects the drawdown of grant match funds during the year	90,000	-	100.0%
Su	btotal:		90,000	-	100.0%
SUBTOTAL:			21,357,113	3,396,809	84.1%
Minus Operating/T	ransfers		1,116,962	663,666	40.6%
TOTAL			20,240,151	2,733,142	86.5%

# Comparative Data for Like-Sized Counties\*

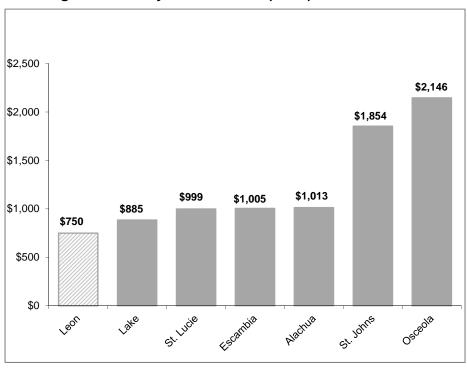
### **Total Net Budget (FY15)**



Leon County ranks lowest in operating budget among like-sized counties, with a net budget of \$210 million. Alachua County's net budget is 20.9% higher than Leon County's.

As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.

# **Net Budget Per Countywide Resident (FY15)**

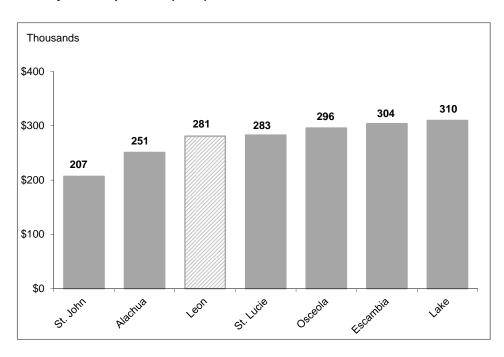


Leon County is the lowest for dollars spent per county resident—second to Lake County. Osceola County spends more than two and a half times the amount per resident than Leon County. The next closest County's net budget per capita is 18% higher than Leon County's (Lake County).

<sup>\*</sup> Comparative Counties updated based on 2012 population estimates. Source: University of Florida, Bureau of Economic and Business Research, 11/1/2012.

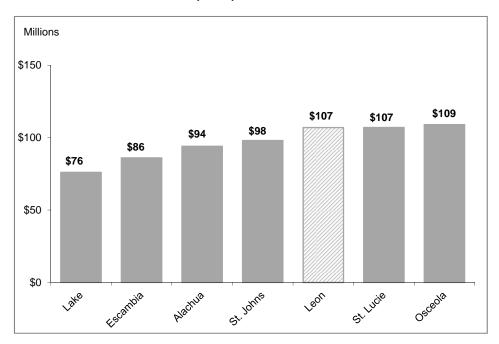
# **Comparative Data for Like-Sized Counties**

### **Countywide Population (2014)**



The Florida Bureau of Economic and Business Research estimated the Leon County 2014 population at 281,292 residents. The selection of comparative counties is largely based on population served.

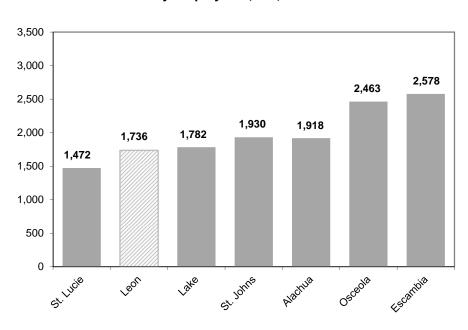
### Ad Valorem Tax Collections (FY14)



Among the like-sized counties, Leon County collects \$107 million in ad valorem taxes. Leon County collects \$10 million more than the mean collection (\$97 million). Due to the 2008 passage of property tax reform referendum and enabling legislative actions, ad valorem tax collections rates were significantly impacted in all counties. In addition, decreased property valuations associated with the recession and a repressed housing market will further effect collections in the near term. Ad valorem taxes account for 50% of the County's operating revenue.

# **Comparative Data for Like-Sized Counties\***

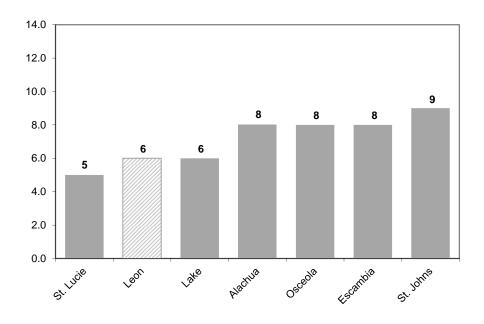
### **Total Number of County Employees (FY15)**



County employees consist of Board, Constitutional, and Judicial Offices. Leon County continues to rank the second lowest number of county employees among like-size counties.

All of the comparable counties surveyed reported a higher number of employees than reported in FY14 except for Alachua County. This is largely attributed to property tax reform followed by the recession which has impacted county revenues and services.

### County Employees per 1,000 Residents (FY15)

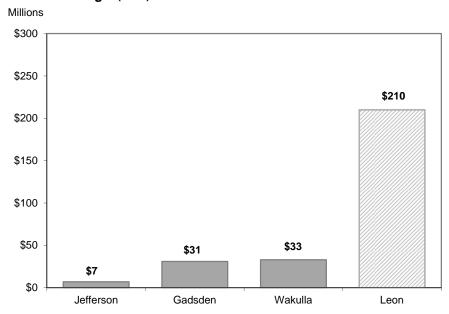


Leon County ranks second, tied with Lake County with a ratio of 6 employees for every thousand County residents.

<sup>\*</sup> Comparative Counties updated based on 2014 population estimates. Source: University of Florida, Bureau of Economic and Business Research, 4/1/2014.

# **Comparative Data for Surrounding Counties**

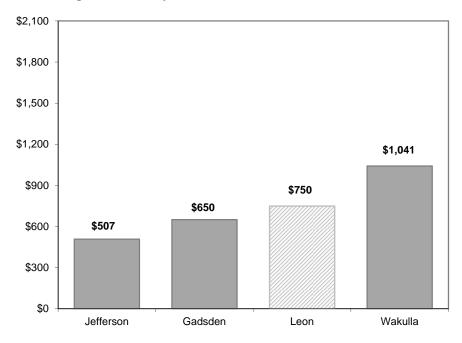
### **Total Net Budget (FY15)**



Leon County ranks highest in operating budget among surrounding counties, with a net budget of \$210 million. Jefferson County ranks lowest with a net budget of \$7million.

As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.

# Net Budget Per Countywide Resident (FY15)

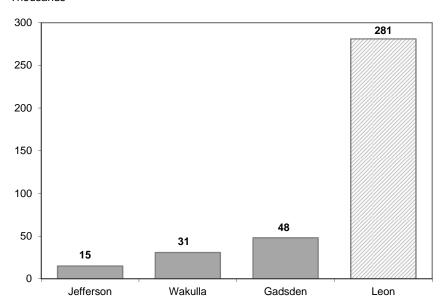


Leon County is the third lowest for dollars spent per county resident. Gadsden County spends 13% less, while Jefferson County spends 48% less per county resident.

# **Comparative Data for Surrounding Counties**

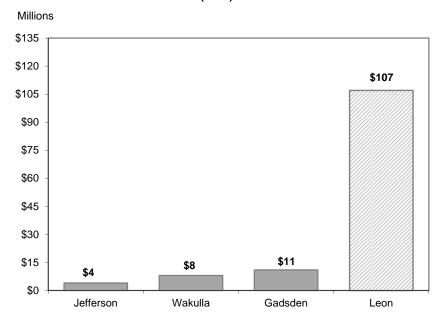
# **Countywide Population (2014)**

Thousands



The Florida Bureau of Economic and Business Research estimated the 2014 Leon County population at 281,292. Leon County has approximately 230,000 more residents than neighboring Gadsden County which has the next highest population. Of the surrounding counties, Gadsden has the highest projected population growth rate since the 2010 census at 3.7% compared to Leon (2.1%), Wakulla (1.7%), and Jefferson (-1.1%).

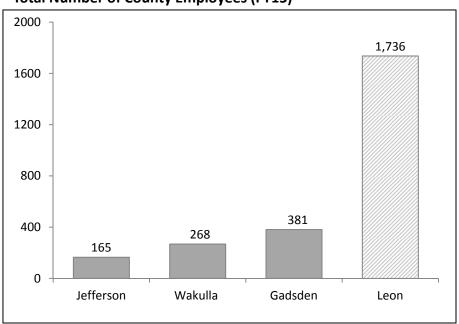
### Ad Valorem Tax Collections (FY14)



Among the surrounding counties, Leon County collects the highest amount of ad valorem taxes.

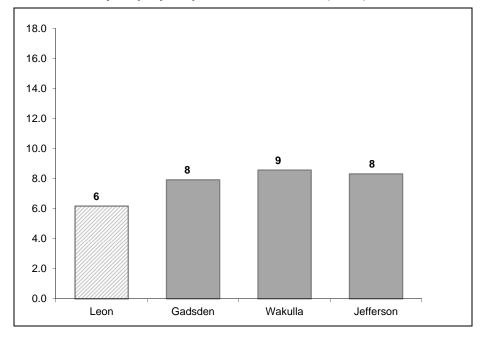
# **Comparative Data for Surrounding Counties**

# **Total Number of County Employees (FY15)**



County employees consist of Board, Constitutional, and Judicial Offices. Leon County has the highest number of county employees.

# Total County Employees per 1,000 Residents (FY15)



Leon County has a ratio of 6 employees for every thousand county residents. When compared to surrounding counties, Leon County ranks the lowest.

# Comparative Data – All Counties Net Budget per Countywide Resident

	Ne	et Budget	Staff Per	0/ = /
County		er Capita	1,000	% Exempt
Washington	\$	463	8	30%
Santa Rosa	\$	500	5	32%
Jefferson	\$	507	11	34%
Hendry	\$	642	10	42%
Gadsden	\$	650	8	41%
Highlands	\$	698	9	31%
Okaloosa	\$	731	7	23%
Calhoun	\$	732	8	32%
Leon	\$	750	6	43%
DeSoto	\$	754	10	29%
Jackson	\$	772	8	40%
Columbia	\$	780	8	35%
Holmes	\$	808	7	43%
Clay	\$	812	7	31%
Suwannee	\$	874	11	29%
Seminole	\$	879	6	21%
Union	\$	885	9	50%
Lake	\$	885	6	28%
Citrus	\$	918	7	30%
Taylor	\$	922	10	26%
Madison	\$	936	11	30%
Marion	\$	949	7	31%
Volusia	\$	961	7	28%
Polk	\$	978	7	26%
Lafayette	\$	992	11	42%
Pinellas	\$	999	5	24%
St. Lucie County	\$	999	5	27%
Escambia	\$	1,005	8	40%
Baker	\$	1,009	8	43%
Alachua	\$	1,013	8	47%
Hernando	\$	1,029	8	36%
Flagler	\$	1,038	7	27%
Wakulla	\$	1,041	9	37%
Pasco	\$	1,048	8	29%

County	et Budget	Staff Per	% Exempt
	Per Capita	1,000	•
Putnam	\$ 1,074	14	31%
Hamilton	\$ 1,075	12	22%
Bradford	\$ 1,076	11	32%
Brevard	\$ 1,091	7	39%
Bay	\$ 1,109	8	25%
Nassau	\$ 1,158	8	22%
Sumter	\$ 1,172	6	21%
Lee	\$ 1,202	7	17%
Okeechobee	\$ 1,226	9	28%
Levy	\$ 1,265	12	33%
Glades	\$ 1,280	8	60%
Hardee	\$ 1,355	12	23%
Gulf County	\$ 1,373	11	33%
Hillsborough	\$ 1,398	8	25%
Gilchrist	\$ 1,448	12	33%
Palm Beach County	\$ 1,487	8	17%
Dixie	\$ 1,507	12	43%
Indian River County	\$ 1,567	10	20%
Manatee	\$ 1,593	9	18%
Martin	\$ 1,642	11	19%
Orange	\$ 1,644	8	23%
Liberty	\$ 1,676	14	66%
Sarasota	\$ 1,696	9	19%
Miami-Dade	\$ 1,750	10	20%
Walton	\$ 1,751	15	12%
Broward	\$ 1,838	6	22%
St. Johns	\$ 1,854	9	21%
Osceola	\$ 2,146	8	24%
Duval	\$ 2,175	8	35%
Charlotte County	\$ 2,352	12	23%
Franklin	\$ 2,478	14	30%
Collier	\$ 2,482	10	12%
Monroe	\$ 3,159	17	22%

<sup>1. 2014</sup> population date source: University of Florida, Bureau of Economic and Business Research, 4/1/2014.

<sup>2.</sup> Operating budget.

<sup>3.</sup> Preliminary data from Table 4 Just Values - Real, Personal and Centrally Assessed Property Tax Roll and the Reconciliation of Preliminary and Final Tax Roll from Florida Property Valuations & Tax Data book (December 2014).

# **Percent of Exempt Property**

County	% Exempt	Ne	t Budget	Staff Per
County	70 Exempt	Pe	er Capita	1,000
Collier	12%	\$	2,482	10
Walton	12%	\$	1,751	15
Lee	17%	\$	1,202	7
Palm Beach County	17%	\$	1,487	8
Manatee	18%	\$	1,593	9
Sarasota	19%	\$	1,696	9
Martin	19%	\$	1,642	11
Indian River County	20%	\$	1,567	10
Miami-Dade	20%	\$	1,750	10
St. Johns	21%	\$	1,854	9
Sumter	21%	\$	1,172	6
Seminole	21%	\$	879	6
Nassau	22%	\$	1,158	8
Broward	22%	\$	1,838	6
Hamilton	22%	\$	1,075	12
Monroe	22%	\$	3,159	17
Hardee	23%	\$	1,355	12
Orange	23%	\$	1,644	8
Okaloosa	23%	\$	731	7
Charlotte County	23%	\$	2,352	12
Osceola	24%	\$	2,146	8
Pinellas	24%	\$	999	5
Bay	25%	\$	1,109	8
Hillsborough	25%	\$	1,398	8
Taylor	26%	\$	922	10
Polk	26%	\$	978	7
St. Lucie County	27%	\$	999	5
Flagler	27%	\$	1,038	7
Okeechobee	28%	\$	1,226	9
Lake	28%	\$	885	6
Volusia	28%	\$	961	7
DeSoto	29%	\$	754	10
Suwannee	29%	\$	874	11
Pasco	29%	\$	1,048	8

County	% Exempt			Staff Per
	70 Exempt		<sup>r</sup> Capita	1,000
Citrus	30%	\$	918	7
Madison	30%	\$	936	11
Washington	30%	\$	463	8
Franklin	30%	\$	2,478	14
Putnam	31%	\$	1,074	14
Highlands	31%	\$	698	9
Marion	31%	\$	949	7
Clay	31%	\$	812	7
Calhoun	32%	\$	732	8
Bradford	32%	\$	1,076	11
Santa Rosa	32%	\$	500	5
Gilchrist	33%	\$	1,448	12
Gulf County	33%	\$	1,373	11
Levy	33%	\$	1,265	12
Jefferson	34%	\$	507	11
Columbia	35%	\$	780	8
Duval	35%	\$	2,175	8
Hernando	36%	\$	1,029	8
Wakulla	37%	\$	1,041	9
Brevard	39%	\$	1,091	7
Escambia	40%	\$	1,005	8
Jackson	40%	\$	772	8
Gadsden	41%	\$	650	8
Hendry	42%	\$	642	10
Lafayette	42%	\$	992	11
Baker	43%	\$	1,009	8
Holmes	43%	\$	808	7
Leon	43%	\$	750	6
Dixie	43%	\$	1,507	12
Alachua	47%	\$	1,013	8
Union	50%	\$	885	9
Glades	60%	\$	1,280	8
Liberty	66%	\$	1,676	14

# **Total County Employees per 1,000 Residents**

County	Staff Per 1,000	t Budget er Capita	% Exempt
St. Lucie County	5	\$ 999	27%
Santa Rosa	5	\$ 500	32%
Pinellas	5	\$ 999	24%
Sumter	6	\$ 1,172	21%
Lake	6	\$ 885	28%
Leon	6	\$ 750	43%
Broward	6	\$ 1,838	22%
Seminole	6	\$ 879	21%
Volusia	7	\$ 961	28%
Polk	7	\$ 978	26%
Brevard	7	\$ 1,091	39%
Okaloosa	7	\$ 731	23%
Clay	7	\$ 812	31%
Flagler	7	\$ 1,038	27%
Lee	7	\$ 1,202	17%
Citrus	7	\$ 918	30%
Marion	7	\$ 949	31%
Holmes	7	\$ 808	43%
Bay	8	\$ 1,109	25%
Hillsborough	8	\$ 1,398	25%
Alachua	8	\$ 1,013	47%
Duval	8	\$ 2,175	35%
Gadsden	8	\$ 650	41%
Jackson	8	\$ 772	40%
Columbia	8	\$ 780	35%
Hernando	8	\$ 1,029	36%
Palm Beach County	8	\$ 1,487	17%
Orange	8	\$ 1,644	23%
Pasco	8	\$ 1,048	29%
Washington	8	\$ 463	30%
Glades	8	\$ 1,280	60%
Osceola	8	\$ 2,146	24%
Nassau	8	\$ 1,158	22%
Escambia	8	\$ 1,005	40%

	Otaff Davi	Mat	Developed	
County	Staff Per		Budget	% Exempt
Daker	1,000		Capita	420/
Baker	8	\$	1,009	43%
Calhoun	8	\$	732	32%
Okeechobee	9	\$	1,226	28%
Wakulla	9	\$	1,041	37%
Union	9	\$	885	50%
Highlands	9	\$	698	31%
Sarasota	9	\$	1,696	19%
Manatee	9	\$	1,593	18%
St. Johns	9	\$	1,854	21%
Hendry	10	\$	642	42%
Miami-Dade	10	\$	1,750	20%
Indian River County	10	\$	1,567	20%
DeSoto	10	\$	754	29%
Collier	10	\$	2,482	12%
Taylor	10	\$	922	26%
Lafayette	11	\$	992	42%
Martin	11	\$	1,642	19%
Suwannee	11	\$	874	29%
Bradford	11	\$	1,076	32%
Jefferson	11	\$	507	34%
Madison	11	\$	936	30%
Gulf County	11	\$	1,373	33%
Charlotte County	12	\$	2,352	23%
Levy	12	\$	1,265	33%
Gilchrist	12	\$	1,448	33%
Hardee	12	\$	1,355	23%
Hamilton	12	\$	1,075	22%
Dixie	12	\$	1,507	43%
Putnam	14	\$	1,074	31%
Franklin	14	\$	2,478	30%
Liberty	14	\$	1,676	66%
Walton	15	\$	1,751	12%
Monroe	17	\$	3,159	22%



# **Leon County Board of County Commissioners**

**Notes for Agenda Item #12** 

# **Leon County Board of County Commissioners**

# Cover Sheet for Agenda #12

**December 8, 2015** 

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

From: Vincent S. Long, County Administrator

Title: Approval of Proposed Roadway Lighting Agreements with the City of

Tallahassee and Talquin Electric Cooperative, Inc.

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Kathy Burke, P.E., Acting Director of Public Works
Lead Staff/ Project Team:	Roshaunda Bradley, Assistant to the Public Works Director

### **Fiscal Impact:**

This item has a fiscal impact. Ongoing operation and maintenance costs for current roadway lighting systems are included in the Operations Division's operating budget. All maintenance costs on state highways are reimbursed by Florida Department of Transportation. In the event a new roadway lighting system is required, the installation costs would be included in the capital improvement budget for the project. The ongoing maintenance costs would also be included in the Operation's division's annual operating budget.

### **Staff Recommendation:**

Option #1: Approve the Agreements with the City of Tallahassee (Attachment #1) and

Talquin Electric Cooperative, Inc. (Attachment #2) to provide roadway lighting in the unincorporated area of Leon County, and authorize the County Administrator

to execute.

Title: Approval of Proposed Roadway Lighting Agreements with the City of Tallahassee and Talquin Electric Cooperative, Inc.

December 8, 2015

Page 2

# **Report and Discussion**

# **Background:**

In 2011, Leon County entered into a State Highway Lighting, Maintenance and Compensation Agreement with the Florida Department of Transportation (FDOT) for street lighting that has been constructed on a state highway within the unincorporated Leon County. The State typically does not directly maintain street lights other than those adjacent to the interstate. Instead, FDOT enters into agreements with local governments to reimburse them for the costs associated with maintaining such facilities within its jurisdictions. The County enters into agreement with the local utility providers, City of Tallahassee and Talquin Electric, to establish rates for installation of such lighting and ongoing operation and maintenance. The current agreements with the City of Tallahassee and Talquin Electric have lapsed, and are being updated through the proposed agreements.

### **Analysis:**

In addition to the roadway lighting on state highways within the unincorporated areas, the County is also responsible for the installation of street lights limited to only when required by project design, as in the case of roundabouts. Otherwise, street lighting is not a service the County provides for the unincorporated area.

The proposed Agreements with the City of Tallahassee and Talquin establish the procedures and costs for installation and the respective operation and maintenance rates for each utility provider depending on jurisdiction. Staff has completed negotiations with the City of Tallahassee and Talquin Electric.

These Agreements provide the mechanism for the Board to provide the roadway lighting at any location as they are master agreements. For current lights, the costs of operation and maintenance are included in the Operations Division's annual operating budget with reimbursement from FDOT if on a state highway. When new installations are required by project design, a specific request will be made to the utility provider and costs of installation would be included in the respective project budget. Additionally, ongoing operating costs would be included in the Operations annual operating budget.

### **Options:**

- 1. Approve the Agreements with the City of Tallahassee (Attachment #1) and Talquin Electric Cooperative, Inc. (Attachment #2) to provide roadway lighting in the unincorporated area of Leon County, and authorize the County Administrator to execute.
- 2. Do not approve the Agreements with Talquin Electric Cooperative, Inc. and the City of Tallahassee to provide roadway lighting in the unincorporated area of Leon County.
- 3. Board direction.

### **Recommendation:**

Option #1.

### Attachments:

- 1. City of Tallahassee Agreement
- 2. Talquin Electric Agreement

# ROADWAY LIGHTING AGREEMENT Leon County and the City of Tallahassee Contract No.\_\_\_\_\_

	T	HIS AGF	REEMENT	<sup>-</sup> , made a	ind ente	ered	into th	nis _	da	ay of			20	15,
by	and	betwee	en Leon	County,	Florida,	а	politio	cal	subdivis	sion	of	the	State	of
Floi	rida,	herein	called the	"County"	', and t	he (	City of	f Tal	llahasse	e, a	Flo	rida	munici	pal
cor	oorat	ion here	in called th	ne "City".										

## WITNESSETH:

WHEREAS, the installation, maintenance, and operation of a roadway lighting system is necessary for safe and efficient highway transportation at certain locations along the County/State Highway System, and

WHEREAS, the County desires the City to install, maintain, and operate certain roadway lighting systems along certain portions of the County/State Highway which are located outside the corporate limits of the City.

Now, THEREFORE, in consideration of the premises and the mutual covenants contained herein to be undertaken by the respective parties hereto, the parties mutually agree and covenant as follows:

- 1. When the County desires to have the City install a certain roadway lighting system, the County will deliver a written request for such installation to the City which request shall describe, with particularity, the location where the roadway lighting system is to be installed. City will design an appropriate lighting system and forward the design and estimated installation costs to the County's Director of Engineering Services, herein called the "County Engineer," for approval. Once the City has received written approval from the County Engineer and completed installation of that roadway lighting system, the City shall deliver to the County Engineer an invoice for all costs of the installed lighting system, including without limitation, the cost of equipment, materials, and installation. The County shall pay such invoice, in full, within thirty (30) days following receipt. All fixtures and related equipment are and shall remain the property of the City.
- 2. Upon completion of the installation, the City shall undertake the maintenance and operation of said roadway lighting system in the same manner as if the City were providing the lighting within its corporate limits, and the County shall pay to the City all costs incurred by the City for such operation and maintenance, including charges for electricity. For purposes of this Agreement, "completion" shall mean that all lights have been installed and are working properly.
- 3. The County agrees to pay the City an amount equal to the City's appropriate, applicable, and effective tariff rates and charges in accordance with Roadway Lighting Agreement

Section 21-231, Tallahassee Code, as the same may be amended from time to time, or any applicable successor to such Section. The County further agrees that the City may add new accounts for the purpose of improved billing, record keeping, and location tracking for each designated lighting area. These accounts will be combined into a single bill that is issued monthly to the County. The County will not be charged an administrative fee for the creation of a new account.

- 4. On or before the tenth (10<sup>th</sup>) day of each month, the City shall invoice the County, at such address to be provided by the County Engineer, an amount equal to the then current monthly rate, as described in Section 3, for operation and maintenance of all lighting systems installed pursuant to this, or any prior, Agreement with the County. The County will remit payment in full to the City no later than the current charges due date as set forth in the invoice.
- 5. It is hereby understood and agreed by the Parties that the City may remove any component of an installed lighting system for repair without prior agreement by the County; however; major permanent modifications and fixture replacements shall not be made without the written agreement of the County Engineer.
- 6. To the extent permitted by law and without waving any defense of sovereign immunity under Section 768.28 (Florida Statutes) or otherwise to which it may be entitled, each Party agrees to indemnify and hold harmless the other Party, its officers and employees, from all liabilities, damages, losses, and costs to the extent caused by the negligent or wrongful act or omission of the indemnifying Party, or its employees, in the performance of this Agreement. Each Party will pay its own attorney's fees.
- 7. This Agreement shall remain in effect for a period of five (5) years from the date first written above and shall automatically be renewed for an additional period of five (5) years, thereafter, unless terminated by either Party by giving written notice to the other Party at least ninety (90) days prior to the end of such initial five-year period or of each successive automatic renewal period. In the event of termination of this Agreement, the affected roadway lighting systems shall be disconnected from the City electric system by the removal of the photocells, disconnection of the power source, or removal of the lights, at the discretion of the City. In the event of such termination, all fixtures, poles installed by the City, and other related equipment shall remain the property of the City; and, at the discretion of the City, may be removed or left in place.
- 8. The performance by each Party of any of that Party's obligations under this Agreement shall be subject to and contingent upon the availability of funds budgeted by that Party or otherwise lawfully expendable for the purposes of this Agreement for the current and future periods.

### Conflict Resolution.

- A. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with this section. The provisions of the "Florida Governmental Conflict Resolution Act" shall not apply to disputes under this Agreement, as an alternative dispute resolution process is hereby set forth in this section. The aggrieved Party shall give notice to the other Party in writing, setting forth the name of the Party involved in the dispute, the nature of the dispute, the date of occurrence (if known), and the proposed resolution, hereinafter referred to as the "Dispute Notice."
- B. Should the Parties be unable to reconcile any dispute, the City Manager and County Administrator, or their designees, shall meet at the earliest opportunity, but in any event within ten (10) days from the date that the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of the Parties, they shall report their decision, in writing, to the City Commission and the Board of County Commissioners. If the City Manager and County Administrator, or their designees, are unable to reconcile the dispute, they shall report their impasse to the City Commission and the Board of County Commissioners, who shall then convene a meeting at their earliest appropriate opportunity, but in any event within forty-five (45) days following receipt of a Dispute Notice, to attempt to reconcile the dispute.
- C. If a dispute is not resolved by the foregoing steps within forty-five (45) days after the receipt of the Dispute Notice, unless such time is extended by mutual agreement of the Parties, then either Party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Party. The mediator shall meet the qualifications set forth in Rule 10.100(d), Florida Rules for Mediators, and shall be selected by the Parties within ten (10) days following receipt of the Mediation Notice. The mediator shall also have sufficient knowledge and experience in the subject of the dispute. If agreement on a mediator cannot be reached in that ten (10) day period, then either Party can request that a mediator be selected by an independent conflict resolution organization, and such selection shall be binding on the Parties. The costs of the mediator shall be borne equally by the Parties.
- D. If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then, upon the agreement of both Parties, such dispute may be referred to binding arbitration; otherwise, each Party may pursue whatever remedies may be available at law, in equity, or otherwise. If the dispute is so

referred, such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).

- (1) Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other Party (the "Respondent"), of a written demand therefore containing a statement of the nature of the dispute and the amount, if any, involved. The Respondent, within ten (10) days following its receipt of such demand, shall deliver an answering statement to the Claimant. After the delivery of such statements, either Party may make new or different claims by providing the other(s) with written notice thereof specifying the nature of such claims and the amount, if any, involved.
- (2) Within ten (10) days following the delivery of such demand, each Party shall select an arbitrator and shall deliver written notice of that selection to the other. If either Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select an additional arbitrator.
- (3). The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the additional arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 R-48 of the Commercial Arbitration Rules of the American Arbitration Association.

IN WITNESS WHEREOF, the parties have caused their presents to be executed the day and year as first written above.

# **LEON COUNTY, FLORIDA**

	BY:
	Vincent S. Long
	County Administrator
ATTEST: Bob Inzer, Clerk of the Circuit Court and Comptroller, Leon County, Florida	
BY:	-
APPROVED AS TO FORM: Leon County Attorney's Office	
BY:	
Herbert W.A. Thiele County Attorney	
	CITY OF TALLAHASSEE
	BY:
	Rick Fernandez
ATTEST:	City Manager
James O. Cooke, IV.	
City Treasurer-Clerk	
BY:	-
APPROVED AS TO FORM: Lewis E. Shelley City Attorney	
BY:	<u> </u>

### **ROADWAY LIGHTING AGREEMENT**

Leon County and Talquin Electric Cooperative, Inc.

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_\_, 2015, by and between Leon County, Florida, a political subdivision of the State of Florida, herein called the "County", and Talquin Electric Cooperative, Inc., hereinafter called "Talquin".

#### WITNESSETH:

WHEREAS, the installation, maintenance and operation of a roadway lighting system is necessary for safe and efficient highway transportation at certain locations along the County/State Highway System, and

WHEREAS, the County desires Talquin to install, maintain, and operate certain roadway lighting systems along certain portions of the County/State Highway which are located in the unincorporated areas of the County;

Now, THEREFORE, in consideration of the premises and the mutual covenants contained herein to be undertaken by the respective parties hereto, the parties mutually agree and covenant as follows:

- 1. When the County desires to have Talquin install a certain roadway lighting system, the County will deliver a written request for such installation to Talquin which request shall describe, with particularity, the location where the roadway lighting system is to be installed. The roadway lighting system will be the same type and design as Talquin's standard systems for roadway lighting. Once the County's request is received, Talquin shall deliver an invoice for the cost of such installation to the County's Director of Engineering Services, herein called the "County Engineer" for approval. Once payment is received by Talquin, installation of the requested roadway lighting system will commence. All fixtures and related equipment are, and shall, remain the property of Talquin.
- 2. Upon the completion of the installation, Talquin shall undertake the maintenance and continuous operation of said roadway lighting system in the same manner as if Talquin were providing the lighting to its own members, and the County shall pay to Talquin all costs for electricity, all other related charges, and all maintenance costs incurred in connection with the operation thereof.
- 3. The County agrees to pay Talquin an administration fee in an amount equal to Talquin's appropriate, applicable and effective tariff rates and charges, on file with the Florida Public Service Commission, for the provision of Outdoor Lighting in accordance with Rate Schedule OL (attached) as the same may be amended, or any applicable successor to such Schedule (the present rate is \$10.25 per month per light). There will be a one-

time installation fee, currently \$285.00, per light when installing a light on an existing pole, or for lights that require the setting of a pole, Talquin offers a 35 foot wood pole for which there will be an installation charge, currently \$720.00 per pole, in addition to the installation charge of the light. Both the administration fee and installation charge are subject to change based on current labor rates and material prices at the time of the County's request. The administrative fee and installation charge are to be paid prior to commencement of installation of the roadway lighting system. The administrative fee and the pole installation charge specified above shall be adjusted on January 1<sup>st</sup> of each subsequent year based on any increase in Talquin's Standard Costs.

- 4. On or before the tenth (10<sup>th</sup>) day of each month, Talquin shall invoice the County, at such address to be provided by the County Engineer, an amount equal to the then current monthly rate, as described in Section 3, for operation and maintenance of all lighting systems installed. The County will remit payment in full to Talquin no later than the current charges due date as set forth in the invoice.
- 5. It is hereby understood and agreed by the parties hereto that Talquin may remove any component of the installed lighting system for repair without prior agreement by the County; however, major permanent modifications and fixture replacements shall not be made without the written agreement of the County Engineer.
- 6. To the extent permitted by law and without waving any defense of sovereign immunity under which Section 768.28 (Florida Statutes) or otherwise to which it may be entitled, each party agrees to indemnify and hold harmless the other party, its officers and employees, from all liabilities, damages, losses, and costs to the extent caused by negligence or wrongful act or omission of the indemnifying Party, or its employees in the performance of this Agreement. Each party will pay its own attorney's fees.
- 7. This Agreement shall remain in effect for a period of five (5) years from the date first written above and shall automatically be renewed for an additional period of five (5) years, thereafter, unless terminated by either Party by giving written notice to the other Party at least ninety (90) days prior to the end of such initial five-year period or of each successive automatic renewal period. In the event of termination of this Agreement, the affected roadway lighting system shall be disconnected from the Talquin electric system by the removal of the photocells, disconnection of the power source or removal of the lights, at the discretion of Talquin. In the event of such termination, all fixtures, poles installed by Talquin, and other related equipment shall remain the property of Talquin and, at the discretion of Talquin, may be removed or left in place.
- 8. The performance of the County of any of its obligations under this agreement shall be subject to and contingent upon the availability of funds budgeted by County or otherwise lawfully expendable for the purposes of this agreement for the current and future periods.

IN WITNESS WHEREOF, the parties have caused their presents to be executed the day and year first written above.

	Page 3 of 5
	LEON COUNTY, FLORIDA
	BY:
	Vincent S. Long County Administrator
ATTEST: BOB INZER CLERK OF THE CIRCUIT COURT AND COMPTROL LEON COUNTY, FLORIDA	LLER
BY:	TALQUIN ELECTRIC COOPERATIVE, INC.
	BY:
APPROVED AS TO FORM: LEON COUNTY ATTORNEY'S OFFICE	BY: President

# FIFTH REVISED SHEET NO. 12.01 CANCELS FOURTH REVISED SHEET NO. 12.01

# TALQUIN ELECTRIC COOPERATIVE, INC.

# **OUTDOOR LIGHTING**

# RATE SCHEDULE OL

# **AVAILABILITY:**

Available throughout the entire territory served by the Cooperative in accordance with the Cooperative's Rules and Regulations for Electric Service.

# CHARACTER OF SERVICE:

The Cooperative will install, operate and maintain the luminaire and related equipment. Electrical service will be supplied from dusk to dawn. Service is subject to Cooperative's Rules and Regulations for Electric Service.

# MONTHLY RATE:

Standard Area/Street Light Energy Charge \$3.15 per light Equipment Charge \$7.10 per light

Larger than Standard Area/Street Light\* Energy Charge \$5.08 per light Equipment Charge \$10.67 per light

# **INSTALLATION CHARGES:**

Applicable installation charges shall be in accordance with Cooperative's Schedule of Fees and Charges.

# CONDITIONS OF SERVICE:

The Cooperative shall maintain the lighting equipment in accordance with the Cooperative's Rules and Regulations for Electric Service.

# TAX ADJUSTMENTS:

Amount computed at the above monthly rate, as adjusted by application of the monthly Wholesale Power Cost Adjustment, shall be subject to any applicable taxes, assessments, fees, and/or surcharges legally imposed by any governmental authority. The Florida Gross Receipts Tax on electric utility service shall be separately stated in full on all bills.

(Continued on Sheet No. 12.11)

Issued by: Tracy A. Bensley

General Manager Page 405 of 1175 Posted at 8:30 p.m. on November 30, 2015

Effective: September 1, 2013

<sup>\*</sup>For existing lights only. No new lights of this type shall be installed.

FOURTH REVISED SHEET NO. 12.11 CANCELS THIRD REVISED SHEET NO. 12.11

TALQUIN ELECTRIC COOPERATIVE, INC.

(Continued from Sheet No. 12.01)

# TERMS OF PAYMENT:

The above rates are net, gross rates being five percent (5%) higher not to exceed net plus \$10.00. Gross rates apply if current monthly bill is not paid by due date shown on bill.

Neither rates nor bills shall be discounted, except as specifically provided in this or other rate schedules. Bills rendered hereunder are payable within the time limit specified on the bill, at Cooperative designated locations.

# SPECIAL PROVISIONS:

Outdoor lighting service to street lighting districts designated by the Cooperative.

- Outdoor lighting service to Cooperative designated street lighting districts for municipal, county, or small town areas.
  - A. The monthly charge shall be the security light rate as established herein multiplied by the number of lights installed.
  - B. Installation charges shall be in accordance with the Cooperative's Rules and Regulations for Electric Service.
- 2. Outdoor lighting service to Cooperative designated street lighting districts for residential subdivisions:
  - A. The monthly charge shall be \$2.00 per residence within the boundaries of the subdivision.
  - B. The installation charge shall be in accordance with the Cooperative's Rules and Regulations for Electric Service.

Issued by: Tracy A. Bensley

General Manager

Effective: September 1, 2013

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #13** 

# **Leon County Board of County Commissioners**

# **Cover Sheet for Agenda #13**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Maintenance Agreement and Maintenance Bond for

Bannerman Crossing North Subdivision

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Katherine G. Burke, P.E., Acting Director, Public Works
Lead Staff/ Project Team:	Joseph D. Coleman, P.S.M., County Surveyor

# **Fiscal Impact:**

This item has no fiscal impact to the County. Routine maintenance of the roadway and drainage facilities in the Bannerman Crossing North Subdivision can be covered in Operations current operating budget.

# **Staff Recommendation:**

Option #1: Accept the Maintenance Agreement and Maintenance Bond for Bannerman

Crossing North Subdivision (Attachment #1).

Title: Acceptance of Maintenance Agreement and Maintenance Bond for Bannerman Crossing North Subdivision

December 8, 2015

Page 2

# **Report and Discussion**

# **Background:**

On July 7, 2015, the Board approved the plat of Bannerman Crossing North Subdivision for recording in the public records and accepted a Performance Bond to guarantee completion of the infrastructure, which included construction and installation of the final overlay of asphalt, final thermoplastic pavement markings on the subdivision streets and completing the landscaping south side of the Bannerman Roundabout.

# **Analysis:**

Bannerman Crossing North Subdivision is located in Section 15, and 22 Township 2 North, Range 1 East, west of U.S. 319 North (Thomasville Road), north of Bannerman Road, and south of Kinhega Drive. The construction of the subdivision has continued under the Performance Bond. All items covered by the performance bond are now complete and upon acceptance of the Maintenance Agreement and Maintenance Bond the Performance Bond will be released by Public Works.

The proposed Maintenance Agreement requires the Developer to repair any defects in materials and/or workmanship in the construction of the streets, landscaping and drainage facilities that become apparent within a two-year period. This Agreement will be secured by a Maintenance Bond in the amount of \$261,749, if during the two-year period required repairs are not made by the Developer; the County may utilize funds from the Maintenance Bond to make such repairs. Routine maintenance of the facilities will be covered in Operations current operating budget.

# **Options:**

- 1. Accept the Maintenance Agreement and Maintenance Bond for Bannerman Crossing North Subdivision (Attachment #1).
- 2. Do not accept the Maintenance Agreement and Maintenance Bond for Bannerman Crossing North Subdivision.
- 3. Board direction.

# **Recommendation:**

Option #1.

# Attachments:

- 1. Bannerman Crossing North Maintenance Agreement and Maintenance Bond
- 2. Location Map

This Instrument prepared by: Herbert W.A. Thiele, Esq., County Attorney Leon County Attorney's Office 301 South Monroe Street, Suite 202 Tallahassee, Florida 32301

#### MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2015, between Summit Holdings VIII, LLC, INC., a Florida corporation, whose mailing address is 2073 Summit Lake Drive, Suite 155 Tallahassee, Leon, FL 32317, hereinafter called the Developer, and LEON COUNTY, FLORIDA, a charter county and a political subdivision of the State of Florida, hereinafter called the County.

WHEREAS, the Developer has heretofore presented a map or plat of Bannerman Crossing North to the Board of County Commissioners of Leon County, Florida, which map or plat was approved by said Board subject to the construction and paving of the roads and streets and installation of all drainage facilities therein and after the construction and paving of said roads and streets and installation of all drainage facilities the execution of a Maintenance Agreement by the Developer to reimburse the County for any defects in materials and workmanship in the construction and paving of said roads and streets, and installations of all drainage facilities; and

WHEREAS, said roads and streets in said subdivision have been constructed and paved and drainage facilities installed in accordance with plans and specifications prescribed by the County, and said roads and streets, and all drainage facilities having been approved by the County; and

WHEREAS, the Developer acknowledges that the landscaping on the south side of the Bannerman Road Roundabout at the main entrance of the shopping center has not been installed, the Developer wishes to arrange the installation of this landscaping once the entrance sign for the shopping is resolved and constructed to prevent damage to the landscaping; and

PERFORMANCE OF THIS AGREEMENT by the Developer shall be secured by a Surety Bond in the amount of \$261,748.60 with surety thereon approved by the County.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That the Developer for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable considerations to them in hand paid by the County, the receipt whereof is hereby acknowledged, contract and agree to reimburse the County for all expenses that might be incurred by the County because of any defects in materials and/or workmanship in the construction and paving of said road, and streets, and installation of all drainage facilities in **Bannerman Crossing North** that become apparent within two (2) years from date of this agreement.

IN WITNESS WHEREOF the Developer has hereunto caused their (its) name(s) to be signed and the County has caused its name to be signed by its Chairman of its Board of County Commissioners, and its seal affixed by the Clerk of said Board, the day and year first above written.

(Witnesses)  Shu signature)  Jula M Shu D (printed name)  (signature)	Summit Holdings VIII, LLC, Inc.  (seal)  Claude Walker
STATE OF FLORIDA COUNTY OF LEON	
The foregoing instrument was acknown 2015, by Malk Walk Was identification.	who is personally known to me, or has produced
JULIA M. SCHULZ Commission # EE 177626 Expires May 17, 2016 Borded Tary Teny Fain beaurance 800-385-7019	NOTARY/PUBLIC  Signature  Typed or Printed Name  Commission Number  My Commission expires  LEON COUNTY, FLORIDA
ATTEST: Bob Inzer, Clerk of the Circuit Court and Leon County, Florida	BY: Mary Ann Lindley, Chairman Board of County Commissioners  Comptroller
BY	
APPROVED AS TO FORM: Leon County Attorney's Office	
BY:	<del></del>



Bond No. 3036713

# MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we, Sum	mmit Holdings VIII, LLC
	as Principal,
and the GREAT AMERICAN INSURANCE COMPANY, a Ohio and duly authorized to transact business in the State of Flo	
	ly bound unto Board of County Commissioners
of Leon County, FL	as Obligee, in the sum of
Two Hundred Sixty One Thousand Seven Hundred Fort	
for the payment whereof well and truly to be made, and Princip	
executors, administrators, successors and assigns, jointly and several	erally, firmly by these presents.
SIGNED, sealed and dated this 5th	day of November,2015
WHEREAS the Principal and the Obligee have entered day of September ,2015 , for reimbursemen	d into a written agreement dated the 16th at to the County for defects in materials
and/or workmanship to the roads and drainage syst	
the terms of which agreement were completed and accepted the	
and	day or september , 2013 ;
WHEREAS the Principal has given a two	year maintenance guarantee under said agreement
or otherwise against defective materials and workmanship.	
NOW, THEREFORE, the condition of this obligation is with such guarantee, then this obligation to be void; otherwise it	되어들었다. [15] 전시 전시에서 열린 유지를 하는 것을 하는데 있다면서 그렇게 되었다. 그렇게 되었다면서 하는데 보고 있다면서 되었다면서 하는데 그리고 그렇게 되었다.
PROVIDED that no right of action shall accrue on this other than the Obligee named herein; and	bond to or for the use of any person or corporation
PROVIDED FURTHER that the Surety shall have no li	ability under this bond unless the Obligee shall give
written notice of claim of the Principal's failure to comply with	
Office at 301 E. Fourth Street, Cincinnati, Ohio 45202 such n	할이 마음이 없는데 어느 그리고 있는데 아이는 옷이 아니아 아이는 아들이 살아왔다면 아니라 아이는데 아이는데 아이는데 아이를 하는데 아이는데 아이는데 아이는데 아이는데 아이는데 아이는데 아이는데 아이
year maintenance period.	
	/////
	MULL
	Principal
GR	REAT AMERICAN INSURANCE COMPANY
	Allala
By	15test 78. Deen
	Attorney-in-Fact

F.9607 (5/11)

Robert K. Bacon

# GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET CINCINNATI, OHIO 45202 513-369-5000 FAX 513-723-2740

The number of persons authorized by this power of attorney is not more than SEVEN

No. 0 20577

#### POWER OF ATTORNEY

KNOWALLMEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof, provided that the liability of the said Company on any such bond. undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name

Address

Limit of Power

VAN A. MADSEN

PHILLIP E. BACON

ALL OF

ALL

WILLIAM A. MESSER

JOHN R. NYLEN, JR.

TALLAHASSEE, FLORIDA

\$100,000,000

ROBERT K. BACON

RICHARD K. PRESSLEY

ROBERT J. NYLEN

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate OCTOBER officers and its corporate seal hereunto affixed this day of

Attest

Assistant Secretary

GREAT AMERICAN INSURANCE COMPANY

Shelle Clont

Divisional Senior Vice President

STATE OF OHIO, COUNTY OF HAMILTON - ss:

day of

**OCTOBER** 

DAVID C. KITCHIN (877-377-2405)

2014 , before me personally appeared DAVID C. KITCHIN, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



Shelle Clontz Notary Public, State of Ohio My Commission Expires 08-09-2015

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisonal Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

#### CERTIFICATION

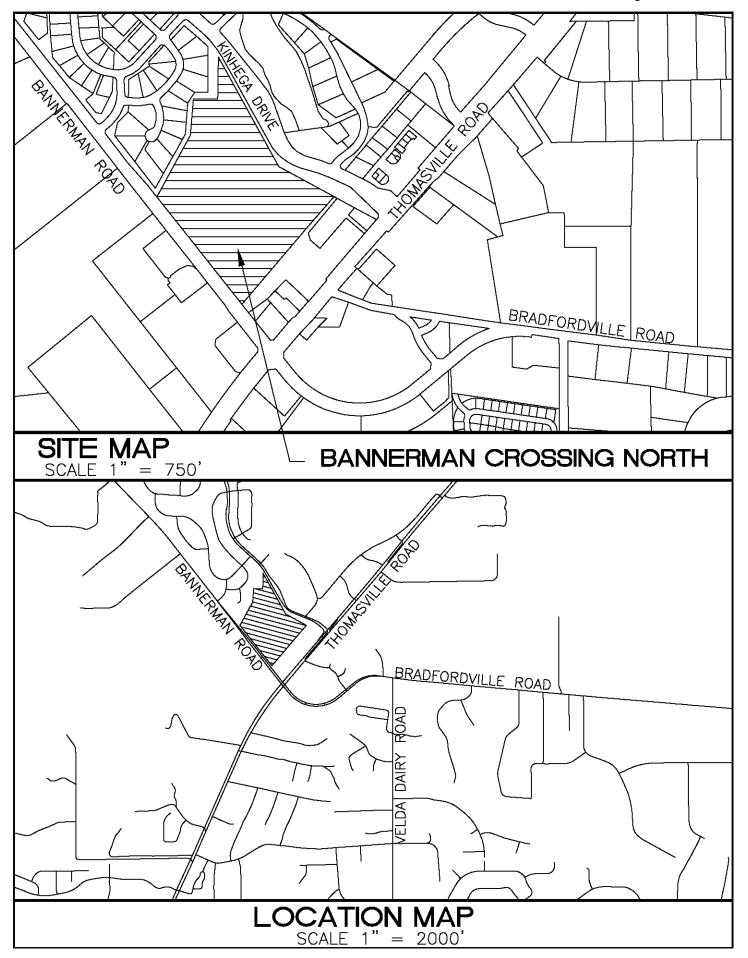
I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this

5th

day of November

Assistant Secretary



# **Leon County Board of County Commissioners**

**Notes for Agenda Item #14** 

# **Leon County Board of County Commissioners**

# Cover Sheet for Agenda #14

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of the First Amendment to Class III Solid Waste Management and

Recycling Services Agreement with Marpan Recycling

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Robert Mills, Director, Resource Stewardship

# **Fiscal Impact:**

This item has a current fiscal impact. The proposed amendment increases the cost Leon County Government will pay to Marpan Recycling for the disposal of Class III solid waste (either disposed of at the rural waste service centers or picked up curbside by Waste Pro). The increase is \$2.01 per ton; the total estimated annual cost is approximately \$10,000. Funds are available in the solid waste management budget to pay this increased expense.

# **Staff Recommendation:**

Option #1: Approve the First Amendment to the Class III Solid Waste Management and

Recycling Services Agreement with Marpan Recycling (Attachment #1), and

authorize the County Administrator to execute.

Title: Approval of the First Amendment to Class III Solid Waste Management and Recycling Services Agreement with Marpan Recycling

December 8, 2015

Page 2

# **Report and Discussion**

# **Background:**

Prior to 2007, the Leon County Solid Waste Facility accepted all Class I (Municipal Solid Waste) and Class III (Construction and Demolition Debris) for burial at the Leon County landfill. In October 2007, based on the existing tonnages, staff estimated the landfill would reach capacity near 2015. In order to address the limited capacity of the landfill, the County identified a more environmentally sound approach to handle the Class III material. Through a competitive solicitation, the County entered into an agreement with Marpan Recycling to process all of the Class III material (Attachment #2). Marpan Recycling continues to lead the community in our recycling initiatives by recycling more than 67% of the construction and demolition materials delivered to them. Pursuant to the existing agreement, any material that Marpan cannot recycle is delivered to the Solid Waste Management facility on Apalachee Parkway for disposal. The Marpan Agreement has not changed or been modified since 2008.

During the July 7, 2015 meeting, the Board approved moving forward with formal closure of the Solid Waste Management facility. At this time, staff began working with Marpan to identify alternatives for disposing of Marpan's non-recyclable materials.

# **Analysis:**

The current Agreement requires Marpan to dispose of all non-recyclable materials at the Leon County landfill; the Agreement allows the County, at any time, to no longer accept waste. With the closure of the landfill, Leon County and Marpan have been working closely to identify an alternative disposal method for Marpan.

Under the proposed First Amendment, Marpan will dispose of non-recyclable materials at Springhill Landfill. Marpan will bring the waste to the transfer station for weighing and then proceed directly to Springhill (the waste will not be handled or processed at the transfer station). Marpan will be charged Leon County's rate for hauling and disposal at Springhill plus a nominal administrative fee (\$0.25/ton). For the current year, the total fee will be \$26.37 per ton. The rate will adjust annually, consistent with the County's agreement with Waste Management for hauling and disposal at Springhill.

Based on discussions with Marpan, the proposed First Amendment includes adjustments to the tip fees and special fees charged to Leon County Government for the recycling of construction and demolition debris at Marpan. The agreement allows the County, City and Wakulla County to have a lower rate (\$35.99) than Marpan's posted rate for the general public (\$41 per ton).

Marpan has requested increasing the tip fee charged to Leon County and the other local governments to \$38 per ton. This equates to a total increase of 8.5% since 2008, or approximately 1% a year. The Amendment also contemplates increases for several special handling items (i.e.; tires, aerosol cans, box springs, etc.). The new tip fee and the changes for the special handling fees will have a minimal impact and can be funded under the existing budget (less than \$10,000 annually).

Title: Approval of the First Amendment to Class III Solid Waste Management and Recycling Services Agreement with Marpan Recycling

December 8, 2015

Page 3

# **Options:**

- 1. Approve the First Amendment to the Class III Solid Waste Management and Recycling Services Agreement with Marpan Recycling (Attachment #1), and authorize the County Administrator to execute.
- 2. Do not approve the First Amendment to the Class III Solid Waste Management and Recycling Services Agreement with Marpan Recycling.
- 3. Board direction.

# **Recommendation:**

Option #1.

# Attachments:

- 1. First Amendment for Class III Solid Waste Management and Recycling Services
- 2. Class III Solid Waste Management and Recycling Service Agreement

# FIRST AMENDMENT TO AGREEMENT FOR CLASS III SOLID WASTE MANAGEMENT AND RECYCLING SERVICES

THIS FIRST AMENDMENT TO AGREEMENT FOR CLASS III SOLID WASTE MANAGEMENT AND RECLYCING SERVICES dated October 30, 2008 ("First Amendment"), by and between LEON COUNTY, a political subdivision of the State of Florida (the "County"), and MARPAN RECYCLING, LLC, ("the Contractor").

#### RECITALS:

WHEREAS, the County and the Contractor entered into an Agreement for Class III Solid Waste Management and Recycling Services on October 30, 2008 ("Agreement"); and

WHEREAS, the parties have determined it to be in the best interests of both entities to amend the Agreement dated October 30, 2008.

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

- I. Article 5 Tip Fees and Other Charges, A. Contractor's Tip Fees, of the Agreement dated October 30, 2008, is hereby amended in its entirety to read as follows:
  - A. Contractor's Tip Fees The tip fee charged to the County, the City of Tallahassee, and Wakulla County shall be \$38.00 per ton. The \$38.00 per ton rate applies only to those entities authorized in this Agreement.
- II. Article 5 Tip Fees and Other Charges, C. County's Tip Fees, of the Agreement dated October 30, 2008, is hereby amended in its entirety to read as follows:
  - C. County's Tip Fees The tip fee charged to Contractor by the County shall be \$26.37 per ton.

III. Exhibit A, Agreement for Class III Waste Management and Recycling Services Marpan Recycling Fee Schedule, to the Agreement dated October 30, 2008, is hereby amended in its entirety to read as follows:

Exhibit A
AGREEMENT FOR CLASS III WASTE MANAGEMENT AND
RECYCLING SERVICES
MARPAN RECYCLING FEE SCHEDULE

Item	Price
Hazardous Liquids of any type	\$5.00 per gallon
Dumb terminals	\$10.00 each
Misc. non-serialized peripherals	\$3.35 each
Mattress QY	\$4.00 each
Box Springs QY	\$4.00 each
Batteries QY	\$5.00 each
Hazardous Liquids GAL QY	\$5.00 each
TV<=32" QY	\$20.00 each
TV>=32"QY	\$50.00 each
Computer Monitor QY	\$20.00 each
Freon Cylinder QY	\$5.00 each
Propane Tanks QY	\$10.00 each
55 Gallon Barrel QY	\$10.00 each
Bags or Garbage QY	\$5.00 each
Printers and Fax machines QY	\$5.00 each
Fluorescent Tubes QY	\$1.00 each
Clean-up Fee	\$100.00 each
Tires QY	\$10.00 each
Computer CPU QY	\$5.00 each
PCB Ballast QY	\$5.00 each
Aerosol Cans QY	\$1.00 each
Pressure Tanks 2-part QY	\$50.00 each
Battery Boost QY	\$5.00 each
Fire Extinguishers QY	\$35.00 each

IV.	All other provisions, sections and requirements in the Agreement dated October 30, 2008,
not ot	herwise in conflict with the provisions herein shall remain in full force and effect.
V.	Effective date. This First Amendment shall be effective commencing the day of
	, 2015.
	IN WITNESS WHEREOF, the parties hereto, by and through their duly authorized
repres	sentatives, have executed this First Amendment as of the date first written above.
	LEON COUNTY, FLORIDA
	By: Vincent S. Long, County Administrator
	Date:
ATTE	ESTED BY:
Bob I	nzer, Clerk of the Court and Comptroller
By:	ob Inzer, Clerk
	ROVED AS TO FORM: ty Attorney's Office
	erbert W.A. Thiele, Esq. ounty Attorney

# MARPAN RECYCLING, LLC.

	Ву:
	Kim B. Williams, President
	MARPAN SUPPLY CO., INC. Management Member
	Date:
ATTECTED DX	
ATTESTED BY:	
(CORPORATE SEAL)	
(6014 614112 52.12)	
STATE OF FLORIDA	)
COUNTY OF LEON	)
The foregoing instrur	ment was acknowledged before me this day of,
2015, by Kim B. Williams,	President, MARPAN SUPPLY CO., INC. Management Member of
MARPAN RECYCLING	LLC., who is personally known to me and who did not take an oath.
MARI AN RECTCEING,	LLC., who is personally known to me and who did not take an oath.
	Notary Public
	•
	Print, Type or Stamp Name of Notary

# AGREEMENT FOR CLASS III SOLID WASTE MANAGEMENT AND RECYCLING SERVICES

THIS AGREEMENT is made and entered into on this 30 day of October, 2008, by and between LEON COUNTY, a political subdivision of the State of Florida (the "County"), and MARPAN RECYCLING, LLC, (the Contractor").

### WITNESSETH:

WHEREAS, the County has the responsibility for the safe, environmentally sound disposal of solid waste; and

WHEREAS, the County seeks to increase the amount of its waste stream that is recycled; and

WHEREAS, Class III waste constitutes about 35% of the County's waste stream, by weight; and

WHEREAS, the County solicited a Request for Information regarding the interest of private enterprise to assist the County with its long-term management and recycling of Class III waste; and

WHEREAS, the County solicited an Invitation to Negotiate with one or more firms for the management and recycling of its Class III waste; and

WHEREAS, Marpan Recycling, LLC, submitted a proposal that most closely met the County's objectives for Class III waste management and recycling; and

WHEREAS, the County wishes to enter into an Agreement with Marpan Recycling, LLC, herein after the "Contractor," for Class III waste management and recycling; and

WHEREAS, the County and the Contractor have negotiated the terms of this Agreement, which constitutes the entire agreement of the parties.

NOW THEREFORE, in consideration of the promises and mutual covenants contained herein, the Contractor and the County agree that they shall comply with and be bound by all of the terms of this Agreement.

# ARTICLE 1 DEFINITIONS.

Acceptable Waste: Shall mean, Waste Tires, Whitegoods and Class III Waste, but shall not include Yardwaste or asbestos. Vegetative debris mixed with other Class III Waste shall not be considered Yardwaste.

**Bulky Waste:** Shall mean items whose large size or weight precludes or complicates their handling by normal collection, processing or disposal methods, such as, but not limited to, Household Furniture, cable reels, and carpet.

Class III Waste: Shall mean Yardwaste, Construction and Demolition Debris, carpet, cardboard, paper, glass, plastic, furniture other than appliances, or other materials approved by the Florida Department of Environmental Protection (FDEP) that are not expected to produce leachate which poses a threat to public health or the environment.

Construction and Demolition Debris: Shall mean discarded materials generally considered to be not water soluble and non-hazardous in nature, including, but not limited to, steel, glass, brick, concrete, asphalt roofing material, pipe, gypsum wallboard, and lumber, from the construction or destruction of a structure as part of a construction or demolition project or from the renovation of a structure, including such debris from construction of structures at a site remote from the construction or demolition project site. The term includes rocks, soils, tree remains, trees and other vegetative matter which normally results from land clearing or land development operations for a construction project; clean cardboard, paper, plastic, wood, metal scraps from a construction project; unpainted, non-treated wood scraps from facilities

Page 424 of 1175

manufacturing materials used for construction of structures or their components and unpainted.

non-treated wood pallets provided the wood scraps and pallets are separated from other solid

waste where generated and the generator of such wood scraps or pallets implements reasonable

practices of the generating industry to minimize the commingling of wood scraps or pallets with

other solid waste; and de minimis amounts of other non-hazardous waste that are generated at

construction or demolition projects, provided such amounts are consistent with best management

practices of the construction and demolition industries.

**Contract or Agreement:** Shall mean this Contract executed by the County and the Contractor.

County: Shall mean Leon County, Florida.

County Administrator: Shall mean the County Administrator of Leon County, Florida, or his or her

designee.

Facility: Shall mean the Marpan Recycling Materials Recovery Facility located at 6020 Woodville

Highway, Tallahassee, Florida 32305.

Hazardous Waste: Shall mean Solid Waste, or a combination of Solid Wastes, which, because of its

quantity, concentration, or physical, chemical, or infectious characteristics, may cause, or significantly

contribute to, an increase in mortality or an increase in serious irreversible or incapacitating reversible

illness or may pose a substantial present or potential hazard to human or animal health or the

environment when improperly transported, disposed of, stored, treated, or otherwise managed. The

term does not include human remains that are disposed of by persons licensed under Chapter 497,

Florida Statutes.

Household Furniture: Shall mean all movable, compactable articles or apparatus, such as, but not

limited to, chairs, tables, sofas, mattresses, for equipping a house.

3

Landfill: Shall mean any Solid Waste land disposal area for which a permit, other than a general

permit, is required by s. 403.707, Florida Statutes, that receives solid waste for disposal in or

upon land other than a land-spreading site, injection well, or a surface impoundment.

Mixed Loads: Mixed loads shall mean loads that contain Class III Waste mixed with

Yardwaste or vegetative debris when the Yardwaste or vegetative debris comprises 10% or more

of the entire load.

**Processed Tire:** Shall mean a tire that has been treated mechanically, chemically, or thermally

so that the resulting material is a marketable product or is suitable for proper disposal.

**Prohibited Waste:** Shall mean waste that is not acceptable for processing at the Facility.

Examples of Prohibited Waste are household garbage, lead acid batteries, liquid paint, fuel

containers, propane tanks, explosives, pool chemicals and other hazardous materials.

Recovered Materials: Shall mean metal, paper, glass, plastic, textile, unpainted and untreated

dimensional lumber, pallets, concrete, rubber, asphalt shingles, gypsum board, tile or other materials

that have known recycling potential, can be feasibly recycled, and have been diverted and source

separated or have been removed from the solid waste stream for sale, use or reuse, as raw materials,

whether or not the materials require subsequent processing or separation from each other, but does not

include materials destined for any use that constitutes disposal. Recovered Materials as described

above are not solid waste. Editorial Note: this definition is expanded beyond the FDEP

definition to include some C&D materials.

Recovered Screened Material: Shall mean the fines fraction derived from the processing or

recycling of C&D debris. It consists primarily of soil and other small materials which can be

passed through a screen (e.g., small pieces of wood, concrete, drywall, and shingles).

4

Page 426 of 1175

Recycling: Shall mean any process by which Solid Waste, or materials which otherwise become Solid

Waste, are collected, separated, or processed and reused or returned to use in the form of raw

materials or products.

Solid Waste Management Facility: Shall mean any solid waste disposal area (landfill), volume

reduction plant, transfer station, or other facility, the purpose of which is the disposal of solid

waste.

Waste Tire: Shall mean discarded automobile, light truck, industrial vehicle and tractor-trailer

tires. "Waste Tire" includes used tires and processed tires.

White Goods: Shall mean and includes inoperative and discarded refrigerators, ranges, water

heaters, freezers, small air conditioning units, microwave ovens and other similar domestic and

commercial large appliances.

Yardwaste: Shall mean vegetative matter resulting from landscaping maintenance and land-

clearing operations, and includes, but is not limited to, materials such as tree and shrub

trimmings, grass clippings, and palm fronds. Vegetative debris mixed with other Class III Waste

such as Household Waste, packaging and C&D Debris shall not be considered Yardwaste.

Yardwaste and yardtrash may be used interchangeably in this document and have the same

meaning.

ARTICLE 2 GRANT OF FRANCHISE; SCOPE OF CONTRACTOR'S SERVICES

A. The Contractor is hereby granted the exclusive right to provide recycling services

of all Acceptable Waste which is under the County's control.

B. The Contractor shall accept all Acceptable Waste delivered by the commercial

carrier designated by the County; the City of Tallahassee; Wakulla County; private, not-for-

5

profit organizations; private hauling contractors and private individuals residing in the aforementioned political jurisdictions, for the purpose of recycling.

- C. The Contractor shall provide, at its own expense, all labor, insurance, supervision, machinery and equipment, plant building, storage space, and any other tools, machinery, equipment, or accessories to process Acceptable Waste for recycling.
- D. The Contractor shall obtain, at its own expense all applicable local, State and Federal permits to construct and operate the Facility. The Contractor shall be solely responsible for renewal of all operating and stormwater permits.
- E. The Contractor shall register with Florida Department of Environmental Protection (FDEP) as a State Certified Recycler.
- F. The Contractor shall separate, process, and recover materials for recycling a minimum of 60%, by weight, of all Acceptable Waste received at the Facility annually.
- G. The Contractor shall be solely responsible for securing its own markets for the recycling, sale, use or reuse of all Recovered Materials.
- H. The Contractor shall dispose of all non-recovered and non-recyclable materials and Recovered Screened Material at the Leon County Apalachee Solid Waste Management Facility. Should the County, in its sole discretion, decide to no longer accept such waste, the Contractor shall dispose of the waste at any appropriately permitted solid waste management facility. The selection of the disposal facility(s) shall be subject to the approval of the County. The County shall not unreasonably withhold such approval.
  - I. Recycling Facility Standards:
    - 1. Litter shall not be allowed to escape the Facility property.

Page 428 of 1175

- It is the County's intention to invite groups to tour the Facility as part of its community education program. The Facility shall be available for tours on an appointment basis. The Contractor shall determine what aspects of the Facility will be available for such tours. The County will provide staff to support such tours.
- 3. The hours of operation of the Facility for the receipt of waste, shall be 7:00 a.m. to 4:30 p.m., Monday through Friday and 8:00 a.m. to 4:30 p.m. on Saturday. The hours of operation may be adjusted, based on demand or lack thereof, upon the prior written approval of the County Administrator.
- 4. The Contractor shall assign a qualified person or persons to be in charge of the operations during the hours of operation and at any time processing or handling of Acceptable Waste occurs. The Contractor shall give the names of these persons to the County.

# J. Records and Reporting Requirements:

- The Contractor shall keep records of Acceptable Waste received at the facility. Amounts of material shall be recorded by weight.
- 2. The Contractor shall keep records of amounts of Acceptable Waste that is recycled, reused or processed for reuse. The Contractor shall also keep records of amounts of accepted waste that is otherwise disposed of. Amounts shall be recorded by weight.
- 3. The Contractor shall provide to the County an annual report showing the tons of Acceptable Waste received by jurisdiction, tons of material recycled by material type, and the tons of accepted waste disposed. The

annual report is due to the County by March 1 of each year. Annual reports shall also be provided to the City of Tallahassee and Wakulla County at their request.

# ARTICLE 3 COUNTY'S RESPONSIBILITY

A. The County will direct all Acceptable Waste of which it has control to the Contractor.

B. The County's residential waste collection contractor will be directed to deliver all Acceptable Waste to the Facility.

C. Subject to the provisions of Art. 2.H., the County will accept non-recyclables, non-recovered materials and Recovered Screened Materials for disposal at the Apalachee Solid Waste Management Facility. Recovered Screened Material shall be accepted at no charge and used as alternative daily cover.

# ARTICLE 4 GENERAL PAYMENT PROVISIONS

A. The County shall be solely responsible for payment related to all solid waste generated in the unincorporated area of Leon County, delivered to the Facility and accepted by the Contractor. The City of Tallahassee shall be solely responsible for payment related to all solid waste generated within the city limits of the City of Tallahassee, delivered to the Facility and accepted by the Contractor; and, Wakulla County shall be solely responsible for payment related to solid waste generated in Wakulla County, delivered to the Facility and accepted by the Contractor.

B. The Contractor shall submit an invoice monthly, to the County, for the tonnage of solid waste delivered by the County and the County's residential waste collection contractor to the Contractor, by the 10<sup>th</sup> of the month, for the previous month.

Page 430 of 1175

- C. Payment by the County to the Contractor shall be made in accord with the Florida Prompt Payment Act.
- D. If there is a dispute in the amount of the invoice, written notification shall be provided to the Contractor identifying the disputed amount and reason for same within 30 days of submission of the subject invoice, hereinafter "Dispute Notice." The Contractor shall respond in writing to the County agreeing with the County's position or contesting same within 30 days of submission of the Dispute Notice. If the Contractor agrees with the Dispute Notice, it shall promptly submit an amended invoice reflecting such agreement. If the Contractor does not agree with the Dispute Notice, it shall so advise in its response to the Dispute Notice the reasons why it does not agree. Thereafter, within a reasonable period of time, the Contractor shall schedule a mutually agreeable time with the Director of Solid Waste to negotiate a resolution to the Dispute Notice, which resolution shall be reduced to writing and executed by the Contractor and the Director of Solid Waste.
- E. The parties recognize that the County shall in no event be responsible for billing or payment for services rendered by the Contractor to either the City of Tallahassee or Wakulla The City of Tallahassee and Wakulla County may however utilize the payment provisions and dispute resolution procedures as set forth for in this Article. The City of Tallahassee and Wakulla County are specifically recognized by the Contractor as Third Party beneficiaries of this Section 4.

### ARTICLE 5 TIP FEES AND OTHER CHARGES

Contractor's Tip Fees - The tip fee charged to the County, the City of Tallahassee A. and Wakulla County shall be \$35.00 per ton. The \$35.00 per ton rate applies only to those entities authorized in this Agreement.

- B. Most Favored Rate The tip fee charged to the County, the City of Tallahassee and Wakulla County shall not exceed the tip fee charged to any other customer of the Contractor for Class III Waste.
- C. County's Tip Fees The tip fee charged to Contractor by the County shall be \$27.00 per ton. The County shall not charge the Contractor for Recovered Screened Materials.
- D. Rural Waste Collection Sites The County will be paid for metal and white goods separated at the rural collection waste sites at 50% of the market sale price.
- E. Adjustments to the Tip Fees The tip fees charged by the Contractor and the County may be adjusted annually by not more than 75% of the change in the Annual Consumer Price Index from the previous year. Beginning on the first anniversary date of this Agreement, the tip fee paid to the Contractor and the County may be adjusted upward or downward to reflect changes in the cost of doing business as measured by fluctuations in the Consumer Price Index, Bureau of Labor and Statistics, All Urban Consumers, U.S., All Items (CPI). The tip fees shall be increased or decreased in a percentage amount equal to 75% of the net percentage change in the said CPI; however, in no event shall the Tip Fee be increased more than five percent (5 %) per year. Any such increase or decrease shall be subject to the approval of the County Administrator.
- F. Special Handling Fee If a load contains more than 5% Prohibited Waste, the Contractor will charge a special handling fee of not more than 3 times the tipping fee of the load to the customer. If the load contains less than 5% Prohibited Waste, the customer shall be given the option of removing the Prohibited Waste from the load or be charged for Prohibited Waste based upon commercially reasonable rates, in accord with a Schedule of Rates Exhibit A, attached hereto and incorporated herein as if fully set forth below.

G. Mixed Load Fee- Mixed loads shall be charged a tip fee of \$38.00.

H. Unusual Changes or Costs - The Contractor may petition the County for tip fee adjustments at reasonable times on the basis of unusual changes in its cost of doing business, such as revised laws, ordinances, or regulations, changes in location of disposal sites, changes in disposal charges, or extraordinary changes in recycling markets. Any tip fee adjustments shall be made in writing as an amendment to this Agreement. Should the petition for adjustment be denied, the County, or the Contractor, may terminate the Agreement upon one hundred twenty (120) days notice.

#### ARTICLE 6 TERM

The initial term of this Agreement shall be 5 years from the effective date. The term may be automatically extended for three additional five (5) year periods unless either party provides notice they do not wish to extend the Agreement. Notice of intent not to extend the Agreement must be provided not less than ninety (90) days before the end of the present term of the Agreement.

#### ARTICLE 7 TERMINATION

This Agreement may be terminated by any party without cause provided not less than twelve months advance notice of intent to terminate the Agreement is given in writing to the non-terminating party.

#### ARTICLE 8 INDEMNIFICATION

The Contractor shall defend, indemnify, save harmless, and exempt the County, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney's fees resulting from injury to persons or damage to property arising out of or from any act or omission of the

Page 433 of 1175

Contractor, its officers, employees, and agents in the performance of this Agreement. In connection with any legal proceedings arising hereunder, the County reserves the right to retain counsel of its choice or, in the alternative, approve counsel obtained by the Contractor. This indemnification and hold harmless provision shall survive the expiration and/or termination of this Contract.

#### ARTICLE 9 PERFORMANCE BOND

A. The Contractor shall obtain a performance bond in the amount of \$300,000. The ability to be open, receive and process all Acceptable Waste delivered to the Contractor shall constitute performance. Failure to perform for a period of 10 working days after receiving written notice and having an opportunity to cure any default or failure to perform shall constitute default. If the default or failure to perform can not be cured by the exercise of reasonable diligence within ten days, the Contractor shall have a commercially reasonable period of time to cure. Contractor shall not be responsible for delays resulting from hurricanes, tropical storms or other adverse weather conditions, unavailability of replacement equipment or parts for equipment, labor difficulties, including strikes, boycotts and walkouts, and other circumstances beyond the control of Contractor, and the time period for completing any obligation hereunder shall be extended by the number of days the completion of such obligation may be delayed by such circumstances.

B. The Performance Bond shall be written by a surety company licensed to do business in the State of Florida. Any Surety shall be required to have a resident agent in the State of Florida and shall be duly licensed to conduct business thereto.

#### ARTICLE 10 INSURANCE REQUIREMENTS

- A. General Insurance Requirements The 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 price.
  - 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 with a \$2,000,000 annual aggregate.
    - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
    - c. Workers' Compensation and 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

Page 435 of 1175

- 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:
- B. General Liability and Automobile Liability Coverage (County is to be named as Additional Insured).
  - 1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
  - 2. The Contractor's insurance coverage shall be primary insurance 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.
  - Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.

Page 436 of 1175

- 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.
- C. 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.

#### ARTICLE 11 GENERAL TERMS AND CONDITIONS

A. Independent Contractor - The Contractor at all times relative to this Agreement, shall be an independent Contractor and in no event shall the Contractor, nor any employees of the Contractor, nor any employees of the Subcontractors of the Contractor, be considered to be employees of the County.

- B. Equal Opportunity The Contractor 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.
- C. Compliance with State, Federal, County and Municipal Law The Contractor shall comply with all applicable City, County, State and Federal laws relating to wages, hours, and all other applicable laws relating to the employment or protection of employees, now or hereafter in effect.
- D. Fair Labor Standards Act The Contractor is required and hereby agrees by execution of this Agreement to pay all employees not less than the Federal minimum wage and to abide by other requirements as established by the Congress of the United States in the Fair Labor Standards Act as amended from time to time.
- E. Conduct of Employees The Contractor shall require its employees serve the public in a courteous, helpful and impartial manner.
- F. Venue This Agreement shall be construed and interpreted in accordance with Florida Law. Venue for any action brought in relation to this Agreement shall be placed in a court of competent jurisdiction in Leon County, Florida.
- G. Severability If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such instances, the remainder would then continue to conform to the terms and requirements of applicable law.
- H. Waiver That this Agreement shall inure to the benefit of, and be binding upon the parties hereto and their respective successors and assigns. Nothing in this Agreement,

expressed or implied, is intended to confer upon or against any other person, corporation and government unit, any rights or remedies under or by reason of this Agreement, unless expressly stated herein.

I. Notice – Notices, requests and communications given pursuant to this Agreement shall be sent by certified mail, return receipt requested, or by hand delivery to the following:

TO LEON COUNTY: Leon County Public Works 2280 Miccosukee Road Tallahassee, FL 32304

TO CONTRACTOR:
Marpan Recycling, LLC
Mr. Kim Williams
6020 Woodville Highway
Tallahassee, Florida 32305

J. Effective Date – This Agreement is effective upon signature of all Parties.

Remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

LEON COUNTY, FLORIDA

By:

ATTESTED BY:

Bob Inzer, Clerk of the Court

Bob Inzer, Clerk

APPROVED AS TO FORM:

County Attorney's Office

By: Herbert W.A. Thiele, Esq.

County Attorney

IN WITNESS WHEREOF, the parties cause this Agreement to be executed by their duly authorized representatives this 30 day of \_\_\_\_\_\_\_, 2008.

Property Owner(s)

Pated: 10.30.08

CORPORATE/SEAL)

ATESTED BY

F08-00093 I:\WpDocs\D017\P002\00023588.DOC

STATE OF FLORIDA	)			
COUNTY OF LEON	)			
The foregoing inst	rument was ackr	owledged before	me this 30th	day of
October, 20	08, by <u>kin</u>	.B. Willia	, as President of M	<b>l</b> arpan
Supply Co., Inc., which is	the Managing M		• •	
		Mare	in allen Late	+
		ALLEA C. MASSION	ture of Notary Public, Stat	te of Florida
	Print	• <b>€</b> * 10 •	orimissioned Name of N	otary Public
	*	March 20, 2009	Personally ki	
	Туре	or dealth catton	Produced: Drivers L	-



# AGREEMENT FOR CLASS III WASTE MANAGEMENT AND RECYCLING SERVICES

## MARPAN RECYCLING FEE SCHEDULE

Item	Price		
Class III Waste	\$35.00 per ton		
Class III/Yardtrash mixed	\$38.00 per ton		
Special Handling	\$100 per ton		
Waste tires, automobile and light truck	\$3.00 each		
Waste tires, commercial truck	\$5.00 each		
Hazardous Liquids of any type	\$5.00 per gallon		
TVs < 20 inches	\$13.35 each		
TVs ≥ 20 inches	\$25.00 each		
Computer monitors	\$5.00 each		
Dumb terminals	\$10.00 each		
Printers	\$3.35 each		
Fax machines	\$4.35 each		
Misc. non-serialized peripherals	\$3.35 each		
Lead acid batteries	\$5.00 each		
Florescent tubes < 6 feet	\$0.50 each		
Florescent tubes > 6 feet	\$1.00 each		
Ballasts	\$1.00 each		

## BOARD OF COUNTY COMMISSIONERS INTER-OFFICE MEMORANDUM

To:

Francis Graham

Finance Department

From:

Herbert W. A. Thiele, Esq.

County Attorney

Date:

December 15, 2008

Subject:

Irrevocable Letter of Credit No. 7383486353 from Capital City Bank

Vendor: Marpan Recycling, LLC

Amount: \$300,000.00

Contract Date: 10/30/2008

Contract No. 3294 ~

Attached please find the original Irrevocable Letter of Credit with regard to the above vendor and contract for your receipt as the custodian of such documents.

Should you have any questions, please contact the County Attorney's Office.

HWAT:eal Attachment

cc:

Alan Rosenzweig, Assistant County Administrator





November 10, 2008

#### IRREVOCABLE LETTER OF CREDIT NO.# 7383486353

Leon County
Leon County Public Works
2280 Miccosukee Road
Tallahassee, FL 32304

Re: Marpan Recycling, LLC 6020 Woodville Highway Tallahassee, FL 32305

Dear Leon County (hereinafter "Beneficiary"):

We, Capital City Bank (hereinafter "Bank"), hereby establish our Irrevocable Letter of Credit in your favor for the account of Marpan Recycling, LLC and authorize you to draw on us at sight up to an aggregate amount of Three Hundred Thousand dollars and No/100 U.S. Dollars (\$ 300,000.00 U.S. Dollars):

<u>Customer.</u> This Letter is for the account of Marpan Recycling, LLC(hereinafter "Customer").

Amount. We authorize you to draw on us under this Letter up to an aggregate amount of Three Hundred Thousand dollars and no/100, U.S. Dollars (\$300,000.00 U.S. Dollars).

Partial Drawings. Partial drawings are permitted.

<u>Conditions.</u> Funds under this Letter are available upon presentation of the following statement, in duplicate, signed by an authorized representative of Leon County:

"The undersigned certify that the attached draft represents amount(s) due and payable to Leon County by Marpan Recycling, LLC in conjunction with the Agreement For Class III Solid Waste Management and Recycling Services dated November 10, 2008."

Acceptance of Documents. Bank and any negotiating bank or bankers are authorized to accept any documents presented in conjunction with this Letter as binding and correct without investigation or responsibility for the accuracy, veracity, conclusory correctness or validity of the same or any part thereof.

Expiration Date. This Letter shall remain in force and effect until November 10, 2013.

<u>Payment.</u> Bank agrees that any draft drawn in compliance with the Letter will be duly honored upon presentment as specified above.

Neutrality of Bank; Fraud and Forgery. Bank's obligation hereunder shall not be affected by any circumstance, claim or defense of any party as to the performance, default or enforceability of any obligation between Beneficiary and Bank will honor all properly drawn and presented drafts on this Letter, and will not refuse payment on any such draft for any reason, including forgery or other fraud in the presentment of the draft unless Bank itself has actual and direct knowledge of such forgery or fraud or the forgery or fraud is obvious and apparent from the form of the draft. Under no circumstances will Bank fail to honor a draft on the Letter because of any allegation of fraud or nonperformance as to Customer's underlying agreement with Beneficiary. awareness of Customer's intent to obtain an injunction against honor will not be grounds for Bank to stop processing a properly drawn and presented draft on the Letter.

Transfer/Assignment. The right to draw under this Letter is not transferable or assignable. However, the right to future proceeds, if any from the Letter may be assigned, but only as provided in the Uniform Commercial Code.

Controlling Law. This Letter is subject to the Uniform Commercial Code in force in Florida on the date of this Letter.

Jurisdiction and Venue. By accepting this Letter, both Beneficiary and Customer agree that the place of execution and performance of this Letter is in the county and state where Bank is located. Beneficiary and Customer agree to submit to the jurisdiction of the courts of the county where Bank is located and agree that venue of any action relating to this Letter shall also be in said county.

CAPITAL CITY BANK

By:

William H. Brimacombe

Its:

Senior Vice President

#### ACCEPTANCE OF LETTER AND AGREEMENT BY CUSTOMER

Acceptance and Promise to Pay; Underlying Agreement. The undersigned Customer, hereby accepts the terms of Letter of Credit No.7383486353, dated November 10, 2008 issued to Leon County, a copy of which is attached hereto as Exhibit "A", and promises to pay Bank on demand any sums advanced hereunder with all charges (interest, costs, customary charges and commissions thereon, including all reasonable attorneys' fees and costs of collection) related thereto and in addition agrees to pay same in accordance with the promissory note or other agreement (if any) executed by Customer in consideration of the issuance of this Letter.

Indemnity. As long as Bank acts in good faith, Customer shall be liable to and indemnify and hold Bank harmless from all claims, suits, losses, attorneys' fees and costs which Bank incurs in defending or becoming involved in any situations where customer or Beneficiary seeks a court order attempting to enjoin Bank from honoring this otherwise valid Letter, or take other legal action relating to this Letter.

No Waiver. Bank shall not be deemed to have waived any of its rights under this Agreement by any act, delay, omission or otherwise and no waiver shall be valid unless in writing and signed by Bank. Bank's waiver or any right or remedy on one occasion shall not be construed as a bar to any right or remedy Bank would otherwise have on a future occasion.

Successors & Assigns. This Agreement shall also bind the undersigned's heirs, executors, administrators, successors and permitted assigns and shall inure to the benefit of, and be enforceable by Bank and Bank's successors and assigns.

Joint Liability. If this Agreement is signed by two or more persons or entities, it shall be the joint and several obligation and agreement of each.

Modifications. No provision of this Agreement can be changed orally and no executory agreement shall be effective to change, modify or discharge this Agreement unless such is in writing and signed by Bank.

By: Date: //./O.08

Im B Williams, /President of Marpan Recycling, LLC



## Leon County

## Board of County Commissioners

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

Commissioners

BILL PROCTOR

District 1

March 8, 2011

Marpan Recycling, LLC has secured a performance bond from SureTec Insurance Company.

Bond number 3341358 shall apply effective March 2, 2011 and will replace the Letter of

Credit #7383486353 the original of which accompanies this cover letter.

JANE G. SAULS District 2

JOHN DAILEY

District 3

Bill Brimacombe

Corporate & Professional Banking Capital City Bank

BRYAN DESLOGE

District 4

Dear Bill,

District 5

KRISTIN DOZIER

NICK MADDOX

At-Large

AKIN AKINYEMI At-Large

PARWEZ ALAM
County Administrator

HERBERT W.A. THIELE County Attorney

Alan Rosenzweig

Assistant County Administrator

**Leon County Government** 

229U

Capital City
Bank

THIS ORIGINAL LETTER OF CREDIT#7383486353

RELEASED TO:

JACK TODD, MARPAN RECYCLING LLC

DATE RELEASED

3/9/11

3/9/11

November 10, 2008

#### IRREVOCABLE LETTER OF CREDIT NO.# 7383486353

Leon County Public Works 2280 Miccosukee Road Tallahassee, FL 32304

Re: Marpan Recycling, LLC 6020 Woodville Highway

Tallahassee, FL 32305

Dear Leon County (hereinafter "Beneficiary"):

We, Capital City Bank (hereinafter "Bank"), hereby establish our Irrevocable Letter of Credit in you'r favor for the account of Marpan Recycling, LLC and authorize you to draw on us at sight up to an aggregate amount of Three Hundred Thousand dollars and No/100 U.S. Dollars (\$ 300,000.00 U.S. Dollars):

<u>Customer.</u> This Letter is for the account of Marpan Recycling, LLC(hereinafter "Customer").

Amount. We authorize you to draw on us under this Letter up to an aggregate amount of Three Hundred Thousand dollars and no/100, U.S. Dollars (\$300,000.00 U.S. Dollars).

Partial Drawings. Partial drawings are permitted.

<u>Conditions.</u> Funds under this Letter are available upon presentation of the following statement, in duplicate, signed by an authorized representative of Leon County:

"The undersigned certify that the attached draft represents amount(s) due and payable to Leon County by Marpan Recycling, LLC in conjunction with the Agreement For Class III Solid Waste Management and Recycling Services dated November 10, 2008."

Acceptance of Documents. Bank and any negotiating bank or bankers are authorized to accept any documents presented in conjunction with this Letter as binding and correct without investigation or responsibility for the accuracy, veracity, conclusory correctness or validity of the same or any part thereof.

Expiration Date. This Letter shall remain in force and effect until November 10, 2013.

Payment. Bank agrees that any draft drawn in compliance with the Letter will be duly honored upon presentment as specified above.

Neutrality of Bank; Fraud and Forgery. Bank's obligation hereunder shall not be affected by any circumstance, claim or defense of any party as to the performance, default or enforceability of any obligation between Beneficiary and Bank will honor all properly drawn and presented drafts on this Letter, and will not refuse payment on any such draft for any reason, including forgery or other fraud in the presentment of the draft unless Bank itself has actual and direct knowledge of such forgery or fraud or the forgery or fraud is obvious and apparent from the form of the draft. Under no circumstances will Bank fail to honor a draft on the Letter because of any allegation of fraud or nonperformance as to Customer's underlying agreement with Beneficiary. awareness of Customer's intent to obtain an injunction against honor will not be grounds for Bank to stop processing a properly drawn and presented draft on the Letter.

<u>Transfer/Assignment.</u> The right to draw under this Letter is not transferable or assignable. However, the right to future proceeds, if any from the Letter may be assigned, but only as provided in the Uniform Commercial Code.

 ${{Controlling\ Law.}\atop{Commercial\ Code}}$  This Letter is subject to the Uniform Commercial Code in force in Florida on the date of this Letter.

Jurisdiction and Venue. By accepting this Letter, both Beneficiary and Customer agree that the place of execution and performance of this Letter is in the county and state where Bank is located. Beneficiary and Customer agree to submit to the jurisdiction of the courts of the county where Bank is located and agree that venue of any action relating to this Letter shall also be in said county.

CAPITAL CITY BANK

By:

William H. Brimacombe

Its:

Senior Vice President

#### ACCEPTANCE OF LETTER AND AGREEMENT BY CUSTOMER

Acceptance and Promise to Pay; Underlying Agreement. The undersigned Customer, hereby accepts the terms of Letter of Credit No.7383486353, dated November 10, 2008 issued to Leon County, a copy of which is attached hereto as Exhibit "A", and promises to pay Bank on demand any sums advanced hereunder with all charges (interest, costs, customary charges and commissions thereon, including all reasonable attorneys' fees and costs of collection) related thereto and in addition agrees to pay same in accordance with the promissory note or other agreement (if any) executed by Customer in consideration of the issuance of this Letter.

<u>Indemnity.</u> As long as Bank acts in good faith, Customer shall be liable to and indemnify and hold Bank harmless from all claims, suits, losses, attorneys' fees and costs which Bank incurs in defending or becoming involved in any situations where customer or Beneficiary seeks a court order attempting to enjoin Bank from honoring this otherwise valid Letter, or take other legal action relating to this Letter.

No Waiver. Bank shall not be deemed to have waived any of its rights under this Agreement by any act, delay, omission or otherwise and no waiver shall be valid unless in writing and signed by Bank. Bank's waiver or any right or remedy on one occasion shall not be construed as a bar to any right or remedy Bank would otherwise have on a future occasion.

<u>Successors & Assigns.</u> This Agreement shall also bind the undersigned's heirs, executors, administrators, successors and permitted assigns and shall inure to the benefit of, and be enforceable by Bank and Bank's successors and assigns.

<u>Joint Liability.</u> If this Agreement is signed by two or more persons or entities, it shall be the joint and several obligation and agreement of each.

 $\frac{\text{Modifications.}}{\text{orally and no}}$  No provision of this Agreement can be changed orally and no executory agreement shall be effective to change, modify or discharge this Agreement unless such is in writing and signed by Bank.

Marpan Recycling, LLC

By:

im B Williams, /President of Marpan Recycling, LLC

#### PERFORMANCE BOND

Bond No. 3341358

KNOW ALL MEN BY THESE PRESENTS, that we, Marpan Recycling, LLC as Principal, and SureTec Insurance Company, licensed to do business in the State of Florida, as Surety, are held and firmly bound unto Leon County, FL Public Works Department (Obligee), in the penal sum Three Hundred Thousand and 00/100 (\$300,000.00) of, lawful money of the United States of America, for the payment of which sum, well and truly to be made, the Principal and Surety do bind themselves, their heirs, executors, administrators, and successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the above bounden Principal has entered into a certain written Agreement with the above named Obligee, effective the 30<sup>th</sup> day of October, 2008, for the management and recycling of Class III waste and more fully described in said Agreement, a copy of which is attached, which agreement is made a part hereof and incorporated herein by reference, except that nothing said therein shall alter, enlarge, expand or otherwise modify the term of the bond as set out below.

NOW, THEREFORE, if Principal, its executors, administrators, successors and assigns shall promptly and faithfully perform the Agreement, according to the terms, stipulations or conditions thereof, then this obligation shall become null and void, otherwise to remain in full force and effect. In the event that the Principal has failed to promptly and faithfully perform the Agreement, the Surety shall, at its option, either perform the Agreement in accordance with its terms and conditions or pay to the Obligee the amount of the bond penalty, or such amount that is necessary to cure such failure to perform.

This bond is executed by the Surety and accepted by the Obligee subject to the following express conditions:

- 1) Notwithstanding the provisions of the Agreement, the term of this bond shall apply from March 2, 2011, until March 2, 2012, and may be extended by the Surety by Continuation Certificate. However, neither non-renewal by the Surety, nor the failure or inability of the Principal to file a replacement bond in the event of nonrenewal, shall itself constitute a loss to the obligee recoverable under this bond or any renewal or continuation thereof. The liability of the Surety under this bond and all continuation certificates issued in connection therewith shall not be cumulative and shall in no event exceed the amount as set forth in this bond or in any additions, riders, or endorsements properly issued by the Surety as supplements thereto.
- 2) No suit or action may be commenced hereunder by the Obligee after the earlier of two years from the expiration date of the Agreement or two years from the effective date of non-renewal of this bond by the Surety. At such date, this bond shall become null and void, and the Surety shall have no liability hereunder.

Sealed with our seals and dated the 2nd day of March, 2011.

Tw. Todd	MARPAN RECYCLING, LLC (Pr	incipal) (Seal)
(Witness)		(Title)
	SURETEC INSURANCE COMPANY	` /
Rocca (Romon (Attest)	Dougles B. Leek Attorney -in-Fact	
Agreed and acknowledged this Study of MARCH	_,20//.	
( ) 10 2 ( A)	1/12	
(Witness)		(Obligee)

POA #: 910028

# SureTec Insurance Company LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

Douglas B. Leek, M. Decker Youngman, III

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for:

Three Million and 00/100 Dollars (\$3,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment shall continue in force until 9/30/2011 and is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20th of April, 1999.)

In Witness Whereof, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 3rd day of September, A.D. 2010.

State of Texas County of Harris

ss:

THE PERSON OF TH

SURETEC INSURANCE COMPANY

John Knox Jr., President

On this 3rd day of September, A.D. 2010 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.

JACQUELYN MALDONADO Notary Public, State of Texas My Commission Expires May 18, 2013 Jacquelyn Maldonado, Notary Public My commission expires May 18, 2013

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this 2ND

day of MARCH

011 , A.D

M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity. For verification of the authority of this power you may call (713) 812-0890 any business day between 8:00 am and 5:00 pm CST.

# Frances L. Graham - Performance Bond Marpan

From:

Frances L. Graham

To:

Labat, Marcia

Subject: Performance Bond Marpan

Please let me know if this Performance Bond #3341358 is acceptable to replace Irrevocable Letter of Credit #7383486353 with Capital City Bank. Capital City Bank needs a memo stating we accept the Bond to replace the letter of Credit. Thanks. FG

Page 1 of 1

### Frances L. Graham - Re: Performance Bond Marpan

From:

Marcia Labat

To:

Graham, Frances L. 3/9/2011 2:56 PM

Date:

Subject: Re: Performance Bond Marpan



Frances, per our conversation just now, Herb has reviewed the Performance Bond you sent via your e-mail below and said it's fine. The only difference appeared to be changing the month from February to March in the 1) paragraph. Also, per our conversation, we are not writing a memo as outlined below.

#### Marcia

>>> On 3/8/11 at 2:53 PM, in message <4D7642E2.52B1.0069.0@leoncountyfl.gov>, Frances L. Graham <FRANCESG@leoncountyfl.gov> wrote:

Please let me know if this Performance Bond #3341358 is acceptable to replace Irrevocable Letter of Credit #7383486353 with Capital City Bank. Capital City Bank needs a memo stating we accept the Bond to replace the letter of Credit. Thanks. FG



#### Attachment #2

#### Brown & Bagen34f0f138ida, Inc.

220 South Ridgewood Avenue (32114) P.O. Box 2412 Daytona Beach, FL 32115 386/252-9601 **FAX** 386/239-5729

> LOGGED IN A 12 -0166 LOGGED OUT MULO

Who how how here

February 22, 2012

Larry Lassiter Marpan Recycling, LLC 215 Pershing Street Tailahassee, FL 32316

RE:

Performance Bond

Leon County

Dear Mr. Lassiter:

Enclosed please find the renewal performance bond for the 2012 to 2013 term for Leon County. Please have it signed and sent to Leon County. I have enclosed a copy for your file along with a copy of the renewal invoice for the bond.

If you need anything additional please feel free to contact me. We appreciate your business.

Sincerely,

Rebecca A. Robinson Assistant Bond Manager brobinson@bbdaytona.com

Enclosures

CLERK CHARMY COURT FUR HYZER FUR HYZER 12 MIN 16 FILS: 04

#### PERFORMANCE BOND

Bond No. <u>3341358</u>

KNOW ALL MEN BY THESE PRESENTS, that we, Marpan Recycling, LLC as Principal, and SureTec Insurance Company, licensed to do business in the State of Florida, as Surety, are held and firmly bound unto Leon County, FL Public Works Department (Obligee), in the penal sum Three Hundred Thousand and 00/100 (\$300,000.00) of, lawful money of the United States of America, for the payment of which sum, well and truly to be made, the Principal and Surety do bind themselves, their heirs, executors, administrators, and successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the above bounden Principal has entered into a certain written Agreement with the above named Obligee, effective the 30<sup>th</sup> day of October, 2008, for the management and recycling of Class III waste and more fully described in said Agreement, a copy of which is attached, which agreement is made a part hereof and incorporated herein by reference, except that nothing said therein shall alter, enlarge, expand or otherwise modify the term of the bond as set out below.

NOW, THEREFORE, if Principal, its executors, administrators, successors and assigns shall promptly and faithfully perform the Agreement, according to the terms, stipulations or conditions thereof, then this obligation shall become null and void, otherwise to remain in full force and effect. In the event that the Principal has failed to promptly and faithfully perform the Agreement, the Surety shall, at its option, either perform the Agreement in accordance with its terms and conditions or pay to the Obligee the amount of the bond penalty, or such amount that is necessary to cure such failure to perform.

This bond is executed by the Surety and accepted by the Obligee subject to the following express conditions:

- 1) Notwithstanding the provisions of the Agreement, the term of this bond shall apply from March 2, 2012, until March 2, 2013, and may be extended by the Surety by Continuation Certificate. However, neither non-renewal by the Surety, nor the failure or inability of the Principal to file a replacement bond in the event of nonrenewal, shall itself constitute a loss to the obligee recoverable under this bond or any renewal or continuation thereof. The liability of the Surety under this bond and all continuation certificates issued in connection therewith shall not be cumulative and shall in no event exceed the amount as set forth in this bond or in any additions, riders, or endorsements properly issued by the Surety as supplements thereto.
- 2) No suit or action may be commenced hereunder by the Obligee after the earlier of two years from the expiration date of the Agreement or two years from the effective date of non-renewal of this bond by the Surety. At such date, this bond shall become null and void, and the Surety shall have no liability hereunder.

Sealed with our seals and dated the 21st day of February, 2012.

MARPAN RECYCLING, LLC

(Principal) (Seal)

(Witness)

SURETEC INSURANCE COMPANY

Ryan P. Rothrock Attorney -in-Fact

Agreed and acknowledged this Stay of March

(Witness)

(Witness)

(Obligee)

POA #: 3341358

# SureTec Insurance Company LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

#### Ryan P. Rothrock

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for:

Principal: Marpan Recyling, LLC

Obligee: Leon County, FL Public Works Department

Amount: \$ 300,000.00

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20th of April, 1999.)

In Witness Whereof, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 3rd day of September, A.D. 2010.

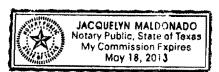
State of Texas County of Harris

SS:

SURETEC INSURANCE COMPANY

John Knox Jr., President

On this 3rd day of September, A.D. 2010 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



Jacquely Maldonado, Notary Public My commission expires May 18, 2013

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this 21st day of

February

2012

A.D.

M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.

For verification of the authority of this power you may call (713) 812-0800 any business day between 8:00 am and 5:00 pm CST.

#### PERFORMANCE BOND

Bond No. 3341358

KNOW ALL MEN BY THESE PRESENTS, that we, Marpan Recycling, LLC as Principal, and SureTec Insurance Company, licensed to do business in the State of Florida, as Surety, are held and firmly bound unto Leon County, FL Public Works Department (Obligee), in the penal sum Three Hundred Thousand and 00/100 (\$300,000.00) of, lawful money of the United States of America, for the payment of which sum, well and truly to be made, the Principal and Surety do bind themselves, their heirs, executors, administrators, and successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the above bounden Principal has entered into a certain written Agreement with the above named Obligee, effective the 30<sup>th</sup> day of October, 2008, for the management and recycling of Class III waste and more fully described in said Agreement, a copy of which is attached, which agreement is made a part hereof and incorporated herein by reference, except that nothing said therein shall alter, enlarge, expand or otherwise modify the term of the bond as set out below.

NOW, THEREFORE, if Principal, its executors, administrators, successors and assigns shall promptly and faithfully perform the Agreement, according to the terms, stipulations or conditions thereof, then this obligation shall become null and void, otherwise to remain in full force and effect. In the event that the Principal has failed to promptly and faithfully perform the Agreement, the Surety shall, at its option, either perform the Agreement in accordance with its terms and conditions or pay to the Obligee the amount of the bond penalty, or such amount that is necessary to cure such failure to perform.

This bond is executed by the Surety and accepted by the Obligee subject to the following express conditions:

- 1) Notwithstanding the provisions of the Agreement, the term of this bond shall apply from **March 2, 2014**, until **March 2, 2015**, and may be extended by the Surety by Continuation Certificate. However, neither non-renewal by the Surety, nor the failure or inability of the Principal to file a replacement bond in the event of nonrenewal, shall itself constitute a loss to the obligee recoverable under this bond or any renewal or continuation thereof. The liability of the Surety under this bond and all continuation certificates issued in connection therewith shall not be cumulative and shall in no event exceed the amount as set forth in this bond or in any additions, riders, or endorsements properly issued by the Surety as supplements thereto.
- 2) No suit or action may be commenced hereunder by the Obligee after the earlier of two years from the expiration date of the Agreement or two years from the effective date of non-renewal of this bond by the Surety. At such date, this bond shall become null and void, and the Surety shall have no liability hereunder.

Sealed with our seals and dated the 24th day of February, 2014.

MARPAN RECYCLING, LLC

(Principal) (Seal)

(Witness)

Agreed and acknowledged this \_\_day of \_\_\_\_\_\_, 20\_\_\_.

(Witness)

(Witness)

(Obligee)

## **SureTec Insurance Company** LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

Tyler D. DeBord

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for:

Principal: Marpan Recycling, LLC

Obligee: Leon County Amount: \$ 300,000.00

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20th of April,

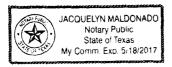
In Witness Whereof, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 21st day of March, A.D. 2013.

State of Texas County of Harris

SURETEC INSURANCE COMPANY

, President John Knox 🎝

On this 21st day of March, A.D. 2013 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company, and that he signed his name thereto by like order.



Jacquelyn Maldonado, Notary Public My commission expires May 18, 2017

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Page 460 of 1175

Given under my hand and the seal of said Company at Houston, Texas this 24th day of

Any instrument issued in excess of the penalty stated above is totally void and without any validity. For verification of the authority of this power you may call (713) 812-0800 any business day between 8:00 am and 5:00 pm CST.

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #15** 

# **Leon County Board of County Commissioners**

## **Cover Sheet for Agenda #15**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Herbert W.A. Thiele, County Attorney

Title: Adoption of Proposed Resolutions for Acquisition of Property by Eminent

Domain for Old Bainbridge at Pullen Road Intersection Improvement Project

County Administrator Review and Approval:	Vincent S. Long, County Administrator
County Attorney Review and Approval:	Herbert W.A. Thiele, County Attorney
Lead Staff/ Project Team:	Daniel J. Rigo, Assistant County Attorney Charles Wu, P.E., Chief of Engineering Design Chris Muehlemann, P.E., Senior Design Engineer

#### **Fiscal Impact:**

This item has a fiscal impact. This program has been budgeted through the Capital Improvement budget. Adequate funding for the acquisition of the property interests needed for this project is currently available in the Pullen-Old Bainbridge Intersection budget account.

#### **Staff Recommendation:**

Option #1: Adopt the proposed Resolutions for Acquisition of Property by Eminent Domain

for the Old Bainbridge at Pullen Road Intersection Improvement Project

(Attachments #1, #2, and #3).

Title: Adoption of Proposed Resolutions for Acquisition of Property by Eminent Domain for Old Bainbridge at Pullen Road Intersection Improvement Project

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

This item seeks the Board's adoption of Resolutions (Attachments #1, #2, and #3) authorizing the County Attorney to exercise the Board's eminent domain authority in the acquisition of the property interests needed for the Old Bainbridge at Pullen Road Intersection Improvement Project (the "Old Bainbridge at Pullen Project" or "Project") (Attachment #4). The only property interests needed to be acquired for the Project are associated with the two property owners with parcels located on each side of Pullen Road abutting the Project (Attachment #5), and comprise a combination of fee simple and temporary construction easement interests (collectively, the "Property Interests"). The proposed Property Interests are located adjacent to the Pullen Road frontage of the parcels and will be utilized for the purpose of clearing, excavating, constructing, and maintaining roadway and drainage improvements for the Project.

As of the writing of this agenda item, staff was preparing to deliver the statutorily required Letter of Notification to Fee Owner and Statement of Offer to each property owner which will inform the owners of their rights and responsibilities in an eminent domain acquisition, and will present to them the County's offer of full compensation based on an approved appraisal report. In accordance with Florida law, the County will attempt good-faith negotiations with the owners and will attempt to resolve the acquisitions before proceeding with an eminent domain lawsuit no, sooner than 30 days after the owners receipt of the County's notification letter. If a parcel is not able to be resolved in time to meet the Project construction schedule, it will be included in the lawsuit and will proceed to an Order of Taking hearing. Upon the Court's entry of an Order of Taking, title to the Property Interests will vest in the County upon deposit in the Court Registry of the County's good faith estimates of value.

#### **Analysis:**

The Project is located in northern Leon County on Old Bainbridge Road approximately one-quarter mile south of Interstate-10 at the intersection of Pullen Road and Willamette Road. The existing configuration of the Old Bainbridge at Pullen Road and Willamette Road is at an acute angle that impedes visibility and makes a difficult right turn for vehicles traveling north on Old Bainbridge Road. Westbound left turns are significantly impeded during peak travel times, which results in long traffic queues on Pullen Road. In the past five years, 35 traffic accidents have occurred at this intersection.

In 2003, as part of the budget approval process, the Board approved the construction of improvements to the intersection of Old Bainbridge at Pullen Road. During the same time period, the City of Tallahassee initiated the Callaway/Pullen Road Neighborhood Enhancement Project (the "Enhancement Project"), which was to construct improvements along the Callaway/Pullen Road corridor. The County provided engineering data to the City regarding the Old Bainbridge at Pullen Road intersection with an interest to include those improvements in the Enhancement Project. In 2006, the City released a preliminary engineering report for the Enhancement Project that included improvements to the Old Bainbridge at Pullen Road intersection. The County planned to pursue a Joint Project Agreement with the City to share in the costs of the intersection improvements but, due to budget priority shifts by the City, the Enhancement Project became a low priority following the preliminary engineering report.

Title: Adoption of Proposed Resolutions for Acquisition of Property by Eminent Domain for Old Bainbridge at Pullen Road Intersection Improvement Project December 8, 2015

Page 3

In 2008, the County decided to continue on its own with further engineering design for the Old Bainbridge at Pullen Road Intersection improvements and, in 2010, it developed three additional design alternatives for a realigned and signalized intersection to reconnect Pullen Road and Old Bainbridge Road at a 90-degree angle. However, those alternatives presented problems due to the Project's location on a designated Canopy Road because the implementation of the minimum Florida Department of Transportation ("FDOT") standards at the intersection would require removal of a significant number of trees along the Canopy Road corridor on Old Bainbridge Road. Additional concerns were raised with the realignment and signalization alternatives because of the significant impact on adjoining properties. In 2011, the Canopy Roads Citizens Committee ("CRCC") recommended to pursue a roundabout design alternative because, in addition to minimizing impacts to the Canopy Road, it would best accommodate bicycle and pedestrian movement, protect and enhance tree-rooting area, reduce vehicular traffic speeds, and create better sidewalk extensions.

With regard to the Willamette Road connection on the westerly side of Old Bainbridge Road, the County's preliminary engineering report considered the alternative of permanently closing the connection. The City, however, rejected the closure alternative and suggested a larger roundabout design that would accommodate larger vehicles and allow for a connection to Willamette Road. Based on the City's comments and CRCC's recommendation, a revised roundabout design was presented to the CRCC in 2013 and was approved in concept. The final roundabout design was approved by the CRCC in 2014 with details on an enhanced stormwater management facility, improved pedestrian features, a more harmonious design to the existing terrain, and landscaping and irrigation to mitigate the Canopy Road impacts (Attachment #6). The final roundabout design for the Project will improve all traffic movements through the Old Bainbridge at Pullen Road Intersection and will enhance the safety for vehicles and pedestrians by calming the traffic through the intersection and reducing congestion during peak traffic hours.

As a part of Project scope, it will be necessary to acquire various fee simple and easement property interests from the two abutting property owners on each side of Pullen Road adjacent to the roundabout. The acquisition of these property interests will allow for the County to design and construct the Project preferred roundabout design. The Old Bainbridge at Pullen Project has been a long recognized need for replacement of the acutely angled intersection that impedes visibility and makes a difficult right turn for vehicles traveling north on Old Bainbridge Road, and for the reduction of traffic accidents at this intersection. The Project is designed to improve all traffic movements through the Old Bainbridge at Pullen Road intersection and will help to enhance the safety for vehicles and pedestrians by calming the traffic and reducing congestion during peak traffic hours. As such, the Old Bainbridge at Pullen Project clearly represents a County public purpose.

Title: Adoption of Proposed Resolutions for Acquisition of Property by Eminent Domain for Old Bainbridge at Pullen Road Intersection Improvement Project

December 8, 2015

Page 4

Pursuant to Chapter 127, Florida Statutes, counties are granted the power of eminent domain. Pursuant to Section 127.02, Florida Statutes, a county may exercise the power of eminent domain for a county purpose. A county's board of county commissioners exercises its power of eminent domain by adopting a resolution for each of the properties to be acquired. The resolution adopted must set forth the following: (1) the purpose or use for which property is being acquired in sufficient detail to show it is being condemned for a public purpose; (2) an adequate description of the subject property; (3) the estate of interest to be acquired; and (4) a determination and finding that the subject property is reasonably necessary for the stated public purpose. The attached Engineering Memo (Attachment #7) provides supporting background and information for the Board to rely upon in making those findings.

Each of the proposed Resolutions includes the required provisions in accordance with Florida law, including findings that the Old Bainbridge at Pullen Road Intersection Improvement Project represents a valid county public purpose and that the acquisition of the property is necessary to complete the Project. Pursuant to §127.02, Florida Statutes, the Board is required to make the previously-referenced determinations and findings by adopting a resolution for each of the properties being acquired and authorizing the exercise of the power of eminent domain to acquire the property.

#### **Options:**

- 1. Adopt the proposed Resolutions for Acquisition of Property by Eminent Domain for the Old Bainbridge at Pullen Road Intersection Improvement Project (Attachments #1, #2, and #3).
- 2. Do not adopt the proposed Resolutions for Acquisition of Property by Eminent Domain for the Old Bainbridge at Pullen Road Intersection Improvement Project.
- 3. Board direction.

#### **Recommendation:**

Option #1.

#### Attachments:

- 1. Proposed Resolution for Acquisition of Property by Eminent Domain Parcels 101, 701A, and 701B
- 2. Proposed Resolution for Acquisition of Property by Eminent Domain Parcel 702
- 3. Proposed Resolution for Acquisition of Property by Eminent Domain Parcel 103
- 4. Map of Overall Project Area
- 5. Map of Project Area for Acquisition of Property Interests
- 6. Final Project Design Views
- 7. Memorandum from Charles Wu, P.E., Chief of Engineering Design, dated November 23, 2015

### RESOLUTION NO. R15-\_\_\_

(Parcels 101, 701A, and 701B)

RESOLUTION AUTHORIZING LEON COUNTY, FLORIDA TO EXERCISE EMINENT DOMAIN POWER TO ACQUIRE CERTAIN PROPERTY INTERESTS IN LEON COUNTY, FLORIDA, TO CONSTRUCT, OPERATE, AND MAINTAIN EXPANSIONS, IMPROVEMENTS AND/OR OTHER ALTERATIONS CONCERNING THE OLD BAINBRIDGE AT PULLEN ROAD INTERSECTION IMPROVEMENT PROJECT, WITH RESPECT TO PARCELS 101, 701A, AND 701B.

WHEREAS, Leon County, Florida (the "County") is a charter county and political subdivision of the State of Florida; and

**WHEREAS,** pursuant to Chapter 127, Florida Statutes, the Board of County Commissioners (the "Board") is authorized to exercise the power of eminent domain, including the eminent domain power granted to the Department of Transportation by Section 337.27(1), Florida Statutes, the transportation corridor protection provisions of Section 337.273, Florida Statutes, and the right of entry onto property pursuant to Section 337.274, Florida Statutes; and

WHEREAS, in order to reduce the number of traffic crashes in and around the intersection of Old Bainbridge Road at Pullen Road, and to otherwise address the safe and efficient movement of vehicular and pedestrian traffic through the area, the Board approved the Old Bainbridge at Pullen Road Intersection Improvement Project (the "Project"); and

**WHEREAS,** the Project will improve all traffic movements through the Old Bainbridge at Pullen Road intersection and will enhance the safety for vehicles and pedestrians by calming the traffic through the intersection and reducing congestion during peak traffic hours; and

WHEREAS, it is in the public interest and for the public benefit to provide safe and efficient roadways and intersections which protect the health, welfare, and safety of the general public by reducing the number of traffic crashes and the congestion of traffic during peak hours; and

**WHEREAS**, the County and its consultants have considered and weighed many factors, including but not limited to the availability of an alternate alignments, long-range planning, safety considerations, environmental factors, and costs; and

**WHEREAS,** the County has insufficient interests in real property in the Old Bainbridge at Pullen Road area to construct the Project; and

**WHEREAS,** the estates and interests in the real property described herein are reasonably necessary to adequately accommodate the planned improvements, expansions, and/or alterations concerning the Project; and

**WHEREAS**, the County and its consultants have prepared property descriptions and surveys which sufficiently describe and identify the property and interests reasonably necessary to be acquired from the property owner for the public purpose of constructing the Project; and

**WHEREAS,** a fee simple interest in the portion of the real property, which portion is identified in the map of description attached hereto as "Exhibit A," hereinafter referred to as Parcel 101, is reasonably necessary to construct the Project; and

WHEREAS, additional non-exclusive temporary construction easement interests in other portions of the same real property, which other portions are identified in the maps of description attached hereto as "Composite Exhibit B," hereinafter referred to as Parcels 701A and 701B, are reasonably necessary to construct the Project; and

**WHEREAS**, the County's consultants indicate it is reasonably probable that the County will obtain all necessary approvals for the Project from the appropriate governmental entities, including those charged with protecting the natural resources; and

WHEREAS, the County's consultants indicate that condemnation of a fee simple interest in Parcel 101, and of non-exclusive temporary construction easement interests in Parcels 701A and 701B will not result in irreparable harm to natural resources or the environment in the unlikely event that such approvals for this Project are not obtained from the appropriate governmental entities charged with protecting the natural resources; and

WHEREAS, the County has otherwise satisfied all applicable conditions precedent; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Leon County, Florida, as follows:

- 1. The Board hereby determines that the construction of the Old Bainbridge at Pullen Road Intersection Improvement Project represents a valid County public purpose.
- 2. Acquiring a fee simple interest in the real property identified as Parcel 101 as depicted in "Exhibit A" is reasonably necessary for the County public purpose of constructing the Old Bainbridge at Pullen Road Intersection Improvement Project.
- 3. Acquiring a non-exclusive temporary construction easement interest in the real property identified as Parcels 701A and 701B as depicted in "Composite Exhibit B" is reasonably necessary for the County public purpose of constructing the Old Bainbridge at Pullen Road Intersection Improvement Project.

- 4. The County Attorney, in cooperation with the County Administrator and his designated staff, is authorized and directed to institute such negotiations, eminent domain proceedings pursuant to Chapters 73 and/or 74, Florida Statutes, and other collateral proceedings, so as to allow the County to take title and possession of a fee simple interest in the real property identified as Parcel 101 as depicted in "Exhibit A" and of non-exclusive temporary construction easement interests in Parcels 701A and 701B as depicted in "Composite Exhibit B."
  - 5. This Resolution shall become effective upon being adopted and executed.

**DONE AND ADOPTED** by the Board of County Commissioners of Leon County, Florida, on this the 8th day of December, 2015.

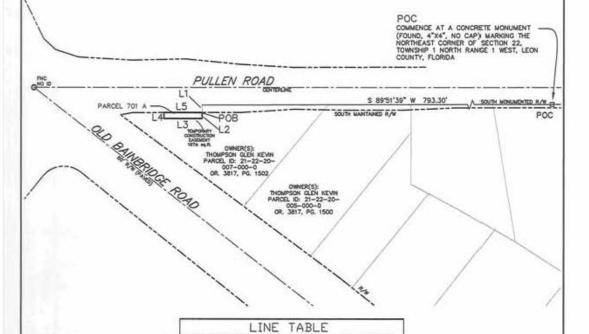
		LEON COUNTY, FLORIDA
	By:	
		Bill Proctor, Chairman
ATTEST:		Board of County Commissioners
Bob Inzer, Clerk of the Circuit Court and Comptroller, Leon County, Florida		
By:		
Approved as to Form:		
Office of the County Attorney Leon County, Florida		
By: Herbert W. A. Thiele		
County Attorney		

F14-00081

#### SKETCH OF DESCRIPTION Exhibit "A" PROPOSED R/W Page A1 of 1 PARCEL101 P.O.C. COMMENCE AT A CONCRETE MONUMENT (FOUND, 4"X4", NO CAP) MARKING THE NORTHEAST CORNER OF SECTION 22, TOWNSHIP 1 NORTH RANGE 1 WEST, LEON COUNTY, FLORIDA FCM 4"X4" NO ID (BROKEN) PULLEN ROAD GNO ID 11 P.O.B. S 89\*51'39" W A 780.15' R/W BY MAINTENANCE Old BRINGRIDGE PORD OWNER(S): THOMPSON GLEN KEVIN PARCEL ID: 21-22-20-007-000-0 OR. 3817, PG. 1502 OWNER(S): THOMPSON GLEN KEVIN PARCEL ID: 21-22-20-005-000-0 OR. 3817, PG. 1500 FNC LB# 5509 OWNER(S): WILEY LOU ANN LOT 1 BLOCK " B" PB. 4, PG. 78 FIR 5/8" Q PA. LINE TABLE LINE BEARING LENGTH L1 S09°11'35"W 7.12' S09°11'35"W 32.85 L3 N50°42'29"W 47.86 NOT TO SCALE N79°05′15°E L4 10.83 L5 N89°52′18'E 31.65 PROPERTY DESCRIPTION: (PARCEL 801) COMMENCE AT A CONCRETE MONUMENT (FOUND, 4"X4", NO CAP) MARKING THE NORTHEAST CORNER OF SECTION 22, TOWNSHIP 1 NORTH RANGE 1 WEST, LEON COUNTY, FLORIDA, AND RUN THENCE SOUTH 89 DEGREES 51 MINUTES 39 SECONDS WEST 780.15 FEET TO A POINT ON THE SOUTHERLY MONUMENTED RIGHT—OF—WAY BOUNDARY OF PULLEN ROAD; THENCE LEAVING SAID SOUTHERLY RIGHT—OF—WAY BOUNDARY RUN S 09"1'35" W A DISTANCE OF 7.12 FEET FOR THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING RUN THENCE SOUTH 09 DEGREES 11 MINUTES 35 SECONDS WEST A DISTANCE OF 32.85 FEET TO THE NORTH RIGHT—OF—WAY BOUNDARY OF OLD BAINBRIDGE ROAD; THENCE ALONG SAID NORTHERLY RIGHT—OF—WAY BOUNDARY RUN NORTH 50 DEGREES 42 MINUTES 29 SECONDS WEST A DISTANCE OF 47.86 FEET TO THE SOUTHERLY MAINTAINED RIGHT—OF—WAY BOUNDARY OF PULLEN ROAD; THENCE ALONG SAID SOUTHERLY MAINTAINED RIGHT—OF—WAY BOUNDARY NORTH 79 DEGREES 05 MINUTES 15 SECONDS EAST A DISTANCE OF 10.83 FEET; THENCE N 89"52'18" E A DISTANCE OF 31.65 FEET TO THE POINT OF BEGINNING. CONTAINING 712 SQ. FT. ± END - ACRES I.P. - ASPHALT I.R. - AVENUE BUILDING BUILEVARD BUILDING BUULEVARD BENCHMARK NE BERAING CURB and GUTTER COUNCRETE MONUMENT COUNTY COUNCRETE MONUMENT COUNTY DEED / DESIGN INFORMATION DHU EAST CELEVATION P. C. C. FIRE HYDRANT P. C. D. B. FIRE HYDRANT P. C. D. B. FIRE HYDRANT P. C. D. B. FIRE HYDRANT P. C. D. FIRE HYDRANT P. C. D. FREN PRM HIGHWAY IRUN PIPE IRUN PIPE IRUN ROD MANHOLE MONUMENT NORTHEAST NATIONAL GEODETIC SURVEY NATIONAL GEODETIC VERTICAL DATUM NUMBER NAIL and CAP NORTHWEST DVERHEAD UTILITY LINE PLAT INFORMATION POINT OF CURVATURE POINT OF CURVATURE PERMANENT CONTROL POINT POINT OF TIMERSECTION POINT OF BEGINNING PERMANENT REFERENCE MONUMENT PDINT OF COMMENCEMENT PDINT OF TANGENCY RADIUS RADIUS RADE RUBD REFERENCE RAILRUBD RIGHT OF WAY SURVEY INFORMATION SECTION STATE ROAD SANITARY SEVER STATION TOWNSHIP TEMPORARY BENCHMARK TERRA COTTA TELEPHONE U. S. GEOLOGICAL SURVEY WEST **LEGEND** CERTIFY TO: CITY OF TALLAHASSEE GENESIS GROUP I hereby certify that this survey meets the minimum technical standards as set forth by the Florida Board of Surveyors and Mappers in Chapter 5J-17.050 Florida Administrative Code, pursuant to Section 472.027, NOTES 1. THIS IS NOT A BOUNDARY SURVEY. 2. NO TITLE OPINION OR ABSTRACT OF MATTERS CONCERNING THIS PROPERTY WAS FURNISHED AT THE TIME OF THIS SURVEY. 3. THE BOUNDARIES SHOWN HEREON ARE BASED ON LEGAL DESCRIPTIONS. 4. NO UNDERGROUND UTILITIES WERE LOCATED EXCEPT AS SHOWN. 5. NO OTHER IMPROVEMENTS WERE LOCATED EXCEPT AS SHOWN. 6. THIS SURVEY IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. DRAWN BY : S. BROWN SHEET NO. CHECKED BY : S. STINSON DATE : MARCH 3, 2015 SURVEYING and MAPPING INC. REVISED: OF 1 3201 Shamrock Street South, Suite #101 SCALE 1" = N/A DATE PLORIDA PROFESSIONAL LAND SURVEYOR No. 5457 FLORIDA LICENSED BUSINESS No. 7834 rallahassee, Florida 32309 (850) 668-7641 Fax (850) e JOB NO Fax: (850) 668 20833.07

# SKETCH OF DESCRIPTION Temporary Construction Easement (PARCEL 701 A)

### Composite Exhibit "B" Page B1 of 4



BEARING

S00\*07'42'E

S00\*07'42'E

\$89\*52'18'W

N00\*07'42\*W

N89\*52'18'E

LENGTH

7.03

5.59

35,28

5.59

35.28

#### PROPERTY DESCRIPTION:

ORIDA PROFESSIONAL LAND SURVEYOR No. 5457
DRIDA LICENSED BUSINESS No. 7834

PROPERTY DESCRIPTION:

(Temporary Construction Easement) Parcel 701 A

COMMENCE AT A CONCRETE MONUMENT (FOUND, 4"X4", NO CAP) MARKING THE NORTHEAST CORNER OF

SECTION 22, TOWNSHIP 1 NORTH RANGE 1 WEST, LEON COUNTY, FLORIDA AND THENCE RUN S 89'51'39"

W 793.30 FEET ALONG THE SOUTH MONUMENTED RIGHT OF WAY LINE OF PULLEN ROAD; THENCE RUN S

00'07'42" E, A DISTANCE OF 7.03 FEET TO THE MAINTAINED RIGHT OF WAY LINE OF PULLEN ROAD AND

THE POINT OF BEGINNING; FROM SAID POINT OF BEGINNING RUN S 00'07'42" E A DISTANCE OF 5.59

FEET; THENCE RUN S 89'52'18" W, A DISTANCE OF 35.28 FEET; THENCE RUN N 00'07'42" W, A

DISTANCE OF 5.59 FEET; THENCE RUN N 89'52'18" E, A DISTANCE OF 35.28 FEET TO THE POINT OF

BEGINNING. CONTAINING 197 SQ. FT. ±.

LINE

L2

L5



LEGEND  ACPH ACRES ACPH ACRES B.E ACRES B.E ACRES B.E ACRES B.E ACRES B.E ACRES B.E ACRES B.E ACRES B.E ACRES B.E ACRES B.E ACRES B.E ACRES B.E ACRES B.E BENDOWARD B. M BENDOWARD B. M BENDOWARD B. M BENDOWARD B. M BENDOWARD B. M BENDOWARD B. M BENDOWARD B. M BENDOWARD B. M BENDOWARD B. M BENDOWARD B BAST B. BESION INFORMATION B BAST B. BESION INFORMATION B BAST B. BESION INFORMATION B BAST B. BESION INFORMATION B BAST B. BESION INFORMATION B BAST B. BESION INFORMATION B BENDOWARD B. B BESION INFORMATION B BENDOWARD B	I.P I.R I.	NATIONAL ( NUMBER MAIL and ( NORTHVEST OVERHEAD I PLAT INFO POINT OF ( PERMANENT POINT OF ( POINT OF ( POINT OF ( POINT OF ( POINT OF ( POINT OF ( POINT OF ( POINT OF ( ) POINT OF ( )	UTILITY LINE ENATION CURVATURE COMPOUND CURVATURE CONTROL POINT INTERSECTION	P. T. R RMG. REF. RF/W (SEC SER SET THIN T. C. E. USES W	- POINT OF COMPRISENCY - POINT OF TANGENCY - RADIUS - RADIUS - POAD - PO	CITY	TIFY TO: OF TALLAHAS ESIS GROUP	SSEE
I hereby certify that this survey technical standards as set forth by at Surveyors and Mappers in Chapte Administrative Code, pursuant to Florida Statutes.	the Flo	472.027.	E. NO TITLE OPINION OR A THE BOUNDARIES SHOWN A. NO UNDERGROUND UTILITY S. NO DITHER IMPROVEMENTS	HEREDN TIES WER MERE U	UNDARY SURVEY.  TOF MATTERS CONCERNING T ARE BASES ON LEGAL BESCH & LOCATES EXCEPT AS SHOWN HOUT THE STOMATURE AND O			
22	7				. 0	LAWN BY :	K.SPELL	SHEET N
(//( ))	,	/	1	r i	dian	ECKED BY	1 S.STINSON	1
VII H	1/1	-	1/4/16		u lun	TE : MAR	RCH 4, 2015	
AMMAN	1/5/1	9	SURVI	EYING	and MAPPING INC. R	WSED:		OF 1

SCALE 1" = 50"

3201 Shamrock Street South, Suite #101 Talishassee, Florida 32309

Officer (850) 668-7641 Fax: (850) 668-764

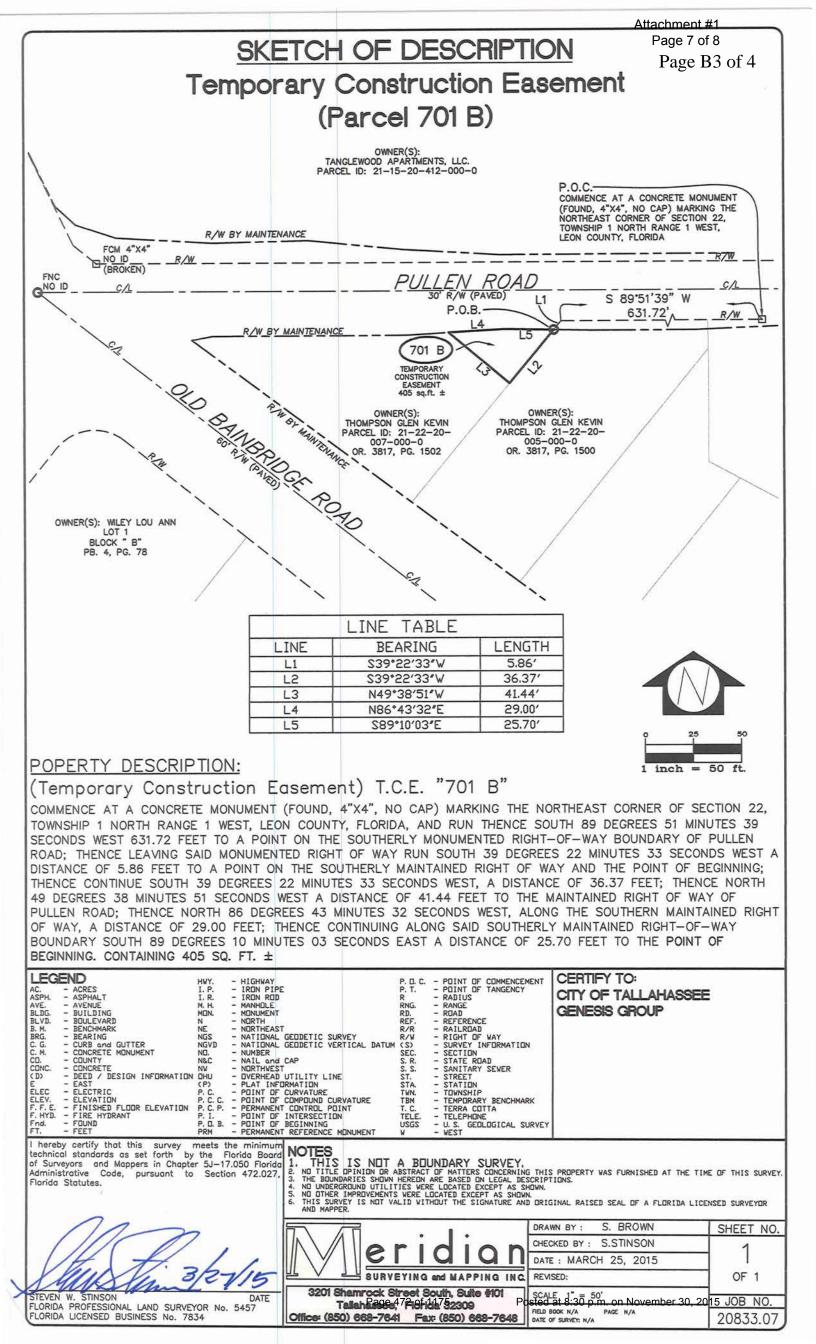
20833.07

#### (PARCEL 701A)

#### TEMPORARY CONSTRUCTION EASEMENT – TERM SHEET

A Temporary Construction Easement ("TCE") over the parcel of land described herein for the purpose of facilitating the harmonization of the subject property's driveway connection(s) to Pullen Road as a part of Leon County's Old Bainbridge at Pullen Road Intersection Improvement Project ("Project"), limited to the uses as follows, to wit:

- (a) Leon County and its contractors shall have the right to ingress, egress and use the above described lands to perform all work necessary for the purpose of tying in and harmonizing the remainder property and the improvements thereon to the improvements to be constructed in connection with the Project, including without limitation sloping, grading, clearing, grubbing, storage of materials and equipment, excavation, and restoration, subject to subparagraph (d), below;
- (b) Following completion of construction, Leon County and/or its contractors shall remove its materials and equipment associated with said activities, and shall restore, repair or replace any pre-existing asphalt, curbing, and/or sod within the TCE area disturbed by such activities. Pre-existing sod or landscaping, if any, within the TCE disturbed by the construction shall be replaced with sod or plants of such comparable species and size, as are readily available;
- (c) Leon County and/or its contractors shall have the right to operate vehicles and equipment within the TCE area and to use said easement to park said vehicles and equipment and store materials, subject to subparagraph (d), below;
- (d) The TCE shall be non-exclusive and Leon County and/or its contractor's use and enjoyment of the rights granted herein shall not interfere with reasonable vehicular or pedestrian access to the remaining property over the TCE area;
- (e) The TCE shall expire upon the final completion of the construction of the Project, but in no event later than three years from the date on which Leon County acquires title to the TCE.



#### (PARCEL 701B)

#### TEMPORARY CONSTRUCTION EASEMENT – TERM SHEET

A Temporary Construction Easement ("TCE") over the parcel of land described herein for the purpose of facilitating the harmonization of the subject property's driveway connection(s) to Pullen Road as a part of Leon County's Old Bainbridge at Pullen Road Intersection Improvement Project ("Project"), limited to the uses as follows, to wit:

- (a) Leon County and its contractors shall have the right to ingress, egress and use the above described lands to perform all work necessary for the purpose of tying in and harmonizing the remainder property and the improvements thereon to the improvements to be constructed in connection with the Project, including without limitation sloping, grading, clearing, grubbing, storage of materials and equipment, excavation, and restoration, subject to subparagraph (d), below;
- (b) Following completion of construction, Leon County and/or its contractors shall remove its materials and equipment associated with said activities, and shall restore, repair or replace any pre-existing asphalt, curbing, and/or sod within the TCE area disturbed by such activities. Pre-existing sod or landscaping, if any, within the TCE disturbed by the construction shall be replaced with sod or plants of such comparable species and size, as are readily available;
- (c) Leon County and/or its contractors shall have the right to operate vehicles and equipment within the TCE area and to use said easement to park said vehicles and equipment and store materials, subject to subparagraph (d), below;
- (d) The TCE shall be non-exclusive and Leon County and/or its contractor's use and enjoyment of the rights granted herein shall not interfere with reasonable vehicular or pedestrian access to the remaining property over the TCE area;
- (e) The TCE shall expire upon the final completion of the construction of the Project, but in no event later than three years from the date on which Leon County acquires title to the TCE.

#### **RESOLUTION NO. R15-**

(Parcel 702)

RESOLUTION AUTHORIZING LEON COUNTY, FLORIDA TO EXERCISE EMINENT DOMAIN POWER TO ACQUIRE CERTAIN PROPERTY INTERESTS IN LEON COUNTY, FLORIDA, TO CONSTRUCT, OPERATE, AND MAINTAIN EXPANSIONS, IMPROVEMENTS AND/OR OTHER ALTERATIONS CONCERNING THE OLD BAINBRIDGE AT PULLEN ROAD INTERSECTION IMPROVEMENT PROJECT, WITH RESPECT TO PARCEL 702.

**WHEREAS,** Leon County, Florida (the "County") is a charter county and political subdivision of the State of Florida; and

**WHEREAS,** pursuant to Chapter 127, Florida Statutes, the Board of County Commissioners (the "Board") is authorized to exercise the power of eminent domain, including the eminent domain power granted to the Department of Transportation by Section 337.27(1), Florida Statutes, the transportation corridor protection provisions of Section 337.273, Florida Statutes, and the right of entry onto property pursuant to Section 337.274, Florida Statutes; and

WHEREAS, in order to reduce the number of traffic crashes in and around the intersection of Old Bainbridge Road at Pullen Road, and to otherwise address the safe and efficient movement of vehicular and pedestrian traffic through the area, the Board approved the Old Bainbridge at Pullen Road Intersection Improvement Project (the "Project"); and

**WHEREAS**, the Project will improve all traffic movements through the Old Bainbridge at Pullen Road intersection and will enhance the safety for vehicles and pedestrians by calming the traffic through the intersection and reducing congestion during peak traffic hours; and

WHEREAS, it is in the public interest and for the public benefit to provide safe and efficient roadways and intersections which protect the health, welfare, and safety of the general public by reducing the number of traffic crashes and the congestion of traffic during peak hours; and

**WHEREAS**, the County and its consultants have considered and weighed many factors, including but not limited to the availability of an alternate alignments, long-range planning, safety considerations, environmental factors, and costs; and

**WHEREAS,** the County has insufficient interests in real property in the Old Bainbridge at Pullen Road area to construct the Project; and

**WHEREAS**, the estates and interests in the real property described herein are reasonably necessary to adequately accommodate the planned improvements, expansions, and/or alterations concerning the Project; and

**WHEREAS**, the County and its consultants have prepared property descriptions and surveys which sufficiently describe and identify the property and interests reasonably necessary to be acquired from the property owner for the public purpose of constructing the Project; and

**WHEREAS,** a non-exclusive temporary construction easement interest in the portion of the real property, which portion is identified in the map of description attached hereto as "Exhibit A," hereinafter referred to as Parcel 702, is reasonably necessary to construct the Project; and

**WHEREAS**, the County's consultants indicate it is reasonably probable that the County will obtain all necessary approvals for the Project from the appropriate governmental entities, including those charged with protecting the natural resources; and

WHEREAS, the County's consultants indicate that condemnation of a non-exclusive temporary construction easement interest in Parcel 702 will not result in irreparable harm to natural resources or the environment in the unlikely event that such approvals for this Project are not obtained from the appropriate governmental entities charged with protecting the natural resources; and

WHEREAS, the County has otherwise satisfied all applicable conditions precedent; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Leon County, Florida, as follows:

- 1. The Board hereby determines that the construction of the Old Bainbridge at Pullen Road Intersection Improvement Project represents a valid County public purpose.
- 2. Acquiring a non-exclusive temporary construction easement interest in the real property identified as Parcel 702 as depicted in "Composite Exhibit A" is reasonably necessary for the County public purpose of constructing the Old Bainbridge at Pullen Road Intersection Improvement Project.
- 3. The County Attorney, in cooperation with the County Administrator and his designated staff, is authorized and directed to institute such negotiations, eminent domain proceedings pursuant to Chapters 73 and/or 74, Florida Statutes, and other collateral proceedings, so as to allow the County to take title and possession of a non-exclusive temporary construction easement interest in Parcel 702 as depicted in "Composite Exhibit A."

4. This Resolution shall become effective upon being adopted and executed.

**DONE AND ADOPTED** by the Board of County Commissioners of Leon County, Florida, on this the 8th day of December, 2015.

LEON COUNTY,	, FLORIDA
--------------	-----------

	By:	
	<i>,</i>	Bill Proctor, Chairman
		Board of County Commissioners
ATTEST:		
Bob Inzer, Clerk of the Circuit Court and Comptroller, Leon County, Florida		
By:		
<u> </u>		
Approved as to Form:		
Office of the County Attorney		
Leon County, Florida		
By:		
Herbert W. A. Thiele		
County Attorney		

Attachment #2 SKETCH OF DESCRIPTION Page 4 of 5 Temporary Construction Easement Exhibit "A" (Parcel 702) OWNER(S): TANGLEWOOD APARTMENTS, LLC. PARCEL ID: 21-15-20-412-000-0 P.O.C. COMMENCE AT A CONCRETE MONUMENT (FOUND, 4"X4", NO CAP) MARKING THE NORTHEAST CORNER OF SECTION 22, TOWNSHIP 1 NORTH RANGE 1 WEST, LEON COUNTY, FLORIDA FCM 4"X4" NO ID (BROKEN) PULLEN ROAD
30' R/W (PAVED) QNO ID S 89°51'39' 61,1.14 R/W MAINTAINED R/W P.O.B. L2 16 Old BANABARD CH POAD 3 (702 TEMPORARY CONSTRUCTION EASEMENT 1,067± sq.ft. L5 OWNER(S): 1,067 THOMPSON GLEN KEVIN PARCEL ID: 21-22-20-007-000-0 OR. 3817, PG. 1502 OWNER(S): THOMPSON GLEN KEVIN PARCEL ID: 21-22-20-005-000-0 OR. 3817, PG. 1500 OWNER(S): WILEY LOU ANN LOT 1 BLOCK " B" PB. 4, PG. 78 LINE TABLE LINE BEARING LENGTH S00°08'25'E 5.06 S89°52'18'W L2 1.48 L3 S01°01'03"W 29.65 N88°58′57″W L4 43.93 N49°38′51″W L5 1.90' N39°22'34"E 36.26 L6 \$88°59'58"E 22.90 PROPERTY DESCRIPTION: L7 (Temporary Construction Easement) Parcel 702 COMMENCE AT A CONCRETE MONUMENT (FOUND, 4"X4", NO CAP) MARKING THE NORTHEAST CORNER OF SECTION 22, TOWNSHIP 1 NORTH RANGE 1 WEST, LEON COUNTY, FLORIDA, AND RUN THENCE SOUTH 89 DEGREES 51 MINUTES 39 SECONDS WEST 611.14 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY BOUNDARY OF PULLEN ROAD; THENCE RUN SOUTH 00 DEGREES 08 MINUTES 25 RIGHT-OF-WAY BOUNDARY OF PULLEN ROAD; THENCE RUN SOUTH 00 DEGREES 08 MINUTES 25 SECONDS EAST, A DISTANCE OF 5.06' TO A POINT ON THE MAINTAINED RIGHT OF WAY OF PULLEN ROAD; THENCE RUN SOUTH 89 DEGREES 52 MINUTES 18 SECONDS WEST, A DISTANCE OF 1.48 FEET TO THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING AND LEAVING SAID SOUTHERLY MAINTAINED RIGHT-OF-WAY RUN SOUTH 01 DEGREES 01 MINUTES 03 SECONDS WEST A DISTANCE OF 29.65 FEET; THENCE NORTH 88 DEGREES 58 MINUTES 57 SECONDS WEST A DISTANCE OF 43.93 FEET; THENCE NORTH 49 DEGREES 38 MINUTES 51 SECONDS WEST A DISTANCE OF 1.90 FEET; THENCE NORTH 49 DEGREES 22 MINUTES 34 SECONDS EAST, A DISTANCE OF 36.26 FEET TO THE SOUTHERLY MAINTAINED RIGHT-OF-WAY BOUNDARY OF PULLEN ROAD; THENCE ALONG SAID SOUTHERLY MAINTAINED RIGHT-OF-WAY BOUNDARY SOUTH 88 DEGREES 59 MINUTES 58 SECONDS EAST A DISTANCE OF 22.90 FEET TO THE POINT OF BEGINNING. CONTAINING 1,067± SQ. FT. HIGHWAY
IRON PIPE
IRON ROD
MANHOLE
MOUNTH
NORTH
NORTH
NORTHEAST
NATIONAL GEODETIC SURVEY
NATIONAL GEODETIC VERTICAL DATUM
NUMBER
NAIL and CAP
NORTHWEST
OWERHEAD UTILITY LINE
PLAT INFORMATION
POINT OF COMPOUND CURVATURE
POINT OF COMPOUND CURVATURE
POINT OF SEGINNING
POINT OF BEGINNING
PERMANENT REFERENCE MONUMENT POINT OF COMMENCEMENT
POINT OF TANGENCY
RADIUS
RANGE
RUAD
REFERENCE
RAILROAD
RIGHT OF WAY
SURVEY INFORMATION
SCATTON
STATE ROAD
SANITARY SEWER
STREET
STATION
TOWNSHIP **LEGEND** CERTIFY TO: P. D. C. -P. T. -RNG. -- ACRES
- ASPHALT
- AVENUE
- BUILDING
- BUULEVARD
- BENCHMARK
- BEARING I. P. I. R. M. H. MON. N NE NGS CITY OF TALLAHASSEE **GENESIS GROUP** BEARING NGS
CURB and GUTTER NGVD
CONCRETE MONUMENT ND.
COUNTY N&C
CONCRETE NV
DEED / DESIGN INFORMATION DHU CO. CONC. (D) DEED / DESIGN INFORMATION EAST ELECTRIC ELEVATION FINISHED FLOOR ELEVATION FIRE HYDRANT FOUND FEET P. C. P. P. I. P. D. B. PRM E ELEC ELEV. F. F. E. F. HYD. Fnd. FT. TOWNSHIP
TEMPORARY BENCHMARK
TERRA COTTA
TELEPHONE
U. S. GEOLOGICAL SURVEY T. C. TELE. USGS I hereby certify that this survey meets the minimum technical standards as set forth by the Florida Board of Surveyors and Mappers in Chapter 5J-17.050 Florida Administrative Code, pursuant to Section 472.027. NOTES
1. THIS IS NOT A BOUNDARY SURVEY.
2. NO TITLE OPINION OR ABSTRACT OF MATTERS CONCERNING THIS PROPERTY WAS FURNISHED AT THE TIME OF THIS SURVEY.
3. THE BOUNDARIES SHOWN HEREON ARE BASED ON LEGAL DESCRIPTIONS.
4. NO UNDERGROUND UTLITITES WERE LOCATED EXCEPT AS SHOWN.
5. NO OTHER IMPROVEMENTS WERE LOCATED EXCEPT AS SHOWN.
6. THIS SURVEY IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

DRAWN BY: K.SPELL SHEET NO. Florida Statutes. CHECKED BY : S.STINSON Ian DATE : FEBRUARY 11, 2014 SURVEYING and MAPPING INC. REVISED: MARCH 4, 2015 OF 1 3201 Shamrock Street South, Suite #101 SCALE 1" = 50' steed at 8:30 p.m. on November 30, 20 15 JOB NO.

PAGE N/A

DATE OF SURVEY: N/A

20833.0' SCALE 1" DATE FLORIDA PROFESSIONAL LAND SURVEYOR No. 5457 FLORIDA LICENSED BUSINESS No. 7834 Tallahatage: 477ofidá.752309 Office: (850) 668-7641 Fax: (850) 6 Fax: (850) 668-7648 20833.07

#### (PARCEL 702)

#### TEMPORARY CONSTRUCTION EASEMENT – TERM SHEET

A Temporary Construction Easement ("TCE") over the parcel of land described herein for the purpose of facilitating the harmonization of the subject property's driveway connection(s) to Pullen Road as a part of Leon County's Old Bainbridge at Pullen Road Intersection Improvement Project ("Project"), limited to the uses as follows, to wit:

- (a) Leon County and its contractors shall have the right to ingress, egress and use the above described lands to perform all work necessary for the purpose of tying in and harmonizing the remainder property and the improvements thereon to the improvements to be constructed in connection with the Project, including without limitation sloping, grading, clearing, grubbing, storage of materials and equipment, excavation, and restoration, subject to subparagraph (d), below;
- (b) Following completion of construction, Leon County and/or its contractors shall remove its materials and equipment associated with said activities, and shall restore, repair or replace any pre-existing asphalt, curbing, and/or sod within the TCE area disturbed by such activities. Pre-existing sod or landscaping, if any, within the TCE disturbed by the construction shall be replaced with sod or plants of such comparable species and size, as are readily available;
- (c) Leon County and/or its contractors shall have the right to operate vehicles and equipment within the TCE area and to use said easement to park said vehicles and equipment and store materials, subject to subparagraph (d), below;
- (d) The TCE shall be non-exclusive and Leon County and/or its contractor's use and enjoyment of the rights granted herein shall not interfere with reasonable vehicular or pedestrian access to the remaining property over the TCE area;
- (e) The TCE shall expire upon the final completion of the construction of the Project, but in no event later than three years from the date on which Leon County acquires title to the TCE.

#### RESOLUTION NO. R15-\_\_\_

(Parcel 103)

RESOLUTION AUTHORIZING LEON COUNTY, FLORIDA TO EXERCISE EMINENT DOMAIN POWER TO ACQUIRE CERTAIN PROPERTY INTERESTS IN LEON COUNTY, FLORIDA, TO CONSTRUCT, OPERATE, AND MAINTAIN EXPANSIONS, IMPROVEMENTS AND/OR OTHER ALTERATIONS CONCERNING THE OLD BAINBRIDGE AT PULLEN ROAD INTERSECTION IMPROVEMENT PROJECT, WITH RESPECT TO PARCEL 103.

**WHEREAS,** Leon County, Florida (the "County") is a charter county and political subdivision of the State of Florida; and

**WHEREAS,** pursuant to Chapter 127, Florida Statutes, the Board of County Commissioners (the "Board") is authorized to exercise the power of eminent domain, including the eminent domain power granted to the Department of Transportation by Section 337.27(1), Florida Statutes, the transportation corridor protection provisions of Section 337.273, Florida Statutes, and the right of entry onto property pursuant to Section 337.274, Florida Statutes; and

WHEREAS, in order to reduce the number of traffic crashes in and around the intersection of Old Bainbridge Road at Pullen Road, and to otherwise address the safe and efficient movement of vehicular and pedestrian traffic through the area, the Board approved the Old Bainbridge at Pullen Road Intersection Improvement Project (the "Project"); and

**WHEREAS**, the Project will improve all traffic movements through the Old Bainbridge at Pullen Road intersection and will enhance the safety for vehicles and pedestrians by calming the traffic through the intersection and reducing congestion during peak traffic hours; and

WHEREAS, it is in the public interest and for the public benefit to provide safe and efficient roadways and intersections which protect the health, welfare, and safety of the general public by reducing the number of traffic crashes and the congestion of traffic during peak hours; and

**WHEREAS,** the County and its consultants have considered and weighed many factors, including but not limited to the availability of an alternate alignments, long-range planning, safety considerations, environmental factors, and costs; and

**WHEREAS,** the County has insufficient interests in real property in the Old Bainbridge at Pullen Road area to construct the Project; and

**WHEREAS,** the estates and interests in the real property described herein are reasonably necessary to adequately accommodate the planned improvements, expansions, and/or alterations concerning the Project; and

**WHEREAS**, the County and its consultants have prepared property descriptions and surveys which sufficiently describe and identify the property and interests reasonably necessary to be acquired from the property owner for the public purpose of constructing the Project; and

**WHEREAS,** a fee simple interest in the portion of the real property, which portion is identified in the map of description attached hereto as "Exhibit A," hereinafter referred to as Parcel 103, is reasonably necessary to construct the Project; and

**WHEREAS**, the County's consultants indicate it is reasonably probable that the County will obtain all necessary approvals for the Project from the appropriate governmental entities, including those charged with protecting the natural resources; and

WHEREAS, the County's consultants indicate that condemnation of a fee simple interest in Parcel 103 will not result in irreparable harm to natural resources or the environment in the unlikely event that such approvals for this Project are not obtained from the appropriate governmental entities charged with protecting the natural resources; and

WHEREAS, the County has otherwise satisfied all applicable conditions precedent; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Leon County, Florida, as follows:

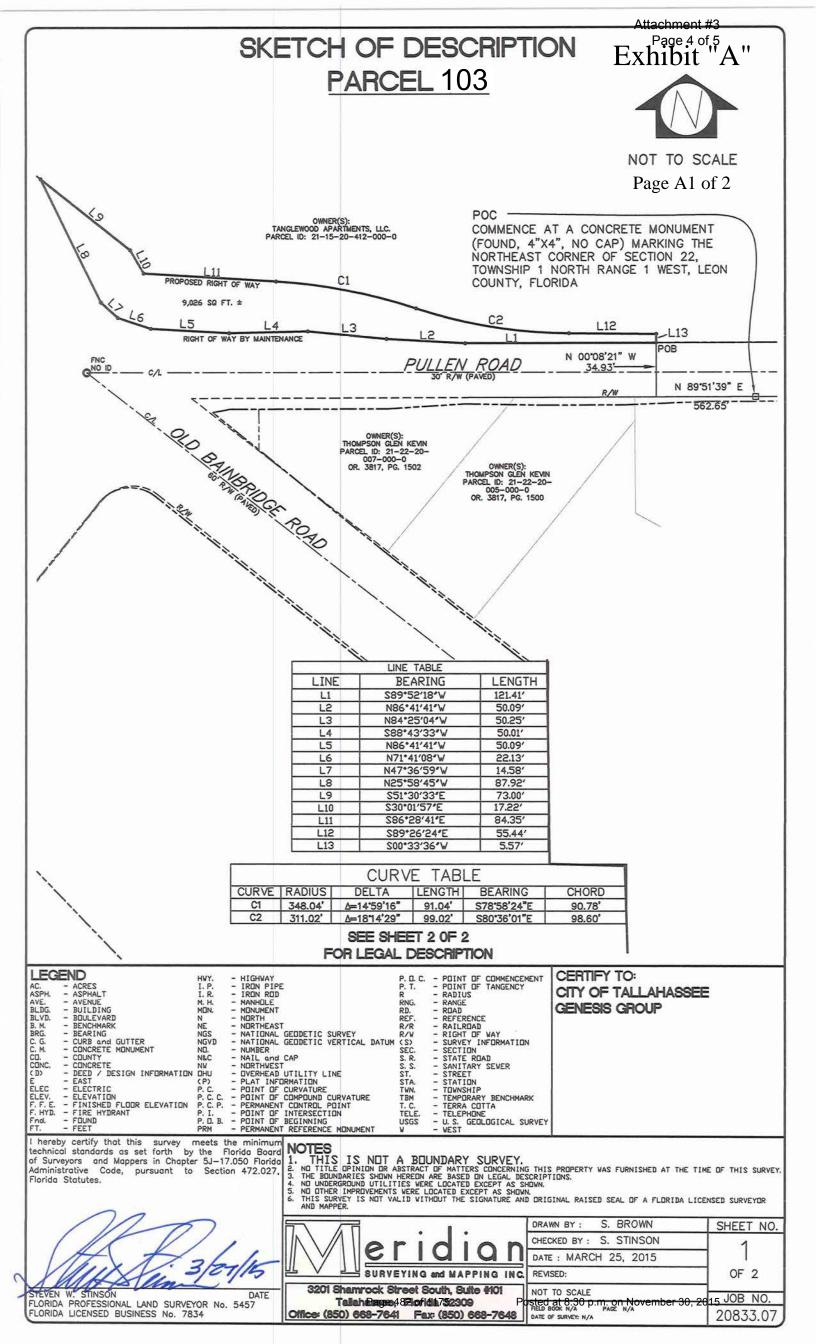
- 1. The Board hereby determines that the construction of the Old Bainbridge at Pullen Road Intersection Improvement Project represents a valid County public purpose.
- 2. Acquiring a fee simple interest in the real property identified as Parcel 103 as depicted in "Exhibit A" is reasonably necessary for the County public purpose of constructing the Old Bainbridge at Pullen Road Intersection Improvement Project.
- 3. The County Attorney, in cooperation with the County Administrator and his designated staff, is authorized and directed to institute such negotiations, eminent domain proceedings pursuant to Chapters 73 and/or 74, Florida Statutes, and other collateral proceedings, so as to allow the County to take title and possession of a fee simple interest in the real property identified as Parcel 103 as depicted in "Exhibit A."

4. This Resolution shall become effective upon being adopted and executed.

**DONE AND ADOPTED** by the Board of County Commissioners of Leon County, Florida, on this the 8th day of December, 2015.

LEON COUNTY, FLORIDA

	By:
	Bill Proctor, Chairman
A PROPERTY.	Board of County Commissioners
ATTEST:	
Bob Inzer, Clerk of the Circuit Court and Comptroller, Leon County, Florida	
By:	
Approved as to Form:	
Office of the County Attorney	
Leon County, Florida	
By:	
By: Herbert W. A. Thiele	
County Attorney	



Page A2 of 2

## DESCRIPTION PROPOSED RIGHT-OF-WAY



COMMENCE AT A CONCRETE MONUMENT (FOUND, 4"X4", NO CAP) MARKING THE NORTHEAST CORNER OF SECTION 22, TOWNSHIP 1 NORTH RANGE 1 WEST, LEON COUNTY, FLORIDA AND RUN N 89°51'39" E ALONG THE SOUTH RIGHT OF WAY LINE OF PULLEN ROAD A DISTANCE OF 562.65 FEET; THENCE LEAVING SAID SOUTH RIGHT OF WAY RUN N 00°08'21" WAY DISTANCE OF 34.93 FEET TO THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING RUN THENCE S 89°52'18" W, A A DISTANCE OF 34.93 FEET TO THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING RUN THENCE S 89 52 18 W, A DISTANCE OF 121.41 FEET; THENCE N 86\*41'41" W, A DISTANCE OF 50.09 FEET; THENCE N 84\*25'04" W, A DISTANCE OF 50.25 FEET; THENCE S 88\*43'33" W, A DISTANCE OF 50.01 FEET; THENCE N 86\*41'41" W, A DISTANCE OF 50.09 FEET; THENCE N 71\*41'08" W, A DISTANCE OF 22.13 FEET; THENCE N 47\*36'59" W, A DISTANCE OF 14.58 FEET; THENCE N 25\*58'45" W, A DISTANCE OF 87.92 FEET; THENCE S 51\*30'33" E, A DISTANCE OF 73.00 FEET; THENCE S 30\*01'57" E, A DISTANCE OF 17.22 FEET; THENCE S 86\*28'41" E, A DISTANCE OF 84.35 FEET; TO A POINT OF CURVATURE TO THE RIGHT; THENCE ALONG SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AN ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL ANGLE OF 1459'16" FOR AND ADDITIONAL OF SAID CURVE, WITH A RADIUS OF 348.04 FEET, THROUGH A CENTRAL AND CARREST OF SAID CURVE. ARC LENGTH OF 91.04 FEET (HAVING A CHORD BEARING AND DISTANCE OF N78'58'24"W, 90.78 FEET) TO A POINT OF REVERSE CURVATURE; THENCE ALONG SAID CURVE WITH A RADIUS OF 311.02 FEET, THROUGH A CENTRAL ANGLE OF 18'14'29" FOR AN ARC LENGTH OF 99.02 FEET (HAVING A CHORD BEARING AND DISTANCE OF S80'36'01"E, 98.60'); THENCE S 89°26'24" E, A DISTANCE OF 55.44 FEET; THENCE S 00°33'36" W, A DISTANCE OF 5.57 FEET TO THE POINT OF BEGINNING. CONTAINING 9,026 SQ FT. ±.

#### SEE SHEET 1 OF 2 R SKETCH OF DESCRIPTION

LEG AC. ASPH. AVE. BLDG. BLVD. BS. M. BRG. C. G. CO. CO. CO. CO. CO.	END  - ACRES  - ASPHALT  - AVENUE  - BUILDING  - BUULEVARD  - BENCHMARK  - CURB and GUTTER  - CUNCRETE MONUMENT  - COUNTY  - COUNCRETE  - DEED / DESIGN INFORMATION  - EAST  - ELECTRIC	(P)	- HIGHWAY - IRINN PIPE - IRINN RIDD - MANHOLE - MINNIMENT - NORTHEAST - NATIONAL GEODETIC SURVEY - NATIONAL GEODETIC VERTICAL DATUM NUMBER - NAIL and CAP - NORTHWEST - DVERHEAD UTILITY LINE - PLAT INFORMATION - POINT OF CHEVALUE	P. D. C. P. T. R RNG. RD. REF. R/R (S) SEC. S. R. S. S. S. S. S. T.	- POINT OF COMMENCEMENT - POINT OF TANGENCY - RADIUS - RANGE - RIGAD - REFERENCE - RAILROAD - RIGHT OF WAY - SURVEY INFORMATION - SECTION - STATE ROAD - SANITARY SEVER - STREET - STATION	CERTIFY TO: CITY OF TALLAHASSEE GENESIS GROUP
ELEV. F. F. E.	- ELECTRIC - ELEVATION - FINISHED FLOOR ELEVATION - FIRE HYDRANT - FOUND - FEET	P. C. P. P. I.	- POINT OF CURVATURE - POINT OF COMPOUND CURVATURE - PERMANENT CONTROL POINT - POINT OF INTERSECTION - POINT OF BEGINNING - PERMANENT REFERENCE MONUMENT	TWN. TBM T. C. TELE. USGS W	- TUYNSHIP - TEMPURARY BENCHMARK - TERRA CUTTA - TELEPHUNE - U.S. GEOLUGICAL SURVEY - WEST	

I hereby certify that this survey meets the minimum technical standards as set forth by the Florida Board of Surveyors and Mappers in Chapter 5J-17.050 Florida 1. THIS IS NOT A BOUNDARY SURVEY.

Administrative Code, pursuant to Section 472.027, Florida Statutes.

NOTES

1. THIS IS NOT A BOUNDARY SURVEY.

2. NO ITILE OPINION OR ABSTRACT OF MATTERS CONCERNING THIS PROPERTY WAS FURNISHED AT THE TIME OF THIS SURVEY.

3. THE BOUNDARIES SHOWN HEREON ARE BASED ON LEGAL DESCRIPTIONS.

4. NO OTHER IMPROVEMENTS WERE LOCATED EXCEPT AS SHOWN.

5. NO OTHER IMPROVEMENTS WERE LOCATED EXCEPT AS SHOWN.

6. THIS SURVEY IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

CHECKED BY : S. STINSON DATE: FEBRUARY 23, 2015 SURVEYING and MAPPING INC. REVISED:

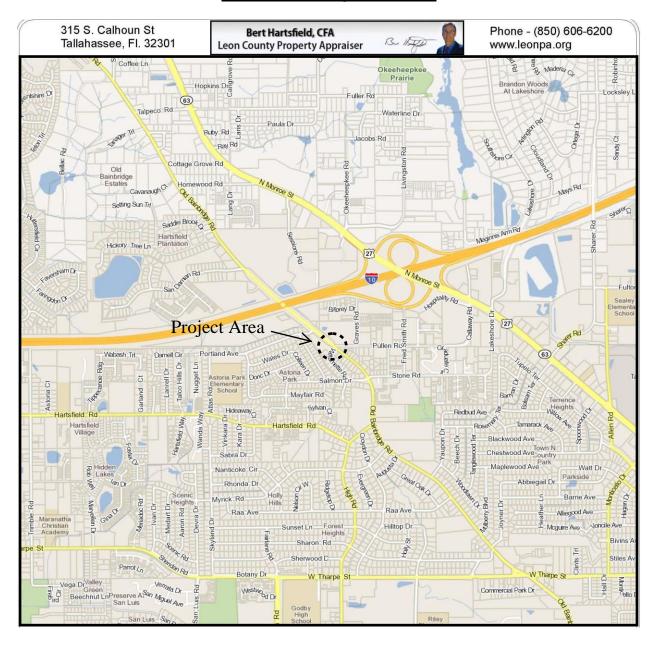
FLORIDA PROFESSIONAL LAND SURVEYOR No. 5457 FLORIDA LICENSED BUSINESS No. 7834

3201 Shamrock Street South, Suite #101 Taliahapage,483cricia 22309 Office: (850) 668-7641 Fax: (850) 668-7648

SCALE 1" = 50' JOB NO. Posted at 8:30 p.m. on November 30, 20833.07 DATE OF SURVEY: N/A

OF 2

## **Overall Project Area**



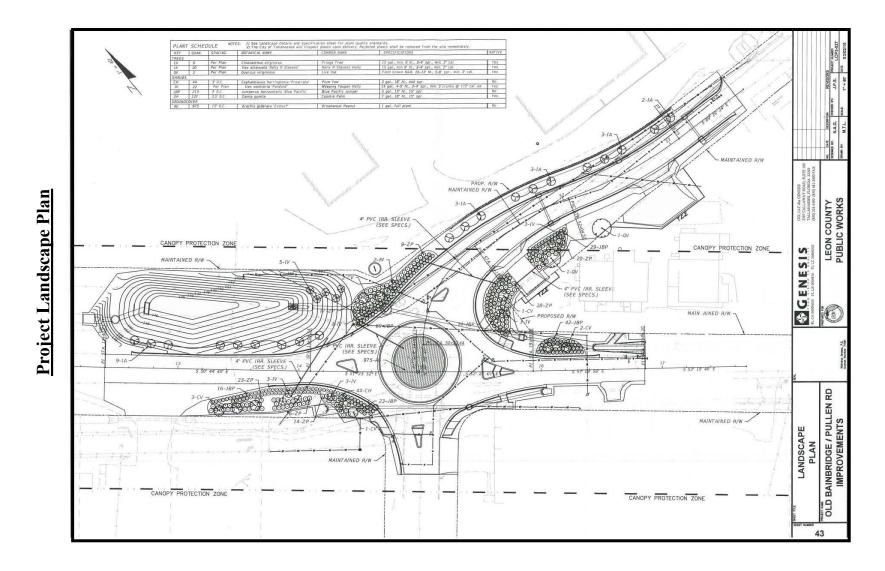
## **Project Area for Acquisition of Property Interests**



Parcels Subject to Acquisition of Property Interests

### **Project Rendering Aerial View**





## BOARD OF COUNTY COMMISSIONERS INTER-OFFICE MEMORANDUM

To: Herbert W. A. Thiele, Esq.

County Attorney

From: Charles Wu, P.E.

Chief of Engineering Design, Engineering Services Division

Leon County Department of Public Works

Date: November 23, 2015

Subject: Public Purpose and Necessity of Property to be Acquired for Old Bainbridge at

Pullen Road Intersection Improvement Project

#### I. INTRODUCTION

The following information is submitted for consideration by the Board of County Commissioners ("Board") in approving the Resolution of public purpose and necessity for the acquisition of property interests associated with the construction of roadway improvements at the intersection of Old Bainbridge Road and Pullen Road ("Old Bainbridge at Pullen Road Intersection" or "Subject Intersection"). The Old Bainbridge at Pullen Road Intersection Improvement Project (the "Old Bainbridge at Pullen Project" or "Project") will improve the Subject Intersection with the construction of a roundabout that will provide a safe connection of Old Bainbridge Road with Pullen Road and Willamette Road (Attachment #1).

In my capacity as Chief of Engineering Design, I have knowledge of the factors considered in recommending that the Board: (a) select the alternative for the proposed improvements as set forth in the current construction plans and map of survey for the Project; and (b) authorize eminent domain to acquire the property interests necessary for the public purpose of constructing the Project.

#### II. PROJECT PURPOSE AND CHRONOLOGY

The Project is located in northern Leon County on Old Bainbridge Road approximately one-quarter mile south of Interstate-10 at the intersection of Pullen Road and Willamette Road. The existing configuration of the Old Bainbridge at Pullen Road and Willamette Road is at an acute angle that impedes visibility and makes a difficult right turn for vehicles traveling north on Old Bainbridge Road. Westbound left turns are significantly impeded during peak travel times which results in long traffic queues on Pullen Road. In the past five years, 35 traffic crashes have occurred at this intersection.

In 2003, as part of the budget approval process, the Board approved the construction of improvements to the Subject Intersection. In 2005, the County received its preliminary engineering report prepared by Kimley-Horn and Associates which studied the conditions at the Subject Intersection and developed three conceptual design alternatives for improvement. During the same time period, the City of Tallahassee initiated the Callaway/Pullen Road Neighborhood Enhancement Project (the "Enhancement Project"), which was to construct improvements along the adjacent Callaway/Pullen Road corridor. The County provided engineering data to the City regarding the Old Bainbridge at Pullen Road Intersection with an interest to include those improvements in the Enhancement Project. In 2006, the City released a preliminary engineering report for the Enhancement Project which included improvements to the Subject Intersection, and the County planned to pursue a Joint Project Agreement with the City to share in the costs of the intersection improvements but, due to budget priority shifts by the City, the Enhancement Project became a low priority following the preliminary engineering report.

In 2008, the County decided to continue on its own with further engineering design for the Old Bainbridge at Pullen Road Intersection improvements and, in 2010, it developed three additional design alternatives for a realigned and signalized intersection to reconnect Pullen Road and Old Bainbridge Road at a 90-degree angle. However, those alternatives presented problems due to the Project's location on a designated Canopy Road because the implementation of the minimum Florida Department of Transportation ("FDOT") standards at the intersection would require removal of a significant number of trees along the Canopy Road corridor on Old Bainbridge Road. Additional concerns were raised with the realignment and signalization alternatives because of the significant impact on adjoining properties. In 2011, the Canopy Roads Citizens Committee ("CRCC") recommended to pursue a roundabout design alternative because, in addition to minimizing impacts to the Canopy Road, it would best accommodate bicycle and pedestrian movement, protect and enhance tree rooting area, reduce vehicular traffic speeds, and create better sidewalk extensions.

With regard to the Willamette Road connection on the westerly side of Old Bainbridge Road, the County's preliminary engineering report considered the alternative of permanently closing the connection. The City, however, rejected the closure alternative and suggested a larger roundabout design that would accommodate larger vehicles and allow for a connection to Willamette Road when the roundabout is moved further north. Based on the City's comments and CRCC's recommendation, a revised roundabout design was presented to the CRCC in 2013 and was approved in concept. The final roundabout design was approved by the CRCC in 2014 with details on an enhanced stormwater management facility, improved pedestrian features, a more harmonious design to the existing terrain, and landscaping and irrigation to mitigate the Canopy Road impacts. The final roundabout design for the Project will improve all traffic movements through the Old Bainbridge at Pullen Road Intersection and will enhance the safety for vehicles and pedestrians by calming the traffic through the intersection and reducing congestion during peak traffic hours.

As a part of Project scope, it will be necessary to acquire various fee simple and easement property interests from the two abutting property owners on each side of Pullen Road adjacent to the roundabout. The acquisition of these property interests will allow for the County to design and construct the Project preferred roundabout design. The Old Bainbridge at Pullen Project has been a long recognized need for replacement of the acutely angled intersection that impedes visibility and makes a difficult right turn for vehicles traveling north on Old Bainbridge Road, and for the reduction of traffic crashes at this intersection. The Project is designed to improve all traffic movements through the Old Bainbridge at Pullen Road intersection and will help to enhance the safety for vehicles and pedestrians by calming the traffic and reducing congestion during peak traffic hours. As such, the Old Bainbridge at Pullen Project clearly represents a County public purpose.

## III. FIVE (5) NECESSITY FACTOR CONSIDERATIONS FOR OLD BAINBRIDGE AT PULLEN ROAD PROJECT

#### A. ALTERNATE ALIGNMENTS

The purpose of the Project is to improve all traffic movements through the Old Bainbridge at Pullen Road intersection, enhance the safety for vehicles and pedestrians, and reduce the number of traffic crashes at the intersection. Several design alternatives were considered for the Project (Attachment #2), all of which included signalization except for the roundabout alternative. The design alternatives were as follows:

#### Alternative 1: No Realignment; Lane Additions: Willamette Open

Alternative 1 would provide the addition of a southbound left turn lane, a northbound right turn lane, and a westbound left turn lane. With these improvements, signalization would be added. The level of service (LOS) would be improved to meet local service criteria and the Willamette Road intersection would continue to be maintained. However, safety deficiencies related to the acute angle of the intersection would not be improved and stormwater treatment would be required. In addition, additional right-of-way would be required and the loss of 30 trees would need to be mitigated.

#### Alternative 2: Slight Realignment; Lane Additions; Willamette Closed

Alternative 2 would provide the same lane additions as in Alternative 1, with an improvement to the skew angle of the intersection by introducing a tight curve at the intersection on Pullen Road. This slight realignment would create a more normal intersection angle without impacting any adjacent structures. The LOS would be improved to meet local service criteria and the safety deficiencies related to the acute angle of the intersection would be improved. However, because the intersection point of Old Bainbridge at Pullen Road would be shifted to the south, the Willamette Road leg of the intersection would need to be closed to traffic. In addition, the

amount of stormwater treatment and right-of-way acquisition required in Alternative 1 would be increased and the loss of 35 trees would need to be mitigated.

#### Alternative 3a: Realignment to 90 Degrees; Lane Additions; Willamette Closed

Alternative 3a would provide the same lane additions as in Alternative 1, with an improvement to the skew angle of the intersection by introducing a right angle intersection between Pullen Road and Old Bainbridge Road. This right-angle realignment would significantly improve the safety deficiencies related to the existing skewed-angle intersection, but would require the whole acquisition of one abutting residential property and the additional acquisition of right-of-way in the southeast corner of the intersection. The LOS would be improved to meet local service criteria. As with Alternative 2, because the intersection point of Old Bainbridge at Pullen Road would be shifted to the south, the Willamette Road leg of the intersection would need to be closed to traffic. Although the amount of stormwater treatment and right-of-way acquisition required in Alternative 2 would be increased, the right-angle alignment would create the opportunity a stormwater treatment area in the northwest corner of the intersection. In addition, the number of lost trees in Alternative 2 needed to be mitigated would increase from 35 to 55.

#### Alternative 3b: Realignment to 90 Degrees; Lane Additions; Willamette Open

Alternative 3b would provide the same lane additions as in Alternative 1 with an improvement to the skew angle of the intersection by introducing a right angle intersection between Pullen Road and Old Bainbridge Road. As with Alternative 3a, the right-angle realignment would significantly improve the safety deficiencies related to the existing skewed-angle intersection and would improve the LOS to meet local service criteria, but would require additional right-of-way acquisition including the whole acquisition of one abutting residential property. However, this Alternative 3b proposes to keep Willamette Road open and reduces the project scope to lessen the impact to Canopy Road trees and negate the need for additional stormwater treatment, thereby providing a greater opportunity for reforestation within the project area. The number of trees lost to construction activity in Alternative 3b would be reduced to five, with an additional seven trees required to be removed because of disease and decay.

#### Alternative 4a: Roundabout Three-Leg Realignment; Willamette Open

Alternative 4a would provide a roundabout connecting Old Bainbridge Road and Pullen Road a short distance south of Willamette Road. As with Alternatives 3a and 3b, the roundabout realignment would significantly improve the safety deficiencies related to the existing skewed-angle intersection. Although it would improve the LOS to meet local service criteria, it would introduce additional traffic congestion when compared to Alternatives 3a and 3b. Alternative 4a would require

additional right-of-way acquisition including the whole acquisition of one abutting residential property, but it proposes to keep Willamette Road open and reduces the project scope to lessen the impact to Canopy Road trees and negate the need for additional stormwater treatment, thereby providing a greater opportunity for reforestation within the project area. The number of trees lost to construction activity in Alternative 4a would be reduced to four, with an additional seven trees required to be removed because of disease and decay.

#### Alternative 4b: Roundabout Four-Leg Realignment; Willamette Open

Alternative 4b would provide a roundabout shifted slightly north of it location proposed in Alternative 4a, thereby providing a four-way connection between Old Bainbridge Road, Pullen Road, and Willamette Road. Alternative 4a, the four-leg roundabout realignment would significantly improve the safety deficiencies related to the existing skewed-angle intersection. improve the LOS to meet local service criteria and provide for better operations and a higher level of safety when compared to Alternative 4a. By shifting the Pullen Road alignment slightly northward, Alternative 4b avoids the whole acquisition of the abutting property as proposed in Alternative 4a. Additional stormwater treatment area would be provided within the existing Old Bainbridge right-of-way adjacent and to the north of the roundabout. When compared to Alternative 4a, the number of trees lost to construction activity in Alternative 4b would be increased to 13 trees within the Canopy Protection Zone, with additional tree removals proposed for outside of the Canopy Protection Zone. However, the increased number of tree removals would be mitigated with a substantial landscape plan as presented and approved by the Canopy Road Citizens Committee.

#### Alternative 5: No Build

The No Build Alternative would propose no constructed improvements. Continuing maintenance activities and occasional resurfacing activities would be undertaken to keep the roadway clear of obstructions and to prevent deterioration of the roadway surface. Under this alternative, the capacity deficiencies and safety concerns will not be addressed. The intersection will continue to operate with the indicated traffic concerns and will be exacerbated as traffic grows, however, there would be no traffic interruptions due to construction nor would there be any right-of-way acquisition or construction costs. While it would not result in any impact to the Canopy Road, the No Build Alternative would not improve the traffic movement through the intersection, enhance the safety for vehicles and pedestrians, nor reduce the number of traffic crashes at the intersection.

#### B. LONG-RANGE PLANNING

The Tallahassee-Leon County Comprehensive Plan, adopted in July 1990 and revised in July 2014 (the "Comp Plan"), contains the long range goals, objectives, and policies for the County through the year 2030. The goals, objectives, and policies regarding the adequacy of local arterial and collector roadways, bikeways, sidewalks and other such public facilities are contained within the Capital Improvements Element of the Comp Plan, with Goal 1 providing that sound fiscal policies be used to, "... provide adequate public facilities concurrent with, or prior to, development in order to achieve and maintain adopted standards for level of service, and to exceed the adopted standards, when possible." In addition, the Mobility Element of the Comp Plan addresses the need for a safe transportation system that provides mobility for pedestrians and bicyclists, among others.

Goal 1 of the Capital Improvements Element ("[CI]") addresses such public facilities needs with Objective 1.1 [CI] seeking to, "[d]efine types of public facilities, establish standards for levels of service for each type of public facility, and determine what capital improvements are needed in order to achieve and maintain the standards for existing and future populations, and to repair or replace existing public facilities." In addition, Objective 1.3 [CI] seeks to, "[p]rovide needed capital improvements for repair or replacement of obsolete or worn out facilities, eliminating existing deficiencies, and meeting the needs of future development ..."

With regard to the levels of service (LOS) required for the County's arterial and collector roadways such as Old Bainbridge Road and Pullen Road, Policy 1.1.3 [CI] establishes a standard of minimum levels of service for peak hour at LOS "D". According to the 2004 Kimley-Horn report, the Old Bainbridge at Pullen Road Intersection at that time operated at substandard levels of service. With no improvements being made since then to the Subject Intersection, and the increased development that has occurred in the surrounding area, the resulting impact has been increased traffic congestion along with increased traffic crashes.

Goal 1 of the Mobility Element ("[M]") seeks to, "[e]stablish a safe, energy efficient multi-modal transportation system that provides mobility for pedestrians, bicyclists, transit users, motorized vehicle users, users of rail and aviation facilities, supports public health through active living, and is sensitive to the cultural and environmental amenities of Tallahassee and Leon County."

From a long-range planning perspective, Alternatives 3a, 3b, 4a, and 4b are all designed to toward accomplishing those goals, objectives, and policies contained in the Comp Plan with regard to the adequacy of local arterial and collector roadways and associated public facilities, while Alternatives 1 and 2 would also accomplish those goals but to a lesser degree. The no-build Alternative 5 would not accomplish those goals. Alternative 4b is the preferable alternative in that, while designed toward best

accomplishing those Comp Plan goals, objectives, and policies, it avoids the impact of a whole acquisition of an abutting property, provides for stormwater treatment within adjacent right-of-way, and proposes a desirable landscape plan as approved by the Canopy Road Citizens Committee that offsets any environmental impact resulting from the loss of trees to construction.

#### C. SAFETY CONSIDERATIONS

Based on a signal warrant evaluation performed as part of the Kimley-Horn preliminary engineering report, the Subject Intersection met the necessary warranting criteria for a traffic control signal. Combined with the anticipated growth at this location, it appears that the justification for signalization has been demonstrated for present and future conditions to sufficiently control traffic at the Old Bainbridge Road at Pullen Road intersection. However, when compared to a signalized intersection, a roundabout is considered the safer alternative due to a reduction in crash severity. According to the Federal Highway Administration, roundabouts improve safety by reducing the number of crash fatalities by 90%, reducing the number of crash injuries by 76%, and reducing the number of all crashes by 35%. In addition, the slower traffic speeds attributable to a roundabout are safer for pedestrians.

With the exception of the no-build Alternative 5, all the Alternatives 2 through 4 were developed to address these safety concerns, while the roundabout Alternatives 4a and 4b are considered to provide the most safety. Alternative 4b is preferable to Alternative 4a in that it results in less impact to adjacent properties and provides for better stormwater treatment and mitigation of tree loss.

#### D. ENVIRONMENTAL IMPACTS

The primary environmental impacts resulting from the proposed Project involve the need for increased stormwater treatment and the loss of trees within the Canopy Protection Zone. With the exception of the no-build Alternative 5, all the proposed Alternatives result in these environmental impacts in varying degrees. However, Alternative 4b is the preferred Alternative because of its proposed mitigating landscape plan and stormwater treatment within existing adjacent right-of-way.

#### E COSTS

The no-build Alternative 5 is the least expensive alternative; however, it does nothing to reduce or otherwise address the capacity deficiencies and safety concerns in the Subject Intersection. The 90-degree signalized realignment designs in Alternatives 2, 3a, and 3b are less costly to construct than the roundabout designs in Alternative 4a and 4b, but the existence of traffic signal equipment make those Alternatives more costly to maintain in the long run. The roundabout design in Alternatives 4a and 4b are the

preferred Alternatives, with Alternative 4b the most preferred because it requires less costly right-of-way acquisition.

#### IV. RECOMMENDATION

Alternative 4b, Roundabout Four-Leg Realignment; Willamette Open, is the recommended alternative because, of all the Alternatives, it best accomplishes the Project purpose of improving all traffic movements through the Old Bainbridge at Pullen Road intersection, enhancing the safety for vehicles and pedestrians, and reducing the number of traffic crashes at the Subject Intersection. It also results least amount of impact to adjacent properties and avoids the need for a whole acquisition of the abutting residential property. Alternative 4b will also result in a benefit to the natural Canopy Road environment with a mitigating landscape plan to offset the loss of trees and stormwater treatment within the existing right-of-way.

In order to proceed with Alternative 4b, it will be necessary to acquire various fee simple and easement property interests from the two abutting property owners on each side of Pullen Road adjacent to the roundabout. The acquisition of these property interests will allow for the County to design and construct the preferred roundabout design.

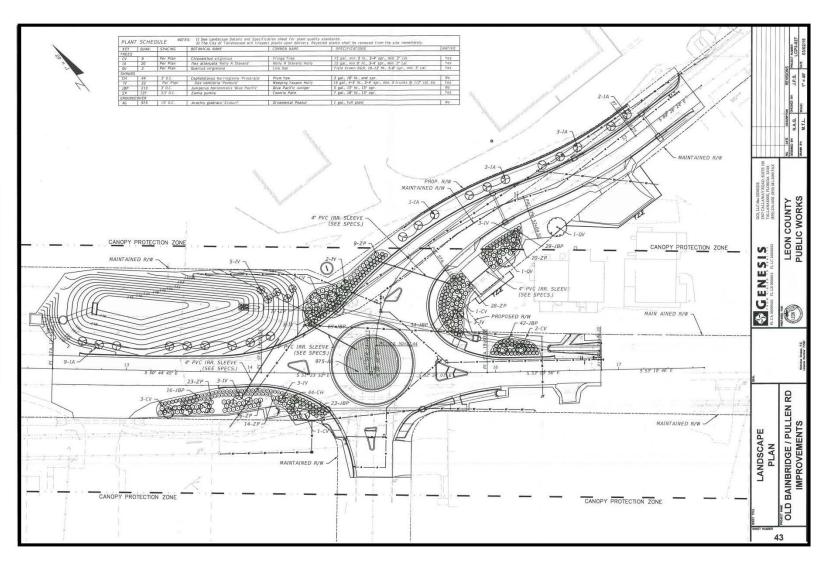
For these reasons, it is recommended that the Board approve the Resolution of public purpose and necessity authorizing the acquisition of the property interests needed for the public purpose of constructing the Old Bainbridge at Pullen Road Intersection Improvement Project as described above.

Attachment #7

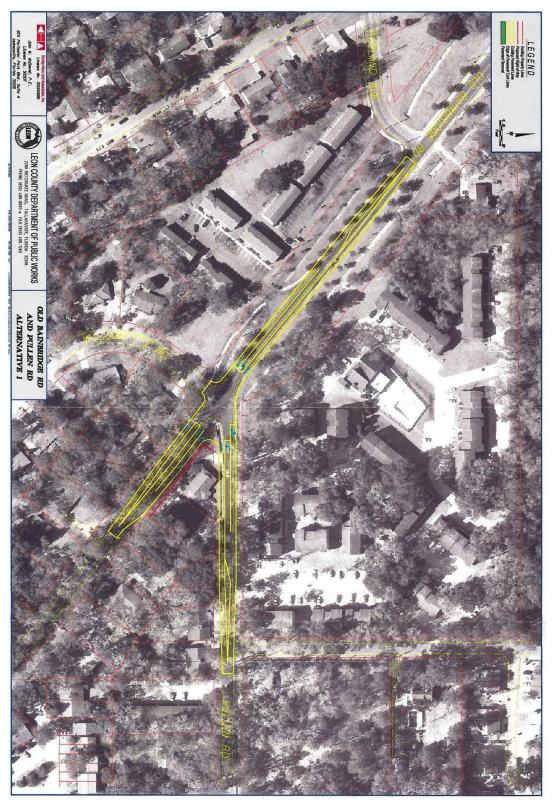
### **Project Rendering Aerial View**



Project Landscape Plan



Alternative 1: No Realignment; Lane Additions; Signalization



Alternative 2: Slight Realignment; Lane Additions; Willamette Closed

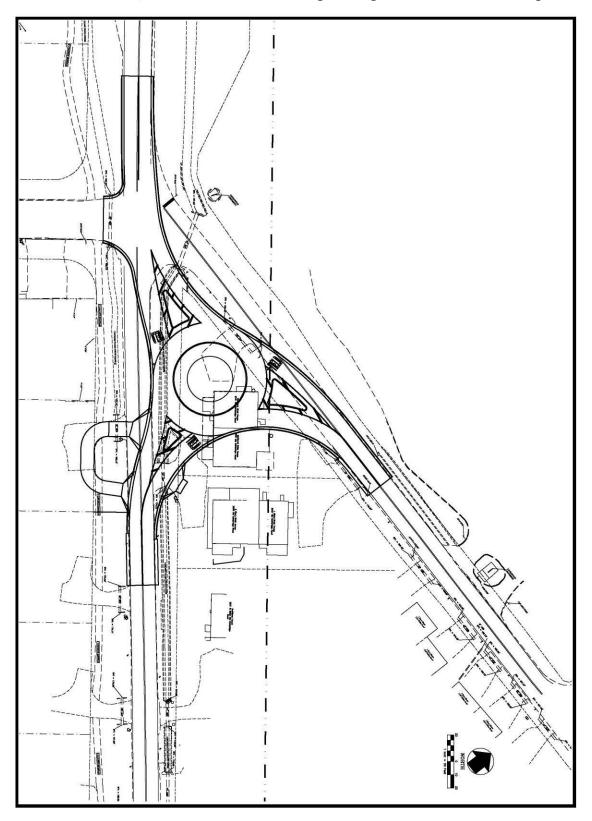


Alternative 3a: Realignment to 90 Degrees; Lane Additions; Willamette Closed

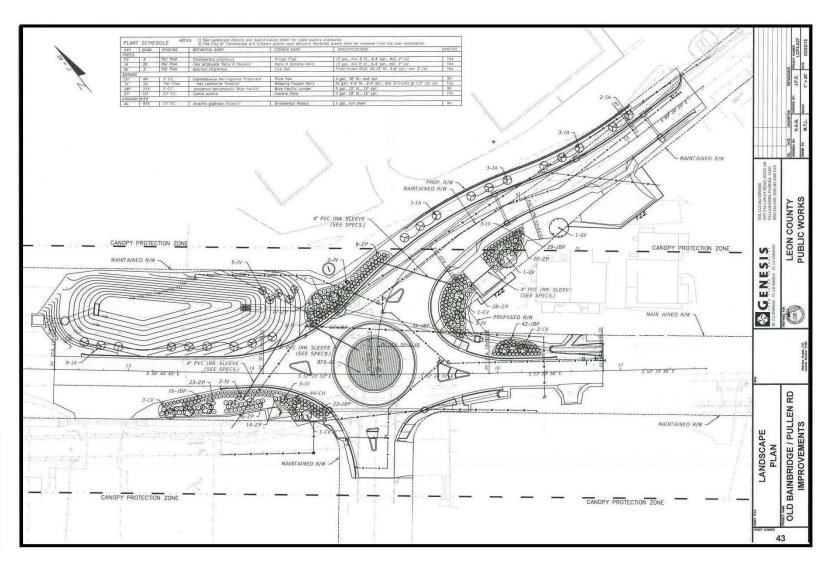


TREES RECOMMENDED FOR REMOVAL BY ARBORIST DIAMETER 20" 10" 16" 8" 14" 16" 24" RECOMMENDATION
REMOVE — HAS HOLE IN TRUNK, LEANING OVER ROAD
REMOVE — IT HAS LOTS OF DEADWOOD
REMOVE — THIN CANOPY, LOTS OF DEADWOOD, HAZARDOUS
REMOVE — TRI—DOMINANT STEM, WANY DEAD LIMBS
REMOVE — HOLES CANORY CANORY TREE SPECIES
LAUREL OAK
DOGWOOD 8 21 22 23 30 48 51 LAUREL OAK MULBERRY WATER OAK SWEET GUM REMOVE - HOLES, CAVITIES, LIMITED CANOPY
REMOVE - TREE IS NEXT TO DITCH, LEANING OVER ROAD, CO-DOMINANT WATER OAK REMOVE - SIGNIFICANT DECAY NOTE: TREE ID# CORRESPONDS TO THE MITIGATION PLAN COMPLETED BY GIBBS AND CULPEPPER TREE SERVICE TREE CANOPY IMPACTED BY CONSTRUCTION ACTIVITIES TREE TO BE REMOVED (X REFORESTATION AREA GENESIS GROUP 260 CLLCOS CROSSES
TLA 0000000 TLE 0000016 TLLCOS CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES TO CONTRANSES LEON COUNTY PUBLIC WORKS CANOPY PROTECTION, ZON 4 OLD BAINBRIDGE ROAD INTERSECTION IMPROVEMENTS OLD BAINBRIDGE RD AT PULLEN RD ALTERNATE 3
PROPOSED IMPROVEMENTS CANOPY PROTECTION ZONE

Alternative 4a: Roundabout Three-Leg Realignment; Willamette Open



Alternative 4b: Roundabout Four-Leg Realignment; Willamette Open



# **Leon County Board of County Commissioners**

**Notes for Agenda Item #16** 

# **Leon County Board of County Commissioners**

## **Cover Sheet for Agenda #16**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Status Report on Town and Gown Efforts

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Cristina Paredes, Director of Economic Vitality
Lead Staff/ Project Team:	Josh Pascua, Management and Budget Analyst

#### **Fiscal Impact:**

This item has no fiscal impact to the County

#### **Staff Recommendation:**

Option #1: Accept the status report on Town and Gown efforts.

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

At its June 22, 2010 meeting, the Board approved the funding request for the Town and Gown (TAG) Initiative in the amount of \$25,000 to enhance and strengthen the relationship of the Leon County community with its institutions of higher education (Attachment #1). Contributing organizations included the City of Tallahassee (City), Florida State University (FSU), Florida A&M University (FAMU), Tallahassee Community College (TCC), the Knight Foundation, and a number of smaller organizations and agencies. The purpose of the project was to develop a long-range community plan, which would retain college graduates and young professionals in Leon County. The TCC Foundation managed the project's three phases:

- 1. Survey a broad segment of the community on the perception of the relationship of the community with the college population in Tallahassee (also known as town and gown relations).
- 2. Hold town hall forums to discuss the results of the survey and provide best practices that have been implemented in communities similar to Leon County.
- 3. Collaborate with key stakeholders to develop specific projects to address town and gown issues.

TAG utilized Oppenheim Research of Tallahassee to conduct in-depth surveys and analyze the results. Survey results indicated that residents and community leaders agreed or strongly agreed that representatives of TAG organizations should meet regularly on matters of mutual concern. Both groups ranked economic development partnerships as their top TAG issue. Public safety issues were ranked second overall. Following the survey, TAG utilized the results to develop a series of community forums on town and gown best practices in other communities. TAG then created an advisory board to develop a process in which to strengthen TAG relations in Leon County and compiled its findings and activities in to the final report.

At its July 9, 2013 meeting, the Board accepted the TAG Initiative's Final Report (Attachment #2) and directed staff to support the TAG Operating Board Organization Plan (Attachment #3). The TAG Operating Board's purpose is to promote collaboration among the participants and keep each other informed about issues of common concern. Ken Morris, at the time Leon County Director of Economic Development and Business Partnerships, was appointed by the County Administrator to represent Leon County on the newly formed TAG Operating Board.

This status report on support and recommendations of Town and Gown Initiative is essential to the following Strategic Initiative approved by the Board as part of the FY 2012 – FY 2016 Strategic Plan adopted at the January 27, 2015 meeting:

• Coordinate efforts, with institutions of higher learning and other partners, to support local entrepreneurs

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

 Strengthen our relationships with our institutions of higher learning to encourage entrepreneurism and increase technology transfer and commercialization opportunities -EC3 (2012) (rev. 2015).

**December 8, 2015** 

Page 3

#### **Analysis:**

It is important to note that the formation of the TAG Operating Board follows other Leon County-led community collaboration efforts such as the Leon County Sales Tax Committee, community legislative dialogues, and the stakeholder forum series on research commercialization and entrepreneurship. These projects led to significant community impacts, such as the extension of the penny sales tax and the opening of Domi Station, and a general recognition that the community and its large institutions should endeavor to stop working 'in silos' and collaborate more often. The formation of the TAG Operating Board formalized the efforts by the community's local governments and institutions of higher education to increase communication, leading to better coordination and collaboration on important community issues.

Following the County Administrator's appointment of Mr. Morris to the TAG Operating Board, the TAG Operating Board convened for the first time on August 7, 2013. Mr. Morris was elected as the TAG Operating Board's first chairman with a two-year term. In addition to having representatives from FSU, FAMU, TCC, the County, and the City, Mike Pate, the project director for TAG, serves in a non-voting consulting role to the TAG Operating Board. In September 2014, a non-voting representative of the Greater Tallahassee Chamber of Commerce (Chamber) was added to the TAG Operating Board to better link with the Chamber's efforts to improve coordination with the community's institutions of higher education.

At each TAG Operating Board meeting, the representatives share updates on issues from their organization that affect the community. After discussing organization updates and opportunities for the partners to collaborate, the TAG Operating Board discusses projects that could benefit the community. Early on, the TAG Operating Board developed an inventory of activities/issues that the partners have collaborated on in the past (Attachment #4), and developed an inventory of potential future activities/issues that the TAG organizations could collaborate on (Attachment #5). Some of these collaborative activities include planning and sponsoring concerts at Cascades Park and showcasing FAMU and FSU research and entrepreneurs in a more public venue as part of Entrepreneur Month.

#### **Towns of the Atlantic Coast Conference (ACC)**

One such TAG issue is the FSU football schedule and its impact on scheduling community events in the fall. A large portion of the Leon County community are FSU football fans and it is commonly accepted that an event scheduled at the same time as an FSU football game will generally have low attendance. Also, due to the popularity of FSU football and its ability to fill hotel rooms with out-of-town fans, most local hotels will not make room commitments until they know the football schedule. This means that the FSU football schedule determines when other community events are scheduled in the fall. As a member of the Atlantic Coast Conference (ACC), FSU's football schedule is usually announced as late as January or February, prior to the season. This makes it very difficult to schedule major events a year or more in advance. From a tourism perspective, the community loses potential conference, athletic, wedding, and other business because hotels will not reserve rooms in the fall until the FSU football schedule has been released. A recent example is the County's efforts, in conjunction with FAMU, to host the Mid-Eastern Athletic Conference cross-country championship; it was lost due to the Conference's desire for a three-year commitment of dates and rates from local hoteliers.

December 8, 2015

Page 4

Leon County Tourism Development's efforts were welcomed by FSU Athletics for working closer together to address issues such as an earlier release of the football schedule, which would better promote FSU Athletics. Noting that this same issue affects other ACC school host-communities, staff reached out to its counterparts to explore ways that the ACC and ACC school host-communities could work closer together. At the request of tourism development organizations in other ACC school host-communities, many ACC school athletic directors, including FSU, sent letters to the ACC supporting the formation of "Towns of the ACC" (Attachment #6). Since then, the ACC and Towns of the ACC have joined together to discuss issues of how ACC activities affect local communities, including an earlier release of the ACC football schedule, and the host-communities are recognized on the ACC website to enhance cross-promotional opportunities.

#### **Experience Tallahassee Student Welcome Festival**

Another recent TAG project was a community student welcome event. In the past, FSU, FAMU, and TCC have held separate welcome events for their respective new and returning students each fall. It was noted that many students do not venture far from their respective campus and are missing opportunities to connect with the people and places of Leon County. Through a community-wide student welcome event, students might better connect to their community, which in turn could provide the impetus to help retain the student talent in Leon County and avoid 'brain drain.' The event was envisioned as an opportunity to help students reach beyond their campus 'bubble' and spark their interest in the surrounding community by making them aware of the opportunities available in their new Leon County home.

Throughout 2014, the TAG Operating Board explored ideas, such as holding the event as part of a Downtown Getdown or as a block party in College Town, before proposing a joint student welcome event with the Student Activities Offices of FSU, FAMU, and TCC. Recognizing the event planning expertise of the Student Activities Offices, FSU Student Activities took the lead in coordination of the joint student welcome event, working closely with FAMU and TCC Student Activities and the TAG Operating Board.

The joint welcome event for new and returning students became the "Experience Tallahassee Student Welcome Festival" and was held on Saturday, August 29, 2015 at Cascades Park. This event was a success with an estimated 4,000 people in attendance from the universities, community college, and Tallahassee community. Much of the event's success is due to the collaboration of many organizations leveraging unique resources. While the Student Activities Offices took the lead in organizing the event's entertainment and activities, the Community Redevelopment Agency provided a \$5,000 cash contribution, and the County and City provided in-kind resources. For instance, StarMetro expanded its 'Rhythm Route' so that the trolleys that normally run between College Town and Midtown would stop at Cascades Park. Leon County Tourism Development provided training and materials so that volunteers could provide a guided tour of Tallahassee to riders of the Rhythm Route. Additionally, Leon County supported the event by bringing together organizations for a community resource fair to highlight opportunities for students to become engaged outside of their 'campus bubble.'

December 8, 2015

Page 5

Following the success of the first Experience Tallahassee Student Welcome Festival, all parties involved in the planning of the event indicated that they would like to be involved again. It is anticipated that more businesses would want to be involved in the future after seeing the initial event's success. The 2016 Experience Tallahassee Student Welcome Festival is tentatively being planned for Sunday, August 28, 2016.

#### **Next Steps**

Following the end of Mr. Morris's term as Chairman of the TAG Operating Board, Ms. Cristina Paredes, Director of Leon County's Office of Economic Vitality, will be the County's new representative on the TAG Operating Board. Ms. Paredes has been involved in a number of TAG issues and regularly interacts with the other TAG Operating Board members through her usual duties as Director of Economic Vitality.

Looking forward, the TAG Operating Board continues to examine opportunities to promote collaboration among its member organizations. One such example, is Leon County staff, on behalf of TAG, has had preliminary discussions with FSU on collaborating on The Big Event, the annual FSU community service event. Each year, FSU students, faculty, and staff participate in a day-long series of service projects; such as yard work, window washing, and painting for local residents. The Big Event 2015 had around 3,500 volunteers. FSU, with the support of TAG and its member institutions, hopes to grow that number to 5,000 in 2016. The Big Event is set for April 2, 2016, and FSU staff has expressed an interest in working with the other schools and the community to expand the event and make an even greater impact on our local community. Leon County staff, through Volunteer Leon, will continue to engage FSU and other partners on the Big Event to incorporate the County's expertise in identifying opportunities for community service.

#### **Options:**

- 1. Accept the status report on Town and Gown efforts.
- 2. Do not accept the status report on Town and Gown efforts.
- 3. Board direction.

#### **Recommendation:**

Option #1.

#### Attachments:

- 1. June 22, 2010 Agenda Item on Consideration of the Town and Gown Relations Project
- 2. Town and Gown Relations Initiative's Final Report, June 2013
- 3. Town and Gown Tallahassee Operating Board Organization Plan
- 4. TAG Inventory of Past and Present Activities, March 2014
- 5. TAG Inventory of Future Activities, April 2014
- 6. FSU Letter of Support for Towns of the ACC, September 2014

Back

Print



### **Board of County Commissioners**

Leon County, Florida

www.leoncountyfl.gov

#### Agenda Item Executive Summary

Tuesday, June 22, 2010

#### Title:

Consideration of Funding Request for the Town and Gown Relations Project

#### Staff:

Parwez Alam, County Administrator Vincent S. Long, Deputy County Administrator Shington Lamy, Special Projects Coordinator

#### **Issue Briefing:**

This item seeks Board consideration of funding for the Town and Gown Relations Project in the amount of \$25,000. On June 7, 2010, the Board and County staff received a letter from Mike Pate requesting funding in the amount of \$25,000 for the Town and Gown Relations Project (Attachment #1). At its June 8, 2010 meeting, the Board directed staff to agenda an item for consideration of funding the Town and Gown Initiative in the amount of \$25,000 as a County match. In addition, the Board directed that the County's portion be appropriated from General Contingency Fund should funding be approved.

The Town and Gown Relations Project is an initiative to enhance and strengthen the relationship of the Leon County community with its institutions of higher education. The purpose of the project is to develop a long-range community plan, which will retain college graduates and young professionals in Leon County.

The Town and Gown Relations Project will begin immediately once funds are made available. The project cost is \$240,000, which would be shared among community partners, including FSU (requested amount: \$25,000), FAMU (\$15,000), the City of Tallahassee (\$25,000), the Archibald Foundation (\$10,000), the Knight Foundation (\$90,000), and a number of smaller organizations and agencies. County funding would be contingent on the contribution from the community partners. Thus far,

Tallahassee Community College, a community partner, has provided funding in the amount of \$15,000. The project is expected to be completed in 24-30 months.

#### **Fiscal Impact:**

This item has a potential fiscal impact. Funding for this event was not contemplated in the FY 2010 budget; however, funding is available in the General Fund contingency reserve if the Board chooses to provide funding for the Town and Gown Relations Project. Should the Board approve the attached Budget Amendment Request, this item will have a fiscal impact of \$25,000 (Attachment #2).

#### Staff Recommendation:

Option #1: Approve the funding request for the Town and Gown Relations Project, and approve the Budget Amendment Request realizing \$25,000 from the General Contingency Fund fund balance.

#### Report and Discussion

#### **Background:**

On June 7, 2010, the Board and County staff received a letter from Mike Pate requesting funding in the amount of \$25,000 for the Town and Gown Relations Project. The letter provided a description and the purpose of the Project. At its June 8, 2010 meeting, the Board directed staff to agenda an item for consideration of funding in the amount of \$25,000 as a County match for the Town and Gown Initiative. In addition, the Board directed that the County's portion be appropriated from General Contingency Fund should funding be approved.

#### Analysis:

The Town and Gown Relations Project (Project) is an initiative spearheaded by Michael Pate of J. Michael Pate Consulting to enhance and strengthen the relationship of the Leon County community with its institutions of higher education. The purpose of the project is to develop a long-range community plan that will retain college graduates and young professionals in Leon County. The Tallahassee Community College Foundation (Foundation) will manage the project.

The project would consist of three phases:

- 1. Survey a broad segment of the community on the perception of the relationship of the community with the college population in Tallahassee (also known as town and gown relations).
- 2. Hold town hall forums to discuss the results of the survey and provide best practices that have been implemented in communities similar to Leon County.
- 3. Collaborate with key stakeholders to develop the creation of specific projects to address town and gown issues.

The Town and Gown Relations Project will begin immediately once funds are made available. The project cost is \$240,000 and would be shared among community partners which have been identified by J. Michael Pate Consulting, including Florida State University (requested amount: \$25,000), Florida A&M University (\$15,000), the City of Tallahassee (\$25,000), the Archibald Foundation (\$10,000), the Knight

Foundation (\$90,000) and a number of smaller organizations and agencies. County funding would be contingent on the contribution from the community partners Thus far, Tallahassee Community College, a community partner, has provided funding in the amount of \$15,000. The project would be completed in approximately 24-30 months.

Should the Board choose to provide a match for the project, it has directed staff to appropriate the funds from the General Contingency Fund. Currently, the Contingency Fund has a balance of \$128,577. The County's funding would be contingent on contributions from the additional community partners.

#### **Options:**

- 1. Approve the funding request for the Town and Gown Relations Project, and approve the Budget Amendment Request realizing \$25,000 from the General Contingency Fund fund balance.
- 2. Do not approve County funding to the Town and Gown Relations Project.
- 3. Board Direction.

#### Recommendation:

Option #1.

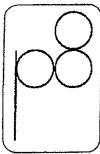
#### Attachments:

- 1. Mike Pate's Correspondence on the Town and Gown Relations Project
- 2. <u>Budget Amendment Request in the amount of \$25,000 and Contingency Fund</u> Statement

Back

Print

Attachment #1 Page 1 of 2



J. Michael Pate

850.294.1823 mikep8@comcast.net 1464 Saint Charles Place Tallahassee, FL 32308

June 7, 2010

Honorable Bob Rackleff
Chair, Leon County Board of County Commissioners
301 South Monroe Street
Tallahassee, Florida 32301

#### Honorable Chairman Rackleff:

Tallahassee/Leon County is a community with huge potential. The colleges and universities in Tallahassee/Leon County have huge potential. If we can get the community and higher education working together more effectively we can achieve that potential together. We can build our economy by growing jobs. We can make Tallahassee/Leon County a better place to live by improving the quality of life for all our residents. We can create an atmosphere of cooperation and collaboration that will lead us to develop a community that will have the sense of place that will help us to attract and retain college graduates and young professionals. In order to do these things we must find a way to turn our "town and gown" relations into a community attribute.

To make this happen, the Town and Gown Relations Project is being proposed. The project will be hosted by the Tallahassee Community College Foundation.

The project will have three phases:

- A study of perceptions of town/gown relations in Tallahassee
   We will survey a broad segment of the community by phone and conduct face to
   face interviews with key leaders in the community to gain an understanding of
   exactly how the community perceives town/gown relations in Tallahassee/Leon
   County.
- 2. Town hall forums to discuss the research and best practices
  We will present the data from the surveys to the community to give them an
  opportunity to understand the findings and respond to them. In addition, we will
  conduct a series of town hall forums that will present best practice examples from
  other communities that Tallahassee/Leon County could take to improve
  town/gown relations. The forums will be run by The Village Square and will be
  presented by representatives from other communities from around the country
  who will be identified as having a best practice that should be shared with the
  Tallahassee/Leon County community.

# 3. Creation of a process and projects to pursue excellence in town/gown relations

Key stakeholders will come together to evaluate the data from the survey, input from the best practice forums and feedback from the community. From that information they will develop a process for Tallahassee that will help the community become a best practice example for other communities in the area of town and gown relations followed by the creation of specific projects to begin addressing town/gown issues.

This project is expected to start immediately and take 2 to 2 ½ years to complete.

The budget for the project is \$240,000.

We expect that funding for the project will come from a variety of stakeholders, including Florida State University, Florida A&M University, Tallahassee Community College, City of Tallahassee, State of Florida, Knight Foundation, other local foundations in Tallahassee, and a cross section of local business and industry.

We would respectfully request \$25,000 from Leon County as your commitment to becoming a key stakeholder in this project. If this request is approved, payment should be sent to the Tallahassee Community College Foundation for the Town and Gown Relations Project.

Please let me know if you need further information or if you have any questions. I will look forward to your confirming response.

Sincerely,

J. Michael Pate

cc: Commissioner Akin Akinyemi

Commissioner John Dailey

Commissioner Bryan Desloge

Commissioner Bill Proctor

Commissioner Jane Sauls

Commissioner Cliff Thaell

Parwaz Alam

Vince Long

						YEAR 200 ENDMENT	9/2010 REQUEST		
No: Date:		10049 2010	<del>-</del>				Agenda Item No Agenda Item Da		6/22/2010
County	Admini:	strator					Assistant Cour	ity Administrato	or
Parwez	z Alam	**************************************		<u></u>			Alan Rosenzwe	eig	
						quest Detail Rev <u>enues</u>	:		
Fund	Org	Acct	Accour <i>Prog</i>	nt Information	Title	100011111111	Current Budg	et Change	Adjusted Budget
							,		
					Fv	penditures	Subtotal:	•	
Fund	Org	Acct	Accour Prog	nt Information	Title	penanaros	Current Budg	jet Change	Adjusted Budget
001	990	59900	599	General Fund	Continge	ncy Reserves	128,	(25,000)	) 103,577
001	820	58200	519	Aids to Pri	vate Orga	anizations	19,0	25,000	44,000
:							Subtotal:	25,000	
				-1 605 000 6-		se of Requ	est: gency to provide	Condition for the T	Towns and Course
Relation		t. The p	urpose o	of the project is t					college graduates
		<del>-</del>			****				·····
Group/	Program	Directo	or				OMB Director		
			·				Scott Ross		
Approv	red By:			Resolution		Motion	<u>x</u>	Administrator	

			BUDGET "OPERATING" CONTINGENCY RESERVES CONTINGENCY FUND UPDATE (FY 2009/10)	
			GENERAL FUND (001:990:59900:599)	Beginning Balanc   \$428,377.00
Vo.	APPROVAL	AGENDA DATE	AMENDMENT TITLE	DALANCE
	DATE 13-0ct-09	13-0ct-09	Funding for the City of Tallahassee to extend StarMetro	\$40,000
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		services on Mahan Drive	0.101000
_		AT	Funding for OPS Position to Implement the Project Search Pilot	\$15,225
2	27-Oct-09	27-Oct-09	Program Funding to reimburse Roosevelt Johnson for expenses	50
5	٠.	•	associated with implementing the conditions of a permit	\$0
		10-Nov-09	(\$13,053-Not Approved)	
5			Initial Funding for the Leon County Pilot-Weatherization	\$0
	•	8-Dec-09	Revolving Loan Program.	
6	9-Feb-10	9-Feb-10	Initial Funding for the Medicald Substance Abuse Local Match Certification Program.	\$100,000
	3-LGN-10	3-760-10	Funding for Florida A&M to commemorate the 50th	\$1,200
7	9-Feb-10	9-Feb-10	Anniversary of Fiorida's fist student "sit-ins"	\$1,200
			Funding for Sponsorship of the Florida Association of Counties	\$2,500
8	23-Feb-10	23-Feb-10	Legislative Day	
٦	07 Feb 40	27 Fob 461	Funding for County Attorney for Expert Witness Services	\$50,000
٦	23-Feb-10	23-Feb-10`	Associated with the Talquin Dam Projects  Additional Funding for Charter Review Committee Consulting	\$10,000
10	23-Mar-10	23-Mar-10	Services	\$10,000
	23-Mar-10	23-Mar-10	Energy Coordinator Position · Sustainability Program	\$40,875
11		•		
12	23-Mar-10	23-Mar-10	Initial Funding for the Leon County Pilot Weatherization Program.	\$40,000
			Market Feasibility-Study Riley House and Gadsden Street	
13		27-Арг-10	Parking Lot(\$100,000 Not Approved)	\$0
15		22-Jun-10 22-Jun-10	Funding for the Town and Gown Relations Project	\$25,000
16 17		22-3011-10	Funding for the Big Bend Scenic Byway Project	\$25,000
17				
18				
19				
20				
21 22			·	
23			•	
24		•		
25				
26				
27				
28			•	
		Bold, Italic item	s are pending Board Approval	
			USAGE TO DATE (TOTAL AMENDMENTS)	\$349,800.00
$\dashv$		<del></del>	ENDING BALANCE	78,577.00
			END BALANCE AS % OF BEGIN BALANCE	18%
			USAGE BALANCE AS % OF BEGIN BALANCE	82%
				17



# Town and Gown Tallahassee: Final Report June 2013

When Town and Gown Tallahassee began more than three years ago, its premise was straightforward: Without its major universities and community college as economic engines and cultural enrichments, Tallahassee would be unrecognizable – a capital city with little more than state government and its natural assets to offer residents and visitors.

TAG, as this civic initiative came to be known, outlined a clear, ambitious goal from the outset: development of a single, effective process to bring postsecondary institutions and city and county governments together *routinely* to resolve issues and build trust.

Following five "best practices" forums focused on town-gown partnerships in college communities around the nation that helped to change the community conversation about town and gown issues and opportunities, and development of an organizational plan for an operating board that includes representatives of Florida A&M University, Florida State University, Tallahassee Community College, the City of Tallahassee, and Leon County government, TAG's primary goal has been achieved.

This final report is not only a summary of the initiative, but also a passing of the baton, in effect, to the five major stakeholders, whose financial and administrative support for the town-gown project was critical from the outset in 2010. The new operating board will now begin to move forward to work on opportunities and issues that can move our community forward.

#### **Untapped potential**

Florida's capital is in what most would consider an enviable position. It is the headquarters of state government as well as a center of higher education excellence in teaching, research and workforce development. In addition, Tallahassee is located in a picturesque region with moderate weather, ready access to North Florida beaches, woods and rivers, and the most highly educated population in the state.

It would seem that this is a recipe for robust economic growth.

Despite these assets, a strong perception persists among residents and community leaders alike that town and gown largely operate within silos. The widely held belief is that FAMU, FSU, TCC, the City of Tallahassee and Leon County governments have cooperated, even communicated, too rarely.

TAG's premise was based on the assumption that missed prospects for partnerships become reduced opportunities for making Tallahassee an even better place to live and work. This became even more apparent amid the sharp economic downturn starting in 2007-2008, resulting in a lower rate of growth in state government that is likely to continue for the foreseeable future.

TAG believes that routine collaboration among the major stakeholders will produce more jobs and make Florida's capital a more desirable destination for young, creative talent.

#### Laying a foundation

A fund-raising campaign garnered \$179,500 -- \$105,000 of which was from the five stakeholders or their foundations. The remainder came from 25 businesses, individuals and foundations who were willing to invest in this process because of their interest in civic affairs. The money that was raised financed the TAG project.

Significant in-kind contributions also enabled TAG to operate effectively. The Village Square provided a website and Wiki page, as well as the production of flyers and distribution of an

electronic newsletter. The Greater Tallahassee Chamber of Commerce, Leon County Schools, Leon County and the City of Tallahassee provided venues for "best practice" forums and production of DVDs that were posted on The Village Square's TAG page. The Knight Creative Communities Institute provided marketing and promotional support. And Hotel Duval and the Sheraton Four Points Hotel provided rooms for our out-of-town presenters.

The TAG Advisory Board – which included appointees from FAMU, FSU, TCC, the City of Tallahassee, Leon County, Leon County Schools, the Chamber of Commerce, The Village Square, and Knight Creative Communities Institute – developed a strategy and guided the process.

TAG modeled the collaborative process it advocates.

#### **Survey results**

In 2010, TAG engaged Oppenheim Research of Tallahassee to conduct in-depth surveys of two groups and analyze the results.

One group was made up of 814 adults in Leon County. The other group comprised 54 community leaders. The results reinforced what town-gown advocates contended.

Residents and community leaders agreed or strongly agreed that representatives of town and gown should meet regularly on matters of mutual concern. Moreover, 95 percent of residents surveyed and 100 percent of the leaders said that FAMU, FSU and TCC play critical roles in the economic health of the community.

However, only 25 percent of the leaders characterized the quality of communication between local institutions of higher education and local governments as good. Another 25 percent from that group described town-gown communication as poor.

Forty-three percent of residents rated town-gown communication as good, while 9 percent described it as poor.

Both groups ranked economic development partnerships as their top town-gown issue. Public safety issues were ranked second overall.

The survey results provided the basis for the selection of five community forum topics: environmental partnerships, communications partnerships, public safety partnerships, economic development partnerships, and student engagement partnerships.

#### The forums

Environmental partnerships: Close collaboration between the City of Boulder and the University of Colorado has resulted in several alliances. The focus is on such "sweet spots" of agreement as environmental issues and principles of sustainability. This has led to substantially improved alternative transportation options for college students and residents alike; more internships, which result in higher student retention rates; practical coursework that has helped planning efforts in an industrialized sector of the city; and channels for the creative talents of students and residents via the creation of community-building events in otherwise nondescript public spaces and alleyways.

<u>Communications partnerships:</u> The City of Eugene and the University of Oregon have made a commitment to improve relationships at the highest executive levels. The university, for example, created the position of community relations director – and filled it with a former employee of the City of Eugene. The City of Eugene designated a planning department employee as its liaison with the university. These two partners work closely together to identify and respond to important town and gown issues. The key recommendations included communicating early and often, especially when one partner is considering a project that will affect the other.

<u>Public safety partnerships:</u> Presenters from the Town of Blacksburg and Virginia Tech made three significant recommendations:

- Create time and space to "nurture and maintain relationships with and among all constituencies in the town and university."
- Create or enhance systems to ensure frequent communication "especially when problems, concerns, or tension are absent."
- Create opportunities to celebrate the town-gown partnership.

Blacksburg and Virginia Tech have created a town and gown committee that is co-chaired by an assistant city manager and a university vice president. It is made up of representatives from the town and the university.

**Economic development partnerships:** Presenters from the City of East Lansing and Michigan State University said Michigan's recession several years before the national economic crisis spurred efforts to diversify their regional economy. As a result, groups, processes and the Technology Innovation Center, MSU Technologies Center, and MSU Business Connect now thrive. After initial infighting, the town-gown collaboration helped win "Smart Zone"

designation for East Lansing, which is intended to foster technology-based economic growth. The MSU Foundation has become a major piece of the town-gown puzzle by reinvesting money into a process that is designed to convert ideas into market value. Major recommendations include:

- Share credit.
- Take risks. Many ideas that emerge from business incubators won't succeed. Encouraging entrepreneurialism requires a willingness to tolerate some failure.
- Recognize the importance of regional cooperation.
- Develop products, not just knowledge.

<u>Student engagement partnerships:</u> Presenters from the City of Durham, Duke University, and North Carolina Central University shared these highlights about their town-gown collaboration:

- The Duke-Durham Neighborhood Partnership and the Durham Giving Project gives students the opportunity to establish a broader understanding of the community and become engaged in nonprofit activities including fundraising. Students who participate have raised more than \$150,000 in ten years.
- Duke contributed a no-interest loan of \$4 million to Self-Help Community Development Corporation to land bank properties to be sold to the city and affordable housing developers. Local residents offer their social capital to reach the most vulnerable residents. This is a high priority project of the mayor and City Council.
- NCCU and Duke were partners in a program that enabled students at both universities to work together packaging meals for an annual Million Meals event, which occurs during MLK Week events.
- The two schools hosted the Bull City Showdown in 2010, which commemorated a historical "Secret Game" of basketball between the two schools in 1944. Football teams from the two Durham schools also occasionally play each other, providing an opportunity for both schools and the community to engage in friendly competition at the game and through community service and social events associated with the game.

#### Conclusion

One word accurately describes the current state of town-gown relations and opportunities in Tallahassee: underperformance.

Although we can point to important town-gown successes – for example, FSU's Seven Days of Opening Nights, FAMU's Homecoming Parade, and TCC's workforce development initiatives -- untold numbers of missed opportunities have passed us by, presumably including those that were

never even imagined. As the famous movie line says, what we've got here is failure to communicate – or at least failure to communicate routinely and effectively.

The TAG Advisory Board proposal to establish an operating board that meets regularly (see attachment) is intended to formalize a process by which the five major stakeholders can discuss issues of mutual concern, correct problems (*before* they become flashpoints of conflict), and envision partnerships.

It provides a magnificent opportunity for town and gown in Florida's capital to break the cycle of underperformance, which keeps Tallahassee from becoming an even better place to live and work.

As described in the attachment, the goals of the operating board will be to:

- 1. Make Tallahassee an even better place to live and work.
- 2. Communicate broadly with all of the member entities.
- 3. Facilitate collaboration on projects that will instill a sense of place in our community, promote a culture of community engagement and build connectivity among the diverse partners in our community.
- 4. Identify and take advantage of best practices from other communities that may be applicable to our community.
- 5. Find a way to effectively communicate the successes of the organization to the broader community.
- 6. Identify emerging issues and needs related to town-gown issues. Special emphasis will be placed on student-related issues, with the objective of making Tallahassee a more attractive place to live and work after obtaining a degree.
- 7. Conduct public meetings to periodically update the community on the work of the organization and create deliberative dialogue relating to community issues.

With the partners' commitment to achieving these goals, TAG believes that the cycle of underperformance will be broken, providing our community with opportunities it otherwise will not enjoy.



# TAG Tallahassee Operating Board Organizational Plan

#### Name

The name of this organization is TAG Tallahassee, TAG standing for Town And Gown.

#### **Purpose**

The purpose of TAG is to make Tallahassee an even better place to live and work. This will be accomplished by assisting college and university officials, faculty, and students; governmental staff; and residents and community leaders in collaborative efforts to create new economic opportunities and improve existing services, programs and issues common to college towns.

The operating board will appoint committees, task forces, study groups and/or other entities to successfully establish the projects or programs that address the purpose of TAG.

Appointees will be asked to bring town/gown issues to the operating board for review. This will encourage open communication and collaboration among the members.

The goals of the operating board will be to:

1. Make Tallahassee an even better place to live and work.

- 2. Communicate broadly with all of the member entities.
- 3. Facilitate collaboration on projects that will instill a sense of place in our community, promote a culture of community engagement and build connectivity among the diverse partners in our community.
- 4. Identify and take advantage of best practices from other communities that may be applicable to our community.
- 5. Find a way to effectively communicate the successes of the organization to the broader community.
- 6. Identify emerging issues and needs related to town/gown issues. Special emphasis will be placed on student-related issues, with the objective of making Tallahassee a more attractive place to live and work after obtaining a degree.
- 7. Conduct public meetings to periodically update the community on the work of the organization and create deliberative dialogue relating to community issues.

#### Membership

The operating board will include representatives from the City of Tallahassee, Leon County, Florida A&M University, Florida State University, and Tallahassee Community College.

The operating board will meet monthly or more often if deemed necessary. The chair of the operating board will be elected by a simple majority of its members.

The operating board will promote collaboration among the partners, and keep each other informed about issues of common concern. Members' responsibilities and roles on the TAG Tallahassee operating board will be included in the job description for each appointee and will be included as part of his or her performance evaluation.

Appointments to the operating board will be made by the key executive at each organization. The presidents of Florida A&M, Florida State and Tallahassee Community College will make their appointments. The city manager of the City of Tallahassee and the administrator of Leon County will make theirs.

An advisory group will be formed comprising the members of the operating board, student-government representatives of FAMU, FSU and TCC, and representatives of Leon County Schools, the Chamber of Commerce, and others as the advisory group sees fit to appoint.

The advisory group will meet quarterly, or more often if deemed necessary. Members of the advisory board will elect a chair by simple majority vote.

Appointments to the advisory group will be handled similarly as appointments to the operating board. The Chamber of Commerce president, the superintendent of Leon County Schools and others will appoint representatives from their respective organizations. Appointees will report directly to the key executive at each organization.

#### **Officers**

There will be two officers of the operating board.

- 1. The chair will be selected from the designated members of the operating board and will be elected by the members. The term of the chair shall be two years. The chair will be responsible for calling meetings of the operating board. The chair will preside at all meetings. Any required administrative assistance for the operating board will be supplied by the organization that the chair represents.
- 2. The chair-elect will serve in the absence of the chair. The chair-elect will be responsible for preparing him or herself to step into the chair role, if elected, at the appropriate time.

#### Meetings

The TAG Tallahassee operating board will meet a minimum of once a month. The advisory group will meet quarterly. The chair may schedule additional meetings as needed.

The chair will be responsible for calling the meetings as well as determining the time and location for the meetings.

Additional meetings may be called by agreement of a majority of either the operating board or the advisory group.

Each member will be expected to attend all regular meetings and to serve actively in committee assignments. If a member is unable to be physically present at a meeting, with the approval of the chair of the operating board he/she may attend remotely and vote. After an absence from two consecutive regular or special meetings, without reasons acceptable to other members of the operating board, the chair shall give the absent member notice thereof. Three consecutive absences or two notices shall constitute resignation from the operating board. In that case, the appropriate institution will be asked to designate a new representative to the operating board. Members of the advisory board will determine their own attendance rules and expectations.

#### **Notice of Meetings**

Notice of the date, time, and location of any meetings of the members shall be given to each member no fewer than 20 days before the date of the meeting.

#### **Quorum and Required Votes**

A minimum of three members present will constitute a quorum of the operating board. The vote of a majority of the members present at a meeting where a quorum is present shall constitute an act of the operating board.

#### **Action by Written Consent**

Any action required or permitted to be taken at a meeting of the operating board, or a committee thereof, may be taken without a meeting if all members of the operating board or committee consent in writing, which may include electronic communication. The written responses will be filed with the minutes of proceedings of the entire board.

#### **Funding**

Any funding, such as dues, special assessments or other funding mechanisms, shall be established by a super majority (4 of the 5 voting members) of the designated members of the operating board.

#### **Amendments**

Any changes to this plan may be made by a super-majority (4 of the 5 members) vote of the designated members of the operating board at any regular or special meeting.

## **TAG Inventory of Present Activities**

Activity	Partners	Student Engagement	Economic Development	Public Safety	Communications	Environmental
Apalachee Regional Park	County, FSU, FAMU (TBD)	X	X		X	X
Trailahassee.com	County, FSU		X		X	X
Innovation Park Proposal	County, FAMU, FSU		X		X	
Entrepreneur Month in November	County, FAMU, FSU	X	X		X	
DOMI Urban Incubator	County, FAMU, FSU, TCC	X	X		X	
Capital City Amphitheater at Cascades Park & STAGE Committee	County, City, FAMU, FSU	X	X		X	
Sales Tax Extension	County, City, FAMU, FSU, TCC	X	X	X	X	X
Imagine Tallahassee	County, City, FAMU, FSU, TCC	X	X		X	
Legislative Priorities	County, City, FAMU, FSU, TCC		X		X	
College Town	County, City		X		X	
Civic Center Transfer & Master Plan	County, City, FSU		X		X	
FAMU Marketing	County, FAMU	X	X		X	
FAMU College of Pharmacy and Pharmaceutical Services	County, FAMU	X			X	
Community Gardens	County, FAMU	X			X	X
FSU Law School & Mock Trial Team	County, FSU	X	X		X	
COCA Cultural Plan Review	County, City, FAMU, FSU		X		X	
Solid Waste & Recycling	County, FAMU, FSU, TCC	X	X		X	X

## **TAG Inventory of Present Activities**

Activity	Partners	Student Engagement	Economic Development	Public Safety	Communications	Environmental
Computer Training at County Libraries	County, FAMU, FSU, TCC	X			X	
Civil Rights Heritage Walk Sidewalk	County, City, FSU	X				
Meridian Point Building and O'Connell Site Swaps	City, County, FSU	X	X		X	
Tennessee St. Pedestrian Safety	City, FSU			X	X	

## **TAG Inventory of Potential Future Activities**

Activity	Partners	Student Engagement	Economic Development	Public Safety	Communications	Environmental
FSU 'Pre-Eminent' Status Needs	County, City, FAMU	X	X		X	
FAMU Needs	County, City, FSU	X	X	X	X	X
TCC Needs	County, City, TCC	X	X	X	X	X
Access to Ruby Diamond, Doak Campbell Stadium & IM fields	County, City, FSU		X		X	
Sales Tax Extension	County, City, FAMU, FSU, TCC	X	X	X	X	X
Civic Center Transfer & Master Plan	County, City, FSU		X		X	
Entrepreneur Month in November	County, FAMU, FSU	X	X		X	
DOMI Urban Incubator	County, FAMU, FSU, TCC	X	X		X	
Downtown State Surplus Buildings	County, City, FSU		X		X	X
Film School Program	County, City, FSU	X	X		X	
Veteran Programs	County, FSU, FAMU, TCC			X	X	
Cultural Arts	County, FAMU, FSU	X	X		X	
Earlier notice from ACC for football schedule	County, City, FSU		X		X	
Move FSU Parents Weekend to a non-home game weekend	County, City, FSU		X		X	
Project One at FAMU Journalism School	County, City, FAMU, FSU	X	X		X	

## **TAG Inventory of Potential Future Activities**

Activity	Partners	Student Engagement	Economic Development	Public Safety	Communications	Environmental
Medical Examiner Facility	County, FAMU, FSU, TCC			X	X	
Duplication of Visitor Guides	County, FSU		X		X	
Recycling Expansion	County, FSU, FAMU, TCC				X	X
Redevelopment of the Homeless Shelter Site on W. Tennessee St.	County, City, FSU	X	X			
Public Safety Best Practices Forum	County, City, FSU, FAMU, TCC	X		X	X	
Future of the Brogan Museum Site	County, City, TCC	X	X			

September 3, 2014

John D. Swofford, Commissioner The Atlantic Coast Conference 4512 Weybridge Lane Greensboro, NC 27404

Dear John,

I recently met with members of the Leon County Division of Tourism Development, also known as Visit Tallahassee. They are the official tourism destination marketing organization for greater Tallahassee. At this meeting we discussed several areas of mutual interest, one of which is the formation of a group called the "Towns of the ACC." I would like for this letter to serve as an endorsement of the concept.

The idea is similar to groups started in the Southeastern and Big 12 Conferences in which they have established an official relationship with tourism executives from the official destination marketing organizations of each of their respective member communities. Lee Daniel, Executive Director of Visit Tallahassee, has contacted his counterparts in the other 14 ACC cities and has their unanimous support.

The concept is to meet with the appropriate conference staff on an annual or semi-annual basis to discuss and work cooperatively on areas of mutual interest such as: increasing visitor attendance at football games, basketball games and other sports competitions; improving the visitor experience; developing a "Towns of the ACC" website designed to provide fans an informational "one-stop-shop" when considering a visit to a conference away game; the potential of an advertising cooperative; game day and weekend event scheduling and other areas of interest.

My understanding is that you will be receiving similar letters from other athletics directors within the Conference and I wanted you to be aware that I fully support this idea. The tourism group plans to meet in Atlanta in the near future to develop a more detailed agenda for your staff's review.

I believe there is an opportunity for this concept to benefit the Conference, our member institutions and our local communities. Please let me know your thoughts and who on your team would be the most appropriate contact. I can forward their information to Lee Daniel, Executive Director of Visit Tallahassee or, if you prefer, we can put Lee in touch with a member

#### Page 2

of your staff. For your information, Lee's contact information is **850.606.2310** or lee.daniel@visittallahassee.com.

Thanks for your consideration.

Sincerely,

Stan Wilcox

**Director of Athletics** 

cc: Lee Daniel, Visit Tallahassee

Ken Morris, Leon County Economic Development & Business Partnerships

Dr. Martha Putallaz, ACC Conference Officer, President

Dr. Pam Perrewé, ACC Conference Officer, Vice President

Dr. Kevin White, Chair, ACC AD Committee

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #17** 

# **Leon County Board of County Commissioners**

## **Cover Sheet for Agenda #17**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of the Status Update on the Tallahassee-Leon County

Comprehensive Plan Update Project

County Administrator Review and Approval:	Vincent S. Long, County Administrator					
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wayne Tedder, Director, Planning Land Management and Community Enhancement Cherie Bryant, Manager, Tallahassee-Leon County Planning Department					
Lead Staff/ Project Team:	Barry Wilcox, Comprehensive Planning and Urban Design Division Manager Megan Doherty, Principal Planner, Tallahassee-Leon County Planning Department					

#### **Fiscal Impact:**

This item has no fiscal impact to the County.

#### **Staff Recommendation:**

Option #1: Accept the status update and direct Planning staff to present the Existing

Conditions Report and Community Collaboration plan to the Board of County Commissioners for approval in February 2016, as detailed in the Comprehensive

Plan Update project schedule.

#### **Report and Discussion**

#### **Background:**

At the Board of County Commissioner's December 8, 2014 Annual Retreat, Planning staff presented an overall analysis of the effectiveness of the Comprehensive Plan. This analysis included an overview of previous reform/revision efforts and statistics regarding both administrative and privately-initiated amendments to the plan.

As a result of presentation and subsequent discussions, the Board created two new Strategic Initiatives aimed at revising, reformatting, and generally improving the overall usability of the Tallahassee-Leon County Comprehensive Plan.

Accepting this status update on the Tallahassee-Leon County Comprehensive Plan Update is essential to the following FY2012 – FY2016 Strategic Initiatives that the Board approved at the January 27, 2015 meeting:

- Reformat the existing on-line Comprehensive Plan to modernize its appearance and increase usability (2015).
  - This effort has been completed and the reformatted Comprehensive Plan was presented to the Board at the October 13, 2015 meeting. The reformatted Compressive Plan can be viewed online at www.talgov.com/planning.
- Initiate a comprehensive review and revision to the Land Use Element of the Comprehensive Plan (2015).

These particular Strategic Initiatives align with the Board's Strategic Priorities, Governance and Quality of Life:

- Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service (G1) (revised 2013).
- Support the preservation of strong neighborhoods through appropriate community planning, land use regulations, and high quality provision of services (Q6) (2012).
- Further create connectedness and livability through supporting human scale infrastructure and development, including: enhancing our multimodal districts (Q7) (2012).

#### **Analysis:**

The goal of the Comprehensive Plan Update project is to "align the future land use and development plan with established community priorities." The Comprehensive Plan provides the blueprint for growth and development within Leon County. It is important to understand the current conditions within the community, as well as projected needs and trends to establish thoughtful and effective goals and policies directing and supporting future growth and development. Since approval of the scope and schedule for the project at the May 26, 2015 joint public hearing by the City and County Commissions, Planning Department staff has been working to assess current and future socioeconomic trends and demographic projections for the Tallahassee-Leon County area. This information is essential to understanding the composition of our community today, as well as planning to adequately meet future needs based on projected population growth and economic projections.

Title: Acceptance of the Status Update on Tallahassee-Leon County Comprehensive Plan Update December 8, 2015

Page 3

Additionally, Planning Department staff has been reviewing and compiling the results of recent community visioning efforts, including the Sales Tax Extension, Imagine Tallahassee, and the 2040 Regional Mobility Plan. These efforts provide valuable insights into current community concerns, desires, and priorities that must be taken in consideration as we update the blueprint for growth in Leon County. This process has helped identify community desires and identify possible changes to the Land Use Element.

#### **Next Steps:**

#### **Existing Conditions Report**

Planning staff will present the Existing Conditions report to the Board of County Commissioners in February 2016. The Existing Conditions report will provide an assessment of current conditions and future growth projections for our community, as well as provide a summary of recent community visioning efforts. This report will serve as the foundation for the Community Collaboration process, which will begin in Spring 2016. During this collaboration process, Planning staff will utilize the information gathered in the Existing Conditions report to facilitate a productive and well-informed conversation with the community regarding future growth and community needs. Following the presentation of the Existing Conditions report in February, Planning staff will provide a more detailed overview of the Collaboration schedule. Staff anticipates that this may include community workshops held in multiple locations throughout the County/City.

#### Focus Group

A small, diversified focus group has been assembled to provide informal feedback to staff during the preparation of draft products. This group is comprised of citizens with a broad array of interests and expertise. The group's initial meeting with staff will be the third week of December.

It is important to note, this group in no way supersedes or circumvents the community outreach and public involvement process. The group was created solely to provide feedback to staff during the initial drafting of deliverables, with the goal of providing a better, more refined product for community review.

#### **Project Schedule:**

The following is the scope of work and schedule approved by the City and County Commissions at the joint public hearing on May 26, 2015:

#### Evaluate (May 2015 – February 2016)

- Research (May December 2015)
  - Demographic and population analyses, including research of state requirements for Comp Plan Element, to serve as foundation of public process moving forward.
- Focus Group (First meeting December 2015)
  - Establish a small focus group comprised of citizens representing a broad cross-section of the community.
- Existing Conditions Report (February 2016)
  - This report will provide a summary of existing conditions, recent community visioning exercises, and provide the essential data needed to move forward with an informed community engagement plan.

Title: Acceptance of the Status Update on Tallahassee-Leon County Comprehensive Plan Update December 8, 2015

Page 4

#### **Collaborate** (Spring – Fall 2016)

- Share findings from research and analysis report, including future projections for growth in Tallahassee and Leon County.
- Focus on community collaboration through a participatory process and active conversations about the vision for Tallahassee and Leon County moving forward.

#### **Draft & Share** (Winter 2016 – Fall 2017)

• Draft Element Revisions

Based upon the Existing Conditions report and community collaboration process, staff drafts proposed revisions to the comprehensive plan

• Share with Community (Winter 2016 – Summer 2017)
Proposed changes are shared with the community. Input is gathered, and necessary revisions are made.

• <u>Elected & Appointed Officials Workshops (Summer– Fall 2017)</u>
Proposed changes are presented to the Local Planning Agency, Tallahassee City Commission, and Board of County Commissioners.

#### **Adopt** (Fall 2017 – Summer 2018)

• Comprehensive Plan Amendment (Fall 2017)
As directed by the City and County Commissions, submit proposed Land Use Element revisions for inclusion in the 2018 Comprehensive Plan amendment cycle.

#### **Options:**

- 1. Accept the status update and direct Planning staff to present the Existing Conditions Report and Community Collaboration plan to the Board of County Commissioners for approval in February 2016, as detailed in the Comprehensive Plan Update project schedule.
- 2. Accept the status update and do not direct Planning staff to present the Existing Conditions Report and Community Collaboration plan to the Board of County Commissioners for approval in February 2016, as detailed in the Comprehensive Plan Update project schedule.
- 3. Board direction.

#### **Recommendation:**

Option #1.

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #18** 

# **Leon County Board of County Commissioners**

### **Cover Sheet for Agenda #18**

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Status Report on Gartner Tallahassee CAD Risk Assessment

Recommendations

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Pat Curtis, Director, Office of Information and Technology

#### **Fiscal Impact:**

This item does not have a fiscal impact. Recommendations from the Gartner Study that have fiscal requirements will be addressed through the annual Consolidated Dispatch Agency's budget, which is jointly funded by the County/Sheriff and the City of Tallahassee.

#### **Staff Recommendation:**

Option #1: Accept the status report on the Gartner Tallahassee CAD Risk Assessment

Recommendations.

Title: Acceptance of Status Report on Gartner Tallahassee CAD Risk Assessment

Recommendations December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

At the September 15, 2015, Board meeting, the Board received the Gartner Tallahassee CAD Risk Assessment (Attachments #1 and #2), and authorized execution of a maintenance support agreement with Motorola. Gartner provided an independent and objective assessment of the new Motorola CAD system as a result of increasing concerns about the system's stability, performance and functionality. Gartner recommended to continue the use of the Motorola PremierOne CAD with the caveat that a maintenance support agreement is executed with agreed upon service level agreements and to follow through with the remaining recommendations of the Assessment. The Board requested a follow-up agenda item in several months for staff to provide a status report on the implementation of recommendations from the Assessment.

Gartner provided four basic recommendations regarding the CAD project.

- 1. The Client should continue its relationship with Motorola only if able to execute maintenance and support agreement that includes specific system performance and service level requirements with associated financial incentives using the guidelines provided in Gartner's report.
- 2. If the Client and Motorola are unable to reach agreement on a revised maintenance and support agreement, then the Client should continue with Motorola under the proposed maintenance agreement and support agreement and immediately begin the process to find a suitable replacement system using a market-based competitive bid process.
- 3. The Client should seek an outside, independent assessment of the City and County network infrastructure that supports CAD system users include the CDA local area network, the City and County wide-area network and the mobile radio/commercial carrier network infrastructure to identify and resolve any outstanding network performance issues.
- 4. Gartner has identified several other factors that have contributed to the Client's inability to resolve issues and 37 recommendations are provided to improve overall system performance and insure future success.

#### **Analysis:**

Of the 37 recommendations contained in the report:

- 28 are complete which includes those actions that have become part of the on-going operations of the CDA
- 4 will be completed by the end of the current calendar year (December 31, 2016).
- 2 will be addressed as part of the FY2017 CDA budget process
- 1 will be completed in the spring of 2016
- City, County, CDA staff are continuing to work with Motorola on two Gartner recommendations and will provide options to the CDA Board for consideration in the spring of 2016.

In summary, the Gartner assessment report details nine program areas of review: Performance, Vendor Support, Scope, Requirements, Governance, Testing, Client Support, Training, and Infrastructure. The areas were assessed a risk rating on an impact scale of 1 – 5: Insignificant, Minor, Moderate, Major, and Catastrophic. The impact scale addresses risk from business benefit, budget, operational, organizational and customer/public perspectives (Attachment #1, page 27). Along with the risk assessment, recommendations were offered for each area.

The Governance area was assessed as having minor risk and the report recognized that the CDA Board, made up of the City Manager, the County Administrator, and the Sheriff, provides a consistent structure for direction and decision making and notes opportunities for stakeholder input and regular communications. Therefore, no recommendations were made for this area.

The total assessment is summarized in the following table, with each area and Gartner's risk assessment along with the number of recommendations for that area.

CATEGORY	RISK RATING	RECOMMENDATIONS	COMPLETE*	IN PROGRESS
A: Performance	Major	5	4	11
B: Vendor Maintenance/Management	Moderate	6	6	
C: Scope Management	Moderate	5	5	
D: Requirements Management	Moderate	3	1	$2^{2,3}$
E: Governance	Minor	None	N/A	N/A
F: User Acceptance Testing	Moderate	4	3	11
G: Client Support	Moderate	8	4	$4^4$
H: Training	Moderate	2	2	
I: Infrastructure	Moderate	4	3	$1^3$

<sup>\*</sup> Complete and/or ongoing operations

Since the receipt of the report on August 6, 2015, a number of actions have been taken regarding all of the recommendations. The majority of the recommendations have been completed. The remaining recommendations are in progress with the majority being completed by December 30, 2016 or considered as part of the 2017 budget process. Details for each recommendation follow.

 $<sup>1-</sup>Working\ with\ Motorola\ on\ viability\ of\ the\ solution\ to\ meet\ the\ recommendation\ and\ costs.$ 

<sup>2 –</sup> To be completed in Spring 2016.

 $<sup>3-\</sup>mbox{To}$  be requested as part of the 2017 budget process.

<sup>4 –</sup> To be completed by December 30, 2016

December 8, 2015

Page 4

#### **RECOMMENDATIONS**

#### **Section A: Performance Recommendations (5)**

**Recommendation A1.** The Client should define minimally acceptable system performance criteria using the guidelines provided in this report. These should be used to monitor and measure system performance and incorporated into the Motorola maintenance and support agreement.

#### **Status: Complete**

The PremierOne CAD Maintenance and Support Agreement (Attachment #3) does incorporate service level agreements (SLAs) that Gartner negotiated with Motorola and the City, County, and Sheriff's Office. The SLAs are on page 33 of Attachment #3. Any missed SLA performance target recommendations will result in service credit entitlements against the monthly service charge of the Maintenance Support Agreement. The 1<sup>st</sup> occurrence provides a 10% reduction to the month service charge, the 2<sup>nd</sup> occurrence provides a 15% reduction, and the 3<sup>rd</sup> and subsequent occurrence provides a 25% reduction. Further details are listed in Section 5 of the Maintenance Support Agreement beginning on page 6.

**Recommendation A2.** The Client should monitor system performance against the minimally acceptable system performance criteria for a period of 90-days to establish a baseline of stable system performance.

#### **Status: Complete**

The 90-day period was during the negotiations for the maintenance and support agreement. However, a reporting process was established with the CAD Support Manager to provide status updates to the Technical Sub-Committee and the CDA Director in line with the service level agreements within the maintenance and support agreement.

**Recommendation A3.** The Client should follow the Motorola recommended workstation and server maintenance schedule of weekly workstation reboots, monthly application server reboots and quarterly database server reboots.

#### **Status: Complete**

As of July 7, 2015, Motorola's recommended reboot schedule for all workstations and servers has been followed.

**Recommendation A4.** The Client should report all system performance related issues, including each occurrence of CAD or mobile workstation errors and any system-wide performance issues to Motorola in order to properly document the nature, frequency and severity of issues and to assist in the identification of root cause.

#### **Status: Complete**

As of July 7, 2015, staff has reported all system performance issues and errors to Motorola via Motorola's support ticketing system. Any logs that can be captured are also submitted to Motorola. Reoccurrences of the same issue are also reported to Motorola via Motorola's support ticketing system.

**Recommendation A5.** The Client should work with Motorola to create a test environment able to simulate production level system loads. The Client should require Motorola to conduct a performance test baseline simulating full production load as part of any major version upgrade before it is released into production.

#### **Status: In Progress;**

CAD Support has formally requested Motorola provide a simulation load tool for testing environment. Motorola has responded with there is currently no system load tool available but there is a "homegrown" tool Motorola has created which is currently not available to customers.

Motorola's initial proposal to provide a system load testing environment and process was quoted in the \$600,000 to \$800,000 range. City, County, CDA staff are continuing to work with Motorola regarding this recommendation and will provide options to the CDA Board for consideration in the Spring of 2016.

#### Section B: Vendor Maintenance and Management Recommendations (6)

**Recommendation B1.** The Client should continue with Motorola only if the Client is able to execute a maintenance and support agreement that defines specific system performance and service level requirements and has associated financial incentives using the guidelines provided in this section of Gartner's report.

#### **Status: Complete**

In response to the top basic recommendation by Gartner, management and technical staff worked together to negotiate with Motorola a Maintenance and Support Agreement with service level requirements (Attachment #3). The PremierOne CAD Maintenance and Support Agreement for PremierOne CAD, PremierOne Mobile, associated interfaces, and hardware refresh is for a five-year term. The five-year term contract provides a discount of more than \$100,000; thereby, being more cost efficient than five individual annual contracts. The total five-year cost for the proposed Maintenance and Support Agreement is \$2,612,937. As per the Consolidated Dispatch Agency Interlocal Agreement with the City of Tallahassee and the Sheriff's Office, the Board's cost share is 33% of the total. The following table details the total annual payment for each term along with the County's share.

FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019		
11/1/2014 - 10/31/2015	11/1/2015 – 10/31/2016	11/1/2016 – 10/31/2017	11/1/2017 – 10/31/2018	11/1/2018 - 10/31/2019		
\$130,801*	\$499,796	\$518,419	\$537,393	\$557,175		
SHERIFF/COUNTY SHARE						
\$44,733	\$170,930	\$177,299	\$183,788	\$190,554		

<sup>\*</sup>Includes \$369,354 first year reduction associated with disputes regarding service levels, service delays, and related issues occurring during the initial implementation.

**Recommendation B2.** If the Client and Motorola are unable to agree on a suitable maintenance and support agreement, then the Client should continue with Motorola using a standard maintenance and support agreement and immediately begin the process to find a suitable replacement system using a market-based competitive bid process.

#### **Status: Not applicable**

This recommendation is not applicable as a suitable maintenance and support agreement was negotiated and signed.

**Recommendation B3.** The City and Motorola should follow an agreed upon process for creating, documenting and managing support tickets using standardized severity level definitions and escalation policies.

#### **Status: Complete**

The Maintenance and Support Agreement outlines the process for creating, documenting, and managing support tickets beginning on page 18. This process is being followed by CAD Support and Motorola Support staff.

**Recommendation B4.** The City and Motorola should institute daily teleconference calls to review open priority issues and develop a transparent and trusting way to communicate findings and actions taken when troubleshooting issues.

#### **Status: Complete**

There are a number of weekly conference calls with Motorola staff. However, during any periods of instability daily communications are conducted.

**Recommendation B5.** The City should assign a dedicated CAD support manager with no other duties besides the management of the CAD system support. The CAD support manager should be assigned to work at the CDA and be responsible for tracking and reporting of all CAD issues.

#### **Status: Complete**

Rob Mock started September 14, 2015 as a contract employee. City IT staff will request a full time position for the CAD Support Manager in their FY17 budget.

**Recommendation B6.** The Client should require Motorola to complete System Administration training as a condition of signing any maintenance and support agreement.

#### **Status: Complete**

System Administration training was completed on August 20, 2015.

#### **Section C: Scope Management Recommendations (5)**

**Recommendation C1.** The City and Motorola should follow a consistent process for defining, prioritizing and tracking open work including issue resolution, maintenance update and enhancements.

#### **Status: Complete**

A process has been defined and implemented. During their conference calls with Motorola, the CAD Support Team reviews and prioritizes support and trouble tickets which are maintained in Motorola System Support Center's automated system. Details are found in the Maintenance and Support Agreement, beginning on page 18.

**Recommendation C2.** The City and Motorola should agree on specific tasks and timelines for each open issue and report progress regularly.

#### **Status: Complete**

Task is currently managed by the CAD Support Manager and there have been changes set up to decree timelines for resolution and accelerated upgrade planning and scheduling to facilitate the relief of back logged cases. The CAD Support Team has prioritized cases with Motorola in accordance with the Maintenance Support Agreement.

**Recommendation C3.** The City and Motorola should agree on an issue escalation process that clearly defines how and when issues are reported and escalated and to whom, including both Motorola and the Client stakeholders.

#### **Status: Complete**

An agreed upon issue escalation process has been defined in Exhibit B of the proposed Maintenance and Support Agreement.

**Recommendation C4.** The City should use a more formal and structured scope management process for large, complex IT projects to set and manage expectations of both system stakeholders and vendors.

#### **Status: Complete**

City ISS has implemented a project and change management process using Microsoft Project. Project progress is managed through a standardized reporting mechanism.

**Recommendation C5.** Any future major system enhancements, upgrades or new system implementations should include a detailed Statement of Work that includes scope, schedule, deliverables and acceptance criteria.

#### **Status: Complete**

The Maintenance and Support Agreement establishes a structure for the CAD Support Manager to follow as part of the defined project management process.

#### Section D: Requirements Management Recommendations (3)

**Recommendation D1:** The Client should develop a full set of high-level, outcome-objective based CAD requirements using business owner representatives. These requirements will help to identify actual critical gaps in functionality and can be used to either scope enhancement requests for Motorola or a baseline for any future system procurement.

#### **Status: In Progress (This effort will be finalized in Spring 2016.)**

The CAD Support Manager currently is in development of a high level objectives plan including working on a baseline for current future objectives levied against current and future expectations. Critical gaps will be identified and a plan set in place to mitigate those gaps and prevent future shortfalls in expectations. This effort will be finalized in Spring 2016.

**Recommendation D2:** The Client should define observable acceptance criteria for any enhancements or future system deliverables so that clear traceability between the requirement and the delivered software can be maintained.

**Status:** Complete. The CAD Support Team currently tracks and revises system enhancements through a ticket review process, support team and vendor weekly meetings. Testing of enhancements is included in the test plan and results are documented and reported back to Motorola and the stakeholders.

**Recommendation D3.** The Client should prioritize requirements so that system functionality can be delivered incrementally as budget allows.

## Status: In progress - (Recommendations will be considered as part of the 2017 budget process.)

The CAD Support Team is developing an Upgrade and Update Installation plan taking into consideration current configuration along with estimated budget requirements and stakeholder need for stability of operations. This effort is dependent on completion of Recommendation D1. Recommendations will be considered as part of the 2017 budget process.

#### **Section F: User Acceptance Testing Recommendations (4)**

**Recommendation F1:** The Client should create a test environment where full system load testing can be performed using automated tools. Each new release should be fully load tested and tested for expected error conditions under load before being released to production.

#### **Status: In Progress**

Page 8

The CAD Support Team has formally requested Motorola provide a simulation load tool for testing environment. Motorola has responded with there is currently no system load tool available but there is a "homegrown" tool Motorola has created which is currently not available to customers. Motorola's initial proposal to provide a system load testing environment and process was quoted in the \$600,000 to \$800,000 range. City, County, CDA staff are continuing to work with Motorola regarding this recommendation and will provide options to the CDA Board for consideration in the Spring of 2016.

**Recommendation F2.** The Client should create a comprehensive regression test plan for all new releases and where possible automate the regression test using testing tools. The regression test should be periodically reviewed and updated to ensure that the appropriate level of testing is performed on each new release.

#### **Status: Complete**

The CAD Support Manager has developed regression testing processes and is currently observing past practices and evaluating processes for improvement and tracking to ensure current and future upgrades and updates meet specific criteria for introduction into the production environment.

**Recommendation F3.** The Client should share the regression tests with Motorola and request that Motorola follow the same regression tests before providing new releases to the Client for testing and should not accept any releases that have not been fully regression tested.

#### **Status: Complete**

The CAD Support Manager has developed regression testing processes and has shared this process with Motorola and stakeholders. Future releases will be extensively tested and follow a regimented course of development with cross talk and feedback performed regularly with Motorola and stakeholders.

**Recommendation F4.** The Client should continue to carefully track regression test errors to improve the quality of each version release.

#### **Status: Complete**

The CAD Support Manager tracks the regression test errors and shares with Motorola for resolution.

#### **Section G: Client Support Recommendations (8)**

**Recommendation G1:** The City should provide a more 'hands-on' and in-depth level of technical system support including system administration and the ability to conduct technical diagnostics and trouble identification (support Level 2 / 3).

#### **Status: Complete**

City ISS has hired and secured resources to provide dedicated, 'hands-on' and in-depth technical system support through the hiring of a full-time Systems Administrator and a contract PC Tech/Backup CAD Administrator. A contract DBA is being recruited and should be onboard by year-end. City ISS will request permanent, full-time positions for both the PC Tech/Backup CAD Administrator and DBA through the FY17 budget process. Additionally, systems monitoring tools have been implemented to aid staff.

**Recommendation G2:** The City should assign a dedicated CAD support manager who has no other duties besides the management of CAD system support. The CAD Support Manager should be assigned to work at the CDA and be responsible for the accurate tracking and reporting of all CAD issues.

#### **Status: Complete**

Rob Mock started September 14, 2015 as the CAD Support Manager on a contractual basis until a full time position is approved.

**Recommendation G3**: The CAD support manager should work with the CDA, Client stakeholders, and Motorola to create and track key support performance metrics for both the City and Motorola, and report support performance against those metrics regularly to the CDA Board.

#### Status: In Progress – (To be completed by December 30, 2016.)

The CAD Support Manager will be developing key support performance metrics with CDA stakeholders input during planning and development meetings to be conducted by year-end.

**Recommendation G4:** The City should provide centralized provisioning support, including the identification and tracking of all provisioning tasks and requests through its help desk system. Centralized provisioning should be accountable for all provisioning requests, and support endusers who may have provisioning responsibility.

#### Status: In Progress – (To be completed by December 30, 2016.)

The CAD Support Team is developing a central provisioning plan to be scheduled for working group planning meetings by year-end. The initial planning meeting to define scope and complexity was completed October 12, 2015.

**Recommendation G5:** The City should support centralized management reporting, including the organization of a representative group of stakeholders to cooperatively define data element definitions and the structure and use of standardized reports.

#### Status: In Progress – (To be completed by December 30, 2016.)

A contract DBA is expected to be on staff by year-end. Candidates have been interviewed and a recommended hire is being processed.

**Recommendation G6:** The City should provide additional dedicated support resources, particularly for network infrastructure and system administration, who can aid in the identification, diagnosis and resolution of outstanding issues.

#### **Status: Complete**

City ISS has assigned internal resources and hired consulting services from PC Solutions and Integration, Inc. (PCS) to provide dedicated support for the network infrastructure. A contract Systems Administrator was hired December, 2014 to provide dedicated system administration for the CAD system. This individual will be hired permanent, full-time by City ISS by year end and will continue as the dedicated system administrator for the CAD system.

**Recommendation G7:** The City should develop standardized infrastructure health 'checklists' used to identify and validate the health and condition of critical infrastructure components for which it is responsible and provide them as part of routine troubleshooting.

#### **Status: Complete**

City ISS hired PC Solutions and Integration, Inc. (PCS) for a network assessment. PCS developed a health checklist process that City ISS network staff is using. Reports are provided to the CAD Support Team and Motorola for ongoing monitoring.

**Recommendation G8:** The CDA Board should establish support level expectations for the City that include regular reporting of system health against established system performance criteria and clear escalation and notification of priority issues.

#### Status: In Progress – (To be completed by December 30, 2016.)

A report has been developed that needs to be finalized with the CDA Director. Further analysis of statistics need to be defined to finalize the recommendation. The Technical Sub-Committee will work with the CDA Director to establish guidelines for this recommendation and present to the CDA Board for review. This will be completed by year-end.

#### **Section H: Training Recommendations (2)**

**Recommendation H1**: The Client should require Motorola to complete System Administration training and provide required documentation.

#### **Status: Complete**

System Administration training was completed on August 20, 2015.

**Recommendation H2:** The Client should continue to enhance the Motorola provided training materials making them more specific to and useful for the CDA, where appropriate.

#### **Status: Complete**

CAD Support Team currently works with CDA Training team to further enhance training and functionality of the PremierOneCAD. There is a constant flow of information and cross communication for system improvement and compatibility occur daily. This will be an ongoing and permanent improvement process.

#### **Section I: Infrastructure Recommendations (4)**

**Recommendation I1:** The City should invest in and deploy the necessary tools required to actively monitor and troubleshoot the complete end-to-end CAD network performance and connectivity, including the LAN, WAN and RadioIP. The tools should be deployed with sufficient coverage to provide visibility of the complete health and condition of the network from CAD servers to / from any end user device.

#### **Status: Complete**

Monitoring tools have been deployed (SolarWinds). Ongoing monitoring is handled by City ISS network staff working with the PCS consultant.

**Recommendation I2:** The City should hire an outside, independent network specialist to assess the current network design and performance across all public safety systems and aid in the identification of potential problems and in the development of a network monitoring program.

#### **Status: Complete**

The City and the County have hired qualified, independent vendors to conduct a full assessment on their respective networks. The City hired PC Solutions and Integration, Inc. (PCS) to assess the City network including all public safety systems. PCS recommended changes to network software and hardware to provide performance enhancements and redundancy. All recommendations have been implemented.

The County hired Hayes e-Government Resources, a local vendor. Hayes' assessment of the County network found that the County network functions as expected and performance was better than industry standards. No recommendations were made for improvements on the County network.

**Recommendation I3:** The City should assign a single Network Support Administrator to be accountable for the maintenance and support of the CAD network.

**Status:** In Progress – (To be requested in the FY2017 budget process.)

The CAD network is being supported by City ISS network staff along with consulting resources from PCS. A dedicated, permanent FTE position will be requested for City ISS through the FY17 budget process.

**Recommendation I4:** The City should work to create a network health checklist that can be used to definitively establish the health of the network at any given time, and in particular when issues of slowness or connectivity are reported. This should include both observable connectivity tests, as well as reports from network monitoring tools before, during, and after the time issues are reported.

#### **Status: Complete**

City ISS hired PC Solutions and Integration, Inc. (PCS) for a network assessment. PCS developed a health checklist process that City ISS network staff is using. Reports are provided to the CAD Support Team and Motorola for ongoing monitoring.

#### **CONCLUSION:**

Significant progress has been made on all the Gartner recommendations. Since acceptance of the Gartner report and the signing of the Motorola Maintenance and Support Agreement, there have had two total system outages. One outage occurred on October 8, 2015, lasting 10 minutes and the other on October 13, 2015, lasting 5 minutes. As agreed in the Motorola Maintenance and Support Agreement, Motorola responded to these outages within the agreed upon SLA performance standards. The CAD Support Team continues to work with Motorola on the planning and testing of the next system upgrade which includes several major fixes and enhancements such as the Premise Hazard enhancements. This upgrade is scheduled for December 9, 2015, pending successful user acceptance testing.

#### **Options:**

- 1. Accept the status report on the Gartner Tallahassee CAD Risk Assessment Recommendations.
- 2. Do not accept the status report on the Gartner Tallahassee CAD Risk Assessment Recommendations.
- 3. Board direction.

#### **Recommendation:**

Option #1

#### Attachments:

- 1. September 15, 2015 Board Meeting Agenda Item #22
- 2. Gartner Tallahassee CAD Risk Assessment Report
- 3. PremierOne CAD Maintenance and Support Agreement

# **Leon County Board of County Commissioners**

### Cover Sheet for Agenda #22

**September 15, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Gartner Computer Aided Dispatch (CAD) Assessment Report

and Approval of PremierOne Computer Aided Dispatch Maintenance and Support Agreement with Motorola for the Computer Aided Dispatch (CAD)

System

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Lead Staff/ Project Team:	Alan Rosenzweig, Deputy County Administrator Pat Curtis, Director, Office of Information and Technology

#### **Fiscal Impact:**

This item has a fiscal impact to the Consolidated Dispatch Agency's budget, which is jointly funded by the County/Sheriff and the City of Tallahassee. The County/Sheriff costs associated with the proposed maintenance agreement are contemplated in the Sheriff's budget; additional costs to implement other recommendations from the Gartner report will be offset by reduced healthcare costs in the Sheriff's requested budget.

#### **Staff Recommendation:**

Option #1: Accept the Gartner Tallahassee Computer Aided Dispatch (CAD) Risk

Assessment Report (Attachment #1).

Option #2: Approve the PremierOne Computer Aided Dispatch Maintenance and Support

Agreement with Motorola (Attachment #2), and authorize the County

Administrator to execute, in a form approved by the County Attorney.

#### **Report and Discussion**

#### **Background:**

At the May 12, 2015, meeting, the Board approved the County partnering with the Sheriff's Office and the City of Tallahassee to engage Gartner, Inc. to perform a risk assessment of the Motorola PremierOne Computer Aided Dispatch (CAD) (Attachment #3). Gartner, Inc. is a worldwide leader in information technology research and consulting. Annually, Gartner, Inc. performs more than 1,500 consulting engagements delivered by 550 consultants. Gartner's Public Safety and Justice consulting division has worked with numerous first responder agencies throughout North America.

Gartner was to provide an independent and objective assessment of the new CAD system as a result of increasing concerns about the system's stability, performance and functionality. The overall purpose of the study is to have an independent risk assessment, resulting in a recommendation to either continue to utilize the Motorola PremierOne CAD or to transition to an alternative system.

#### **Analysis:**

Beginning on May 18, 2015, and after several months of analysis, Gartner delivered its evaluation of the Consolidated Dispatch Agency's (CDA) Motorola PremierOne Computer Aided Dispatch (CAD) System to the CDA Board on August 6, 2015. The report concludes, "The CAD system is mostly performing at an acceptable level and able to support CDA call taking and dispatch operations." The report includes 37 recommendations on ways to enhance the current system that dispatches Police, Fire, Sheriff, and Emergency Medical Services. Gartner concluded that the Client and Motorola need to better define performance standards, service level agreements and a consistent reporting process. The report recommended improvements for in-house staffing and training.

As part of the evaluation process, Gartner interviewed 35 executives, sponsors and stakeholders/users who work directly with the system and spoke with other agencies using the same Motorola System. Motorola executive management and project managers were also interviewed. The 114-page report details nine program areas of review: Performance, Vendor Support, Scope, Requirements, Governance, Testing, Client Support, Training, and Infrastructure. The areas were assessed a risk rating on an impact scale of 1-5: Insignificant, Minor, Moderate, Major, and Catastrophic. The impact scale addresses risk from business benefit. budget. operational, organizational and customer/public perspectives (Attachment #1, Page 27). Along with the risk assessment, recommendations were offered for each area.

The Governance area was assessed as having minor risk and the report recognized that the CDA Board, made up of the County Administrator, City Manager, and the Sheriff, provides a consistent structure for direction and decision making and notes opportunities for stakeholder input and regular communications. Therefore, no recommendations were made for this area.

The total assessment is summarized in Table #1 with each area and Gartner's risk assessment along with the number of recommendations for that area.

**Table #1: Summary of Gartner Risk Analysis and Recommendations** 

CATEGORY	RISK RATING*	RECOMMENDATIONS
Performance	Major	5
Vendor Maintenance/Management	Moderate	6
Scope Management	Moderate	5
Requirements Management	Moderate	3
Governance	Minor	None
User Acceptance Testing	Moderate	4
Client Support	Moderate	8
Training	Moderate	2
Infrastructure	Moderate	4

<sup>\*</sup> Risk rating on an impact scale of 1-5: Insignificant, Minor, Moderate, Major, and Catastrophic.

The greatest area of concern was in the area of performance, which was rated at major risk, where the report noted that the CAD System had a history of instability during the first 12 months of operation. However, it noted that since January 2015, there have only been two full system outages for 16 minutes attributed to Motorola.

The County, City and Sheriff's Office worked closely over a number of years in preparing for the consolidation of dispatch functions and the construction of the public safety complex. The efforts included operational committees addressing overall policies, procedures and staff integration and a separate technical committee to address hardware and software efforts. The result is an organization that is providing faster dispatch times, interoperability that facilitates the utilization of the closest available unit, and through all public safety responses being coordinated in one location a higher level of situational awareness and cooperation on dispatch related issues. During preliminary planning, the transition to the new Motorola CAD System was being approached as an upgrade to the existing system. As a result of this approach, the report references a lack of clearly defined roles and responsibilities and agreed upon standards, making it difficult to accurately assess the nature and severity of the current system. Additionally, it states that the process used to implement the CAD System was not adequate for a project of this size and complexity which resulted in misaligned expectations of how the system would be delivered, tested, and accepted. Additional testing was needed prior to going live with the system to better help identify functional gaps and system errors. Recommendations were provided in the area of Client Support for additional support personnel and in the area of Infrastructure to seek outside review of the City and County networks.

In the end, Gartner's overall risk assessment for the entire program is Moderate. The report stated:

"The CAD system is mostly performing at an acceptable level and able to support CDA call taking and dispatch operations. However roles and responsibilities for both the City and Motorola are not adequately defined for a system of this nature, size and complexity making it difficult to ensure the proper level of response and accountability for problem root cause identification and resolution. Motorola's proposed support and maintenance agreement does not include sufficient requirements for minimally acceptable system availability, performance or service responsiveness and the City needs to commit additional dedicated personnel in order to fulfill its support obligations. When combined, these issues have caused system performance and support expectations to be misaligned and have damaged the trust and workinger stations hip between the City and Motorola 30, 2015

Recommendations were developed from the findings and the consideration of several factors:

- the interest of public and officer safety above all other factors
- cost and time should not limit the alternatives considered
- a recommendation to either keep or replace the Motorola solution
- interviews with client executives and key stakeholders
- review of project artifacts, documentation and contracts
- interviews with Motorola representatives
- interviews with other Motorola customers of P1CAD (as provided by Motorola)
- interviews with other CAD system vendors
- Gartner's industry experience, expertise, independent research and best practices

Gartner provided four basic recommendations regarding the CAD project.

- 1. The Client should continue its relationship with Motorola only if able to execute a maintenance and support agreement that includes specific system performance and service level requirements with associated financial incentives using the guidelines provided in Gartner's report.
- 2. If the Client and Motorola are unable to reach agreement on a revised maintenance and support agreement, then the Client should continue with Motorola under the proposed maintenance agreement and support agreement and immediately begin the process to find a suitable replacement system using a market-based competitive bid process.
- 3. The Client should seek an outside, independent assessment of the City and County network infrastructure that supports CAD system users include the CDA local area network, the City and County wide-area network and the mobile radio/commercial carrier network infrastructure to identify and resolve any outstanding network performance issues.
- 4. Gartner has identified several other factors that have contributed to the Client's inability to resolve issues and 37 recommendations are provided to improve overall system performance and insure future success.

Since the receipt of the report on August 6, 2015, a number of actions have been taken regarding many of the recommendations. Attachment #4 details the status of each of the 37 recommendations. Costs associated with some of the recommendations, including increased technical support staffing at the CDA, will be paid for through the Sheriff's Office budget and the City of Tallahassee. The Sheriff's Office budget has additional funds available resulting from lower than anticipated employee healthcare costs than originally contemplated.

In response to the top basic recommendation by Gartner, management and technical staff worked together to negotiate with Motorola a Maintenance and Support Agreement with service level requirements (Attachment #2). The proposed PremierOne CAD Maintenance and Support Agreement for PremierOne CAD, PremierOne Mobile, associated interfaces, and hardware refresh will be provided for a five (5) year term (Table #2). The Agreement contains service level performance targets that if not met, have escalating financial penalties (Attachment #2, page 7).

The five (5) year term contract provides a discount of approximately \$140,000 annually; thereby, being more cost efficient than five (5) individual annual contracts. The total five (5) year cost for the proposed Maintenance and Support Agreement is \$2,612,937. As per the Consolidated Dispatch Agency Interlocal Agreement with the City of Tallahassee and the Sheriff's Office, the costs are to be allocated based on population (city 65.8%/unincorporated area 34.2%). The following table details the total annual payment for each term along with the County's share.

To address the previous disputes regarding service levels, schedule delays and related issues occurring during the initial implementation, Motorola has agreed to a reduction of \$369,354 for the first year, which is reflected in the following totals.

FY 2014/2015 FY 2015/2016 FY 2016/2017 FY 2017/2018 FY 2018/2019 11/1/2015 - 10/31/2016 11/1/2018 - 10/31/2019 11/1/2014 - 10/31/2015 11/1/2016 - 10/31/2017 11/1/2017 - 10/31/2018 \$130.801\* \$499,796 \$518,419 \$537,393 \$557,175 SHERIFF/COUNTY SHARE \$44,733 \$170,930 \$177,299 \$183,788 \$190,554

**Table 2: Total Maintenance and Support Contract Costs** 

#### Conclusion

Though the Motorola CAD implementation has caused serious concerns and operational issues, the CDA continues to mature as an organization and continues to provide exemplary service to the public. The CDA Board, consisting of the County Administrator, Sheriff and City Manager has received and reviewed the recommendations from Gartner and support their implementation. The County, Sheriff's Office and the City of Tallahassee have worked closely with Motorola over the past several weeks to finalize the Maintenance and Support Agreement which includes the recommendations laid out in the Gartner study. Staff is recommending the authorization to execute this Agreement with Motorola and continue the relationship with Motorola based on Gartner's findings and recommendations. The CDA will continue to implement the balance of Gartner's recommendations, through the CDA Director and the support of the Management Committee (Sheriff Designee, EMS Chief, Police Chief and Fire Chief) and the Technical Sub-Committee (informational technology representatives from all three agencies).

<sup>\*</sup>Includes \$369,354 first year reduction associated with disputes regarding service levels, service delays and related issues occurring during the initial implementation.

#### **Options:**

- 1. Accept the Gartner Tallahassee CAD Risk Assessment Report (Attachment #1).
- 2. Approve the PremierOne CAD Maintenance and Support Agreement (Attachment #2), and authorize the County Administrator to execute, in a form approved by the County Attorney.
- 3. Do not accept the Gartner Tallahassee CAD Risk Assessment Report.
- 4. Do not approve the PremierOne CAD Maintenance and Support Agreement.
- 5. Board direction.

#### **Recommendation:**

Options #1 and #2.

#### Attachments:

- 1. Gartner Tallahassee CAD Risk Assessment Report
- 2. PremierOne CAD Maintenance and Support Agreement
- 3. May 12, 2015 Board Meeting Add-On Agenda Item #22
- 4. Client Response to Gartner Recommendations as of 8/28/2015

## **Tallahassee CAD Risk Assessment Report**

The City Tallahassee, Leon County and the Leon County Sheriff's Office Computer Aided Dispatch Risk Assessment Gartner Consulting



August 6, 2015

#### **GARTNER CONSULTING**

This presentation, including any supporting materials, is owned by Gartner, Inc. and/or its affiliates and is for the sole use of the intended Gartner audience or other authorized recipients. This presentation may contain information that is confidential, proprietary or otherwise legally protected, and it may not be further copied, distributed or publicly displayed without the express written permission of Gartner, Inc. or its affiliates. © 2015 Gartner, Inc. and/or its affiliates. All rights reserved.



### Contents

- Section 1: Executive Summary
- Section 2: Findings & Recommendations
- Section 3: Alternatives Assessment
- Appendix A Interview Schedule/Attendees
- Appendix B Documentation Review Summary



Page 559 of 1175

## Section 1: Executive Summary

Tallahassee CAD Risk Assessment Report Gartner Consulting



Page 560 of 1175

# Executive Summary Background and Context

- Emergency call taking and public safety dispatching services are provided to the City of Tallahassee, Leon County and the Leon County Sheriff's Office (the Client) by the Consolidated Dispatch Agency (CDA), a jointly controlled independent entity.
- As part of the consolidation of services to the CDA, the Client engaged Motorola to upgrade the existing City of Tallahassee Computer Aided Dispatch (CAD) system with Motorola's new PremierOne<sup>tm</sup> CAD product in order to support call taking and dispatch operations for all of the agencies served by the CDA. That new system went live September 17, 2013 with the opening of the CDA.
- Since its implementation stakeholders have become increasingly concerned about the CAD system stability, performance and missing functionality. The Client now seeks an independent and objective assessment of the new CAD system and these concerns.
- Gartner conducted its assessment using a Gartner program risk assessment model based on Gartner research and industry best practice. The Gartner team conducting the assessment has extensive industry experience, operational expertise and technical knowledge of CAD systems.
- Gartner's findings and recommendations are presented in this report along with a description of the assessment process that was used.



Page 561 of 1175

# Executive Summary Gartner Approach

Gartner's risk assessment examined the following nine program risk categories:

A. Performance D. Requirements G. Client Supp	ort
---	-----

C. Scope F. Testing I. Infrastructure

To complete this assessment, Gartner considered information from the following sources:

- Interviews with approximately 35 executives, sponsors and stakeholders / users
- The review of approximately 85 client provided files and documents
- Telephone interviews with Motorola
- Telephone and email interviews with other agencies using PremierOne<sup>tm</sup> CAD
- Telephone interviews with three other CAD vendors, besides Motorola
- The experience and expertise of Gartner's subject matter experts

Gartner conducted an independent assessment using an objective process, Gartner Research and the experience of industry experts. Our recommendations were formed based on the key findings of our assessment and priorities provided by the Client.



Page 562 of 1175

## Executive Summary Assessment Overview by Category

A. Performance Risk Rating: Major

The CAD system is mostly performing at an acceptable level and able to support CDA call taking and dispatch operations. While there was a clear history of instability during the first twelve months of operation, performance has been improving. Since January 2015 there have been two full system outages attributable to Motorola, resulting in a total of approximately sixteen minutes of system downtime. Reliability of individual CAD workstations and mobile computers continues to be an issue as unexplained workstation outages persist and efforts to resolve them have been inconclusive. The Client and Motorola have not agreed to what constitutes acceptable system performance or how performance will be measured resulting in differing perspectives of how stable the system actually is and very little progress towards building trust or user confidence.

### **B. Vendor Maintenance / Management**

Support roles and responsibilities between the City and Motorola are not clearly defined making it difficult to assign accountability for the identification and resolution of problems. The Client and Motorola often do not agree on severity, frequency, root cause and resolution for open issues, including those that continue to disrupt the operation. The process used to track issues is inadequate for a mission-critical system of this type and complexity and both the Client and Motorola are inconsistent in how issues are tracked making it difficult to accurately assess the nature and severity of current system problems.

### C. Scope Management

The process that the Client and Motorola followed to define project scope and implement the CAD system was inadequate for a project of this size and complexity resulting in misaligned expectations of how the system would be delivered, tested and accepted.



Page 563 of 1175

**Risk Rating: Moderate** 

**Risk Rating: Moderate** 

**Risk Rating: Moderate** 

## **Executive Summary**

## Assessment Overview by Category

### D. Requirements

The process that the Client and Motorola followed to define and validate requirements was inadequate for a project of this size, complexity and considering the number of new stakeholders resulting in misaligned expectations of what functions the system would perform. The functional differences or gaps between the new system and the previous system were not well documented or understood, until after the system was delivered. The system was accepted without all of the user requirements being clearly defined, leaving major differences in how functions used to be performed and in some cases leaving users without expected functionality.

E. Governance Risk Rating: Minor

The decision making and executive leadership structure is complex in that it involves several stakeholder groups, each with their own priorities. However, the CDA Board, made up of the City Executive, County Executive and Sheriff provides a consistent structure for overall executive direction and decision making. The governance structure includes input from stakeholders and provides for regular communications through the technical and operational sub-committees and workgroups.

F. Testing Risk Rating: Moderate

The testing process followed by the Client and Motorola was inadequate for a project of this size and complexity. Users were unable to identify functional gaps before go-live and system errors causing instability were introduced into the production environment due to inadequate testing. Minimum system performance baselines were not established and simulated system performance testing under load was not performed, resulting in periods of instability in production that were unexplained and unexpected.



Page 564 of 1175

**Risk Rating: Moderate** 

## **Executive Summary**

### Assessment Overview by Category

### G. Client Support

The City is responsible for managing the support of the CAD system on behalf of the Client, which includes overseeing Motorola and fulfilling specific obligations for supporting workstations, mobile devices and the telecommunications network that CAD relies on. The previous CAD system was largely supported by Motorola and required minimal involvement from City staff. However, the new system's larger scope and new technology platform requires the City to provide a higher level of both support management and hands-on technical expertise. While the Sheriff's Office provides an additional support resource to the CDA and the City's recent hiring of an additional dedicated technical resource have helped, in practice the City does not have sufficient resources to fulfill its support responsibilities.

H. Training Risk Rating: Moderate

End-user training of the CAD system operations was adequately provided. However, the Client has not received adequate system administration training or documentation which has made it more difficult for the Client to fulfill its support and system administration responsibilities.

I. Infrastructure Risk Rating: Moderate

Support responsibilities for the system infrastructure are shared between the City and Motorola. Motorola is responsible for major system components such as servers, database and storage and the City is responsible for the support of end-user devices and the telecommunications network. This shared responsibility has made troubleshooting problems more difficult. For example, recent mobile workstation outages have been difficult to diagnose and seem to indicate more systemic problems with overall network stability and to date the City and Motorola are unable to definitively rule-out network related causes.



Page 565 of 1175

## Executive Summary Overall Risk Assessment

### **Overall Risk Assessment**

**Risk Rating: Moderate** 

- Gartner's conclusion is that the overall program risk rating is Moderate. There are sufficient risks that should concern the CDA Board if left unaddressed. Specifically, users confidence in system stability and the periodic, unexplained disruption of individual CAD workstations have the potential to threaten public and officer safety should they occur while users are performing critical job functions.
- The CAD system is mostly performing at an acceptable level and able to support CDA call taking and dispatch operations. However roles and responsibilities for both the City and Motorola are not adequately defined for a system of this nature, size and complexity making it difficult to ensure the proper level of response and accountability for problem root cause identification and resolution. Motorola's proposed support and maintenance agreement does not include sufficient requirements for minimally acceptable system availability, performance or service responsiveness and the City needs to commit additional dedicated personnel in order to fulfill it support obligations. When combined, these issues have caused system performance and support expectations to be misaligned and have damaged the trust and working relationship between the Client and Motorola.
- The CDA Board, agency executives and the public are fatigued by the potential risks to public safety and the amount of time and money spent addressing a variety serious issues surrounding the CAD system performance since go-live. Inability to agree on the actual health of the system and how acceptable system performance can be achieved has left very little tolerance for any continued efforts that do not result in swift, specific and definitive accountability for ensuring that the CDA has a stable, functional and well performing CAD system.



Page 566 of 1175

# Executive Summary Recommendation Considerations

In making its recommendations Gartner considered the following:

- The interest of public and officer safety above all other factors
- The Client's direction that cost and time should not limit the alternatives considered
- The Client's direction that Gartner's recommendation must be to either keep or replace the Motorola CAD system based on the information available today
- Gartner's independent review and assessment of trouble tickets since go-live
- Interviews with Client executives and key stakeholders
- Review of project artifacts, documentation and contracts
- Interviews with representatives from Motorola
- Interviews with other agencies, as provided by Motorola, using the same system
- Interviews with other CAD system vendors
- The Gartner team's industry experience and expertise
- Gartner's independent research and best practices



Page 567 of 1175

# Executive Summary Recommendations

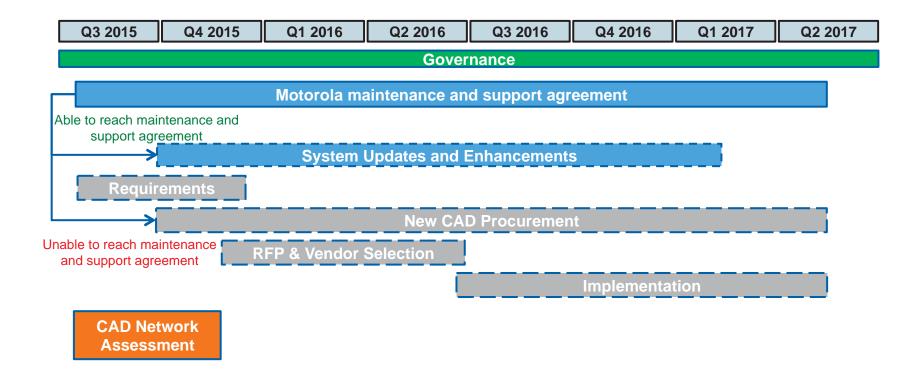
Considering these factors, Gartner recommends the following:

- The Client should continue its relationship with Motorola only if able to execute a maintenance and support agreement that includes specific system performance and service level requirements with associated financial incentives using the guidelines provided in Gartner's report.
- If the Client and Motorola are unable to reach agreement on a revised maintenance and support agreement, then the Client should continue with Motorola under the proposed maintenance and support agreement and immediately begin the process to find a suitable replacement system using a market-based competitive bid process.
- The Client should seek an outside, independent assessment of the City and County network infrastructure that supports CAD system users including the CDA local area network, the City and County wide-area network and the mobile radio / commercial carrier network infrastructure to identify and resolve any outstanding network performance issues.
- Gartner has identified several other factors that have contributed to the Clients inability to resolve issues surrounding the CAD system such as the Client's role in system support, scope, requirements and vendor management. Gartner's report includes 37 total recommendations that the CDA Board should also consider in order to improve overall system performance and ensure future success.



Page 568 of 1175

# Executive Summary Recommendation Roadmap





Page 569 of 1175

# Executive Summary Recommendation Summary

### A. Performance Recommendations (5)

- **A1.** The Client should define minimally acceptable system performance criteria using the guidelines provided in this report. These should be used to monitor and measure system performance and incorporated into the Motorola maintenance and support agreement.
- **A2**. The Client should monitor system performance against the minimally acceptable system performance criteria for a period of 90-days to establish a baseline of stable system performance.
- **A3**. The Client should follow the Motorola recommended workstation and server maintenance schedule of weekly workstation reboots, monthly application server reboots and quarterly database server reboots.
- **A4.** The Client should report all system performance related issues, including each occurrence of CAD or mobile workstation errors and any system-wide performance issues to Motorola in order to properly document the nature, frequency and severity of issues and to assist in the identification of root cause.
- **A5.** The Client should work with Motorola to create a test environment able to simulate production level system loads. The Client should require Motorola to conduct a performance test baseline simulating full production load as part of any major version upgrade before it is released into production.



Page 570 of 1175

# Executive Summary Recommendation Summary

### **B. Vendor Maintenance and Management Recommendations (6)**

- **B1**. The Client should continue with Motorola only if the Client is able to execute a maintenance and support agreement that defines specific system performance and service level requirements and has associated financial incentives using the guidelines provided in this section of Gartner's report.
- **B2.** If the Client and Motorola are unable to agree on a suitable maintenance and support agreement, then the Client should continue with Motorola using a standard maintenance and support agreement and immediately begin the process to find a suitable replacement system using a market-based competitive bid process.
- **B3.** The City and Motorola should follow an agreed upon process for creating, documenting and managing support tickets using standardized severity level definitions and escalation policies.
- **B4.** The City and Motorola should institute daily teleconference calls to review open priority issues and develop a transparent and trusting way to communicate findings and actions taken when troubleshooting issues.
- **B5.** The City should assign a dedicated CAD support manager with no other duties besides the management of the CAD system support. The CAD support manager should be assigned to work at the CDA and be responsible for tracking and reporting of all CAD issues.
- **B6.** The Client should require Motorola to complete System Administration training as a condition of signing any maintenance and support agreement.



Page 571 of 1175

# Executive Summary Recommendation Summary

### C. Scope Management (5)

**C1**: The City and Motorola should follow a consistent process for defining, prioritizing and tracking open work including issue resolution, maintenance update and enhancements.

**C2:** The City and Motorola should agree on specific tasks and timelines for each open issue and report progress regularly.

**C3:** The City and Motorola should agree on an issue escalation process that clearly defines how and when issues are reported and escalated and to whom, including both Motorola and the Client stakeholders.

**C4:** The City should use a more formal and structured scope management process for large, complex IT projects to set and manage expectations of both system stakeholders and vendors.

**C5:** Any future major system enhancements, upgrades or new system implementations should include a detailed Statement of Work that includes scope, schedule, deliverables and acceptance criteria.



Page 572 of 1175

# Executive Summary Recommendation Summary

### D. Requirements Management (3)

- **D1**. The Client should develop a full set of high-level, outcome-objective based CAD requirements using business owner representatives. These requirements will help to identify actual critical gaps in functionality and can be used to either scope enhancement requests for Motorola or a baseline for any future system procurement.
- **D2.** The Client should define observable acceptance criteria for any enhancements or future system deliverables so that clear traceability between the requirement and the delivered software can be maintained.
- **D3.** The Client should prioritize requirements so that system functionality can be delivered incrementally as budget allows.



Page 573 of 1175

# Executive Summary Recommendation Summary

### F. User Acceptance Testing (4)

**F1:** The Client should create a test environment where full system load testing can be performed using automated tools. Each new release should be fully load tested and tested for expected error conditions under load before being released to production.

**F2:** The Client should create a comprehensive regression test plan for all new releases and where possible automate the regression test using testing tools. The regression test should be periodically reviewed and updated to ensure that the appropriate level of testing is performed on each new release.

**F3:** The Client should share the regression tests with Motorola and request that Motorola follow the same regression tests before providing new releases to the Client for testing and should not accept any releases that have not been fully regression tested.

**F4:** The Client should continue to carefully track regression test errors to improve the quality of each version release.



Page 574 of 1175

# Executive Summary Recommendation Summary

### **G. Client Support (8)**

**G1:** The City should provide a more 'hands-on' and in-depth level of technical system support including system administration and the ability to conduct technical diagnostics and trouble identification (support Level 2 / 3).

**G2:** The City should assign a dedicated CAD support manager who has no other duties besides the management of CAD system support. The CAD support manager should be assigned to work at the CDA and be responsible for the accurate tracking and reporting of all CAD issues.

**G3:** The CAD support manager should work with the CDA, Client stakeholders and Motorola to create and track key support performance metrics for both the City and Motorola, and report support performance against those metrics regularly to the CDA Board.

**G4:** The City should provide centralized provisioning support, including the identification and tracking of all provisioning tasks and requests through its help desk system. Centralized provisioning should be accountable for all provisioning requests, and support end-users who may have provisioning responsibility.

**G5:** The City should support centralized management reporting, including the organization of a representative group of stakeholders to cooperatively define data element definitions and the structure and use of standardized reports.

**G6:** The City should provide additional dedicated support resources, particularly for network infrastructure and system administration, who can aid in the identification, diagnosis and resolution of outstanding issues.



Page 575 of 1175

# Executive Summary Recommendation Summary

### G. Client Support (8)

**G7:** The City should develop standardized infrastructure health 'checklists' used to identify and validate the health and condition of critical infrastructure components for which it is responsible and provide them as part of routine troubleshooting.

**G8:** The CDA Board should establish support level expectations for the City that include regular reporting of system health against established system performance criteria and clear escalation and notification of priority issues.



Page 576 of 1175

# Executive Summary Recommendation Summary

Role	Responsibility	Current	Recommended
CAD Support Manager	<ul><li>Overseeing all CAD support</li><li>Reporting against support level metrics</li></ul>	0	1 full time (+1)
CAD Administrator	<ul><li>Centrally managing provisioning</li><li>Centrally managing reporting</li></ul>	1 full time	2 full time (+1)
Subject Matter Expert (SME)	<ul><li>Providing business rules</li><li>End user testing</li></ul>	As needed	As needed
System Administrator	<ul> <li>Hardware infrastructure configuration, support and monitoring</li> <li>System troubleshooting, technical support</li> </ul>	1 full time	1 full time (no change)
Database Administrator	Database support and monitoring	0	1 part time (+1)
Network Administrator	Network support and monitoring	0	1 part time (+1)
Graphical Information Systems (GIS) Administrator	Map database updates and maintenance	1 full time	1 full time (no change)



Page 577 of 1175

## Executive Summary Recommendation Summary

### H. Training (2)

**H1:** The Client should require Motorola to complete System Administration training and provide required documentation.

**H2:** The Client should continue to enhance the Motorola provided training materials making them more specific to and useful for the CDA, where appropriate.



Page 578 of 1175

## Executive Summary Recommendation Summary

### I. Infrastructure (4)

I1: The City should invest in and deploy the necessary tools required to actively monitor and troubleshoot the complete end-to-end CAD network performance and connectivity, including the LAN, WAN and RadioIP. The tools should be deployed with sufficient coverage to provide visibility of the complete health and condition of the network from CAD servers to / from any end user device.

**12:** The City should hire an outside, independent network specialist to assess the current network design and performance across all public safety systems and aid in the identification of potential problems and in the development of a network monitoring program.

**I3:** The City should assign a single Network Support Administrator to be accountable for the maintenance and support of the CAD network.

**I4:** The City should work to create a network health checklist that can be used to definitively establish the health of the network at any given time, and in particular when issues of slowness or connectivity are reported. This should include both observable connectivity tests as well as reports from network monitoring tools before, during and after the time issues are reported.



Page 579 of 1175

### Section 2: Findings and Recommendations

Tallahassee CAD Risk Assessment Report Gartner Consulting



Page 580 of 1175

## Assessment Overview Assessment Approach

Activities

**Deliverables** 

#### Task 1 Task 4 Task 2 Task 3A Task 3 Initiation and Project Final CAD Discovery Assessment Market Assessment Assessment Report Management Weeks 5-6 Week 1 Weeks 2-4 Weeks 5-6 Weeks 7-8 Review existing background Launch proiect Perform analysis of findings Conduct functional Revise the information and data market assessment recommendations and Conduct project initiation Conduct follow up Conduct peer agency remediation/mitigation meeting Tailor the Gartner IT Project interviews, as needed functional assessment based on input from the Assessment framework for Finalize approach, plan Build out assessment Summarize findings and Assessment Workshop the specific needs and and schedule profiles and risk scoring for Develop summary conclusions dynamics of the client each assessment category Confirm stakeholder Present findings and roadmap for organization landscape Develop summary conclusions to project implementation of Conduct up to 10 interviews recommendations Confirm project recommendations team with key stakeholders, Prepare Assessment governance and **Develop final Assessment** operations and technical communications plan Workshop Report teams, users, and vendors. Conduct Assessment Prepare Executive Briefing Identify and collect Conduct operational tours background Workshop **Deliver Executive Briefing** Document observations and documentation findings. Distribute Project Status Conduct current state Reports prior to Weekly findings briefing to validate **Project Status Meetings** data collected and Consolidated Steps\* conclusions Project Initiation Current State Findings and Assessment and **Findings Summary** Final CAD Assessment (included in Step 3 Document (PID); Initial Observations Recommendations Report Findings Workshop communications plan Assessment Workshop deliverable) **Executive Briefing** and final schedule Site visit & interview schedule Status Report (Weekly)

<sup>\*</sup> Gartner's original eight week work plan was condensed into five and a half weeks in order to accommodate the Client's Board meeting deadlines. This consolidation of the schedule was agreed to by the client and Gartner and Tasks 2, 3 and 3A were combined with no interim deliverables.



Page 581 of 1175

### **Assessment Overview Assessment Categories**

- The Gartner Risk Assessment Framework includes over 50 assessment categories across four project stages
- For this assessment Gartner focused on **nine** categories, highlighted below, selected based on the assessment objectives
- To assess each category, Gartner conducted interviews and document reviews\* and has provided detailed findings in each area

#### Origination & Initiation

Planning & Prelim Design

#### Build / Test / Deploy Post-Implementation Transition

- Program/Project Governance Strategy
- **Business Case**
- Risk Mitigation Strategy
- **Executive Support**
- Scope Definition
- Sourcing Strategy

- Program/Project Governance Plan
- Risk Management Plan
- Schedule Planning
- **Budget Planning**
- Scope Refinement
- Resource Planning
- Communications Planning
- Org Change Mgmt Planning
- Vendor Planning Support
- Security Planning
- **Development Planning**
- Overall Test Planning
- Data Conversion Planning
- Training Strategy & Planning
- Deployment Planning
- Interface/Integration Planning
- Reporting/BI Planning
- Portal Planning
- Benefits Realization Planning

- **Program/Project Governance** Execution
- Risk Management
- **Budget Management**
- Schedule Management
- **Scope Management**
- Resource Management
- Communications Mgmt
- Organization Change Mgmt Execution
- Vendor Implementation Support
- **Requirements Management**
- Security Execution
- **Development Execution**
- Unit Testina
- Integration Testing
- **Performance Testing**
- **User Acceptance Testing**
- **Data Conversion Execution**
- **Training Dev & Delivery**
- Deployment Execution
- Interface/Integration Execution
- Legacy Retirement Execution
- Reporting/BI Implementation
- Portal Implementation
- Benefits Tracking & Delivery
- **Operational Transitional Planning**

- Governance
- **Operational Budget**
- **IT Operations Support**
- **Business Operations Support**
- **Vendor Maintenance Support**
- Ongoing Business Value Management
- **Technical Infrastructure Support**
- Disaster Recovery / Business Continuity Support



<sup>\*</sup> See Appendix for listing of interviews and documents reviewed.

# Assessment Overview Assessment Category Descriptions

Risk Category	Definition
A. Performance	Assessment of the overall system performance and stability. Vendor and Client's ability to effectively monitor and maintain reliable system performance and work together to address system performance issues.
B. Vendor Support	Assessment of the vendor's role in supporting the system; the definition of roles and responsibilities and support expectations; the vendors ability to support the system within the agreed upon service levels; and the Client's ability to effectively manage the vendors performance.
C. Scope	Assessment of how work tasks have been defined and agreed to; assessment of how well the vendor and the client accomplish tasks; roles and responsibilities; and how well tasks are tracked and managed by both the vendor and the Client.
D. Requirements	Assessment of the needed system capabilities and whether or not those capabilities have been well defined by the Client and delivered by the vendor. Assessment of completeness of the solution to identify gaps in expected capabilities.
E. Governance	Assessment of how well the Client makes routine and non-routine decisions and the effectiveness of those decisions. Assessment of how well stakeholders identify and communicate decisions, the nature of risks and issues and how decisions are documented and managed.
F. Testing	Assessment of the Client and vendors overall ability to effectively manage a comprehensive test process, including unit, functional and performance testing; assessment of the use of appropriate resources across test activities and the sharing of testing responsibility.
G. Client Support	Assessment of the Client's role in supporting the system; the definition of roles and responsibilities and support expectations; the Client's ability to support the system within the agreed upon service levels; and the Client's ability to effectively manage their support activities.
H. Training	Assessment of overall accountability for and execution of training; Assessment of the completeness of training provided by the vendor required in order for the client to effectively operate the system and to fulfill its support obligations.
I. Infrastructure	Assessment of the performance and management of the system infrastructure. Vendor and Client's ability to effectively monitor and maintain a reliable infrastructure and work with the vendor to address infrastructure related issues.



Page 583 of 1175

## Assessment Overview Assessment Risk Dimensions

Business Benefit Risk An assessment of how the business is effected in terms of expected business benefits and outcomes. Low business benefit risk would mean that there is little or no impact to expected benefits. High business benefit risk would mean that the business is not receiving the expected value from its investment in the system or program.

Budget Risk An assessment of the how the program budget may be effected in terms of actual or secondary costs. Low budget risk would mean that there is little or no impact to the expected cost or program budget. High budget risk would mean that the budget will be significantly impacted and/or funding may not be available.

Operational Risk An assessment of how day-to-day operations may be effected in terms of the organization's ability to meet its service delivery obligations. A low operational risk would mean there is little to no impact on operations ability to function. A high operational risk would mean the operations would be significantly impacted and/or may not be able to function.

Each assessment category is evaluated in five risk dimensions in order to determine the impact of any deficiencies in a particular assessment category.

Organizational Risk An assessment of how the organization may be effected in terms of changes to how they do things and whether or not these changes are acceptable and manageable.

Public /
Officer Safety
Risk

An assessment of how the public or officer safety is effected in terms of their perception of service provided. A low public risk would mean there is little to know effect on the public and a high risk would mean the public would perceive a degradation of service.

Engagement: 330029555 – Tallahassee CAD Risk Assessment © 2015 Gartner, Inc. and/or its affiliates. All rights reserved. Gartner is a registered trademark of Gartner, Inc. or its affiliates.



## Assessment Overview Assessment Risk Dimension Impact Ratings

Impact	Business Benefit Risk	Budget Risk	Operational Risk	Organizational Risk	Customer/Public Risk
1 Insignificant	<ul> <li>No foreseeable business benefit impact.</li> </ul>	No foreseeable cost impact.	<ul> <li>No foreseeable operational impact.</li> </ul>	<ul> <li>No foreseeable organizational impact.</li> </ul>	<ul> <li>No foreseeable customer/public impact.</li> </ul>
2 Minor	<ul> <li>Risk may result in a minor change(s) to or delivery of new/ other/unplanned business benefits, but is acceptable to the stakeholders.</li> </ul>	<ul> <li>Risk may result in additional cost, but within project tolerances.</li> </ul>	<ul> <li>Risk may result in minor change(s) to business process or procedures, but is acceptable to the stakeholders or users.</li> </ul>	<ul> <li>Risk may result in minor change(s) in the structure and/or involvement/interaction of the organization, but is acceptable to the stakeholders or users.</li> </ul>	<ul> <li>Risk may result in minor change(s) to public process or procedures, but is acceptable to the stakeholders or users.</li> </ul>
3 Moderate	<ul> <li>Risk may result in moderate change(s) or loss of some business benefits, and will require negotiation with the stakeholders.</li> </ul>	<ul> <li>Risk may result in additional cost beyond project tolerances but within Program tolerances.</li> </ul>	change(s) or impact(s) to business process or procedures, and will require negotiation with the stakeholders or users. Or: • Risk may result in unanticipated effort / time from the operational representatives that is difficult to accommodate.	<ul> <li>Risk may result in moderate change(s) or impact(s) to the structure of the organization or acceptance by the end users, and will require negotiation with the stakeholders or users.</li> </ul>	<ul> <li>Risk may result in moderate change(s) or impact(s) to the services provided to the public, and will require negotiation with the Program sponsors or users.</li> </ul>
4 Major	<ul> <li>Risk may result in significant reduction to one or more key business benefits that the Program's business case is based upon. Executive escalation is required.</li> </ul>	<ul> <li>Risk may require additional funding beyond the Program's baseline budget. Executive escalation would be required. Or</li> <li>Risk may result in a significant change to the existing budget.</li> </ul>	<ul> <li>Risk may result in significant change(s) or impact(s) to the services provided to the end users deemed as unacceptable. Executive escalation would be required. Or:</li> <li>Risk may result in unanticipated effort / time from the operational representatives that is very difficult to accommodate.</li> </ul>	<ul> <li>Risk may result in significant change(s) or impact(s) to the structure of the organization or acceptance by the end users. Executive escalation would be required.</li> </ul>	Risk may result in significant change(s) or impact(s) to the services provided to the customer/public by the operation or the users. Executive escalation would be required.
5 Catastrophic	Risk may result in such significant loss to planned business benefits that the business case may be completely invalidated.	<ul> <li>Risk that the Program probably could not be funded even after executive escalation. Or</li> <li>Risk may result in a complete withdrawal of the existing budget.</li> </ul>	<ul> <li>Risk poses unacceptable change(s) or impact(s) to the operation where by services to the end users are critically impeded and/or completely invalidates the Program's business case. Or:</li> <li>Risk may result in unanticipated effort / time from the operational representatives that is impossible to accommodate.</li> </ul>	Risk poses insurmountable change(s) or impact(s) to the organization which is rejected by the stakeholders and/or completely invalidates the Program's business case.	Risk poses an unacceptable impact to the public where by services to the public are critically impeded and/or completely invalidates the Program's business case.



### Assessment Overview Assessment Category Risk Radar

- A radar diagram is used to graphically describe a risk profile, presenting a summary view of the scoring of each individual dimension of risk on a scale of 1 to 5.
- The risk rating is based both on the *current* risk condition and the *potential* risk if the current conditions are not addressed.
- An overall CAD project risk profile is provided in the Executive Summary using the average scores for each risk dimension across all nine assessment categories.
- An individual risk profile for each of nine assessment categories is provided in the Detailed Findings and Recommendations section.

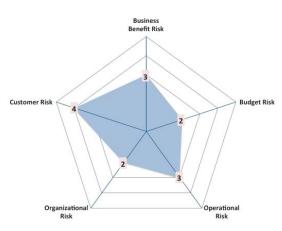
#### **Lowest Risk / Best Possible Profile**

Budget Risk

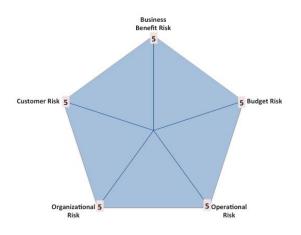
1
1
1
1

Organizatio

### **Typical Distributed Profile**



### **Highest Risk / Worst Possible Profile**



Page 586 of 1175

## Assessment Overview Presentation of Category Assessment

The following are created for each of the nine assessment categories:

### **Scorecard**



- Category definition
- Risk profile score in each risk dimension

### **Findings**



- Key findings
- Supporting examples
- Impact of findings

### Recommendations



- Recommended remediation's to address key findings
- Estimated complexity and required resources to implement recommendations



## A. Performance **Summary Assessment**

### **Category Definition**

Assessment of the overall system performance and stability. Vendor and Client's ability to effectively monitor and maintain reliable system performance and work together to address system performance issues.

Overall Risk Rating: 3.8



### **Summary Assessment: Major Risk Profile**

#### **Business Benefit Risk**

 Performance issues continue to impact the Client's ability to accomplish their mission using the CAD system as expected.
 (4)

### **Budget Risk**

At a minimum remediation will require investment in additional support resources and system monitoring tools and may require additional hardware. If the current CAD system stability can not be verified, may require total system replacement. (4)

### **Operational Risk**

■ The system supports day-to-day operations, but there is ongoing concern regarding the potential for slowdowns and/or restarts. Performance issues can impact response times, delaying critical services or information needed by first responder. (4)

### **Organizational Risk**

■ Lack of confidence is degrading support for the system an increasing tensions between stakeholders. (3)

### Public / Officer Safety Risk

 Poor system performance can impact CDA's ability to provide service. (4)

Gartner

# A. Performance **General Findings**

- Since the Motorola PremierOne<sup>tm</sup> CAD went live in September 2013, issues concerning system stability, performance and functionality have eroded the confidence of users, stakeholders and Client executives. Gartner considers a typical 'system stabilization' period following the transition to a new CAD system to be between three to six months
- The CAD system is mostly performing at an acceptable level and able to support CDA call taking and dispatch operations. Since January 2015 there have been two full system outages attributable to Motorola, resulting in a total of approximately sixteen minutes of system downtime.
- While the frequency of system-wide outages (Severity Level 1) has declined over the past six months, issues involving the reliable performance of individual CAD workstations and mobile computers continue to be reported. When these outages occur they are unexpected and can take several minutes to recover from. If they occur when a user is performing a critical function, the result may be detrimental to public and officer safety.
- Recent efforts to resolve outstanding issues, have resulted in very little progress towards building user confidence. In many cases, particularly with regard to issues surrounding the performance of City of Tallahassee Police Department (TPD) mobile computers, Motorola and the Client have reached an impasse in their ability to definitively troubleshoot and correct problems to a level that TPD considers acceptable.



Page 589 of 1175

## A. Performance **General Findings**

- Review of system error logs indicates a pattern of a higher than expected number of internal system errors. The types of errors seen can be indications underlying system design issues, such as poor exception handling and/or inadequate system testing, particularly under load. Gartner considers these errors to be significant to the extent they can be leading indicators of larger issues of system robustness such as degraded performance under load, inability to complete user functions in a timely manner and reduced overall application stability.
- Evaluation of the most recent full system outage\* (Severity Level 1) and recent reports of significant performance degradation\* (Severity Level 2) shows that the CAD system is susceptible to having performance issues when it is unable to communicate with remote mobile devices. This is likely an indication of inadequate exception and/or error handling and Gartner considers this to be a significant vulnerability for a missioncritical system.
- Baseline system performance standards are not defined making it difficult to measure whether or not system performance is "acceptable" or within an acceptable, agreed upon range.



Page 590 of 1175

<sup>\*</sup> May 17, 2015 eight minute outage, Motorola case #24353685

<sup>+</sup> May 6 and May 11

# A. Performance **General Findings**

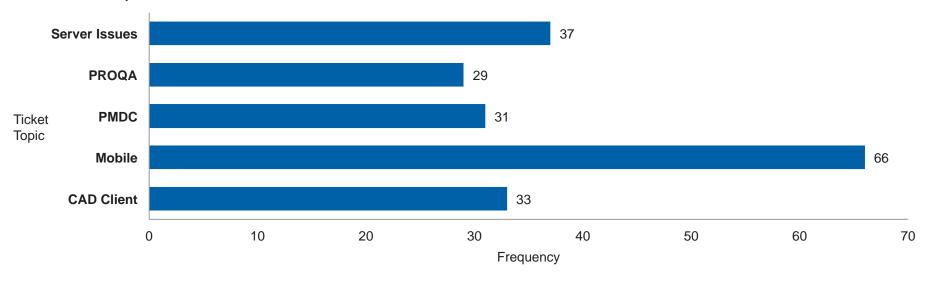
- System load testing was not performed as part of initial system acceptance and is not performed before major system upgrades. System performance under load is only tested after the new release is transitioned into the production environment..
- The Client has stopped reporting every instance of CAD and mobile workstation 'slow' or 'freezing' making it difficult to assess the nature, frequency and severity of the issues effecting CAD client workstations. The Client support staff have instructed users to restart workstations when they become unresponsive and to only report issues that cannot be resolved with a restart.
- Client support staff have implemented a practice of daily CAD workstation reboots as a way to mitigate the risk of unexpected workstation slowdowns. While this practice is not recommended by Motorola, the Client reports that they have seen a reduction in the frequency of workstation 'freezing' since they have been doing this. Motorola recommends weekly CAD workstation reboots as part of routine maintenance.
- Client support staff have implemented a practice of 'monthly' CAD server reboots as a way to mitigate the risk of unexpected server slowdowns. While this practice is not recommended by Motorola, the Client reports that they have seen a reduction in the frequency of general server slowdowns and restarts since they have been doing this. Motorola recommends that application servers are rebooted every 30 days and database servers are are rebooted every 90 days as part of routine maintenance.



Page 591 of 1175

## A. Performance Support Ticket Analysis

- Gartner evaluated support ticket history from 2009 to May 2015
- The highest number of support tickets was in 2014 during implementation, as expected
- The majority of support tickets are categorized as Severity Level 2 or 3, as expected
- The average time-to-closure is 95 days, higher than expected
- The average age of currently open tickets is 195 days, higher than expected
- Frequency of support tickets by type indicates mobile, server and CAD client to be the top three reported issues

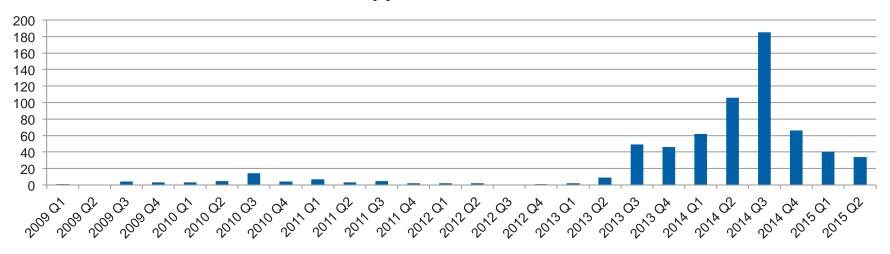




Page 592 of 1175

### A. Performance Support Ticket Analysis

### Motorola CAD Support Tickets, Q1 2009 - Q2 2015



All Tickets by Current Status		
AWAITING RESOURCES	1	
AWAITN UPGRADE	2	
CLOSED	406	
CLOSED BUS APPRVD	3	
CLOSED CUST APPRVD	152	
DEVELOPMENT	11	
INPROG	25	
INPROG AWT CUST	3	
INPROG AWT ENG	17	
RSLVD AWT CUST	34	
RSLVD AWT RELEASE	1	
Total	655	

All Tickets by Category	
Awaiting Customer	3
Awaiting Upgrade	36
Closed	561
Pending Release	5
Support Field	17
With Engineering	22
With Solutions	11
Total	655

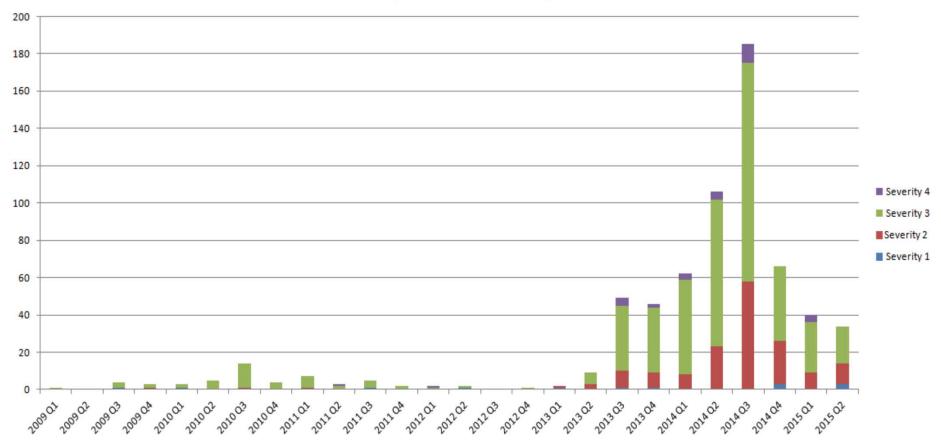
All Tickets by Year	
2009	8
2010	26
2011	17
2012	5
2013	107
2014	418
2015	74
Total	655



Page 593 of 1175

## A. Performance Support Ticket Analysis

### Motorola CAD Support Tickets by Severity (Q1 2009 - Q2 2015)

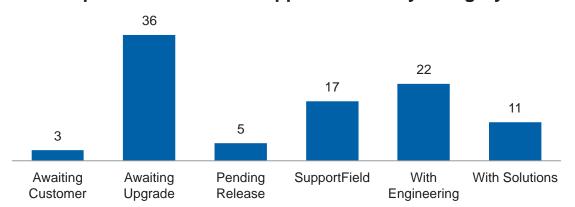




Page 594 of 1175

## A. Performance Support Ticket Analysis

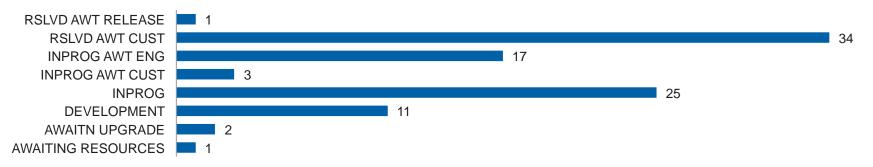
### **Open Motorola CAD Support Tickets by Category**



Summary		
Total Open Tickets		
(as of 6/5/15)	94	
Avg. Age of Open Tickets	195 Days	
Age of Longest Open		
Ticket	707 Days	

Open Tickets - Severity			
Severity Level	Total Tickets	Average Age	
Severity 1	3	30 Days	
Severity 2	18	140 Days	
Severity 3	68	201 Days	
Severity 4	5	409 Days	

### **Open Motorola CAD Support Tickets by Current Status**

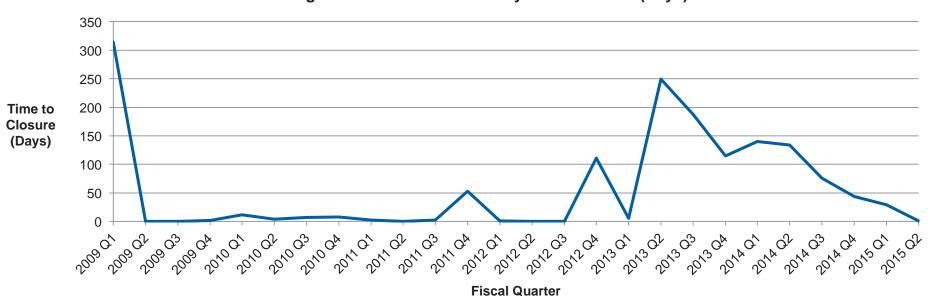


Gartner.

Page 595 of 1175

## A. Performance Support Ticket Analysis

### **Average Time to Ticket Closure by Fiscal Quarter (Days)**



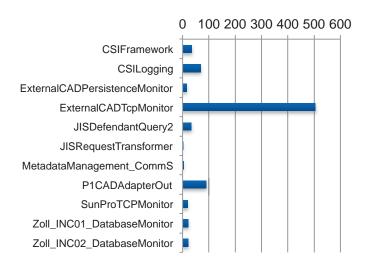
Summary		
Total Closed Tickets (as of 6/5/15)	561	
Avg. Time to Closure	95 days	
Longest Time to Closure	314 days	

Closed Tickets - Severity			
Severity Level Total Avg. Tin			
Severity 1	10	5 days	
Severity 2	138	95 days	
Severity 3	389	101 days	
Severity 4	24	46 days	

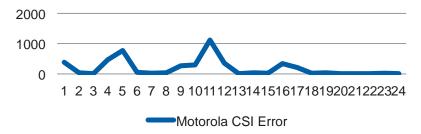


Page 596 of 1175

## A. Performance System Log File Analysis



## Motorola CSI Error- May 1 ~ June 12, by hour of day



 System log file analysis indicates a higher than expected number of internal system errors, particularly database connection errors

### Error samples:

- CSIFramework. Exception Interface Name: Component ID: Message ID: Method: LeasedInterfaceCheck Detail: Message: System.Data.SqlClient.SqlException (0x80131904): Timeout expired. The timeout period elapsed prior to completion of the operation or the server is not responding. at System.Data.SqlClient.SqlInternalConnection.OnError
- CSILogging: Component ID: Message ID: Method: LogWithDatabase
   Detail: Error logging to database. Switching to CSI event logging. Message:
   System.Data.SqlClient.SqlException (0x80131904): Timeout expired. The
   timeout period elapsed prior to completion of the operation or the server is
   not responding.
- ExternalCADPersistenceMonitor. Retry Interface Name: P1CADToExternalCAD Component ID: ExternalCADPersistenceMonitor Message ID: Method: DoScheduledWork Detail: Update persistence record unsuccessful. Maximum retries attempted. Message:
- JISDefendantQuery2 Category: Exception Interface Name: QueryInterfaces Component ID: JISDefendantQuery2 Message ID: 7fe1947c-bb4b-4633-b3df-90437a5bfdae.1 Method: Motorola.PremierOne.CommonServices.Interfaces.ODBCCommon.Execute SqlTextQuery
- JISResponseTransformer cannot be found. Either the component that raises this event is not installed on your local computer or the installation is corrupted. You can install or repair the component on the local computer.



Page 597 of 1175

# A. Performance Category Assessment Criteria

Criteria	Findings
A Performance Test Plan is defined, either stand alone or part of another artifact such as a Testing Strategy. [Yes/Partial/No]	No. A performance test plan was not defined and system performance testing was not done by the client. There is no baseline performance expectation and no way to measure actual system performance.
Roles and responsibilities are clearly delineated for Performance Testing between the Client Project Team/Members, and Vendor Project Team/Members.  [Yes/Partial/No]	No. Performance testing was not performed and there are no specific roles or responsibilities defined for performance testing.
Performance Testing requirements were appropriately defined within the Requirements AND the Performance Test Plan.  [Yes/Partial/No]	No. There were no specific requirements defined for system performance and subsequently no requirements for testing.
Acceptance criteria / performance targets are/were defined in the Performance Test Plan (and/or Supporting Test Cases) [Yes/Partial/No]	No. There were no specific requirements defined for system performance and subsequently no requirements for testing.
Performance test results are/were documented and available [Yes/Partial/No]	♦ No. There were no performance tests to document.
Performance test results satisfied or exceeded established thresholds / targets / acceptance criteria [Yes/Partial/No]	No. There were no specific requirements defined for system performance and subsequently no requirements for testing.

Gartner.

Page 598 of 1175

## A. Performance **Recommendations**

- **A1.** The Client should define minimally acceptable system performance criteria using the guidelines provided in this report. These should be used to monitor and measure system performance and incorporated into the Motorola maintenance and support agreement.
- **A2**. The Client should monitor system performance against the minimally acceptable system performance criteria for a period of 90-days to establish a baseline of stable system performance.
- **A3**. The Client should follow the Motorola recommended workstation and server maintenance schedule of weekly workstation reboots, monthly application server reboots and quarterly database server reboots.
- **A4.** The Client should report all system performance related issues, including each occurrence of CAD or mobile workstation errors and any system-wide performance issues to Motorola in order to properly document the nature, frequency and severity of issues and to assist in the identification of root cause.
- **A5.** The Client should work with Motorola to create a test environment able to simulate production level system loads. The Client should require Motorola to conduct a performance test baseline simulating full production load as part of any major version upgrade before it is released into production.



Page 599 of 1175

# A. Performance Minimally Acceptable System Performance Criteria

The criteria for minimally acceptable system performance is recommended based on industry norms for mission-critical computer aided dispatch systems. These criteria are commonly found in CAD system requests for proposals and maintenance and support agreements.

Performance Measure	Performance Target	Examples
<b>System Availability</b> . The percentage of time the system is operating normally, without unexpected or unplanned interruption or 'down-time'.	<ul> <li>99.99% uptime</li> <li>≤ 6 minutes per month</li> <li>≤ 2 minutes per week</li> </ul>	<ul> <li>System is unavailable to all users</li> <li>System is unresponsive or so slow to respond that it is unusable</li> </ul>
<b>Critical Component Failures.</b> A count of the number of times when critical element of the system does not function as expected and there is no suitable workaround.	<ul> <li>≤ 2 per day</li> <li>≤ 4 per week</li> <li>≤ 8 per month</li> </ul>	<ul> <li>CAD workstation 'lock-up' that requires reboot</li> <li>System is "slow" or intermittently unresponsive with corresponding system-level error messages</li> <li>Mobile workstations unavailable due to CAD software failures</li> </ul>



## A. Performance Recommendation Summary

#### Recommendation

- **A1.** The Client should define minimally acceptable system performance criteria using the guidelines provided in this report. These should be used to monitor and measure system performance and incorporated into the Motorola maintenance and support agreement.
- **A2**. The Client should monitor system performance against the minimally acceptable system performance criteria for a period of 90-days to establish a baseline of stable system performance.
- **A3**. The Client should follow the Motorola recommended workstation and server maintenance schedule of weekly workstation reboots, monthly application server reboots and quarterly database server reboots.
- **A4.** The Client should report all system performance related issues, including each occurrence of CAD or mobile workstation errors and any system-wide performance issues to Motorola in order to properly document the nature, frequency and severity of issues and to assist in the identification of root cause.
- **A5.** The Client should work with Motorola to create a test environment able to simulate production level system loads. The Client should require Motorola to conduct a performance test baseline simulating full production load as part of any major version upgrade before it is released into production.

#### **Critical Success Factors**

- Support of executives and stakeholders
- Stakeholder agreement on terms of stability
- Network availability can be actively monitored and maintained

### Complexity: Moderate

- Agreement on acceptable performance criteria will require compromise
- Isolating system performance failures can be difficult when support responsibilities are shared
- System performance testing is difficult and inconclusive in current test environment

### **Estimated Cost:** Moderate

May require additional investment in test environment and tools

### Value: High

- Improve user perception and trust of system
- Improve public perception and trust of system
- Increase system reliability
- Mitigate risk of failure and slowdown in performance



Page 601 of 1175

## B. Vendor Maintenance & Management **Summary Assessment**

### **Category Definition**

Assessment of the vendor's role in supporting the system; the definition of roles and responsibilities and support expectations; the vendors ability to support the system within the agreed upon service levels; and the Client's ability to effectively manage the vendors performance.

### Overall Risk Rating: 2.6



### **Summary Assessment: Moderate Risk Profile**

#### **Business Benefit Risk**

 Business benefits are not being fully realized due to misaligned expectations for system support. Support service levels, roles and responsibilities are not well defined. (3)

### **Budget Risk**

 Current maintenance and support agreement is within expected budget, but additional out of scope issues could add costs outside of planned budget. (3)

### **Operational Risk**

 Moderate operational risk if support roles are not clearly defined, especially during initial reporting and troubleshooting.
 (3)

### **Organizational Risk**

 Minor changes expected to the organization in terms of structure and/or involvement. (2)

### **Customer/Public Risk**

Service to the public can be effected by how well the vendor is managed, but the relationship should be managed internally without a direct impact on the public. Minor changes to business process/procedures may be implemented. (2)



## B. Vendor Maintenance & Management **General Observations**

- The Client has lost confidence in Motorola's commitment and ability to effectively support the system due to system performance and stability issues that have persisted over the course of the past 22 months since go-live.
- Motorola has changed key team members several times since system implementation creating inconsistency in support levels and responsiveness. In the past, the Client executives have had to be involved in escalating issues to Motorola senior staff in order to get the proper level of attention and resolution.
- The City of Tallahassee Information System Services is responsible for managing the Motorola relationship. However, in practice, support duties are shared by the City, the Sheriff's Office and CDA personnel. This sharing of responsibility creates unclear accountability and misalignment of what's expected with regard to how issues are managed and reported, both internally and with Motorola.
- The City changed support team members during system implementation creating inconsistency in support levels and responsiveness to Motorola and the CDA.
- Key vendor management processes, such as how issues are reported, tracked and escalated are not consistently followed by the City or Motorola making problem tracking, accountability and resolution more difficult.



Page 603 of 1175

## B. Vendor Maintenance & Management **General Observations**

- Problem troubleshooting, especially relating to the performance of the City's network, is not well coordinated between the City and Motorola. Both parties accuse the other of withholding key information and not being fully transparent while working known issues.
- Motorola has been slow to provide root cause analysis and resolution information for critical issues. Most recently, issues relating to system restarts, transitions to high-performance mode and workstation slow-downs have been resolved without a complete root-cause analysis and explanation.
- The Client and Motorola do not currently have a maintenance and support agreement in place. An agreement has been proposed and reviewed, but the Client is withholding signature pending the outcome of Gartner's assessment.
- The proposed Motorola maintenance and support agreement does not sufficiently identify support responsibilities between the Client and Motorola and contains conflicting terms of responsibility for system (server) hardware and infrastructure software (e.g. operating system, database) support.
- The proposed Motorola maintenance and support agreement does not include provisions for updates / upgrades to infrastructure software, such as operating system and database updates, that may be required for future CAD system version updates (e.g. upgrade of SQL-Server or operating system).



Page 604 of 1175

## B. Vendor Maintenance & Management **Assessment Criteria**

Findings
Partial. Vendor maintenance and support agreement has been provided but not signed and accepted because system acceptance is still in dispute based on reliability issues.
No. Agreement has not been signed. Agreement is dependent on system acceptance, which is contingent on system reliability issues being resolved.
Partial. Basic issues are addressed, but recurring issues not resolved. Vendor help desk support was reported as limited in capabilities. Vendor escalation is frequently required to get resolution.
No. maintenance and support agreement identified but SLA is not well defined. Without clear metrics and downtime definitions, system performance will still be in dispute.
No. Definition of failure is not specified, thus SLA compliance is in dispute. System has not been accepted because of reliability issues.
No. Without clear metrics and down time definitions, compliance is in dispute.
♦ No. Issue resolution has generally not been acceptable. Escalation process is not well documented.

© 2015 Gartner, Inc. and/or its affiliates. All rights reserved. Gartner is a registered trademark of Gartner, Inc. or its affiliates.



## B. Vendor Maintenance & Management Recommendations

- **B1**. The Client should continue with Motorola only if the Client is able to execute a maintenance and support agreement that defines specific system performance and service level requirements and has associated financial incentives using the guidelines provided in this section of Gartner's report.
- **B2.** If the Client and Motorola are unable to agree on a suitable maintenance and support agreement, then the Client should continue with Motorola using a standard maintenance and support agreement and immediately begin the process to find a suitable replacement system using a market-based competitive bid process.
- **B3.** The City and Motorola should follow an agreed upon process for creating, documenting and managing support tickets using standardized severity level definitions and escalation policies.
- **B4.** The City and Motorola should institute daily teleconference calls to review open priority issues and develop a transparent and trusting way to communicate findings and actions taken when troubleshooting issues.



Page 606 of 1175

## B. Vendor Maintenance & Management Recommendations

- **B5.** The City should assign a dedicated CAD support manager with no other duties besides the management of the CAD system support. The CAD support manager should be assigned to work at the CDA and be responsible for the accurate tracking and reporting of all CAD and mobile data issues. The CAD support manager should also be responsible for working with Motorola and the Client stakeholders to create and track key performance indicators for CAD and produce daily/weekly/monthly status reports.
- **B6.** The Client should require Motorola to complete System Administration training as a condition of signing any maintenance and support agreement.



Page 607 of 1175

## B. Vendor Maintenance & Management Recommendation Summary

#### Recommendation

- **B1**. The Client should continue with Motorola only if the Client is able to execute a maintenance and support agreement that defines specific system performance and service level requirements and has associated financial incentives using the guidelines provided in this section of Gartner's report.
- **B2.** If the Client and Motorola are unable to agree on a suitable maintenance and support agreement, then the Client should continue with Motorola using a standard maintenance and support agreement and immediately begin the process to find a suitable replacement system using a market-based competitive bid process.
- **B3.** The City and Motorola should follow an agreed upon process for creating, documenting and managing support tickets using standardized severity level definitions and escalation policies.
- **B4.** The City and Motorola should institute daily teleconference calls to review open priority issues and develop a transparent and trusting way to communicate findings and actions taken when troubleshooting issues.
- **B5.** The City should assign a dedicated CAD support manager with no other duties besides the management of the CAD system support. The CAD support manager should be assigned to work at the CDA and be responsible for tracking and reporting of all CAD issues.
- **B6.** The Client should require Motorola to complete System Administration training as a condition of signing any maintenance and support agreement.

#### **Critical Success Factors**

- Support of executives and stakeholders
- Stakeholder agreement on support roles and terms
- Adequate City support staffing level and competency

### Complexity: Low

- Requires agreement on support process
- Requires discipline to adhere to support process
- Requires routine review of support process

### **Estimated Cost:** Moderate

May require additional full time staff to manage support

### Value: High

- Improve user perception and trust of system
- Improve public perception and trust of system
- Increase system reliability
- Mitigate risk of failure and slowdown in performance



Page 608 of 1175

## B. Vendor Maintenance & Management **Service Level Agreement Performance Target Recommendations**

Service Level	Performance Measure	Performance Target	Examples
Total System Outage. Occurs when the System is not functioning or any major issue that results in an unstable or unusable system and there is no workaround. (Severity 1 Events)	% of continuous system operation without disruption of service.	<ul> <li>99.99 % (4 9's) uptime</li> <li>≤ 6 minutes per month</li> <li>≤ 2 minutes per week</li> </ul>	<ul> <li>System is unavailable to all users</li> <li>System is unresponsive or so slow to respond that it is unusable</li> </ul>
Critical Component Failure. Occurs when critical element of the system does not function as expected and there is no suitable workaround. (Severity 2 Events)	A count of the number of distinct failure events that occur within a specific period of time.	<ul> <li>≤ 2 per day</li> <li>≤ 4 per week</li> <li>≤ 8 per month</li> </ul>	<ul> <li>CAD workstation 'lock-up' that requires reboot</li> <li>System is "slow" or intermittently unresponsive with corresponding system-level error messages</li> <li>Mobile workstations unavailable due to CAD software failures</li> </ul>
<b>Event Response Time.</b> Time to respond by the assignment and confirmation by support personnel to the initial report of an event.	The percentage of events responded to within the targeted period of time.	<ul> <li>Sev 1 100% &lt; 30 minutes, 7x24</li> <li>Sev 2 100% &lt; 3 hours, 7x24</li> <li>Sev 3 80% &lt; 8 hours, 5x12</li> </ul>	
<b>Event Resolution Time.</b> Time required to address the event and restore service by fix or workaround.	The percentage of events resolved with a suitable work around to restore service within the targeted period of time.	<ul> <li>Sev 1 100% &lt; 30 minutes, 7x24</li> <li>Sev 2 100% &lt; 3 hours, 7x24</li> <li>Sev 3 100% &lt; 6 hours, 5x12</li> </ul>	
Root Cause Resolution Time. Time required to address the event and restore service by fix or workaround.	The percentage of events resolved via the implementation of permanent fixes within a specific period of time.	<ul> <li>Sev 1 100% &lt; 2 weeks, analysis</li> <li>Sev 2 100% &lt; 2 weeks, analysis</li> <li>Sev 3 100% &lt; 4 weeks, analysis</li> </ul>	<ul> <li>Sev 1 90% &lt; 4 weeks, fix</li> <li>Sev 2 90% &lt; 4 weeks, fix</li> <li>Sev 3 90% &lt; 8 weeks , fix</li> </ul>



Page 609 of 1175

## B. Vendor Maintenance & Management Service Credit Guidance

- Use service credits as financial incentive to maintain service level objectives and as a way to reimburse the Client for the value of diminished services. Service credits are applied when specific service level targets are missed within a specific measurement period.
- Apply service credits as a percentage of the monthly maintenance cost and consider using an escalating scale that is reset at the beginning of each new month, for example:
  - First Occurrence 10% reduction of monthly service charge.
  - Second Occurrence 15% reduction of monthly service charge
  - Third Occurrence 25% reduction of monthly service charge
- At any time, the Client will rely on standard contractual provisions for exiting due to nonperformance if multiple SLA's are missed consistently
- Missed SLA occurrences should be cumulative within a single month, based on the number of total occurrences across SLA's, not only within a single SLA. For example,
  - More than six minutes of total system downtime AND more than two Sev 2 events within a single month would be TWO occurrences of missed critical SLA's that month
- Multiple occurrences of the same event should not be counted once the root cause has been determined and a fix has been offered.
- SLA's and service credits would not apply to events caused by issues that the Client is responsible for supporting, such as the network or workstation hardware.



Page 610 of 1175

## B. Vendor Maintenance & Management maintenance and support agreement Guidance

### **Escalation and Notification Provisions**

- Set clear notification requirements by severity level. At a minimum, notification of the initial event and at event resolution should be set for Severity Level 1 and 2 events and should be documented within the support ticket when attempted and made.
- Set clear escalation requirements by severity level. Current escalation only applies to Severity 1 events. At a minimum, response escalation should be required for Severity Level 1 and 2 events, and include the escalation of unresolved events to senior management.
- As part of event escalation, require the vendor provide qualified on-site resources whenever two or more SLA's are missed within a single month.



Page 611 of 1175

## B. Vendor Maintenance & Management maintenance and support agreement Guidance

### Roles and Responsibilities

- Define Client support responsibilities and how those responsibilities will be validated as part of part of problem reporting and root cause analysis. For example,
  - Client is responsible for the maintenance and support of CAD client workstations. This includes the
    maintenance and support of the hardware and ensuring that all software is configured and maintained
    according to Motorola specifications. All client workstation related problems must be reported with
    workstation log files taken at the time of the event.
  - Client is responsible for the maintenance and support of the CAD network, including the monitoring of network health and utilization. All major system outages, Severity 1 and 2, must be reported with accompanying network utilization reports that show that status and health of the network at the time of the event.
- Clarify support roles and responsibilities for covered hardware and infrastructure software. The maintenance and support agreement should clearly identify and delineate roles and responsibilities with regard to hardware, operating system and database maintenance and upgrades, including any upgrades or updates that may be required for future CAD version releases.
- Clarify roles and responsibilities for deployments and maintaining system environments in terms of software updates, patches and releases. Motorola should be responsible for ensuring that all environments remain in-sync and within fully supported versions.



Page 612 of 1175

# B. Vendor Maintenance & Management maintenance and support agreement Guidance

### Software Releases and Updates

- Clarify roles and responsibilities with respect to Product Releases, Standard Releases, Supplemental Releases, Cumulative Updates, and On Demand Releases. The maintenance and support agreement should clearly identify and delineate roles and responsibilities for version control and deployment.
- Clarify expectations that the Client / Motorola will maintain the software, including Product Releases, Standard Releases, Supplemental Releases, Cumulative Updates, and On Demand Releases, within a fully supported version. The maintenance and support agreement should ensure that the Client is not falling out of a fully supported version and should not hold Motorola accountable for fixes that are tested and accepted, but that the Client does not allow Motorola to deploy into production.
- Clarify Client responsibilities and expectations with respect to the timeliness of testing of Product Releases, Standard Releases, Supplemental Releases, Cumulative Updates, and On Demand Releases Releases to ensure that the release is tested in a timely manner and free of defects and so that Motorola can keep the software within a fully supported version. SLA's should be suspended if fixes are offered, but not tested in a timely manner.
- Clarify expectations for the testing and deployment Product Releases, Standard Releases,
   Supplemental Releases, Cumulative Updates, and On Demand



Page 613 of 1175

# B. Vendor Maintenance & Management maintenance and support agreement Guidance

### Staging Environment and Load Testing

- The maintenance and support agreement should include the provisioning and support of a staging environment that is identical to the production environment (with the exception of live system interfaces) so that it can be used for accurate pre-production simulation and load testing prior to and as a condition of releasing new versions into production.
- The maintenance and support agreement should include the ability to perform simulated load testing on production-ready releases



Page 614 of 1175

# C. Scope Management **Summary Assessment**

#### **Category Definition**

Assessment of how work tasks have been defined and agreed to; assessment of how well the vendor and the client manage the tasks, roles and responsibilities; and how well these tasks are tracked and managed by both the vendor and the Client.

#### Overall Risk Rating: 2.6



#### **Summary Assessment: Moderate Risk Profile**

#### **Business Benefit Risk**

■ Due to lack of scope identification and management, the CDA has not received all of the benefits and outcomes expected. Proper scope management will identify areas of contention and allow for expected scope to be achieved. (3)

#### **Budget Risk**

■ The unmanaged scope may result in additional costs in order to achieve the desired outcome. Budget impact will be dependent on tasks to be performed, and could be internalized or outsourced to the vendor for completion. (3)

#### **Operational Risk**

■ Better scope management will improve the day-to-day operations, without a significant investment in time or cost. (2)

### **Organizational Risk**

Improved scope management requires a fundamental change in vendor management philosophy. Without significant change, many of the same mistakes will be repeated. Impacts to end users should be minimal, but beneficial to the organization. (3)

#### **Customer/Public Risk**

 Benefits to the customer/public should result from improved vendor management. The results will include perceived value as well as actual value. (2)

Gartner.

Page 615 of 1175

## C. Scope Management **General Observations**

- The City of Tallahassee Information System Services is responsible for managing the scope of the CAD project. However, in practice, scope management is shared by the City, the Sheriff's Office and CDA personnel. This sharing of responsibility creates unclear accountability and misalignment of what's expected with regard to project scope, both internally and with Motorola.
- The City and Motorola do not follow a consistent process for defining issues and prioritizing them. Problem severity codes are not consistently used making it difficult to assess open system issues and hold Motorola or the City accountable for open work against agreed upon resolution targets.
- There is disagreement between the City and Motorola about the nature and severity of open items. The City has stopped reporting some issues but still considers them deficiencies, such as issues with AVL location updates and EMS unit recommendations, making it difficult to hold Motorola accountable for addressing them.



Page 616 of 1175

### C. Scope Management **General Observations**

- The original project scope was not well defined in terms of how the system would be implemented, tested and accepted. The Motorola contract and statement of work did not contain the project controls needed for a project of this size and complexity. For example, system acceptance was based on beneficial use of the system in production and not on the successful completion of acceptance or performance testing; functional gaps between the current and new system were not identified or addressed as part of Motorola's scope.
- Scope management was further complicated by the fact that the project was originally proposed by Motorola as an upgrade to the City's existing Police and Fire CAD, before there were requirements for the creation of a consolidated dispatch agency that included EMS and multiple law enforcement agencies. The Sheriff's Office and EMS were not as involved in the initial requirements and contract development, but were involved in the implementation and acceptance process, which created a misalignment of expectations and a level of frustration amongst the stakeholders.



Page 617 of 1175

## C. Scope Management **Assessment Criteria**

Criteria	Findings
1) A Scope Management Plan is defined, either stand alone or part of another artifact such as a Project Management Plan. [Yes/Partial/No]	No. Because the CAD transition was considered an "upgrade", minimal project or scope management documents were created. Management was performed primarily through a project schedule.
2) Roles and responsibilities are clearly delineated for Scope Mgmt between Project Executives, the PM, Client Project Team/Members, Vendor Project Team/Members. [Yes/Partial/No]	Partial. Roles and responsibilities between City, County and SO are defined. A variety of committees, sub- committees and workshops were created. Roles and responsibilities of vendor were not clearly defined.
3) Change Management processes exist with the Scope Mgmt plan, or external to the Scope Mgmt plan. [Yes/Partial/No]	Partial. Change management processes are now in place and documented. However, during the early phases of the project, with numerous issues and upgrades, changes were not as well documented.
4) The Scope Management Plan is being / was used [Yes/Partial/No]	No. Scope management was not managed well during the initial upgrade. Change management procedures and processes have now been implemented and are being used.
5) The Scope Management Plan outlines how the scope was developed, the inputs used and how the scope will be managed (deliverables, artifacts, processes, people and requirements) [Yes/Partial/No]	Partial. Scope management for City/County/SO was developed as a part of consolidation roles and responsibilities, but Motorola scope was limited to high level contract documents.



Page 618 of 1175

## C. Scope Management Recommendations

**C1**: The City and Motorola should follow a consistent process for defining, prioritizing and tracking open work including issue resolution, maintenance update and enhancements.

**C2:** The City and Motorola should agree on specific tasks and timelines for each open issue and report progress regularly.

**C3:** The City and Motorola should agree on an issue escalation process that clearly defines how and when issues are reported and escalated and to whom, including both Motorola and the Client stakeholders.

**C4:** The City should use a more formal and structured scope management process for large, complex IT projects to set and manage expectations of both system stakeholders and vendors.

**C5:** Any future major system enhancements, upgrades or new system implementations should include a detailed Statement of Work that includes scope, schedule, deliverables and acceptance criteria.



Page 619 of 1175

## C. Scope Management Recommendation Summary

#### Recommendation

**C1**: The City and Motorola should follow a consistent process for defining, prioritizing and tracking open work including issue resolution, maintenance update and enhancements.

**C2:** The City and Motorola should agree on specific tasks and timelines for each open issue and report progress regularly.

**C3:** The City and Motorola should agree on an issue escalation process that clearly defines how and when issues are reported and escalated and to whom, including both Motorola and the Client stakeholders.

**C4:** The City should use a more formal and structured scope management process for large, complex IT projects to set and manage expectations of both system stakeholders and vendors.

**C5:** Any future major system enhancements, upgrades or new system implementations should include a detailed Statement of Work that includes scope, schedule, deliverables and acceptance criteria.

#### **Critical Success Factors**

- Support of executives and stakeholders
- Stakeholder agreement on support roles and terms
- Adequate City support staffing level and competency

### Complexity: Moderate

- Requires agreement on scope management process
- Requires discipline to adhere to scope management process
- Requires routine review of scope management process

#### Estimated Cost: Low

- Low to no cost to adhere to scope management process
- May require additional PM training

### Value: High

- Improve user perception and trust of system
- Improve public perception and trust of system



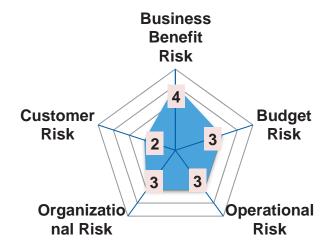
Page 620 of 1175

# D. Requirements Management **Summary Assessment**

#### **Category Definition**

Assessment of the needed system capabilities and whether or not those capabilities have been well defined by the Client and delivered by the vendor. Assessment of completeness of the solution to identify gaps in expected capabilities.

#### Overall Risk Rating: 3.0



#### **Summary Assessment: Moderate Risk Profile**

#### **Business Benefit Risk**

Identification of baseline requirements and subsequent requirements management will require a change in management style to monitor and enforce requirements management with the vendor. Currently the lack of requirements management resulted in expected capabilities not being provided. (4)

#### **Budget Risk**

■ In order to obtain undelivered requirements, the project budget will incur additional costs in the form of enhancements (change orders) to Motorola, or 3<sup>rd</sup> party products. (3)

#### **Operational Risk**

 Missing functionality has had an impact on system operations and end users. Workarounds have required additional time and effort. (3)

#### **Organizational Risk**

Moderate changes to the organization are needed to address the lack of requirements management. (3)

#### **Customer/Public Risk**

 Direct impact to public is minor. Delayed response due to increased manual activity, or operator error as a result of system deficiencies could result in safety issues. (2)



## D. Requirements Management: **General Observations**

- CAD is operating in production and meeting the minimally acceptable functional needs of the Client. However, the lack of a clearly defined and well managed requirements and disagreement about how 'system upgrade' was defined, from P-CAD to P1 CAD, continue to cause misalignment of expectations between the Client and Motorola.
- Motorola provided a Functional System Description with the CAD contract, which described what system functionality would be delivered. However Motorola was not required by the Client to provide an assessment of differences between P-CAD and P1-CAD and the Client did not conduct its own assessment or comparison, creating a gap in what was expected and what was being delivered.
- The Tallahassee Police Department and Leon County Sheriff's Office did not report any operationally significant gaps in CAD system functionality, but did identify issues that impacted workflow and performance. Their primary frustration is with the general stability and performance of the mobile computers.
- The Tallahassee Fire Department considers there to be significant gaps in core fire dispatch functionality that are preventing them from implementing desired operational changes. However, these were not specific requirements of the CAD upgrade and have not been reported to Motorola as deficiencies.



Page 622 of 1175

## D. Requirements Management **General Observations**

- The Leon County Emergency Medical Services reported deficiencies in CAD's ability to record certain critical time stamps, support System Status Management, support field supervision and provide a 'more robust' unit recommendation. However, these were not specific requirements of the CAD upgrade and have not been reported to Motorola as deficiencies.
- The Consolidated Dispatch Agency (CDA) reported no major functional deficiencies, where the CAD was unable to perform a needed function. However, the CDA did report several examples of features that operated differently, and in some cases less efficiently than with the previous CAD, such as Premise Hazard and multi-jurisdiction officer-initiated calls. Premise Hazard has been identified as an officer safety issue.
- All CAD stakeholders reported deficiencies in the ability to produce robust management reports from CAD data, citing the inability to easily access CAD data for reporting purposes, lack of a well documented 'data dictionary' and inadequate training.
- Due to configuration and administrative differences, features that work differently in the new CAD require customization to work correctly. Even the interpretation of some requirements has been challenging. In some instances Motorola interprets the system to perform correctly, and the Client indicates that the requirement is not satisfied.



Page 623 of 1175

## D. Requirements Management **Assessment Criteria**

Criteria	Findings
1) A Requirements Management Plan is defined, either stand alone or part of another artifact such as a Project Management Plan. [Yes/Partial/No]	No. Since the project was initially considered an upgrade, no requirements management plan was developed.
2) Roles and responsibilities are clearly delineated for Requirements Mgmt between Project Executives, the PM, Client Project Team/Members, Vendor Project Team/ Members. [Yes/Partial/No]	Partial. Roles and responsibilities between City, County and SO are defined, but have not been successfully performed due to split responsibilities. Roles and responsibilities of vendor were not clearly defined
3) A standardized structure / method exists that is/was used for the development and articulation of the requirements (e.g. MoSCoW, User Stories, Use Cases, other). [Yes/Partial/No]	No. The existing PCAD functionality was considered the baseline by CDA. Seldom used features were not identified in a timely manner. This was a significant issue which resulted in missed expectations.
4) A tool is being / was used to manage the requirements [Yes/Partial/No]	No. There was no mechanism to track requirements or measure success / failure in meeting requirements.
5) A Requirements Traceability matrix is defined, exists and is being / was used [Yes/Partial/No]	No. Requirements are not defined, and as a result there is no requirements traceability matrix.
6) It is possible to demonstrate (with documented evidence) the solution's compliance with the requirements (At the beginning of the project and, if appropriate, at the end of the project) [Yes/Partial/No]	Partial. Acceptance test was provided by Motorola, but existing CAD functionality was not included. A regression test was later developed by CDA to test new versions of the software. Neither of these tools provide a complete list of requirements or compliance with requirements.

Engagement: 330029555 – Tallahassee CAD Risk Assessment © 2015 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a registered trademark of Gartner, Inc. or its affiliates.



### D. Requirements Management **Recommendations**

- **D1**. The Client should develop a full set of high-level, outcome-objective based CAD requirements using business owner representatives. These requirements will help to identify actual critical gaps in functionality and can be used to either scope enhancement requests for Motorola or a baseline for any future system procurement.
- **D2.** The Client should define observable acceptance criteria for any enhancements or future system deliverables so that clear traceability between the requirement and the delivered software can be maintained.
- **D3.** The Client should prioritize requirements so that system functionality can be delivered incrementally as budget allows.



Page 625 of 1175

# D. Requirements Management **Recommendations Summary**

#### Recommendation

- **D1**. The Client should develop a full set of high-level, outcomeobjective based CAD requirements using business owner representatives. These requirements will help to identify actual critical gaps in functionality and can be used to either scope enhancement requests for Motorola or a baseline for any future system procurement.
- **D2**. The Client should define observable acceptance criteria for any enhancements or future system deliverables so that clear traceability between the requirement and the deliverable software can be maintained.
- **D3**. The Client should prioritize requirements so that system functionality can be delivered incrementally as budget allows.

#### Critical Success Factors

- Support of executives and stakeholders
- Commitment on time to perform detailed needs assessment
- Agreement on multi-agency baseline requirements

### Complexity: Moderate

 Thorough review of CAD requirements for old (PCAD) and new (P1 CAD) systems as well as individual agency requirements

#### Estimated Cost: Moderate

 Will require minimum of 1 man-month, and participation from all agencies

### Value High

- Provides baseline for existing system
- Can be used for future procurement
- Improves ability to perform regression testing



# E. Project Governance **Summary Assessment**

#### **Category Definition**

Assessment of how well the Client makes routine and non-routine decisions and the effectiveness of those decisions.

Assessment of how well stakeholders identify and communicate decisions, the nature of risks and issues and how decisions are documented and managed.

Overall Risk Rating: 1.8



### **Summary Assessment: Minor Risk Profile**

#### **Business Benefit Risk**

 Decision making is challenged by organizational structure. Dual PMs limit effectiveness. As a result, business benefit is limited. Cooperation between agencies is being tested by different management approaches. (2)

#### **Budget Risk**

■ Potential for added costs as management of project between agencies could increase. Budget impact should be minimal. (2)

### **Operational Risk**

 Minor impact to operations could result from conflicting or redundant methodologies creating delays or unclear responsibility assignments and approaches to problem resolution. (2)

### **Organizational Risk**

 Changes in governance would have minimal impact on organizational operations. (2)

#### **Customer/Public Risk**

 Project governance should not have a direct impact on the customer/public. Project management impacts should primarily effect internal operations. (1)



## E. Project Governance **General Observations**

- Considering the nature, size and complexity of the CAD program and the fact that there are at least four major stakeholders (City, County, Sheriff's Office, CDA), each with potentially conflicting interests and priorities, the Client has done well in establishing a governance structure that accommodates input from all stakeholders and provides for regular communications through the technical and operational sub-committees and working groups.
- Concerns about ambiguous roles and responsibilities, as well as differing approaches to support, project and vendor management are creating challenges with potential for conflict of interests between stakeholders.
- CAD issue and status reporting is inconsistent amongst stakeholders and is not based on a standardized and agreed upon set of metrics that indicate system health and stability. The understanding of the nature of open risks and issues is not consistent amongst stakeholders.



Page 628 of 1175

## E. Project Governance **Assessment Criteria**

Criteria	Findings
A program / project governance model is defined (stand alone or within another artifact e.g. project charter. [Yes/Partial/No]	♦ Yes. Interagency agreement signed.
2) Roles and responsibilities are clearly delineated between Project Executive, the PM, Client Project Team/ Members, Vendor Project Team/Members. [Yes/Partial/ No]	Partial. Roles and responsibilities between City, County and SO are defined, but not implemented consistently. Roles and responsibilities of vendor were not clearly defined.
3) Governance bodies (e.g. Steering Committee, Project Teams) meet on a regular basis [Yes/Partial/No] AND	Yes. Steering committee meets weekly. Meetings with vendor occur weekly (status and issues meetings). Also CDA Board, Mgmt, Tech, Ops and CAD groups
4) Minutes/Actions from Governance bodies are documented. [Yes/Partial/No]	Yes. Meeting agendas, actions and minutes are tracked and distributed.
5) Escalation processes exist to support the defined Governance. [Yes/Partial/No]	Partial. Escalation was performed several times during the project, but it is not clear if a defined process was followed.
6) A Communications Plan exists to to support the defined Governance. [Yes/Partial/No]	No. Formal communications plan was not provided. There is a need for a structured plan given the amount of publicity that has occurred due to CAD performance.



Page 629 of 1175

## E. Project Governance **Recommendations**

None. Issues that concern the overall governance of the CAD system have been addressed within the other category recommendations. There are no specific recommendations with regard to changes to the overall CAD governance model.



Page 630 of 1175

# F. User Acceptance Testing Summary Assessment

#### **Category Definition**

Assessment of the Client and vendors overall ability to effectively manage a comprehensive test process, including unit, functional and performance testing; assessment of the use of appropriate resources across test activities and the sharing of testing responsibility.

Overall Risk Rating: 2.8



#### **Summary Assessment: Moderate Risk Profile**

#### **Business Benefit Risk**

User acceptance and system performance testing was not comprehensive or well defined and did not involve all stakeholders making it less likely that functional gaps would be identified before go-live. (4)

#### **Budget Risk**

 Inadequate acceptance testing may have accelerated beneficial use making it difficult to withhold payment due to issues with system performance or functionality in production. (2)

### **Operational Risk**

 Increased operational risk due to no system performance testing under load and inadequate user acceptance testing. (3)

#### **Organizational Risk**

 Increased organizational risk if project sponsors are expecting certain functionality and it is not realized that these functions are inadequate or missing until after implementation. (3)

#### **Customer/Public Risk**

 Increased public/customer risk if critical functions are not properly tested and accepted as part of implementation. (2)



## F. User Acceptance Testing General Observations

- User acceptance testing was based on Motorola's Acceptance Test Procedure (ATP), which was designed to validate the delivery of functionality described in Motorola's Functional System Description. The ATP was not designed to test for gaps in functionality between P-CAD and P1-CAD, leaving these gaps largely unaddressed during implementation.
- User acceptance testing did not include system performance testing under load or baseline system performance in-production (e.g. stable system performance in production for a set period of time) as there were no performance requirements defined as part of the contract or maintenance and support agreement. Load testing as part of system acceptance may have helped to identify performance issues earlier and before the system was in use in production.
- Final system acceptance (Final Completion) was based on beneficial use of the system in production\*, not on the successful completion of acceptance or performance testing, making it difficult to address gaps in performance
- Motorola's testing of release updates appears to be inadequate based on examination of the support tickets. The Client reports a higher than expected number of issues that had been fixed in a previous release and found again in subsequent release. This is usually associated with inadequate unit and integration testing prior to release of new software.

CAD Contract Attachment A 5.11



Page 632 of 1175

## F. User Acceptance Testing **Assessment Criteria**

Criteria	Findings
1) A User Acceptance Testing Plan is defined, either stand alone or part of another artifact such as a Testing Strategy. [Yes/Partial/No]	Partial. Motorola provided an acceptance test procedure, but the ATP was not tailored for CDA and did not include PCAD functionality. There is no complete ATP that tests all functionality to be used for acceptance. Acceptance was by "beneficial use".
2) Roles and responsibilities are clearly delineated for UAT between the Client Project Team/Members, and Vendor Project Team/Members. [Yes/Partial/No]	No. Since there was no formal ATP, CDA performed testing by using the system in a training environment, and subsequently an operational environment to test the system.
3) UAT requirements were defined (appropriately) within the Requirements AND the UAT Plan. [Yes/Partial/No]	Partial. Motorola UAT included baseline requirements, but not customized for CDA and not all inclusive. There were no performance requirements.
4) Acceptance criteria / performance targets are/were defined in the UAT Plan (and/or Supporting Test Cases) [Yes/Partial/No]	No. There were no performance requirements. Acceptance was defined as "beneficial use". A continuous reliability period was never achieved based on CDA reported issues.
5) UAT results are/were documented and available [Yes/Partial/No]	Partial. No formal ATP. Motorola test was performed, and issues logs were maintained to track failures.
6) UAT results satisfied or exceeded established thresholds / targets / acceptance criteria [Yes/Partial/No]	Partial. Basic functionality identified in Motorola ATP was successful, but missing functionality not tested and performance and reliability not satisfied.



Page 633 of 1175

### F. User Acceptance Testing Recommendations

**F1:** The Client should create a test environment where full system load testing can be performed using automated tools. Each new release should be fully load tested and tested for expected error conditions under load before being released to production.

**F2:** The Client should create a comprehensive regression test plan for all new releases and where possible automate the regression test using testing tools. The regression test should be periodically reviewed and updated to ensure that the appropriate level of testing is performed on each new release.

**F3:** The Client should share the regression tests with Motorola and request that Motorola follow the same regression tests before providing new releases to the Client for testing and should not accept any releases that have not been fully regression tested.

**F4:** The Client should continue to carefully track regression test errors to improve the quality of each version release.



Page 634 of 1175

# F. User Acceptance Testing Recommendation Summary

**F1:** The Client should create a test environment where full system load testing can be performed using automated tools. Each new release should be fully load tested and tested for expected error conditions under load before being released to production.

**F2:** The Client should create a comprehensive regression test plan for all new releases and where possible automate the regression test using testing tools. The regression test should be periodically reviewed and updated to ensure that the appropriate level of testing is performed on each new release.

**F3:** The Client should share the regression tests with Motorola and request that Motorola follow the same regression tests before providing new releases to the Client for testing and should not accept any releases that have not been fully regression tested.

**F4:** The Client should continue to carefully track regression test errors to improve the quality of each version release.

#### **Critical Success Factors**

- Ability to create load test environment
- Ability to load test using automated tools
- Ability to regression test using automated tools

### Complexity Med

- Requires adoption, configuration, use of testing tools
- May require cooperation with Motorola to implement tools

#### Cost: Med

- May require additional investment in hardware / software for test environment
- May require investment in testing tools for regression and performance testing

### Value High

- Improve overall software quality with better testing
- Improve user confidence by introducing fewer errors



Page 635 of 1175

# G. Client Support Summary Assessment

#### **Category Definition**

Assessment of the Client's role in supporting the system; the definition of roles and responsibilities and support expectations; the Client's ability to support the system within the agreed upon service levels; and the Client's ability to effectively manage their support activities.

### Overall Risk Rating: 2.6



#### **Summary Assessment: Moderate Risk Profile**

#### **Business Benefit Risk**

 Client support roles are defined, but support provided from different agencies with different management approaches and styles. (3)

#### **Budget Risk**

 Risk to budget primarily associated with cost for additional staffing. (3)

#### **Operational Risk**

 Changes to business processes are needed in order to manage vendor appropriately. (3)

### **Organizational Risk**

 Client's and system administration responsibilities are not clearly defined. Organizational change is needed to roles and responsibilities. (3)

#### **Customer/Public Risk**

 Little to no risk to public. Only applicable if issues impact performance. This has not been an issue from an IT implementation perspective. (1)



Page 636 of 1175

## G. Client Support General Observations

- According to the CDA inter-local agreement, the City is responsible for managing the support of the CAD system. This includes managing Motorola's maintenance and support agreement and fulfilling the Clients obligations for system support which include workstations (CAD and mobile) and the CAD network infrastructure. In practice, the City and Sheriff's Office share support responsibility as the Sheriff's Office also provides CAD support resources to the CDA who assist with technical support and system configuration (provisioning).
- In the past, the Motorola CAD system was highly proprietary and largely supported by Motorola with little involvement by City support staff. The new system requires the City to provide a higher level of technical expertise, particularly in the areas of system and database administration and network support.
- The resources needed to adequately support the CAD system were not fully explained by Motorola as part of the transition to the new system and were not well understood by the time the City cut over to the new system. In early 2015, the City hired an additional full-time technical resource to fulfill these system monitoring and maintenance responsibilities.



Page 637 of 1175

## G. Client Support General Observations

- The hiring of a dedicated CAD system administrator has improved the City's ability to manage the system. Issue reporting and the proactive identification of and reaction to performance issues has likely contributed to the steady increase in system reliability over the past six months.
- The City is able to use the system management tools, primarily System Center Operations Manager (SCOM), provided by Motorola to monitor the general health and stability of the CAD system and to track and troubleshoot system errors. However, Motorola has not provided adequate System Administration training or documentation to the City, leaving them less able to fully adopt a more in-depth and advanced technical support role.
- The City is limited in its ability to monitor and troubleshoot the CAD network infrastructure for which it is responsible. Several system performance issues, especially those related to TPD mobile computers, may be related to network connectivity issues. The City is unable to provide full end-to-end visibility into network performance making diagnosis more difficult. Within the past three months the City has invested in additional network monitoring and diagnostic software and since then the number and severity of mobile related issues has decreased.



Page 638 of 1175

## G. Client Support General Observations

- Responsibility for CAD system provisioning (configuration management) is not centrally managed. Provisioning is shared amongst stakeholders with differing levels of training and proficiency. This has caused misalignment of expectations how and when system changes will be made, and made it difficult to prioritize provisioning tasks.
- Responsibility for CAD system reporting (management reports) is not centrally managed. Reporting is shared amongst stakeholders with differing levels of training and proficiency. The Client does not have a clear understanding of data element definitions and Motorola is unable to provide complete data dictionary or other definition documentation. This has caused confusion and a misaligned expectations how statistical and operational performance information is reported from CAD to the CDA and various stakeholders.
- Other Motorola PremierOne<sup>tm</sup> CAD clients report having at least one full-time CAD Project Manager, one full-time System Administrator, one part-time Database Administrator, one part-time Network Administrator, one to two full time CAD administrators and a number of 'super-users' identified to assist with field support.



Page 639 of 1175

# G. Client Support **Assessment Criteria**

Criteria	Findings
1) A Support Model for CAD is defined, which includes scope of support, processes, tools and for each defined Agency (IT Operations) and Vendor(s) responsibilities [Yes/No/Partial]	Partial. Generic scope of support, processes and roles and responsibilities have been identified. Additional tools are being identified for network troubleshooting. No SLAs are defined, and reliability measurements are not agreed upon between CDA and Motorola.
2) The support model has been established and is currently operating by the Agency (IT Operations) per the agreed to scope/processes [Yes/No/Partial]	Partial. General support model is in place and is being implemented, but without SLAs, and reliability metrics are not quantified.
3) The Agency has appropriate personnel, skills, capabilities and capacity to execute/manage the defined support model - processes, tasks, etc. [Yes/No/Partial]	Yes. However, additional personnel were hired to satisfy the needs, and some IT personnel are not CDA employees but assigned to CDA project. Risk of competing interests and loyalty.
4) SLAs for Agency support processes are clearly defined [Yes/No/Partial]	No. Metrics for response are not defined. Criteria for downtime is not established (basic definition is 15 minute increments of downtime, but server / workstation / mobile criteria not established)
5) SLAs for Agency support processes are being monitored [Yes/No/Partial]	No. Since the metrics are not defined, monitoring is not being performed, except for major system failures.
6) SLAs for Agency support processes are being achieved [Yes/No/Partial]	No. Continuous reliability period was never achieved. Workstation and mobile issues are not being tracked accurately.
7) A performance improvement plan/process exists that is used to identify/address and resolve problems with any support processes or SLA [Yes/No/Partial]	Partial. Reporting process improved but workstation / mobile issues need to be tracked more closely. Clear failure and failure type definitions are needed.

© 2015 Gartner, Inc. and/or its affiliates. All rights reserved.

Gartner is a registered trademark of Gartner, Inc. or its affiliates.



### G. Client Support Recommendations

- **G1:** The City should provide a more 'hands-on' and in-depth level of technical system support including system administration and the ability to conduct technical diagnostics and trouble identification (support Level 2 / 3).
- **G2:** The City should assign a dedicated CAD support manager who has no other duties besides the management of CAD system support. The CAD support manager should be assigned to work at the CDA and be responsible for the accurate tracking and reporting of all CAD issues.
- **G3:** The CAD support manager should work with the CDA, Client stakeholders and Motorola to create and track key support performance metrics for both the City and Motorola, and report support performance against those metrics regularly to the CDA Board.
- **G4:** The City should provide centralized provisioning support, including the identification and tracking of all provisioning tasks and requests through its help desk system. Centralized provisioning should be accountable for all provisioning requests, and support end-users who may have provisioning responsibility.
- **G5:** The City should support centralized management reporting, including the organization of a representative group of stakeholders to cooperatively define data element definitions and the structure and use of standardized reports.



Page 641 of 1175

### G. Client Support Recommendations

**G6:** The City should provide additional dedicated support resources, particularly for network infrastructure and system administration, who can aid in the identification, diagnosis and resolution of outstanding issues.

**G7:** The City should develop standardized infrastructure health 'checklists' used to identify and validate the health and condition of critical infrastructure components for which it is responsible and provide them as part of routine troubleshooting.

**G8:** The CDA Board should establish support level expectations for the City that include regular reporting of system health against established performance criteria and clear escalation and notification of priority issues.



Page 642 of 1175

# G. Client Support Recommendation Summary

**G1:** The City should provide a more 'hands-on' and in-depth level of technical system support including system administration and the ability to conduct technical diagnostics and trouble identification (support Level 2 / 3).

**G2:** The City should assign a dedicated CAD support manager who has no other duties besides the management of CAD system support. The CAD support manager should be assigned to work at the CDA and be responsible for the accurate tracking and reporting of all CAD issues.

**G3:** The CAD support manager should work with the CDA, Client stakeholders and Motorola to create and track key support performance metrics for both the City and Motorola, and report support performance against those metrics regularly to the CDA Board.

**G4:** The City should provide centralized provisioning support, including the identification and tracking of all provisioning tasks and requests through its help desk system. Centralized provisioning should be accountable for all provisioning requests, and support end-users who may have provisioning responsibility.

**G5:** The City should support centralized management reporting, including the facilitation of a representative group of stakeholders to uniformly define data elements and standardized reports.

**G6:** The City should provide additional dedicated support resources, particularly for network infrastructure and system administration, who can aid in the identification, diagnosis and resolution of outstanding issues.

**G7:** The City should develop standardized infrastructure health 'checklists' that can be used to identify and validate the health and condition of critical infrastructure components as part of routine troubleshooting.

G8: The CDA Board should establish support level expectations for the City that include regular reporting of system health against established system performance criteria and clear escalation and notification of priority issues.

#### Critical Success Factors

- Stakeholder agreement on service level expectations
- Ability to attract and hire required resources

#### Complexity Low

- Define minimum service level expectations
- Define roles and responsibilities

#### Cost: High

 May require additional investment in personnel / contractors

### Value High

Improve support level and responsiveness



# G. Client Support Support Resource Recommendations

Role	Responsibility	Current	Recommended
CAD Support Manager	<ul><li>Overseeing all CAD support</li><li>Reporting against support level metrics</li></ul>	0	1 full time (+1)
CAD Administrator	<ul><li>Centrally managing provisioning</li><li>Centrally managing reporting</li></ul>	1 full time	2 full time (+1)
Subject Matter Expert (SME)	<ul><li>Providing business rules</li><li>End user testing</li></ul>	As needed	As needed
System Administrator	<ul> <li>Hardware infrastructure configuration, support and monitoring</li> <li>System troubleshooting, technical support</li> </ul>	1 full time	1 full time (no change)
Database Administrator	Database support and monitoring	0	1 part time (+1)
Network Administrator	Network support and monitoring	0	1 part time (+1)
Graphical Information Systems (GIS) Administrator	Map database updates and maintenance	1 full time	1 full time (no change)



Page 644 of 1175

# H. Training **Summary Assessment**

#### **Category Definition**

Assessment of overall accountability for and execution of training; Assessment of the completeness of training provided by the vendor required in order for the client to effectively operate the system and to fulfill its support obligations.

#### Overall Risk Rating: 2.6



#### **Summary Assessment: Moderate Risk Profile**

#### **Business Benefit Risk**

■ End user training was satisfactory, but system administration and management reporting training was deficient. (2)

#### **Budget Risk**

 Additional cost of outside training if required to enhance Motorola provided training. Configuration changes may require additional training for dispatch personnel. (3)

#### **Operational Risk**

 Operational risk from incorrect system configuration resulting from poor system administration training. (3)

#### **Organizational Risk**

 Configuration changes may have a minor impact on call taking and dispatch procedures. (2)

#### **Customer/Public Risk**

 Issues in training and associated system configuration will be reflected in the service provided. This could have an impact on the service provided to the customer/public. (3)

Gartner

Page 645 of 1175

## H. Training **General Observations**

- Gartner found no significant issues related to end-user training. Users were informed and aware of how to operate the system and what to expect in terms of system functionality. Issues with system performance or concerns about how certain capabilities functioned were not found to be relating to lack of training.
- Motorola has not provided the Client with sufficient System Administration training. The System Administration training and documentation provided to-date did not cover all aspects of system administration and was not sufficient in the level of technical detail required for the client to completely fulfill its support obligations.
- Motorola has not provided the Client with sufficient training or documentation for the Reporting Data Warehouse (RDW) or the SQL Server Reporting Service (SSRS). The training provided to-date was not comprehensive and the client felt as though the trainers provided by Motorola did not have sufficient knowledge of the system to answer detailed technical questions. The Client is unable to fully utilize the reporting database and tools to produce accurate operational performance reports and statistical information.
- The Motorola provided training materials are generic and not written specifically for the CDA environment, making them less useful.



Page 646 of 1175

## H. Training Assessment Criteria

Criteria	Findings
1) A Training Strategy or Plan is defined. [Yes/Partial/No]	♦ Yes. Training plans provided and reviewed.
2) Roles and responsibilities are clearly delineated for Training between the Client Project Team/Members, and Vendor Project Team/Members. [Yes/Partial/No]	Yes for end-user training, Partial for system admin and reporting training. Motorola provided initial training.
3) Training is planned to be / was provided to all users of CAD, per the agency's policies / requirements (e.g. 40 hours of classroom training, other OTJ training etc). [Yes/Partial/No]	Yes, for end-user training, Partial for system admin and reporting training. Motorola provided initial training.
4) Training materials were tailored to reflect the agency's implementation of the system (i.e. NOT generic training material, training materials were developed in parallel to the project implementation, taking requirements and design into consideration) [Yes/Partial/No]	No. Generic training materials. Customizations specific to CDA operations will be beneficial for all users, and should decrease subsequent overall training time (or make more efficient).
5) Training results were documented and satisfied or exceeded established thresholds / targets / acceptance criteria [Yes/Partial/No]	Partial. Basic training provided. No issues identified, but training was generic. Evaluation sheets that were reviewed were positive.
6) Access to refresher training, online or physically, and access to FAQs is available [Yes/Partial/No]	Partial. User manuals for COTS product are available both in hard copy and on line. No FAQs available.



Page 647 of 1175

## H. Training **Recommendations**

**H1:** The Client should require Motorola to complete System Administration training and provide required documentation.

**H2:** The Client should continue to enhance the Motorola provided training materials making them more specific to and useful for the CDA, where appropriate.



Page 648 of 1175

# H. Training Recommendation Summary

**H1:** The Client should require Motorola to provide sufficient training and documentation for system administration and use of the management reporting system.

**H2:** The Client should enhance the Motorola provided training materials making them more specific to and useful for the CDA, where appropriate.

### **Critical Success Factors**

Motorola's ability to provide sufficient training

### Complexity Low

Reiterate training expectations

Cost: Low

 There should be no additional cost except for development of customized training materials

### Value Med

 Fully trained client staff are better able to support the system.



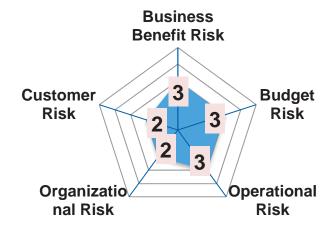
Page 649 of 1175

# I. Infrastructure **Summary Assessment**

### **Category Definition**

Assessment of the performance and management of the system infrastructure. Vendor and Client's ability to effectively monitor and maintain a reliable infrastructure and work with the vendor to address infrastructure related issues.

Overall Risk Rating: 2.6



### **Summary Assessment: Moderate Risk Profile**

#### **Business Benefit Risk**

 Performance and response times are tied to adequate systems and infrastructure. Risk identified is associated with network performance and associated monitoring of network. (3)

### **Budget Risk**

 Additional tools and/or staff are required to monitor network and report/correct issues in real time. (3)

### **Operational Risk**

■ Performance and reliability is being effected by the network performance. (3)

### **Organizational Risk**

Minor impact to overall organizational operations. Changes effect monitoring of both wired and wireless networks. (2)

### **Customer/Public Risk**

■ Direct effect on public is minimal, but improved monitoring of Infrastructure correlates to improved service. (2)



Page 650 of 1175

# I. Infrastructure General Observations

- The most serious recent system outages involving mobile computer connectivity and subsequent CAD server restarts seem to be an indication of both network related issues and the CAD system's inability to effectively deal with these error conditions. When combined, the result is often a more serious systemic issue that effects more than just the initial users who were unable to access the system.
- The information provided to Gartner from both the Client and Motorola indicated that all system infrastructure components, including servers, database, network and storage, are in compliance with Motorola specifications.
- While Gartner did not perform a detailed technical assessment of the City network, the persistence of performance issues, particularly those effecting the mobile users, related to network availability, indicate more systemic problems with network stability. The City is unable to definitively rule-out the network as contributing to recent system outages. The City's inability to definitively identify and troubleshoot CAD network issues has made root cause identification more difficult and led to 'finger pointing' between Motorola and the City.
- Over the past six weeks, the City has installed and is using additional network monitoring tools on a trial basis to monitor network congestion, as well as monitor mobile data computer device coverage.



Page 651 of 1175

# I. Infrastructure Assessment Criteria

Criteria	Findings		
1) A Support Model for Technical Infrastructure is defined, which includes scope of support, processes, tools and for each defined Agency (IT Operations) and Vendor(s) responsibilities [Yes/No/Partial]	Yes. Motorola minimum criteria have been identified and met (note that future enhancements now require Virtualized servers and this is not currently in place)		
2) The Infrastructure design and implementation has been established and is currently operating and/or in place per the agreed to specification. [Yes/No/Partial]	Yes. Issues do not appear to be infrastructure related. Motorola has also acknowledged the infrastructure is satisfactory. New network monitoring tools are being deployed to identify network congestion.		
3) The Vendor / City / County have appropriate personnel, skills, capabilities and capacity to execute/manage the defined support model - processes, tasks, etc. [Yes/No/Partial]	Yes. Additional CDA resources were required and obtained. Resources are not all dedicated to CDA, which could create a conflict of interest.		
4) SLAs for Vendor support processes are clearly defined [Yes/No/Partial]	No. There is no contract SLA in place for uptime, response time, etc. This needs to be implemented.		
5) SLAs for Vendor support processes are being monitored [Yes/No/Partial]	No. SLA not defined. Need to quantify Motorola response time/up time and monitor for compliance.		
6) SLAs for Vendor support processes are being achieved [Yes/No/Partial]	No. Issues with vendor support personnel have been identified. Obtaining the appropriate resource has been challenging depending on the nature of the issue.		
7) A performance improvement plan/process exists that is used to identify/address and resolve problems with any support processes or SLA [Yes/No/Partial]	No. Issue resolution has generally not been acceptable. Escalation process is not well documented.		

**Gartner** 

Page 652 of 1175

# I. Infrastructure **Recommendations**

- **I1:** The City should invest in and deploy the necessary tools required to actively monitor and troubleshoot the complete end-to-end CAD network performance and connectivity, including the LAN, WAN and RadioIP. The tools should be deployed with sufficient coverage to provide visibility of the complete health and condition of the network from CAD servers to / from any end user device.
- **12:** The City should hire an outside, independent network specialist to assess the current network design and performance across all public safety systems and aid in the identification of potential problems and in the development of a network monitoring program.
- **I3:** The City should assign a single Network Support Administrator to be accountable for the maintenance and support of the CAD network.
- **I4:** The City should work to create a network health checklist that can be used to definitively establish the health of the network at any given time, and in particular when issues of slowness or connectivity are reported. This should include both observable connectivity tests as well as reports from network monitoring tools before, during and after the time issues are reported.



Page 653 of 1175

# I. Infrastructure Recommendation Summary

I1: The City should invest in and deploy the necessary tools required to actively monitor and troubleshoot the complete end-to-end network performance and connectivity, including the LAN, WAN and RadioIP. The tools should be deployed with sufficient coverage to provide visibility of the complete health and condition of the network from CAD servers to / from any end user device.

**12:** The City should consider hiring an outside, independent network specialists to assess the current network design and performance across all public safety systems and aid in the identification of potential problems and in the development of a network monitoring program.

**I3:** The City should assign a single Network Support Administrator to be responsible for the maintenance and support of the CAD network.

**14:** The City should work to create a network health checklist that can be used to definitively establish the health of the network at any given time, and in particular when issues of slowness or connectivity are reported. This should include both observable connectivity tests as well as reports from network monitoring tools before, during and after the time issues are reported.

### **Critical Success Factors**

Ability to actively monitor and troubleshoot network

### Complexity Med

 Requires acquisition, configuration and training on new tools to monitor network.

### Cost: Med

- Cost of additional network monitoring tools
- Cost of outside consultants

### Value High

- Lower resolution time
- Higher system performance / availability
- Reduce 'finger-pointing'



## Section 3: Alternatives Assessment

Tallahassee CAD Risk Assessment Report Gartner Consulting



Page 655 of 1175

# Alternatives Assessment Introduction

- Considering the findings of the risk assessment and given the parameters provided by the Client, Gartner is to recommend whether or not the Client should continue using the Motorola CAD or change to a new CAD vendor.
- In making it's recommendation, Gartner considered the following:
  - The interest of public and officer safety above all other factors
  - The Client's direction that cost and time should not limit the alternatives considered
  - The Client's direction that Gartner's recommendation must be to either keep or replace the Motorola CAD system based on the information available today.
  - Gartner's independent review and assessment of trouble tickets since go-live
  - Cost by itself should not be a limiting factor in considering alternatives

- Review of project artifacts, documentation and contracts
- Interviews with representatives from Motorola
- Interviews with other agencies, as provided by Motorola, using the same system
- Interviews with other CAD system vendors
- The Gartner team's industry experience and expertise
- Gartner's independent research and best practices
- Interviews with Client executives and key project stakeholders



Page 656 of 1175

# Alternatives Assessment Introduction

### Gartner considered three possible alternatives

- Stay with Motorola, without changes to the maintenance and support agreement
  - Accept the system performance and functionality as it is today
  - Enter into the proposed maintenance and support agreement to ensure support continuity
  - Document and prioritize new functional needs and enhance functionality over time
- Stay with Motorola, conditional on revised maintenance and support agreement
  - Accept the system performance functionality as it is today
  - Enter into a maintenance and support agreement with defined service levels and credits
  - Document and prioritize new functional needs and enhance functionality over time
- Replace Motorola with a market solution starting immediately
  - Accept the system performance and functionality as it is today
  - Enter into the proposed maintenance and support agreement to ensure support continuity
  - Immediately begin a process to replace Motorola, starting with requirements and solicitation
  - Evaluate and select market alternatives, implement new CAD over next 18 24 months



Page 657 of 1175

# Alternatives Assessment Approach Framework

The following areas are used to differentiate each of the available alternatives. The purpose of the alternatives framework is to provide a balanced assessment of each alternatives considering those factors most important to the Client.

Functional Fit	Technical Fit			
<ul> <li>Ability to fully meet functional requirements</li> <li>Ability to adapt to changing requirements</li> <li>Requires minimal custom development</li> <li>Requires minimal training / retraining</li> <li>Easy to use</li> </ul>	<ul> <li>Proven, stable technical environment</li> <li>Ability to meet performance demands</li> <li>Ability to operate reliably with minimal downtime</li> <li>Ability for City to support technology stack</li> <li>Ability for vendor to support software</li> <li>Ability to adapt to new technology platforms</li> </ul>			
Risk	Cost			
<ul> <li>No identified major risks</li> <li>Proven implementation approach</li> <li>Known risks can be easily managed</li> <li>Lifecycle / obsolescence risk is low</li> </ul>	<ul> <li>One-time acquisition cost</li> <li>Ongoing support cost</li> <li>Project implementation cost</li> <li>Total Cost of Ownership</li> </ul>			



Page 658 of 1175

### **Alternatives Assessment**

## Option 1: Stay with Motorola, without changes to the maintenance and support agreement

Accept the Motorola CAD as it is and agree to the proposed maintenance and support agreement without changes.

Functional Fit	Technical Fit		
<ul> <li>Meets core functional needs and has been operational since Sept 2013</li> <li>Accepts known functional gaps such as lack of support for EMS system status management</li> <li>Provides new functionality through change orders and/or new releases</li> </ul>	<ul> <li>History of stability and performance issues</li> <li>Recent stability and performance improvements</li> <li>Familiar technical environment</li> <li>Potential issues of performance under load</li> <li>Potential issues of workstation 'lock-up'</li> <li>Unable to conduct performance testing under load outside of production environment</li> </ul>		
Risk	Cost		
<ul> <li>Does not address user trust and confidence in Motorola's ability / commitment to support</li> <li>Maintenance roles and responsibilities remain ill-defined and unclear</li> <li>No specific service level expectations creates discrepancies between actual and expected system performance standards</li> <li>Inadequate escalations and incentives for maintaining system stability and performance</li> </ul>	<ul> <li>No 'switching' cost</li> <li>No additional system acquisition costs</li> <li>Credits for past system performance</li> <li>Known five year maintenance cost</li> <li>Possible future costs for for enhancements to address functional gaps, if required</li> </ul>		



Page 659 of 1175

### **Alternatives Assessment**

## Option 2: Stay with Motorola, conditional on revised maintenance and support agreement

Accept the Motorola CAD as it is only if able to execute a maintenance and support agreement that includes specific system performance and service level requirements and associated financial incentives.

Functional Fit	Technical Fit		
<ul> <li>Meets core functional needs and has been operational since Sept 2013</li> <li>Accept known functional gaps such as lack of support for EMS system status management</li> <li>Adding new functionality requires change orders and/or new releases</li> </ul>	<ul> <li>History of stability and performance issues</li> <li>Recent stability and performance improvements</li> <li>Familiar technical environment</li> <li>Potential issues of performance under load</li> <li>Potential issues of workstation 'lock-up'</li> <li>Able to conduct performance testing under load outside of production environment</li> </ul>		
Risk	Cost		
<ul> <li>Addresses most significant risks</li> <li>Builds user trust and confidence in Motorola's ability / commitment to support</li> <li>Defines maintenance roles and responsibilities</li> <li>Provides specific service level expectations creates discrepancies between actual and expected system performance standards</li> <li>Contains escalations and incentives for maintaining system stability and performance</li> </ul>	<ul> <li>No 'switching' cost</li> <li>No additional system acquisition costs</li> <li>Credits for past system performance</li> <li>Known five year maintenance cost</li> <li>Possible future costs for for enhancements to address functional gaps, if required</li> </ul>		



Page 660 of 1175

## **Alternatives Assessment**

## Option 3: Replace Motorola with a market solution immediately

Accept the Motorola CAD as it is and execute the proposed maintenance and support agreement. At the same time, begin a competitive market procurement process to replace the CAD in 18 – 24 months

Functional Fit	Technical Fit			
<ul> <li>Opportunity to address functional gaps</li> <li>Opportunity to compare / contrast vendors</li> <li>Opportunity for prioritization of needs</li> <li>Opportunity to meet CDA operational needs</li> <li>Requires functional trade-offs and compromise between stakeholders depending on selected vendor</li> </ul>	<ul> <li>Opportunity to address technical, performance and stability issues</li> <li>Some degree of technical uncertainty will remain until vendor is selected, then will have to be managed</li> <li>Requires Client to provide strong technical leadership</li> </ul>			
Risk 🖰	Cost •			
<ul> <li>Complex, multi-stakeholder procurement</li> <li>Complex, technical system implementation</li> <li>Risks will vary significantly depending on selected vendor</li> <li>Motorola service level and performance risks continue for the duration of the procurement</li> </ul>	<ul> <li>Significant 'switching' cost \$2.0M - \$2.5M</li> <li>No additional system acquisition costs</li> <li>Credits for past system performance</li> <li>Known five year maintenance cost</li> <li>Possible future costs for for enhancements to address functional gaps, if required</li> </ul>			



Page 661 of 1175

# Alternatives Assessment Summary

	Relative Prioritization Factors				
Alternative	Functional Fit	Technical Fit	Risk	Cost	
Stay with Motorola, as-is with no conditions		0			
Stay with Motorola, conditional on validation of performance and stability	<u> </u>	0	<u> </u>		
Replace Motorola with a market solution		0	<u> </u>		

Gartner recommends that the Client Stay with Motorola, conditional on a revised maintenance and support agreement.



Page 662 of 1175

## Appendix A: Interviews

Tallahassee CAD Risk Assessment Report Gartner Consulting



Page 663 of 1175

# Appendix A: Interviews (1 of 4)

Name	Title & Organization	Telephone	Email	Date	Session
Lane, Harold Sr.	IT Administrator - City	850 544 4856	harold.lane@talgov.com	5/28/2015	Tallahassee IT
Richardson, Janna	IT Manager, Sheriff's Office	850 606 3206	RichardsonJ@leoncountyfl.gov	5/28/2015	Tallahassee IT

Name	Title & Organization	Telephone	Email	Date	Session
Ron Wostel	City of Tallahassee Radio Shop		Ronald.Wostel@talgov.com	5/28/2015	Radio/Fire Station Alerting
Chris Pandolf	City of Tallahassee Radio Shop			5/28/2015	Radio/Fire Station Alerting

Name	Title & Organization	Telephone	Email	Date	Session
Sabrina Holloman	Chief Information Systems Officer	850-891-8402	Sabrina.Holloman@talgov.com	5/28/2015	PSC Tech Sub Committee
Pat Curtis			CurtisP@leoncountyfl.gov	5/28/2015	PSC Tech Sub Committee
Various				5/28/2015	PSC Tech Sub Committee

Name	Title & Organization	Telephone	Email	Date	Session
Mike Wood	Sheriff			5/28/2015	Leon County Sheriff's Office
Rob Swearingen	Under-Sheriff			5/28/2015	Leon County Sheriff's Office
Bobby Long	Attorney / legal council for SO			5/28/2015	Leon County Sheriff's Office
Gene Griffin	Chief Administration Officer			5/28/2015	Leon County Sheriff's Office



Page 664 of 1175

# Appendix A: Interviews (2 of 4)

Name	Title & Organization	Telephone	Email	Date	Session
Berenger, Luis	CDA	800 606 5852	luis.berenger@tlccda.org	5/28/2015	Tallahassee
Davidson, Brett	Captain, LCEMS	850 606 2117	davidsonb@leoncountyfl.gov	5/28/2015	Tallahassee
Henderson, Brian J.	CAD Systems Administrator	850 363 3168	Brian.Henderson@talgov.com	5/28/2015	Tallahassee
Lane, Harold Sr.	IT Administrator - City	850 544 4856	harold.lane@talgov.com	5/28/2015	Tallahassee
Pandolfi, Chris	ISS 800 MHZ	850 544 3756	chris.pandolfi@talgov.com	5/28/2015	Tallahassee
Pence, Patrick	GIS Coordinator - Public Safety	850 891 4941	patrick.pence@talgov.com	5/28/2015	Tallahassee
Richardson, Janna	IT Manager, Sheriff's Office	850 606 3206	RichardsonJ@leoncountyfl.gov	5/28/2015	Tallahassee
Smith, Fredrick	ISS Public Safety	850 891 4743	fredrick.smith@talgov.com	5/28/2015	Tallahassee
Wostel, Ron	ISS 800 MHZ	850 544 4868	ron.wostel@talgov.com	5/28/2015	Tallahassee

Name	Title & Organization	Telephone	Email	Date	Session
Abrams,Chad	Deputy Chief, LCEMS	850 606 2100	abramsc@leoncountyfl.gov	5/28/2015	Tallahassee EMS
Chan, Norberto	IT Network Analyst, EMS	850 728 7399	chann@leoncountyfl.gov	5/28/2015	Tallahassee EMS
	Captain, Communications				
Davidson, Brett	Supervisor	850 606 2117	davidsonb@leoncountyfl.gov	5/28/2015	Tallahassee EMS
James, Jake	IT Coordinator, EMS	850 606 5544	jamesj@leoncountyfl.gov	5/28/2015	Tallahassee EMS
Kemp, Mac	Deputy Chief, Ops. LCEMS	850 606 2100	kempm@leoncountyfl.gov	5/28/2015	Tallahassee EMS
Quillin, Tom	Chief, LCEMS	850 606 2100	quillint@leoncountyfl.gov	5/28/2015	Tallahassee EMS



Page 665 of 1175

# Appendix A: Interviews (3 of 4)

Name	Title & Organization	Telephone	Email	Date	Session
Aleman, Jenny	BSA, City of Tallahassee	850 544 1814	jenny.aleman@talgov.com	5/29/2015	Tallahassee Fire
Davison, Judi	Liaison, Tallahassee Fire	850 766 7137	judi.davison@talgov.com	5/29/2015	Tallahassee Fire
Gaines, Jerome	Fire Chief, Tallahassee Fire	850 891 6600	jerome.gaines@talgov.com	5/29/2015	Tallahassee Fire
Gatlin, John	Deputy Chief, Tallahassee Fire	850 891 6600	john.gatlin@talgov.com	5/29/2015	Tallahassee Fire
Lane, Harold Sr.	IT Administrator - City	850 544 4856	harold.lane@talgov.com	5/29/2015	Tallahassee Fire
Roberts, Lori	Division Chief, Tallahassee Fire	850 891 6600	lori.roberts@talgov.com	5/29/2015	Tallahassee Fire
Sanders, Gene	Division Chief, Tallahassee Fire	850 891 6600	gene.sanders@talgov.com	5/29/2015	Tallahassee Fire
Smith, Fredrick	ISS Public Safety PM	850 891 4743	fredrick.smith@talgov.com	5/29/2015	Tallahassee Fire
Washington, Kermit	Division Chief, Tallahassee Fire	850 891 6600	kermit@washington@talgov.com	5/29/2015	Tallahassee Fire

Name	Title & Organization	Telephone	Email	Date	Session
Aleman, Jenny	BSA, City of Tallahassee	850 544 1814	jenny.aleman@talgov.com	5/29/2015	Tallahassee Police Dept.
Alford, David	Patrol, Tallhassee Police Dept.	850 891 4200	david.alfrod@talgov.com	5/29/2015	Tallahassee Police Dept.
Barrett, Gerry	Patrol, Tallhassee Police Dept.	850 891 4200	gerry.barrett@talgov.com	5/29/2015	Tallahassee Police Dept.
Britt	Gang Unit, Tallahassee Police Dept.	N/A	N/A	5/29/2015	Tallahassee Police Dept.
Combs, Michael	Patrol, Tallhassee Police Dept.	850 891 4200	michael.combs@talgov.com	5/29/2015	Tallahassee Police Dept.
Creamera, George	Patrol, Tallhassee Police Dept.	850 891 4200	george.creamera@talgov.com	5/29/2015	Tallahassee Police Dept.
Harrison, Sandra	Patrol, Tallhassee Police Dept.	850 528 3997	sandra.harrison@talgov.com	5/29/2015	Tallahassee Police Dept.
Holloman, Sabrina	N/A	N/A	N/A	5/29/2015	Tallahassee Police Dept.
Lane, Harold Sr.	IT Administrator - City	850 544 4856	harold.lane@talgov.com	5/29/2015	Tallahassee Police Dept.
Lawyer, Reginald	Liaison, Tallahassee Police Dept.	850 264 7673	reginald.lawyer@talgov.com	5/29/2015	Tallahassee Police Dept.
Murray, Reginald	Patrol, Tallhassee Police Dept.	850 891 4200	reginald.murray@talgov.com	5/29/2015	Tallahassee Police Dept.
Smith, Fredrick	ISS Public Safety PM	850 891 4743	fredrick.smith@talgov.com	5/29/2015	Tallahassee Police Dept.
Van Stein, Michael	Patrol, Tallhassee Police Dept.	850 544 2814	michael.vonstein@talgov.com	5/29/2015	Tallahassee Police Dept.
Winfree, Wes	VCRT, Tallahassee Police Dept.	850 891 4200	wes.winfree@talgov.com	5/29/2015	Tallahassee Police Dept.



# Appendix A: Interviews (4 of 4)

Name	Title & Organization	Telephone	Email	Date	Session
Tim Lee	CDA Director			5/29/2015	CDA
Casey	Asst. Director			5/29/2015	CDA
Lane, Harold Sr.	IT Administrator - City	850 544 4856	harold.lane@talgov.com	5/29/2015	CDA
Richardson, Janna	IT Manager, Sheriff's Office	850 606 3206	RichardsonJ@leoncountyfl.gov	5/29/2015	CDA
	Chief Information Systems				
Sabrina Holloman	Officer	850-891-8402	Sabrina.Holloman@talgov.com	5/29/2015	CDA

Name	Title & Organization	Telephone	Email	Date	Session
	City of Tallahassee				
Anita Thompson	Executive			5/29/2015	City Manager

Name	Title & Organization	Telephone	Email	Date	Session
Danielle	Police/Fire dispatcher			5/29/2015	CDA Communications
	Call taker/dispatcher for PD/				
Michael Porter	FD			5/29/2015	CDA Communications
Tom Cone	EMS Dispatcher			5/29/2015	CDA Communications
Michelle	EMS Dispatcher			5/29/2015	CDA Communications

Name	Title & Organization	Telephone	Email	Date	Session
Michael DeLeo	Chief of Police			6/19/2015	Tallahassee Police Dept.
	Deputy Chief			6/19/2015	Tallahassee Police Dept.
	Chief Information Systems				
Sabrina Holloman	Officer	850-891-8402	Sabrina.Holloman@talgov.com	6/19/2015	Tallahassee Police Dept.
Lane, Harold Sr.	IT Administrator - City	850 544 4856	harold.lane@talgov.com	6/19/2015	Tallahassee Police Dept.



Page 667 of 1175

## Appendix B: Documentation Review Summary

 Gartner reviewed and analyzed a total of 85 files as part of this assessment. These documents covered 16 topics and included 5 file formats, summarized below:

Files by Topic	Total
Audit Reports	1
Change Orders	8
Changer Orders	1
Communications to Motorola	3
Contracts	1
Cutover Plan	1
Interfaces	17
Internal Messages	1
Milestones	1
Outages	8
Production Changes	1
Schedules	1
System Documentation	2
System Logs	16
Test Plans	2
Trainings	21
Grand Total	85

Files by Format	Total
DOC	21
Event Log File	16
Excel	7
Outlook	2
PDF	39
Grand Total	85



Page 668 of 1175

## Appendix B: Documentation Reviewed (1/1)

### Gartner reviewed the following 85 files are part of this assessment:

- 11273581466 5F3F5D7931BA4DE3BB27649514C65E2A.eml
- 11446444584 4C250BB89EA442CAB556441CF30145D2.eml
- 12-27-10 FINAL CONTRACT -Talla-Leon CAD Mobile Radio with Interview Schedule.xls Signatures.pdf
- Application-APP1.evtx
- Application-APP2.evtx
- Application-APP3.evtx
- Application-DB01.evtx
- Application-DB02.evtx
- Application-RDW.evtx
- Boss Tickets.pdf
- CAD TTT Eval 1.pdf
- CDA Audit Report.pdf
- CDA\_P1CAD\_Bradshaw\_MARVLIS\_IRD\_Signature\_063013.pdf
   Original\_Language\_CO01-PSC-P1\_CAD MAINT\_012615.pdf
- CDA P1CAD Bradshaw MARVLIS IRD v2.doc
- CDA P1CAD Crimeview IRD Signed.doc
- CDA P1CAD E911 IRD.doc
- CDA P1CAD JIS Query IRD.doc
- CDA P1CAD Legacy ProQA IRD v2.doc
- CDA P1CAD MOSCAD IRD.doc
- CDA\_P1CAD\_Paging\_TnR\_IRD.doc
- CDA P1CAD Query IRD Signature 062713.pdf
- CDA P1CAD Sansio Health EMS IRD.doc
- COO3-PSC-P1CAD\_Paramount\_ProQA\_Signed\_5-13-2013 2-Final.pdf
- CountyRequested\_Liquidateddamages provision to\_CO1.pdf
- E911 IRD Fully Signed.pdf
- EMS Mobile Issue 5-11-15.docx

- Evaluation folder.docx
- IDD Training.pfd
- JIS\_IRD\_Signature\_Page\_V2.pdf
- Letter to TimBoyle Motorola June24 2014.doc
- Mobile Provisioning Trn.pdf
- Mobile Train the Trainer TFD LCEMS.pdf
- MOSCAD IRD Signature Page V2.pdf
- Motorola Approved CityCountyLCSO Language CO1.docx
- MotorolaCSI-APP1.evtx
- MotorolaCSI-APP2.evtx
- MotorolaCSI-APP3.evtx
- New\_TestingServers.pdf
- Outage and City Mobile Issue 5-17-15.docx
- P1 CAD Server Issue Log.xls
- P1 CAD System Admin Training Outline.pdf



Page 669 of 1175

## Appendix B: Documentation Reviewed (1/2)

### Gartner reviewed the following 85 files are part of this assessment:

- P1 Provisioning Training Course Description.doc
- P1CAD Issues Log 5 29 2015-Internal.xls
- P1CAD\_PROD\_Changes.xlsx
- P1ImportTools\_Agenda.doc
- P1Mob Provisioning.doc
- Paging\_T\_n\_R\_IRD.pdf
- Pre Provisoning Attendance.pdf
- Premier One R3 1 CAD ATP.pdf
- PremierOne CAD SSRS Training Outline.pdf
- PremierOne 3.1.7 CAD Mobile Provisioning.pdf
- PremierOne\_3.1.7\_CAD\_Mobile\_Reporting\_Guide.pdf
- PremierOne 3.1.7 CAD Mobile SysAdmin Guide.pdf
- PremierOne 3.1.7 CAD User Guide.pdf
- PremierOne\_3.1.7\_GIS\_Setup\_For\_CAD\_and\_Mobile\_User\_Guid TPD Mobile Issue 5-3-15.docx e.pdf
- PremierOne 3.3 CAD Mobile Provisioning Guide.pdf
- Provisioning Trn Follow Up.pdf
- PSA Customer Cases.xlsx
- Sansio SignaturePage.pdf
- Server Issue 4 23 2015
- Signed Milestones.pdf
- Signed Re RackP1Servers.pdf
- Signed Zoll IRD COT MOT.pdf
- SSRS Course Description.pdf
- Suite Seperation PSC P1CAD 051613 SIGNED (2).pdf
- Sys Info.xlsx
- System-APP1.evtx

- System-APP2.evtx
- System-APP3.evtx
- System-DB01.evtx
- System-DB02.evtx
- System-DB03.evtx
- Tallahassee Change Order 004\_SIGNED\_5-8-2013-Final.pdf
- Tallahassee Team ATP.xlsx
- Tallahassee SSRS Training Attendance.pdf
- TallahasseeSysAdminAttendance.pdf
- TLH CDA Cutover Plan 2561 p1 CAD-Mobile 090513 v4.docx
- TLH\_Leon\_Co\_Mobile\_Prov.pdf
- TLH State Queries 062713.doc
- TPD Issues.pdf
- TPD Mobile Issue 5-6-15.docx
- TPD Mobile Issue.docx

Page 670 of 1175

### Contacts

Mike Weins Associate Director Gartner Consulting Telephone: +1 703-387-5677 michael.weins@gartner.com Scott Porter Senior Director Gartner Consulting Telephone: +1 215-280-9547 scott.porter@gartner.com Jon Kashare Senior Managing Partner Gartner Consulting Telephone: +1 917-882-3274 jonathan.kashare@gartner.com

#### **GARTNER CONSULTING**

This presentation, including any supporting materials, is owned by Gartner, Inc. and/or its affiliates and is for the sole use of the intended Gartner audience or other authorized recipients. This presentation may contain information that is confidential, proprietary or otherwise legally protected, and it may not be further copied, distributed or publicly displayed without the express written permission of Gartner, Inc. or its affiliates. © 2015 Gartner, Inc. and/or its affiliates. All rights reserved.



#### **Maintenance and Support Agreement**

Motorola Solutions, Inc., a Delaware corporation ("Motorola") having a place of business located at 7237 Church Ranch Blvd, Suite 406 Westminster, CO 80021 and Leon County, Florida, a political subdivision of the state, Mike Wood, as Sheriff of Leon County, Florida, a constitutional officer, and the City of Tallahassee, a Florida municipal corporation (hereinafter collectively "Customer"), having a place of business located in Tallahassee, Florida, enter into this Maintenance and Support Agreement ("Agreement"), pursuant to which Customer will purchase and Motorola will sell the maintenance and support services as described below and in the attached exhibits. Motorola and Customer may be referred to individually as "party" and collectively as "parties."

For good and valuable consideration, the parties agree as follows:

#### Section 1 EXHIBITS

The Exhibits listed below are incorporated into and made a part of this Agreement. In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement will take precedence over the Exhibits and any inconsistency between the Exhibits will be resolved in the order in which they are listed below.

Exhibit A	"Covered Products, Support Options and Pricing"
Exhibit B	"Customer Support Plan"
Exhibit C	"Labor Rates"
Exhibit D	"System and Database Administration Duty Guidelines"
Exhibit E	"Lifecycle Software Upgrade Professional Services Statement of Work"
Exhibit F	"Lifecycle Hardware Refresh & Upgrade Professional Services Statement of Work"

### Section 2 DEFINITIONS

"Equipment" means the physical hardware purchased by Customer from Motorola pursuant to a separate System Agreement, Products Agreement, or other form of Agreement.

"Motorola" means Motorola Solutions, Inc., a Delaware corporation.

"Motorola Solutions Software" means Software that Motorola owns. The term includes Product Releases, Standard Releases, Supplemental Releases, Cumulative Updates, and On Demand Releases.

"Non-Motorola Solutions Software" means Software that a Third Party other than Motorola owns.

"Optional Technical Support Services" means fee-based technical support services that are not covered as part of the standard Technical Support Services.

"Patch" means a specific change to the Software that does not require a Release.

"Principal Period of Maintenance" or "PPM" means the specified days and times during the days, that maintenance and support services will be provided under this Agreement. The PPM selected by the Customer is indicated in the Covered Products, Support Options and Pricing Exhibit.

"Products" means the Equipment (as indicated in the Covered Products Exhibit) and Software provided by Motorola.

"Releases" means an Update or Upgrade to the Motorola Software and are characterized as "On Demand Releases," "Cumulative Updates," "Supplemental Releases," "Standard Releases," or "Product Releases." The content and timing of Releases will be at Motorola's sole discretion.

An "On Demand Release" is a limited usage release defined as a release of Motorola Software that primarily will address a high priority issue and will be issued on an "as needed" basis; an On Demand Release will be superseded by the next issued On Demand Release or Cumulative Update.

A "Cumulative Update" is defined as a release of Motorola Software that contains error corrections to an existing Standard Release that do not affect the overall structure of the Motorola Software. Cumulative Updates will be superseded by the next issued Cumulative Update.

A "Supplemental Release" is defined as an interim release of Motorola Software that contains primarily error corrections to an existing Standard Release and may contain limited improvements that do not affect the overall structure of the Motorola Software. Depending on the Customer's specific configuration, a Supplemental Release might not be applicable.

A "Standard Release" is defined as a release of Motorola Software that may contain product enhancements and improvements, such as new databases, modifications to databases, or new servers, as well as error corrections. A Standard Release may involve file and database conversions, System configuration changes, hardware changes, additional training, on-site installation, and System downtime. Standard Releases will contain all the content of prior On Demand Releases and Cumulative Updates that is reasonably available (content may not be reasonably available because of the proximity to the end of the release cycle and such content will be included in the next release).

A "Product Release" is defined as a release of Motorola Software considered to be the next generation of an existing product or a new product offering. If a question arises as to whether a Product offering is a Standard Release or a Product Release, Motorola's opinion will prevail, provided that Motorola treats the Product offering as a new Product or feature for its end user customers generally.

On Demand Releases are identified by the fifth character of the five-character release number, shown here as underlined: "1.2.0.4.a," Cumulative Updates by the fourth digit: "1.2.0.4.a," Supplemental Releases are identified by the third digit: "1.2.0.4.a," Standard Releases by the second digit: "1.2.0.4.a," and Product Releases by the first digit: "1.2.0.4.a."

"Residual Error" means a software malfunction or a programming, coding, or syntax error that causes the Software to fail to conform to the Specifications.

"Services" means those maintenance and support services described in the Customer Support Plan Exhibit and provided under this Agreement.

"Software" means the Motorola Solutions Software and Non-Motorola Solutions Software (Third Party) that is furnished with the System or Equipment.

"Specifications" means the design, form, functionality, or performance requirements described in published descriptions of the Software, and if also applicable, in any modifications to the published specifications as expressly agreed to in writing by the parties.

"Standard Business Day" means Monday through Friday, 8:00 a.m. to 5:00 p.m. local time, excluding established Motorola holidays.

"Standard Business Hour" means a sixty (60) minute period of time within a Standard Business Day(s).

"Start Date" means the date upon which this Agreement begins. The Start Date is specified in the Covered Products, Support Options and Pricing Exhibit.

"PremierOne CAD System" means the Products and Services provided by Motorola as a system and are more fully described in the Technical and Implementation Documents attached as Exhibits to a System Agreement between Customer and Motorola.

"Technical Support Services" means the remote telephonic support provided by Motorola on a standard and centralized basis concerning the Covered Products, including diagnostic services and troubleshooting to assist the Customer in ascertaining the nature of a problem being experienced by the Customer. Technical Support Services includes minor assistance concerning the use of the Software (including advising or assisting the Customer in attempting data/database recovery, database set up,

client-server advice), and minor assistance or advice on installation of Releases provided under this Agreement.

"Update" means an On Demand Release, Cumulative Update, Supplemental Release or Standard Release.

"Upgrade" means a Product Release.

#### Section 3 SCOPE AND TERM OF SERVICES

- 3.1. In accordance with the provisions of this Agreement and in consideration of the payment by Customer of the price for the Services, Motorola will provide to the Customer the Services as described in this Maintenance and Support Agreement and as indicated in the Covered Products, Support Options and Pricing Exhibit. Services will apply only to the Products described in the Covered Products Exhibit.
- 3.2. Unless the Covered Products, Support Options and Pricing Exhibit expressly provides to the contrary, the term of this Agreement is five (5) years, beginning on the Start Date. Following the initial term period, this Maintenance and Support Agreement will automatically renew upon the anniversary date for successive one (1) year periods unless either party notifies the other of its intention to not renew the Agreement (in whole or part) not less than thirty (30) days before the anniversary date or requests an alternate term or this Agreement is terminated for default by a party.
- 3.3. This Agreement covers all copies of the specified Products listed in the Covered Products, Support Options and Pricing Exhibit that are licensed by Motorola to the Customer. If the price for Services is based upon a per unit fee, such price will be calculated on the total number of units of the Products that are licensed to Customer as of the beginning of the maintenance and support period. If, during a maintenance and support period, Customer acquires additional Products that will be covered by this Agreement, the price for maintenance and support services for the additional Products will be calculated and added to the total price either (1) if and when the maintenance and support period is renewed or (2) immediately when Customer acquires additional Products, as determined by Motorola. Motorola may adjust the price of the maintenance and support services at the time of a renewal if it provides to Customer notice of the price adjustment at least forty-five (45) days before the expiration of the maintenance and support period. If Customer notifies Motorola of its intention not to renew this Agreement as permitted by Section 3.2 and later wishes to reinstate this Agreement, it may do so with Seller's consent provided (a) Customer pays to Seller the amount that it would have paid if Customer had kept this Agreement current, (b) Customer ensures that all applicable Equipment is in good operating conditions at the time of reinstatement, and (c) all copies of the specified Software listed in the Description of Covered Products are covered.
- 3.4. When Motorola performs Services at the location of installed Products, Customer agrees to provide to Motorola, at no charge, a non-hazardous environment for work with shelter, heat, light, and power, and with full and free access to the covered Products. Customer will provide all information pertaining to the hardware and software with which the Products are interfacing to enable Motorola to perform its obligations under this Agreement.
- 3.5. All Customer requests for covered Services will be made initially with the call intake center identified in the Covered Products, Support Options and Pricing Exhibit A.
- 3.6. Motorola will provide to the Customer Technical Support Services and Releases as follows:
- 3.6.1. Motorola will provide Technical Support Services and correction of Residual Errors during the 24x7x365 principle period of maintenance in accordance with the Exhibits. The level of Technical Support depends upon the Customer's selection as indicated in the Covered Products, Support Options and Pricing Exhibit A. Any Technical Support Services that are performed by Motorola outside the contracted PPM and any Residual Error corrections that are outside the scope will be billed at the then current hourly rates. The objective of Technical Support Services will be to investigate specifics about the functioning of covered Products and to determine whether there is a defect in the Product. Technical Support Services will not be used in lieu of training on the covered Products.

- 3.6.2. Motorola will provide to Customer without additional license fees an available Cumulative Update, Supplemental, or Standard Release for Motorola's PremierOne Applications after receipt of a request from the Customer. In accordance with the Lifecycle Services selected within this Agreement and described in Exhibit E Lifecycle Software Upgrades Professional Services, Motorola will provide installation, listed third party software, and training services associated with an available Standard Release. In accordance with the Hardware Refresh services selected within this Agreement, Motorola will provide up to one available Hardware Equipment replacement. On Demand and Cumulative Updates are designed to be delivered remotely. Services for onsite delivery related to On Demands and Cumulative Updates as requested by Customer will be quoted at the time of the request. Any services will be performed in accordance with a mutually agreed schedule.
- 3.6.3. Motorola will provide to Customer an available Product Release after receipt of a request from Customer, but Customer must pay for all additional license fees, any installation or other services, and any necessary Equipment provided by Motorola in connection with such Product Release. Motorola's duty as described in this paragraph is contingent upon Customer's then-current installation at the time of Customer's request being within two (2) Standard Release versions of the new Standard Release available for general release. Any services will be performed in accordance with a mutually agreed schedule.
- 3.6.4. Motorola does not warrant that a Release will meet Customer's particular requirement, operate in the combinations that Customer will select for use, be uninterrupted or error-free, be backward compatible, or that all errors will be corrected. Full compatibility of a Release with the capabilities and functions of earlier versions of the Software may not be technically feasible. If it is technically feasible, services to integrate these capabilities and functions to the updated or upgraded version of the Software may be purchased at Customer's request on a time and materials basis at Motorola's then current Labor Rates for Professional Services.
- 3.6.5. Motorola's responsibilities under this Agreement to provide Technical Support Services will be limited to the current Standard Release plus the two (2) prior Standard Releases (collectively referred to in this section as "Covered Standard Releases"). Notwithstanding the preceding sentence, Motorola will provide Technical Support Services for a Severity Level 1 or 2 error concerning a Standard Release that precedes the Covered Standard Releases unless such error has been corrected by a Covered Standard Release (in which case Customer will need to have the Standard Release that fixes the reported error installed or terminate this Agreement as to the applicable Software).
- 3.7. The Maintenance and Support Services described in this Agreement are the only covered services. Unless Optional Technical Support Services are purchased, these Services specifically exclude and Motorola will not be responsible for:
- 3.7.1. Any service work required due to incorrect or faulty operational conditions, including but not limited to Equipment not connected directly to an electric surge protector, or not properly maintained in accordance with the manufacturer's guidelines.
- 3.7.2. The repair or replacement of Products or parts resulting from failure of the Customer's facilities, including, but not limited to, the Customer's network, Customer's personal property and/or devices connected to the System (or interconnected to devices) whether or not installed by Motorola's representatives.
- 3.7.3. The repair or replacement of Equipment that has become defective or damaged due to physical or chemical misuse or abuse, Customer's negligence, or from causes such as lightning, power surges, or liquids.
- 3.7.4. Any transmission medium, such as telephone lines, computer networks, or the worldwide web, or for Equipment malfunction caused by such transmission medium.
  - 3.7.5. Accessories, custom or Special Products; modified units; or modified Software.
- 3.7.6. The repair or replacement of parts resulting from the tampering by persons unauthorized by Motorola or the failure of the System due to extraordinary uses.

- 3.7.7. Operation and/or functionality of Customer's personal property, equipment, and/or peripherals and any application software or equipment not provided by Motorola.
- 3.7.8. Services for any replacement of Products or parts directly related to the removal, relocation, or reinstallation of the System or any System component.
- 3.7.9. Services to diagnose technical issues caused by the installation of unauthorized equipment, components or misuse of the System.
- 3.7.10. Services to diagnose malfunctions or inoperability of the Software caused by changes, additions, enhancements, or modifications in the Customer's platform or in the Software.
- 3.7.11. Services to correct errors found to be caused by Customer-supplied data, machines, or operator failure.
- 3.7.12. Operational supplies, including but not limited to, printer paper, printer ribbons, toner, photographic paper, magnetic tapes and any supplies in addition to that delivered with the System; battery replacement for uninterruptible power supply (UPS); office furniture including chairs or workstations.
  - 3.7.13. Third-party software unless specifically listed on the Covered Products Exhibit.
- 3.7.14. Support of any interface(s) beyond Motorola-provided port or cable, or any services that are necessary because third party hardware, software or supplies fail to conform to the specifications concerning the Products.
- 3.7.15. Services related to customer's failure to back up its data or failure to use a UPS system to protect against power interruptions.
- 3.7.16. Any design consultation such as, but not limited to, configuration analysis, consultation with Customer's third-party provider(s), and System analysis for modifications or Upgrades or Updates which are not directly related to a Residual Error report.
- 3.8. The Customer hereby agrees to:
- 3.8.1. Maintain any and all electrical and physical environments in accordance with the System manufacturer's specifications.
- 3.8.2. Provide standard industry precautions (e.g. back-up files) ensuring database security, per Motorola's recommended backup procedures.
- 3.8.3. Ensure System accessibility, which includes physical access to buildings as well as remote electronic access. Remote access can be stipulated and scheduled with the Customer; however, remote access is required and will not be substituted with on-site visits if access is not allowed or available.
- 3.8.4. Appoint one or more qualified employees to perform System and Database Administration duties, including acting as a primary point of contact to Motorola's Technical Support organization for reporting and verifying problems, performing System backup and ensure System and Database Administration duties are performed timely and accurately. Additional System and Database Administration guidelines are located in Exhibit D System and Database Administration Duty Guidelines of this Agreement. At least one member of the System Administrators group must have completed Motorola's End-User training and System Administrator training. The combined skills of this System Administrators group includes proficiency with: the Products, the system platform upon which the Products operate, the operating system, database administration, network capabilities such as backing up, updating, adding, and deleting System and user information, and the client, server and stand alone personal computer hardware. The System Administrator will follow the Residual Error reporting process described herein and make all reasonable efforts to duplicate and verify problems and assign a Severity

Level according to definitions provided herein. Customer agrees to use reasonable efforts to ensure that all problems are reported and verified by the System Administrator before reporting them to Motorola. Customer will assist Motorola in determining that errors are not the product of the operation of an external system, data links between system, or network administration issues. If a Severity Level 1 or 2 Residual Error occurs, any Customer representative may contact Motorola's Customer Support by telephone, but the System Administrator must follow up with Motorola's Customer Support as soon as practical thereafter.

- 3.9. In performing repairs under this Agreement, Motorola may use parts that are not newly manufactured but which are warranted to be equivalent to new in performance. Parts replaced by Motorola will become Motorola's property.
- 3.10 Customer will permit and cooperate with Motorola so that Motorola may periodically conduct audits of Customer's records and operations pertinent to the Services, Products, and usage of application and data base management software. If the results of any such audit indicate that fees have not been properly stated, Motorola may correct the fee calculation and immediately invoice Customer for the difference (as well as any unpaid but owing license fees) or reimburse the Customer the difference.
- 3.11. If Customer replaces, upgrades, or modifies equipment, or replaces, upgrades, or modifies hardware or software that interfaces with the covered Products, Motorola will have the right to adjust the price for the Services to the appropriate current price for the new configuration.
- 3.12 Customer agrees not to attempt or apply any update(s), alteration(s), or change(s) to the database software without the prior approval of Motorola.

#### Section 4. RIGHT TO SUBCONTRACT AND ASSIGN

Except as provided herein, neither party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event. Motorola may subcontract any of the work; however, subcontracting will not relieve Motorola of its duties under this Agreement.

#### Section 5. PRICING, PAYMENT AND TERMS

- 5.1 Prices in United States dollars are shown in the Covered Products, Support Options and Pricing Exhibit A. The term prices shown in the Covered Products, Support Options and Pricing Exhibit A will be invoiced quarterly (October 1, January 1, April 1, July 1), in advance of the period of service. Motorola will provide to Customer an invoice, and Customer will make payments to Motorola within thirty (30) days after the date each invoice is received by Customer. In the event of a renewal at the end of the Agreement's term, Motorola's annual maintenance and support pricing for Motorola products increases each year 5% over the previous term's pricing. In the event of a renewal at the end of the Agreement's term, third-party products will increase annually based on a current vendor supplied maintenance and support quote.
- 5.2 Service Credits will be assessed based on the Service Level Agreement (SLA) Performance Target Recommendations section in Exhibit B Customer Support Plan within this Agreement. To achieve efficiency in management of earned service credits, Motorola will evaluate Service Credit requests annually to calculate and apply financial results. All service credit claims must be submitted within forty-five (45) days of the end of the annual term date. Annual service credit(s), if any, will be amended as a credit to the following annual maintenance and support term fees, except for the final annual term, in which case the amount of the annual service credit, if any, shall be paid to Customer within forty-five (45) days of the end of that annual term. To apply for SLA credits, the Customer will submit a formal report to

Motorola describing the missed SLA. The report must include the missed service level details and meet the criteria described in the SLA terms of this Agreement. Motorola will review the request and provide feedback and response relative to the fault assertion within 30 days. Service Performance results will be reviewed by Motorola management on a monthly basis.

If Motorola misses a Service Level Agreement Performance Target Recommendation, the Customer is entitled to a Service Credit occurrences as follows:

- 5.2.1 First Occurrence 10% reduction of monthly service charge
- 5.2.2 Second Occurrence 15% reduction of monthly service charge
- 5.2.3 Third Occurrence and each Occurrence thereafter 25% reduction on monthly service charge

Monthly Service Charge is defined as the monthly value associated with Exhibit A, Covered Products, Support Options and Pricing, as set forth in the 5 Year Support Fees Summary table at line Total Support. (e.g. A PremierOne CAD outage exceeding service level agreement credit is based on the percentage of the monthly Total Support fee).

Missed SLA occurrences will be cumulative within a single month, based on the number of total occurrences across SLA's, not only within a single SLA. A single event will qualify as one Occurrence only and will not be eligible for duplicate credits. Multiple occurrences of the same type of event will not be counted when the root cause has been determined and a fix has been offered. SLA's and service credits do not apply to events related to Customer's areas of responsibility, such as but not limited to, the network or workstation hardware. Motorola resources used in researching errors caused by the Customer's areas of responsibility will result in a reverse service credit equal to the service credit values outlined above, but in no event shall the total annual amount of reverse service credits exceed the total annual amount of service credits due to the Customer during any term of this Agreement. Motorola will submit a formal report for reverse service credit including the case notes, and if appropriate, support detail and root cause information. The Customer will respond to the fault assertion within thirty (30) days. If a dispute arises related to the root cause results and responsibility, the resolution process indicated in section 8.7 of this Agreement will govern.

- 5.3 Overdue invoices will bear simple interest at the rate of ten percent (10%) per annum, unless such rate exceeds the maximum allowed by law, in which case it will be reduced to the maximum allowable rate.
- 5.4 If Customer requests in writing, Motorola may provide services outside the scope of this Agreement or after the termination or expiration of this Agreement and Customer agrees to pay for those services. These terms and conditions and the prices in effect at the time such services are rendered will apply to those services.
- 5.5 Prices are exclusive of any taxes, duties, export or customs fees, including Value Added Tax or any other similar assessments imposed upon Motorola. If such charges are imposed upon Motorola, Customer will reimburse Motorola upon receipt of proper documentation of such assessments.

#### Section 6. LIMITATION OF LIABILITY

Except for personal injury or death, Motorola Solutions total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Service, under the then current term, as provided under this Agreement. ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA SOLUTIONS WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT OR THE PERFORMANCE OF SERVICES BY MOTOROLA SOLUTIONS PURSUANT TO THIS AGREEMENT. No action for contract breach or

otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account. This limitation of liability will survive the expiration or termination of this Agreement and applies notwithstanding any contrary provision.

#### Section 7. DEFAULT/TERMINATION

- 7.1. If Motorola breaches a material obligation under this Agreement (unless Customer or a Force Majeure causes such failure of performance); Customer may consider Motorola to be in default. If Customer asserts a default, it will give Motorola written and detailed notice of the default. Motorola will have thirty (30) days thereafter either to dispute the assertion or provide a written plan to cure the default that is acceptable to Customer. If Motorola provides a cure plan, it will begin implementing the cure plan immediately after receipt of Customer's approval of the plan and will continue diligently until implementation is complete.
- 7.2. If Customer breaches a material obligation under this Agreement (unless Motorola or a Force Majeure causes such failure of performance); if Customer breaches a material obligation under the Software License Agreement that governs the Software covered by this Agreement; or if Customer fails to pay any amount when due under this Agreement, indicates that it is unable to pay any amount when due, indicates it is unable to pay its debts generally as they become due, files a voluntary petition under bankruptcy law, or fails to have dismissed within ninety (90) days any involuntary petition under bankruptcy law, Motorola may consider Customer to be in default. If Motorola asserts a default, it will give Customer written and detailed notice of the default and Customer will have thirty (30) days thereafter to (I) dispute the assertion, (ii) cure any monetary default (including interest), or (iii) provide a written plan to cure the default that is acceptable to Motorola. If Customer provides a cure plan, it will begin implementing the cure plan immediately after receipt of Motorola's approval of the plan.
- 7.3. If a defaulting party fails to cure the default as provided above in Sections 7.1 or 7.2, unless otherwise agreed in writing, the non-defaulting party may terminate any unfulfilled portion of this Agreement and may pursue any legal or equitable remedies available to it subject to the provisions of Section 6 above.
- 7.4. Upon the expiration or earlier termination of this Agreement, Customer and Motorola will immediately deliver to the other Party, as the disclosing Party, all Confidential Information of the other, including all copies thereof, which the other Party previously provided to it in furtherance of this Agreement. Confidential Information includes: (a) proprietary materials and information regarding technical plans; (b) any and all other information, of whatever type and in whatever medium including data, developments, trade secrets and improvements, that is disclosed by Motorola to Customer in connection with this Agreement; (c) all geographic information system, address, telephone, or like records and data provided by Customer to Motorola in connection with this Agreement that is required by law to be held confidential. As an alternative to the return of such Confidential Information, Customer may seal and deliver same to an appropriate officer, official, or employee for retention and destruction in accordance with Florida law.
- 7.5 Any termination by Customer prior to the expiration of the multi-year term, for any reason other than Motorola default, will solely result in an early termination fee equal to the annual discount applied to the invoices for the multi-year term issued by Motorola to and including the date of such termination and which will be due and payable by Customer within thirty (30) days of the date of such termination. Annual discounts, if any, for the multi-year term shall be calculated utilizing Exhibit A, Covered Products, Support Options and Pricing as set forth in the 5 Year Support Fees Summary table at lines: Multi-Year Discount; HP HW Multi-Year Discount; and HP Add-On HW Multi-Year Discount.

### Section 8. GENERAL TERMS AND CONDITIONS

8.1. Notices required under this Agreement to be given by one party to the other must be in writing and either delivered in person or sent to the address shown below by certified mail, return receipt requested and postage prepaid (or by a recognized courier service), or by facsimile with correct answerback received, and will be effective upon receipt.

Customer: Leon County, Florida

Attn: Director of the Office of Information Technology

301 South Monroe Street, P3 Level

Tallahassee, FL 32301

Customer: Leon County, Sheriff

Attn: IT Manager 2825 Municipal Way Tallahassee, FL 32304

Customer: City of Tallahassee

Attn: Chief Information Systems Officer

300 S. Adams Street (Box A-7)

Tallahassee, FL 32301

Motorola Solutions, Inc. Attn: Law Dept. 1303 E. Algonquin Road, IL01, 10<sup>th</sup> Floor Schaumburg, IL 60196

- 8.2. Neither party will be liable for its non-performance or delayed performance if caused by an event, circumstance, or act of a third party that is beyond such party's reasonable control.
- 8.3. Failure or delay by either party to exercise any right or power under this Agreement will not operate as a waiver of such right or power. For a waiver to be effective, it must be in writing signed by the waiving party. An effective waiver of a right or power will not be construed as either a future or continuing waiver of that same right or power, or the waiver of any other right or power.
- 8.4. Customer may not assign any of its rights under this Agreement without Motorola's prior written consent.
- 8.5. This Agreement, including the Exhibits, constitutes the entire agreement of the parties regarding the covered Maintenance and Support Services and supersedes all prior and concurrent agreements and understandings, whether written or oral, related to the services performed. Neither this Agreement nor the Exhibits may be altered, amended, or modified except by a written agreement signed by authorized representatives of both parties. Customer agrees to reference this Agreement on all purchase orders issued in furtherance of this Agreement. Neither party will be bound by any terms contained in Customer's purchase orders, acknowledgements, or other writings (even if attached to this Agreement).
- 8.6. This Agreement will be governed by the laws of the United States to the extent that they apply and otherwise by the laws of the State to which the Products are shipped if Licensee is a sovereign government entity or the laws of the State of Illinois if Licensee is not a sovereign government entity.

### 8.7 DISPUTES

- 8.7.1 Settlement Preferred. The Parties, by their project managers, will attempt to settle any dispute arising from this Agreement (except for a claim relating to intellectual property or breach of confidentiality) through consultation and a spirit of mutual cooperation. The dispute will be escalated to appropriate higher-level managers of the parties, if necessary. If cooperative efforts fail, the dispute will be mediated by a mediator chosen jointly by the Parties within thirty (30) days after notice by one of the parties demanding non-binding mediation. The Parties will not unreasonably withhold their consents to the selection of a mediator, will share the cost of the mediation equally, may agree to postpone mediation until they have completed some specified but limited discovery about the dispute, and may replace mediation with some other form of non-binding alternative dispute resolution. The dispute resolution process shall be completed by the Parties within sixty (60) days, unless otherwise agreed to in writing, by the Parties.
- 8.7.2 Litigation. A Party may submit to a court of competent jurisdiction in the state of Florida any claim relating to intellectual property of a breach of confidentiality provisions and any dispute that

cannot be resolved between the parties through negotiation or mediation within two (2) months after the date of the initial demand for non-binding mediation. Each Party consents to jurisdiction over it by that court. The use of dispute resolution procedures will not be considered under the doctrine of laches, waiver, or estoppel to affect adversely the rights of the either Party. Either Party may resort to the judicial proceedings described in this section upon the expiration of a sixty (60) day dispute resolution period if good faith efforts to resolve the dispute under these procedures have been unsuccessful; or before expiration of the sixty (60) day dispute resolution period should interim relief from the court be necessary to prevent serious and irreparable injury to the Party.

#### Section 9. CERTIFICATION DISCLAIMER

Motorola specifically disclaims all certifications regarding the manner in which Motorola conducts its business or performs its obligations under this Agreement, unless such certifications have been expressly accepted and signed by an authorized signatory of Motorola.

#### Section 10. COMPLIANCE WITH APPLICABLE LAWS

The Parties will at all times comply with all applicable regulations, licenses and orders of their respective countries relating to or in any way affecting this Agreement and the performance by the Parties of this Agreement. Each Party, at its own expense, will obtain any approval or permit required in the performance of its obligations. Neither Motorola nor any of its employees is an agent or representative of Customer.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed as of the day and year first written above:

MOTOROLA SOLUTIONS, INC.  By:  Name: John J. Thompson  Title: MSSSI Vice President  Date:	
	LEON COUNTY, FLORIDA
	Ву:
	Name: Vincent S. Long
	Title: County Administrator
	Date:
ATTEST: Bob Inzer Clerk & Comptroller Leon County, Florida	
Ву:	

APPROVED AS TO FORM: Leon County Attorney's Office	
By: Herbert W. A. Thiele, Esq. County Attorney	
	MIKE WOOD, AS SHERIFF, LEON COUNTY, FLORIDA
	Mike Wood, Sheriff
Approved as to form:	
By: Major Robert E. Long, Jr. General Counsel	
Date executed by SHERIFF:	
Attest:	CITY OF TALLAHASSEE
By:	Bv.
By: James O. Cooke, IV City Treasurer-Clerk	By:Anita Favors Thompson City Manager
Approved as to form:	
By:City Attorney	
City Attorney	

### **Exhibit A**

### **COVERED PRODUCTS, SUPPORT OPTIONS AND PRICING**

MAINTENANCE AND	SUPPORT AGREEMENT	770 TERM:	11/01/14-10/31/19
CUSTOMER AGENCY	Leon County, FL	CUSTOMER AGENCY	Leon County Sheriff
Address	301 South Monroe St., P3 Level	Address	2825 Municipal Way
City, State, Zip	Tallahassee, FL 32301	City, State, Zip	Tallahassee, FL 32304
Contact Name	Pat Curtis, Director	Contact Name	Janna Richardson
Contact Title	Office of Information Technology	Contact Title	IT Manager
Telephone Number	850-606-5514	Telephone Number	850-606-3206
Email Address	CurtisP@leoncountyfl.gov	Email Address	RichardsonJ@leoncountyfl.gov
CUSTOMER AGENCY	City of Tallahassee	BILLING AGENCY	City of Tallahassee
Address	300 S. Adams St. (Box A-7)	Address	300 S. Adams St.
City, State, Zip	Tallahassee, FL 32301	City, State, Zip	Tallahassee, FL 32301
Contact Name	Sabrina Holloman	Contact Name	Accounts Payable
	Chief Information Systems		
Contact Title	Officer	Contact Title	
Telephone Number	850-891-8402	Telephone Number	
Email Address	Sabrina.Holloman@talgov.com	Email Address	

For support and updates on products below, please contact Motorola's Public Safety Application's Customer Support: (800) 323-9949 Option 2, Option 6, then select the corresponding prompt by product

### **Site Identification Numbers**

Product Group	Site Identification Number	Phone Prompt
PremierOne CAD <sup>IM</sup>	PSA223900_(CAD)	1
PremierOne Mobile <sup>IM</sup>	PSA223900_(PMDC)	3

### Standard Services Include:

Customer Support Plan Case Management 24X7 Technical Support 9x5 Third-party Vendor Coordination On-site Support (when applicable) Software Releases Virtual Private Network VPN Tool Defective Media Retention System Self Monitoring Tools (P1) Microsoft SQL Software Assurance Access to Users Group Site

# Exhibit A Continued COVERED PRODUCTS, SUPPORT OPTIONS AND PRICING

### **MOTOROLA SUPPORTED PRODUCTS**

*	MIGTORIOLA GOLT CHILL	Technical		Full 5 Year		
Product	Description	Service Level	Qty	Term Fees		
PremierOne Common Query, Reporting & GIS Editing Applications						
	P1 Query Service Server License -		1.0			
P1Common	ConnectCIC Basic Query State Interface		1	1 \$44,384.00 1 1		
	P1 Query Service Server License add Basic	1				
	Entry/Edit State Interface		1			
Query, Rpt & GIS		24x7				
Gaciy, ript a alo		4				
	P1 Reporting Service Server License		1			
3	P1 GIS Editing Client Plug-In License (for use		1			
	with ESRI ArcGIS Editor)	<u> </u>				
PremierOne CAD™ Applications						
.5	P1 CAD Server License Additional P1 CAD Server License - for		1			
	added capacity		1			
P1CAD	P1 CAD Dispatch (CAD Client and Mapping)	24x7	105	\$1,712,205.00		
FIOAD	P1 CAD ViewOnly Client License (Per			ψ1,712,203.00		
	Concurrent User)		7			
	P1 CAD AVL Module License					
	PremierOne Mobile™ App	lications				
	P1 Mobile Server License	24x7	1			
P1Mobile	P1 Mobile Client License		577			
	P1 Mobile Mapping Server License - HA			\$593,427.00		
	Config w/1 Primary & 1 Backup Server		1			
	P1 Mobile Mapping Client License		107			
PremierOne CAD™ Interfaces						
Interfaces	Cassidian 911 Interface	24x7	1 1	î		
	NetClock/PresenTense Interface		1			
	Zetron Model 25 Interface		1			
	MOSCAD Interface		1			
	Paramount EMS Interface		1			
	Paramount Fire Interface		1	\$129,919.00		
	Paramount Law		1	Ψ129,913.00		
	CSI Record Feeds		1			
	FireRMS IF (Zoll)	_	*			
	Firehouse IF (Xerox)	1	1			
	Marvlis	1	1			
	Sansio		1			

\*Note: Zoll FireRMS IF includes components of the Zoll support

# Exhibit A Continued COVERED PRODUCTS, SUPPORT OPTIONS AND PRICING

# **MOTOROLA SUPPORTED PRODUCTS**

erwete	MOTOROEA SUFFORTED	Technical		Full 5 Year	
Product	Description	Service Level	Qty	Term Fees	
	PremierOne Embedded 3rd Pa	arty Software		: 12	
	ESRI ArcGIS Server Standard w/ Network Analyst Extension (Per Active Server)		4		
	ESRI ArcGIS Engine Runtime	]	105	1700 E9 V E0	
ESRI	ESRI ArcGIS Engine w/ Network Analyst Extension - Per Mobile MDT	24x7	201	Included	
	ESRI ArcGIS Engine w/ Network Analyst Extension - Per Mobile MDT		376		
	CommSys Basic Inquiry and Data Mining Modules - for Basic State Interface	24x7	1		
CommSys	CommSys Basic Entry/Edit for State Interface		1	Included	
	Embedded Deployment Support for CommSys		1		
	Microsoft® SQL Server Standard Edition RUNTIME 2008 R2 All Lng Embedded Microsoft Volume License 1 License 1 Proc		3		
Microsoft	Microsoft® SQL Server Enterprise Edition RUNTIME 2008 R2 All Lng Embedded Microsoft Volume License 1 License 1 Proc	24x7	5	Included	
Microsoft	Microsoft® Sys Ctr Ops Mgr Svr 2007 R2 All Lng Embedded Microsoft Volume License	2401	2		
	Microsoft® Sys Ctr Ops Mgr Svr Mgmt Lic Ent 2007 R2 All Lng Embedded Microsoft Volume License		4		
	MOTOROLA SOLUTION SOFTWARE TOTAL				

# Exhibit A Continued COVERED PRODUCTS, SUPPORT OPTIONS AND PRICING

# THIRD-PARTY VENDOR SUPPORTED PRODUCTS

Product	Description		Serial Nu		Service	Qty	Full 5 Year
Number					Level		Term Fees
	H	P Hardware	e/Software				
AP870A	HP M6612 300GB SAS 15K	3.5in HDD	2C6129	S1B5		1	-
AP870A	HP M6612 300GB SAS 15K	3.5in HDD	2C61298	S1BA	1	1	
AP870A	HP M6612 300GB SAS 15K	3.5in HDD	2C61298	S1BB	1	1	
AP870A	HP M6612 300GB SAS 15K	3.5in HDD	2C61299	S1BD	1	1	
AP870A	HP M6612 300GB SAS 15K	3.5in HDD	2C6129	S1BJ	1	1	
AP870A	HP M6612 300GB SAS 15K	3.5in HDD	2C61299	S1BN	1	1	
AP870A	HP M6612 300GB SAS 15K	3.5in HDD	2C61298	S1BP	1	1	
AP870A	HP M6612 300GB SAS 15K		2C61299	S1BR	1	1	
AP870A	HP M6612 300GB SAS 15K		2C61295		1	1	
AP870A	HP M6612 300GB SAS 15K		2C61295		1	1	
AP870A	HP M6612 300GB SAS 15K		2C61299		1	1	
AP870A	HP M6612 300GB SAS 15K		2C61298		047	1	\$49,018.00
603718-B21	HP BL460c G7 CTO Blade		USE215		24x7, 4 Hour	1	<b>49,010.00</b>
603718-B21	HP BL460c G7 CTO Blade		USE215		Onsite	1	
603718-B21	HP BL460c G7 CTO Blade		USE215		with DMR	1	
603718-B21	HP BL460c G7 CTO Blade		USE215		Coverage	1	
603718-B21	HP BL460c G7 CTO Blade		USE215		Coverage	1	
603718-B21	HP BL460c G7 CTO Blade		USE215	water and the same of the same	1	1	
603718-B21	HP BL460c G7 CTO Blade		USE215	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	1	1	
603718-B21	HP BL460c G7 CTO Blade		USE215			1	
507019-B21	HP BLc7000 CTO 3 IN LCD I	ROHS Encl	USE215	7700	1	1	
	HP MSL2024 1 LTO-5 3000 F						
BL542A	Library		MXA212	Z35P		1	
589253-B21	MS WS08 R2 STD ED FIO N	piEFIGS	N/A		1	1	
B6961BAE	HP Data Protect Starter Pack E-LTU	Windows	N/A	8		1	\$2,475.00
641016-B21	HP BL460c Gen8 10/20Gb FI	ВСТО	USE352N	II BALI	]	1	\$2,456.00
041010-D21	Blade Warranty 12/29/13-12			VLIVIM		,	Ψ2,430.00
	24572	Fortinet Ha	ardware				
310-B	Fortigate 310-B (Primary)	L .	910602606 24x7,		Advanced	1	\$15,785.00
310-B	Fortigate 310-B (Backup)	<del></del>	311000313		and Replace	1	
Spectracom							
9483	NetClock/GPS Time Server/mas	ster clock	01889		24x7, r Services,	1	\$11,345.00
9483	NetClock/GPS Time Server/mas	ster clock	01888	Expre	ess Loaner Service	1	Ψ11,040.00
Third-Party Software/Hardware Total					\$81,079.00		
						12 6 78	

#### **Exhibit A Continued**

## **COVERED PRODUCTS, SUPPORT OPTIONS AND PRICING**

MAINTENANCE AND SUPPORT AGREEMENT 770 TERM: 11/01/14-10/31/19

**Uplift Service Options:** 

24x7 Technical Support Professional Services Upgrades\* Hardware Refresh\* Users Conference Advance Purchase\*\*
On-site Support Dedicated Resource
GeoFile Services

Professional Services Training

Lifecycle Services\*
Time and Materials

\*Require Multi-year Agreement

**Professional Services Consultation** 

#### \*\*USERS CONFERENCE ATTENDANCE ADVANCE PURCHASE DETAILS

Users Conference Attendance (\$2,650 per Attendee)

Year 2015

Number Attendees

0

Registration fee

Roundtrip travel for event (booked by Motorola)

Hotel accommodations (booked by Motorola)

Ground Transportation (booked by Motorola)

Daily meal allowance (determined by Motorola guidelines)

**OPTIONAL SUPPORT SERVICES** 

Service	Description	Reference Detail	Qty	Full 5 year Term Fees
Service Level	24x7 Technical Support	Exhibit B	1	included
Software Services	Professional Software Services (Up to two available during the agreement period)	Exhibit E	1	\$299,242.00
Hardware Services	Professional Hardware Upgrade Services (Up to one available during the agreement period)	Exhibit F	1	\$177,672.00
Hardware Refresh	Hardware/Software Refresh		1	\$350,512.00
Discount	5-Year Lifecycle Services D	iscount*		(\$199,222.00)
		81	TOTAL	\$628,204.00

## SUPPORT FEES SUMMARY

<u> </u>		
Service Level	Full 5 Year Term Fees	
24x7	\$1,756,589.00	
24x7	\$593,427.00	
24x7	\$129,919.00	
Multi-System Discount - 2.5%	(\$61,481.00)	
Multi-Year Discount - 2%	(\$47,955.00)	
One-time Threshold Discount	(\$462,774.00)	
AL MOTOROLA SUPPORT	\$1,907,725.00	
24x7, Onsite and DMR	\$53,949.00	
HP Multi-Year Discount	(\$4,071.00)	
24x7	\$15,785.00	
24x7	\$11,345.00	
THIRD PARTY SUPPORT	\$77,008.00	
	Included	
	\$299,242.00	
	\$177,672.00	
Hardware/Software Refresh		
5-Year Lifecycle Services Discount		
SUBTOTAL OPTIONAL SUPPORT SERVICES		
GRAND TOTAL	\$2,612,937.00	
֡֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜	24x7 24x7 24x7 Multi-System Discount – 2.5% Multi-Year Discount – 2% One-time Threshold Discount AL MOTOROLA SUPPORT 24x7, Onsite and DMR HP Multi-Year Discount 24x7 24x7 THIRD PARTY SUPPORT  Par Lifecycle Services Discount NAL SUPPORT SERVICES	

# **Exhibit A Continued** COVERED PRODUCTS, SUPPORT OPTIONS AND PRICING

# **5 YEAR SUPPORT FEES SUMMARY**

	14-15	15-16	16-17	17-18	18-19
Product	Term	Term	Term	Term	Term
MOTOROLA SOFTWARE SUPPO	THE RESERVE AND ADDRESS OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS	02.402.1	**************************************	20.000	
PremierOne Common Query	\$8,033	\$8,435	\$8,856	\$9,298	\$9,762
PremierOne CAD <sup>TM</sup>	\$309,866	\$325,360	\$341,627	\$358,708	\$376,644
PremierOne Mobile <sup>TM</sup>	\$107,395	\$112,766	\$118,404	\$124,323	\$130,539
PremierOne CAD <sup>TM</sup> Interfaces	\$39,062	\$21,808	\$22,136	\$23,241	\$24,400
MOTOROLA DISCOUNTS:		1000000	/4		
Multi-System Discount	(\$11,091)	(\$11,691)	(\$12,276)	(\$12,889)	(\$13,534)
Multi-Year Discount <sup>1</sup>	(\$8,651)	(\$9,119)	(\$9,575)	(\$10,054)	(\$10,556)
Threshold Discount	(\$83,751)	(\$87,938)	(\$92,335)	(\$96,952)	(\$101,798)
MOTOROLA SUBTOTAL	\$360,863	\$358,893	\$376,837	\$395,675	\$415,457
THIRD-PARTY HARDWARE & SO	OFTWARE SUI	PPORT:			
HP Hardware	\$8,402	\$10,154	\$10,154	\$10,154	\$10,154
HP Data Protect Software	\$495	\$495	\$495	\$495	\$495
HP Add-On Hardware - CO#	Warra		\$722	\$867	\$867
CO007-PSC-P1CAD-010714	12/29/13-1		ALCOHOLD IN		
Fortinet Hardware	\$3,157	\$3,157	\$3,157	\$3,157	\$3,157
Spectracom Software	\$2,269	\$2,269	\$2,269	\$2,269	\$2,269
THIRD-PARTY DISCOUNTS:					
HP HW Multi-Year Discount	(\$672)	(\$813)	(\$813)	(\$813)	(\$813)
HP Add-On HW Multi-Year Discount <sup>1</sup>	N/A	\	(\$43)	(\$52)	(\$52)
THIRD-PARTY SUBTOTAL	\$13,651	\$15,252	\$15,941	\$15,077	\$16,077
TOTAL SUPPORT2:	\$375,186	\$374,968	\$393,634	\$412,617	\$432,399
UPLIFT SERVICES:					
Software Upgrade Services	\$59,848	\$59,848	\$59,848	\$59,848	\$59,848
Hardware Upgrade Services	\$35,534	\$35,534	\$35,534	\$35,534	\$35,534
Hardware Refresh	\$70,102	\$70,102	\$70,102	\$70,102	\$70,102
5-Year Lifecycle Service Discount	(\$39,844)	(\$39,844)	(\$39,844)	(\$39,844)	(\$39,844)
TOTAL UPLIFT SERVICES	\$125,641	\$125,641	\$125,641	\$125,641	\$125,641
GRAND TOTAL	\$500,155	\$499,796	\$518,419	\$537,393	\$557,175

<sup>&</sup>lt;sup>1</sup> Value to be used for calculating early termination fee per Section 7.5 of this Agreement.
<sup>2</sup> Motorola Subtotal value to be used in calculating Service Credits per Section 5 of this Agreement.

# Exhibit B CUSTOMER SUPPORT PLAN

MAINTENANCE AND SUPPORT AGREEMENT

770

TERM:

11/01/14-10/31/19

CUSTOMER:

Leon County, Florida; Leon County Sheriff; City of Tallahassee

#### Introduction

Welcome to Motorola Customer Support. We appreciate your business and look forward to serving your needs on your Public Safety Applications (PSA) system.

The Customer Support Plan is designed to provide Motorola customers the details necessary for understanding Motorola overall support processes and policies as a compliment to the Motorola Maintenance and Support Agreement.

The Motorola Maintenance and Support Agreement is the legal and binding contractual terms for which services are provided under. Questions or concerns regarding your support plan can be directed to your Support manager.

Below are the topics outlined in this Customer Support Plan:

- I. Service Offerings
- II. Accessing Customer Support
- III. Severity Levels and Case Management
- IV. Responsibilities
- V. Customer Call Flow
- VI. Contacts
- VII. Description of Professional Upgrade Services
- VIII. Hardware Upgrade and Hardware Lifecycle Management

# I. Service Offerings

Motorola Customer Support organization includes a staff of Support Analysts who are managed by Motorola Customer Support managers and are chartered with the direct front-line support of Motorola Customers. A Support Analyst is a system technologist responsible for providing direct or escalation support. A Support Analyst is sometimes referred to as a Customer Support Analyst ("CSA") or Technical Support Analyst ("TSA") or Technical Support Representative.

Motorola Support Organization offers a multi-layered approach to a total service solution. Levels of support are defined as follows:

#### **Service Levels**

Level 0	Logging, dispatching and tracking service requests
Level 1	Selected 1 <sup>st</sup> call support, triage and resolution
Level 2	Telephone and/or on-site support for normal technical requirements
Level 3 High-level technical support prior to Engineering escalation	
Level 4	Engineering software code fixes and changes

Motorola provides to customers on an active Maintenance and Support Agreement defined services and Software Releases. Specific support definitions, offerings and customer responsibilities are detailed in Section 3 of the main body of the Maintenance and Support Agreement.

# II. Accessing Customer Support

# The Motorola Solutions System Support Center Operations

Motorola Public Safety Applications Technical Support personnel in cooperation with Motorola System Support Center ("SSC") provide the gateway to technical support for all of Motorola Public Safety Application systems. Accessing support through Motorola toll free 800 number, web ticketing or email ticketing ensures accurate case handling and tracking. The goal of the Support team and SSC is to make certain systems are restored and running at peak levels as quickly as possible. This is accomplished by obtaining accurate customer and problem details and by directing requests to the right support team in a timely manner.

The System Support Center offers total call management including:

- Single point of contact for Motorola service requests
- Logging, dispatching and tracking of service requests
- System capabilities to identify pending cases and automatically escalate to management
- · Database and customer profile management
- Standard reports with on-demand distribution
- Case notification

Motorola System Support Center operates 24 hours a day, 7 days a week, 365 days a year. That means you can call us anytime. Support Center personnel enter requests for service, technical assistance, or telephone messages into a database system. Every time you call us, we log information about your request into the tracking system so that the information is available for reference and analysis to better serve your future service needs. Another benefit of logging every service request is that Motorola and customers can track the progress from initial contact to final resolution.

There are three options for accessing Support at Motorola:

- 1. Motorola System Support Center Toll Free Number
- 2. eCase Management through Motorola On-Line
- 3. Email Case Ticketing

### Option 1 - Call Motorola Solutions System Support Center

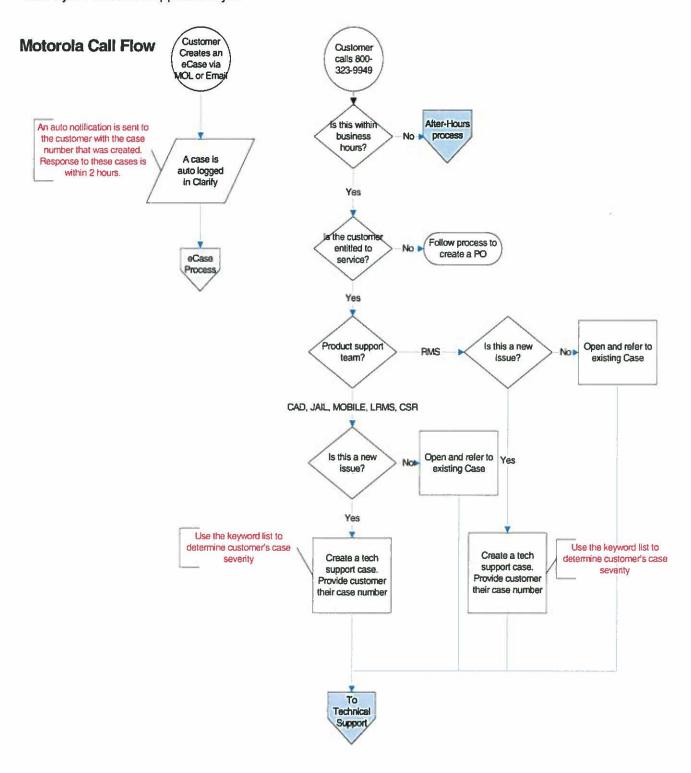
## Call Motorola Solutions Toll free 800-323-9949

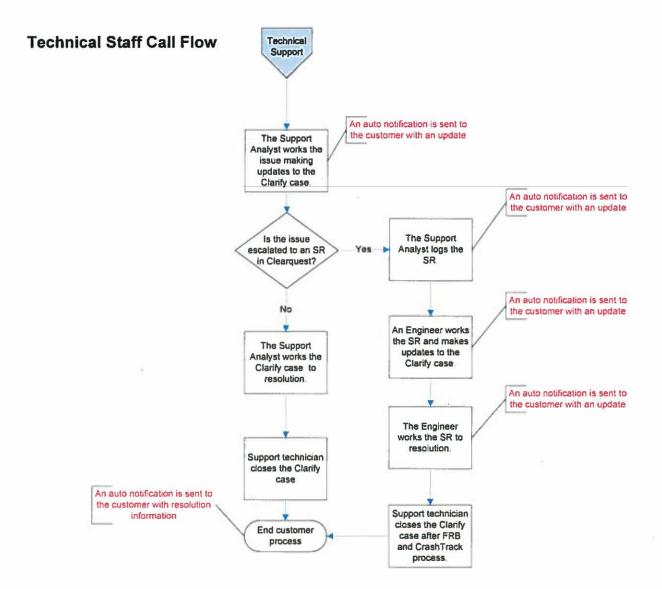
- · Select from the auto attendant as follows:
- Option 2 Technical Support of Infrastructure Products
  - Then select Option 6 Public Safety Applications
  - · Next select the appropriate system type option
    - 1. CAD
    - 2. RMS, Records
    - 3. Mobile Applications
    - 4. Jail Management Systems
    - 5. Law Records (LRMS)
    - 6. Customer Service Request System (CSR)
    - 0. All Other Applications

Upon contact with the SSC personnel, you will provide the name and phone number for Customer contact and your agency and product specific Site Identification Number. Providing a brief problem description will assist in defining the severity level and determine proper case routing to the appropriate Motorola Technical Support Team Member. A unique tracking number will be provided to your agency for future reference.

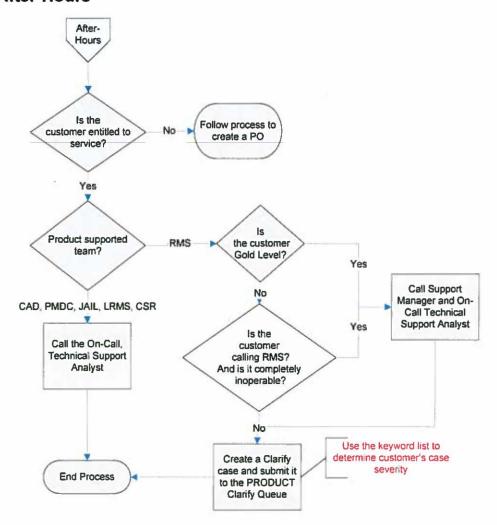
Generally customers calling the toll-free 800 number will access Public Safety Applications technical support directly. For heavy call times or after hours the caller will be directed to Motorola System Support Call Center Operations. Once the logging process is complete customers are transferred directly to a Technical Support Analyst during Technical Support Operation Hours (6:00 a.m. to 6:00 p.m. Mountain

Time, Monday through Friday). After support operation hours (6:00 p.m. to 6:00 a.m. Mountain Time, Weekends and Motorola Holidays) customers will be contacted within the contractually specified period of time by a Technical Support Analyst.





# **Call Flow After-Hours**



# **How to Obtain Technical Support for Products**

# Action / Response

# Step 1. Call the Motorola Solutions System Support Center 1-800-323-9949

Step 2. Select option 2 (Technical Support)

Step 3. Select option 6 (Public Safety Applications)

Step 4. Select product specific option

**Step 5.** Provide Site Identification Number (See Covered Products Exhibit for your agency's Site Identification Numbers)

Step 6. Provide Your Information	Caller Name Contact Phone Number Description of problem Severity of system problem determined at time of call Time available for call back Email address
----------------------------------	--

Step 7. Case Number Generated	Caller will receive a Case number for tracking the service request.		
Check Status	The caller may check the status of a Case at any time by calling the System Support Center at 1-800-323-9949 and following steps 2-4 above and providing the case number.		
Case Assignment	The Customer Support Representative will determine a course of action and assign the Case to the appropriate group.		
Custom Response Time	RESPONSE See Section III for Severity Level definitions Severity 1: 30 minutes, 24x7 Severity 2: 3 hours, 24x7 Severity 3: 8 business hours Severity 4: 2 business days		

Step 8. Notification of CASE All Activity	Case Notifications are available for up to 4 persons. Notifications are sent via pager or email when any of the following events occur on a Case: Open, Assigned, Site Arrival, Deferred or Closure.  To request case notifications, please contact your Support manager.
Notification of CASE Open/Close Activity	Case Notifications are available for up to 4 persons. Notifications are sent via pager or email when any of the following events occur on a Case: Open or Closure.  To request case notifications, please contact your Support manager.

### Option 2 - Submit a ticket via eCase Management from Motorola On-Line

Motorola On-Line eCase Management provides a fast, intuitive, and efficient interface for Technical Case Management that allows customers to open, update, and view the status of their cases on the web.

## Setting Up a Motorola Solutions On-Line Account

To set up a Motorola Solutions On-Line account, please visit

https://businessonline.motorolasolutions.com and follow the directions on the link for "Sign Up Now."

A User ID and Password are not required for setting up your account. After accessing the link above, indicate in the "Additional Information" field you are a Public Safety customer seeking access to eCase Management. Once you submit your request, you will receive a confirmation email indicating receipt and including additional details about the Motorola Solutions On-Line account set up. In approximately 4-5 business days an additional email will be sent which includes details about your On-Line account.

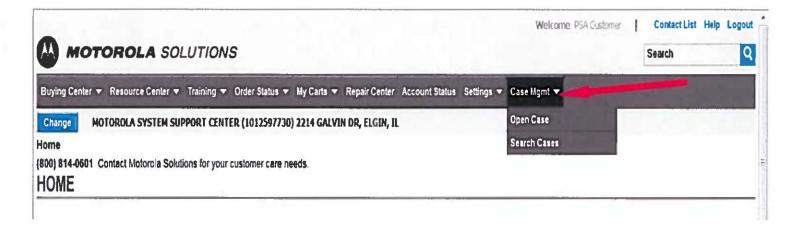
## Accessing the Technical Case Management web site

Once you have set up your agency's Motorola On-Line Account, to access the site simply log onto Motorola at <u>businessonline.motorolasolutions.com</u> with your user ID and password, click on the Contact Us → Open Case, and select System Support Issue from the Issue Type drop-down.

#### Primary Features of On-Line Technical Case Management

Motorola customers have three main functions available through Motorola On-Line to manage their cases:

- A. Open new cases
- B. Search for existing cases and view details of the existing case
- C. Update existing cases by adding notes
  - A. Open a New Case
    - 1. Log into Motorola Solutions On-Line
    - Click on the "Case Mgmt" → Open Case



## 3. Select the Reason Code = System Support Issue (and the page will automatically reload)

#### Open Case

Welcome to the Open Request Screen. From here, you may open a request which will be tracked and routed to the proper Motorola Employees.

To permanently change your email address or phone number, you must go to the Motorola Membership Site

Contact Name: PSA Customer WebID

Contact Phone: 8008140601

Contact Email: PT1728@MOTOROLASOLUTIONS.COM

Reason: System Support Issue

Title:

System Support Site: Please Specify

Case Type: Please Specify

Severity: Please Specify

Description:

- 4. Fill in the Case Title (description of request) and choose the applicable Site (which are listed alphabetically)
- Choose case type Technical Support, Severity Level and Public Safety Applications System
- 6. Fill in a detailed description of your issue
- 7. Click "Create Case"

Contact Name: PSA Customer WebID

#### Open Case

Welcome to the Open Request Screen. From here, you may open a request which will be tracked and routed to the proper Motorola Employees.

To permanently change your email address or phone number, you must go to the Motorola Membership Site

Contact Phone: 8008140601

Contact Email: PT1728@MOTOROLASOLUTIONS,COM

Reason: System Support Issue

Titte:

System Support Site: Please Specify

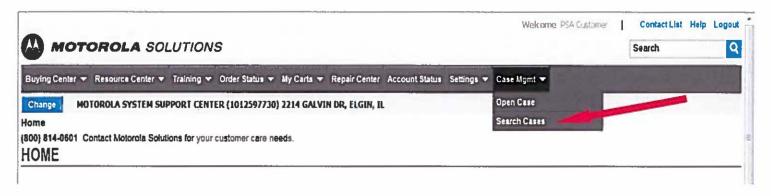
Severity: Please Specify

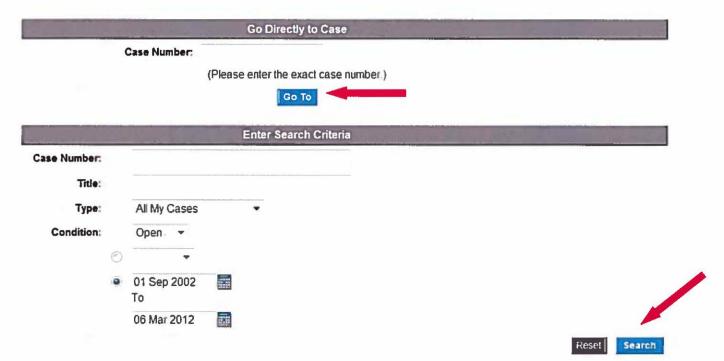
System: Please Specify

Description:



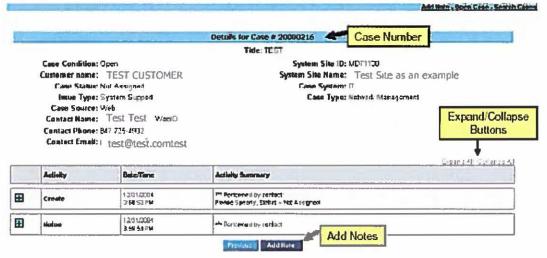
- eCase Management will give immediate confirmation of case number (new case numbers are 8 digits long), Note: The confirmation screen includes "expand all" and "collapse all" buttons for case notes.
- B. Search for an Existing Case
  - 1. Log into Motorola On-Line
  - 2. Click on the "Case Mgmt" → Search Case
  - 3. Enter the exact case number or enter search criteria to find a range of tickets
  - 4. Click "Got To" or "Search"





### C. Update an Existing Case

1. You can also add notes after submitting your case, by clicking on the "Add Notes" button

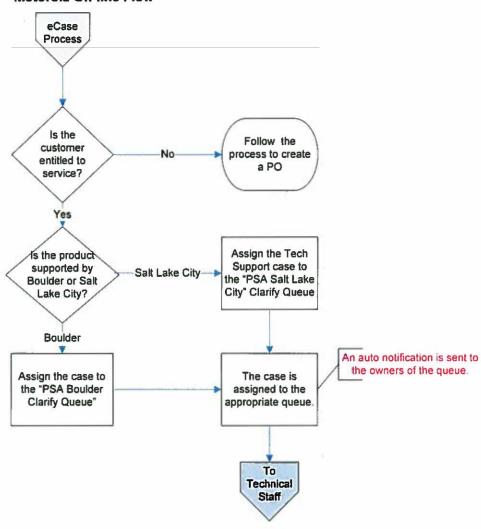


## **Motorola Solutions On-Line Support**

- 1. Motorola does not recommend using this tool for opening Severity 1 or 2 cases. For any critical issues, customers should contact the System Support Center by calling 800-323-9949 and following the appropriate prompts.
- 2. The same guidelines would apply to updating cases with critical information. Any critical updates should be reported directly to Support at 800-323-9949.
- When updating case notes, please provide contact information, which includes phone number, email, etc.
- For questions on Motorola On-Line eCase Management or Support, please contact the Motorola Online Helpdesk at 800-814-0601.

Requirements for effective usage: Browser: Internet Explorer 5.0 or greater Valid MOL user ID and Password

#### Motorola On-line Flow



## Option 3 - Submit a ticket via Email Case Management

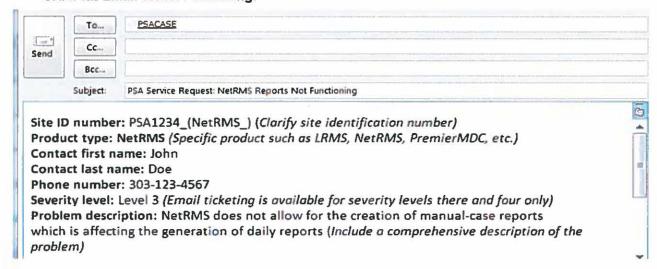
An alternative Customer Support tool is available for PSA customers. Along with the toll-free phone number and Motorola Online, customers can request technical support by email. For many customers who use their PDA as a means to open cases, email ticketing provides additional flexibility for initiating cases.

To ensure proper case management and contractual response, email ticketing is only available for severity levels three and four. In order to properly process a ticket via email, the message must be formatted exactly as described below:

- 1. Address your email to PSACASE@motorolasolutions.com
- 2. Type PSA Service Request and a brief description of the system issue in the Subject line of the e-mail message. This will become the case title
- 3. Type Site ID = followed by the site identification number of the system location
- 4. Type Product Type= followed by the product family type. Choose from the following list:
  - CAD (OR FRIENDS OF CAD, such as AWW, ATM, AVL and UDT)
  - CSR (CUSTOMER SERVICE REQUEST)
  - INFOTRAK, LRMS
  - JAIL MANAGEMENT (OFFENDERTRAK)
  - MOBILE APPLICATIONS (PMDC, AIRMOBILE, TXMESSENGER)
  - NETRMS
- Type Contact First Name = followed by your first name or the name of the person you would like support personnel to contact
- 6. Type Contact Last Name = followed by your last name or the name of the person you would like support personnel to contact.
- Type Phone Number = followed by the area code and phone number where the contact person may be reached
- 8. Type Severity Level = followed by either severity level 3 or 4. All severity level one or two cases must be opened via the toll-free PSA customer support number
- 9. Type Problem Description = followed by a comprehensive description of the problem
- 10. Send the message to us. You will receive an email with your case number for future reference.

If an email response is not received, or if you need to open a severity level one or two case, please contact the PSA Customer Support at 1 800-323-9949 for further assistance.

#### **SAMPLE Email Ticket Formatting:**



# III. Severity Levels and Case Management

Motorola services and response times are based on the severity levels of the error a customer is experiencing as defined below. This method of response allows Motorola to prioritize its resources for availability on our customer's more severe service needs and provides customer a method to clearly report issues to set response and resolution expectations. Severity level response time defines the actions that will be taken by Motorola Support and Engineering teams. Due to the urgency involved in some service cases, Motorola will make every reasonable effort to provide a temporary or work around solution (On Demand). When a permanent solution is developed and certified through testing, it will be incorporated in to the applicable On Demand, Cumulative Update, Supplemental, or Standard Release.

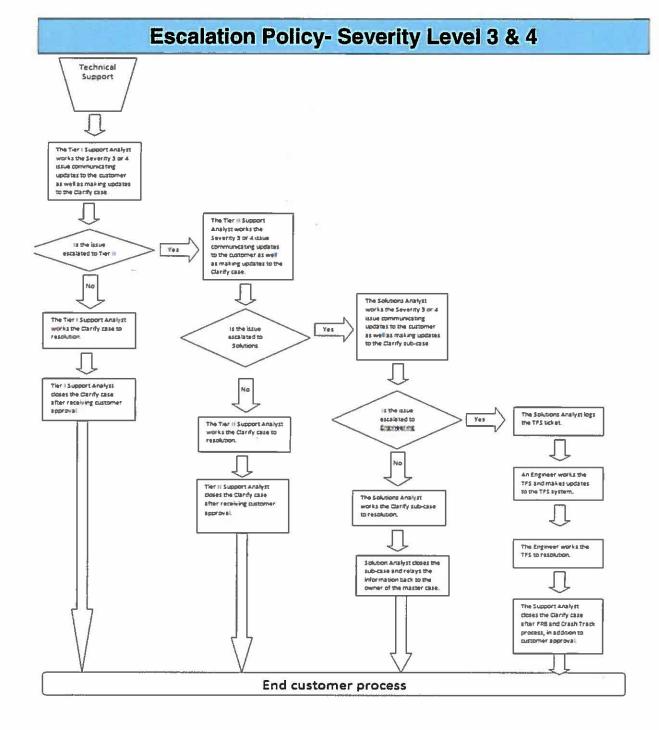
SEVERITY LEVEL	DEFINITION	RESPONSE TIME
1	Total System Failure - occurs when the System is not functioning and there is no workaround; such as a Central Server is down or when the workflow of an entire agency is not functioning. This level is meant to represent a major issue that results in an unusable System, Subsystem, Product, or critical features. No work around or immediate solution is available.	within 30 Minutes of customer appropriately reported issue through
2	Critical Failure - Critical process failure occurs when a crucial element in the System that does not prohibit continuance of basic operations is not functioning and there is usually no suitable work-around. Note that this may not be applicable to intermittent problems. This level is meant to represent a moderate issue that limits a Customer's normal use of the System, Subsystem, Product or major non-critical features.	within 3 Hours of customer appropriately
3	Non-Critical Failure - Non-Critical part or component failure occurs when a System component is not functioning, but the System is still useable for its intended purpose, or there is a reasonable workaround. This level is meant to represent a minor issue that does not preclude use of the System, Subsystem, Product, or critical features.	within 8 Business Hours of initial notification during normal business
4	Inconvenience - An inconvenience occurs when System causes a minor disruption in the way tasks are performed but does not stop workflow. This level is meant to represent very minor issues, such as cosmetic issues, documentation errors, general usage questions, and product or System Update requests.	Telephone conference within 2 Standard Business Days of initial notification

Incoming cases are automatically assigned an initial **Severity Level** of **3**, unless otherwise indicated or determined at the time the case is logged. When escalation is required, Motorola adheres to strict policy dictated by the level of problem severity.

# Case Management Escalation Processes

Escalation Policy- Severity Level 1			
ESCALATION PERIOD	ACTION	RESPONSIBILITY	
0 Hours	Initial service request is placed. Support Analyst begins working on problem and verifies / determines severity level.	Support Analyst	
2 Hours	If a resolution is not identified within this timeframe, SA escalates to the Customer Support Manager who assigns additional resources. Email notification to Director of Customer Support and Director of System Integration.	Support Analyst Support Manager	
4 Hours	If a resolution is not identified within this timeframe, Customer Support Manager escalates to the Director of Customer Support and Director of System Integration to assign additional resources. Email notification to Vice President of System Integration and Vice President Customer Support.	Support Manager Director of Customer Support Director of Systems Integration	
8 Hours	If a resolution is not identified within this timeframe, Director of Customer Support escalates to Vice President of System Integration, Vice President of Support, and Account Team.	Support Manager Director of Customer Support Director of Systems Integration VP of System Integration VP of Customer Support	
12 Hours	If a resolution is not identified within this timeframe, Director of Customer Support escalates to Vice President of System Integration, Vice President of Support, and Account Team, Senior Vice President's of Operations, System Integration, Customer Support and Engineering.	Senior Management Support Operations Systems Integration Engineering	

Escalation Policy- Severity Level 2				
ESCALATION PERIOD	ACTION	RESPONSIBILITY		
1 Hours	Initial service request is placed. Support Analyst begins working on problem and verifies / determines severity level.	Support Analyst		
4 Hours	If a resolution is not identified within this timeframe, SA escalates to the Customer Support Manager who assigns additional resources. Email notification to Director of Customer Support and Director of System Integration.	Support Analyst Support Manager		
8 Hours	If a resolution is not identified within this timeframe, Customer Support Manager escalates to the Director of Customer Support and Director of System Integration to assign additional resources. Email notification to Vice President of System Integration and Vice President Customer Support.	Support Manager Director of Customer Support Director of Systems Integration		
16 Hours	If a resolution is not identified within this timeframe, Director of Customer Support escalates to Vice President of System Integration, Vice President of Support, and Account Team.	Support Manager Director of Customer Support Director of Systems Integration VP of System Integration VP of Customer Support		
24 Hours	If a resolution is not identified within this timeframe, Director of Customer Support escalates to Vice President of System Integration, Vice President of Support, and Account Team, Senior Vice President's of Operations, System Integration, Customer Support and Engineering.	Senior Management Support Operations Systems Integration Engineering		



**Severity Level 1 and 2** problems will be transferred or dispatched immediately to the assigned Motorola technical support representative, to include notification to Motorola management 24x7. All other severity level problems logged after business hours will be dispatched the next business morning.

3.1 Reporting a Problem. Customer will report all system performance issues, including each occurrence of CAD or mobile workstation errors and any system-wide performance issues to Motorola in order to properly document the nature, frequency and severity of issues to assist in the identification of root cause. Customer will assign an initial Severity Level for each error reported, either verbally or in writing, based upon the definitions listed within this Agreement. Due to the urgency and SLA eligibility involved, Severity Level 1, 2 or 3 problems must be reported verbally to

- the Motorola call incoming center. Motorola will notify the Customer if Motorola makes any changes in Severity Level (up or down) of any Customer-reported problem.
- 3.2 Motorola will provide Customer with a resolution for Severity 1 and Severity 2 issues within the indicated service resolution times and in accordance with the assigned Severity Level when Customer accurately assigns the Severity level, allows timely access to the System, and Motorola diagnostics indicate that a Residual Error is present in the Software. Should Customer report an error that Motorola cannot reproduce, Motorola may enable a detail error capture/logging process to monitor the System. If Motorola is unable to correct the reported Residual Error within a reasonable time, Motorola will escalate its procedure and assign such personnel or designee to correct such Residual Error promptly. Should Motorola, in its sole discretion, determine that such Residual Error is not present in its Release, Motorola will verify: (a) the Software operates in conformity to the System Specifications, (b) the Software is being used in a manner for which it was intended or designed, and (c) the Software is used only with approved hardware or software.
- 3.3 <u>Error Correction Status Report</u>. Motorola will provide verbal status reports on Severity Level 1 and 2 Residual Errors. Written status reports on outstanding Residual Errors will be provided on a weekly basis.
- 3.4 <u>Service Level Agreement Performance Targets</u>. Following the recommendations outlined in the Gartner assessment Motorola will provide services to achieve the following performance service level targets:

#### Service Level Agreement Performance Target Recommendations

Service Level	Performance Measure	Performance Target	Examples
Total System Outage. Occurs when the P1CAD System is not functioning or any major issues that results in an unstable or unusable P1CAD System and there is no suitable workaround (Severity 1 Events) based on the criteria below.	% of continuous P1CAD System operation without disruption of services.	<ul> <li>99.99% (4 9's) uptime</li> <li>≤ 6 minutes per month</li> </ul>	P1CAD System is unavailable to all users P1CAD System is unresponsive or so slow to respond that it is unusable
Critical Component Failure.  Docurs when critical element of the P1CAD System does not function as expected and there is no suitable workaround (Severity Events) based on the criteria pelow.	A count of the number of distinct failure events that occur within a specific period of time.	• ≤ B per month	<ul> <li>P1CAD workstation 'lock-up' that requires reboot</li> <li>P1CAD System is "slow" or intermittently unresponsive with corresponding system-level erromessages</li> <li>Mobile workstations unavailable due to P1CAD software failures</li> </ul>
Event Response Time. Time to espond by the assignment and confirm by support personnel to he initial report of an event based on the criteria below.	The percentage of events responded to within the targeted period of time.	<ul> <li>Sev 1 98% &lt; 30 minutes, 7x24<sup>3</sup></li> <li>Sev 2 98% &lt; 3 hours, 7x24<sup>3,6</sup></li> </ul>	
Event Resolution Time. Time required to address the event and restore service by fix or workaround based on the criteria pelow.	The percentage of events resolved with a suitable work around to restore service within the targeted period of time.	<ul> <li>Sev 1 98% &lt; 90 minutes, 7x24<sup>4,7</sup></li> <li>Sev 2 98% &lt; 3 hours, 7x24<sup>4,6</sup></li> </ul>	
Root Cause Resolution Time. Time required to address the event and restore service by fix or workaround based on the criteria below.	The percentage of events resolved via the implementation of permanent fixes within a specific period of time.	<ul> <li>Sev 1 98% &lt; 2 weeks, analysis<sup>5,7</sup></li> <li>Sev 2 98% &lt; 2 weeks, analysis<sup>5,7</sup></li> </ul>	<ul> <li>Sev 1 90% &lt; 4 weeks, fix<sup>6,7</sup></li> <li>Sev 2 90% &lt; 4 weeks, fix<sup>6,7</sup></li> </ul>

#### **SLA Notes:**

Service credits are outlined in Section 5 of this Agreement.

- Per the SLA Motorola will not exceed stated down-time (Severity Level 1 occurrences) per Motorola PremierOne CAD System. If the PremierOne CAD System down-time exceeds the stated down-time, the Customer is eligible for the percent of the applicable monthly value associated with Exhibit A, Covered Products, Support Options and Pricing, as set forth in the 5 Year Support Fees Summary table at line Total Support, in the month the outage exceeds stated down-time minutes.
- Per the SLA Motorola will not exceed Severity Level 2 stated events per Motorola PremierOne CAD System. If downtime exceeds Severity Level 2 stated events on the P1CAD System, the Customer is eligible for the service credit equal to the applicable percent of the monthly value associated with Exhibit A, Covered Products, Support Options and Pricing, as set forth in the 5 Year Support Fees Summary table at line Total Support, in the month the Severity Level 2 events exceed eight (8).
- Per the SLA Motorola will not exceed Severity Level 1 and 2 Event Response times in 98% of validated cases monthly per Motorola PremierOne CAD System. If Motorola misses more than 2% of the monthly Severity Level 1 and 2 Event Response times, the Customer is eligible for the service credit equal to the applicable percent of the monthly value associated with Exhibit A, Covered Products, Support Options and Pricing, as set forth in the 5 Year Support Fees Summary table at line Total Support.
- Per the SLA Motorola will not exceed Severity Level 1 and 2 Event Resolution times in 98% monthly of validated cases per Motorola PremierOne CAD System. If Motorola misses more than 2% of the month Severity Level 1 and 2 Event Resolution times, the Customer is eligible for the service credit equal to the applicable percent of the monthly value associated with Exhibit A, Covered Products, Support Options and Pricing, as set forth in the 5 Year Support Fees Summary table at line Total Support.
- Per the SLA Motorola will not exceed Severity Level 1 and 2 Root Cause Analysis Resolution times in 98% monthly of validated cases per Motorola PremierOne CAD System. If Motorola misses more than 2% of the month Severity Level 1 and 2 Root Cause Analysis Resolution times, the Customer is eligible for the service credit equal to the applicable percent of the monthly value associated with Exhibit A, Covered Products, Support Options and Pricing, as set forth in the 5 Year Support Fees Summary table at line Total Support.
- Per the SLA Motorola will not exceed Severity Level 1 and 2 Root Cause Resolution Fix times in 90% monthly of validated cases per Motorola PremierOne CAD System. If Motorola misses more than 10% of the monthly Severity Level 1 and 2 Root Cause Resolution Fix times, the Customer is eligible for the service credit equal to the applicable percent of the monthly value associated with Exhibit A, Covered Products, Support Options and Pricing, as set forth in the 5 Year Support Fees Summary table at line Total Support.
- Resolution times are treated as a sum of time to deliver the SLA. Start time is triggered when a verbal and valid case is initiated with the Motorola intake center and the end of time is marked when Motorola provides the fix or suitable workaround that is ready for application to the PremierOne CAD System and the restoration of service.

#### 3.4.1 Service Level Agreement (SLA) Performance Targets criteria:

- 3.4.1.1 Motorola will achieve stated PremierOne CAD System up-time SLA regarding Severity Level 1 and will incur no more than stated down-time. Motorola will achieve Severity Level 2 SLA with no more than stated events. For purposes of calculating down-time, the clock starts upon verbal notification to Motorola of valid Severity Level case. Event Resolution Time is indicated at the time Motorola provides the fix or workaround to the Customer and it is available for application to the System that results in restoration of the System. Root Cause Resolution Time is indicated at the time Motorola provides the fix or workaround to the Customer and it is available for application to the System.
- 3.4.1.2 Motorola will meet SLA Performance Target Recommendations related to Motorola Solutions PremierOne CAD Software related issues. Reported issues determined to be caused by third-party components or content, or Customer areas of responsibility; such as Network issues or issues outside the Fortigate firewalls, are not eligible for SLA Performance credits.
- 3.4.1.3 Motorola will meet SLA Performance Target Recommendations related to Motorola Solutions PremierOne CAD Software as long as the PremierOne CAD System is shown to be maintained per the System Maintenance guidelines, such as recurring reboot cycles for servers, applications and clients. System

- Maintenance guidelines are made available through Service Bulletins. Reported issues determined to be caused by failure of the Customer's responsibilities on system maintenance are not eligible for SLA Performance credits.
- 3.4.1.4 Motorola will meet SLA Performance Target Recommendations related to Motorola Solutions PremierOne CAD Software's current Cumulative Release version. Issues reported on outdated Cumulative Releases when a current Cumulative Release has been made available and has not been implemented by the Customer are not eligible for SLA Performance credits.
- 3.4.1.5 Motorola will meet SLA Performance Target Recommendations when Motorola is able to initiate root cause analysis through a reproducible issue and when the Customer provides a minimum information set required to analyze the reported issue and when the issue is reported within 24 hours of the occurrence. When an issue is not reproducible by the Customer or Motorola or is not reported timely or with required information the Customer is not eligible for SLA Performance credits. Motorola will continue to investigate the issue and retain the open ticket status until Motorola and the Customer agree to close the ticket. The minimum information set is defined as follows:
  - a. Severity/Customer Impact Level
  - b. Non-Blocking/Blocking
  - c. Environment (Production/Training)
  - d. User ID & Agency
  - e. User Role
  - f. Dispatch Cover Groups or Agency/Area being covered
  - g. Device (Console/Mobile) where the issue occurred
  - h. Date & Time of occurrence
  - i. Build Number (Server/Client)
  - j. Description of the issue
  - k. Steps to Reproduce (if not applicable, what actions user was doing leading up to the issue)
  - I. Screenshots
  - m. Logs/Error Reports
- 3.4.1.6 SLA Performance Target Recommendations are not applicable for PremierOne CAD System down-time agreed to during approved change work orders as indicated in the Change Form requirements including Standard Release implementations where the system outage is planned and managed.
- 3.4.1.7 Not all reported issues will be determined to be a software code error. Other types of issue resolution may involve operational changes, system manager scripts, processing changes, etc. When Motorola determines that an issue other than a code fix is the cause of a reported PremierOne CAD system issue, Motorola will provide resolution resulting in resumed business operations to the Customer and will be considered a fix for the purposes of the SLA Performance Target, provided the System is fully operational.
- 3.4.1.8 Motorola will meet SLA Performance Target Recommendations provided the Customer performs System and Database Administration duties described in Section 3.8.4 of this Agreement and in the System Administration and Database System Duty Guidelines, Exhibit D.
- 3.4.1.9 SLA requirements stated in this Agreement include specific times and expectations that may result in changes over the course of delivering Support from both Motorola's and the Customer's perspective. Motorola reserves the right to work with the Customer to continue to refine and evolve the SLA Performance Target Recommendations.

# IV. Key Responsibilities

#### 4.1 Motorola Responsibilities

- 4.1.1 <u>Support on Motorola Software</u>. Motorola will provide any required software fixes in the form of either a "patch" or in an On Demand, Cumulative Update, Supplemental or Standard Release.
- 4.1.2 <u>Motorola Response</u>. Motorola will provide telephone and on-site response to Central Site, defined as the Customer's primary data processing facility, and Remote Site, defined as any site outside the Central Site, as shown in Support Plan Options and Pricing Worksheet.
- 4.1.3 Remote Installation. At Customer's request, Motorola will provide remote installation advice or assistance for Updates.
- 4.1.4 <u>Software Release Compatibility</u>. At Customer's request, Motorola will provide: (a) current list of compatible hardware operating system releases, if applicable; and (b) a list of Motorola Software Cumulative Updates, Supplemental, or Standard Releases.
- 4.1.5 <u>Customer Notifications</u>. Motorola will provide access to (a) Field Changes; (b) Customer Alert Bulletins; and (c) Hardware and Firmware Updates, as released and if applicable.
- 4.1.6 On-Site Software Correction. Unless otherwise stated herein, all suspected Residual Errors will be investigated and corrected from Motorola facilities. Motorola will decide whether on-site correction of any Residual Error is required and will take appropriate action.
- 4.1.7 On-site Product Technical Support Services. Motorola will furnish labor and parts required due to normal wear to restore the Equipment to good operating condition. Customer will provide on-site hardware service or is responsible for purchasing on-going maintenance for Third Party on-site hardware support.
- 4.1.8 Principle Period of Maintenance. At Customer's request, Motorola will provide continuous effort to repair a reported problem beyond the PPM per the customer selected service level, provided Customer gives Motorola access to the Equipment before the end of the PPM, Motorola will extend a two (2) hour grace period beyond PPM at no charge. Following this grace period, any additional support will be invoiced on a time and material basis at Motorola then current rates for Professional Services.
- 4.1.9 Compliance to Local, County, State and/or Federal Mandated Changes. (Applies to Software and interfaces to those Products) Unless otherwise stated herein, compliance to local, county, state and/or federally mandated changes, including NCIC and state interfaces are not part of the covered Services and will be quoted at the time of the request. Federal and State mandated changes for IBR and UCR are included in Motorola's standard maintenance offering.
- 4.1.10 <u>Anti-virus Software</u>. At Customer's request, Motorola will make every reasonable effort to test and verify specific anti-virus, anti-worm, or anti-hacker patches against a replication of Customer's application. Motorola will respond to any reported problem as an escalated support call.
- 4.1.11 <u>Account Reviews</u>. Upon request, Motorola will provide annual account reviews to include (a) service history of site; (b) downtime analysis; and (c) service trend analysis.
- 4.1.12 Reports. Service history reports and notifications are available from the Motorola call tracking system. If you are interested in obtaining access to service history reports and ticketing notifications, inquire with your Technical Support Representative.
- 4.1.13 <u>Maintenance Contract Administration</u>. Motorola's Maintenance Contracts Business manages the maintenance agreement following the warranty term that may be included in the purchase of a Motorola system.

Approximately four months prior to the expiration of the warranty period, a Motorola Customer Support manager will contact you to discuss the options available for your specific site. The terms of the agreement can be customized to your agency's budgetary requirements and cycle. Motorola offers various levels of support to meet an agency's requirements, for example:

- Telephone, VPN support for software fixes
- Varying hours of coverage
- Third party vendor services
- On-site services
- Users Conference
- Professional Services

#### 4.2 Customer Responsibilities

- 4.2.1 <u>Initiate Service Request Cases</u>. Contact Motorola through authorized tools and processes outlined in the Motorola Maintenance and Support Agreement Customer Support Plan Exhibit to initiate technical support request case.
- 4.2.2 <u>Assess Severity Level</u>. Assist in assessing the correct severity level per the severity level definitions found in the Customer Support Plan Exhibit.
- 4.2.3 <u>Escalate Appropriately</u>. Contact Motorola to add information or make changes to existing technical support cases, or escalate service requests to Motorola management. Motorola Services management contact information provided in the Customer Support Plan Exhibit.
- 4.2.4 <u>Support on Hardware</u>. Customer is responsible for purchasing on-going maintenance for 3<sup>rd</sup> party on-site hardware support, as indicated in Exhibit A of this Agreement. Customer is responsible for maintenance and support on the end-user devices and workstations, including the maintenance and support of the hardware and ensuring that all software is configured and maintained according to Motorola specifications. All client workstation related problems must be reported with workstation log files taken at the time of the event. The Customer is responsible for managing compatibility of their desktop and server applications with CAD and its workstations or the CAD system." Customer will contact the appropriate vendor directly for parts and hardware service if not purchased through the Motorola Maintenance and Support Agreement.
- 4.2.5 <u>Support on Network</u>: Customer is responsible for the maintenance and support of the CAD and Mobile network, including the monitoring of network health and utilization in accordance with but not limited to the Motorola technical requirements. All major system outages, Severity 1 and 2, must be reported with accompanying network utilization reports that show the status and health of the network at the time of the event.
- 4.2.6 <u>VPN connectivity</u>. Provide VPN connectivity and telephone access to Motorola personnel.
- 4.2.7 Anti-virus software. Run installed anti-virus software.
- 4.2.8 Operating System ("OS") Upgrades. Customer is responsible for any OS upgrades to the System with the exception of a Motorola upgrade if referenced in Exhibit E. Before installing OS upgrades, Customer will contact Motorola to verify that a given OS upgrade is appropriate.
- 4.2.9 <u>Trouble Report Form</u> To better assist us in gathering details for analyzing and repairing your system errors, Motorola has created the Trouble Report Form (page 21). Completion of this form by the customer is voluntary.

The Trouble Report form helps Motorola Technical Support reduce errors by increasing the understanding of the problem description definition. It may also improve repair time by understanding the probability of repeat errors. Additionally, should escalation to

Motorola Engineering team be required, information gathered on this form will aid by potentially avoiding the wait associated with error reoccurrence.

Information customers provide on the Trouble Report form will assist Motorola Support team in expediting and troubleshooting the issue. Your assistance in providing the information is appreciated. Once you complete the form, please e-mail or fax this form to the Technical Support Representative assigned to work on the issue reported.

# **Trouble Report Form**

Agency Name:		Motorola Case Number:	
Contact Name:		E-mail Address:	
Contact Phone:		Contact Fax:	
Severity Level:		CAD Correction#:	
Subject:			
Product/Version:			
Problem Description:	Please ensure that the description provided is as a resolve the issue promptly and successfully. Pleas or area of the country. Full understanding of the faroot cause and achieving a timely resolution.	se be sensitive to the use	of verbiage that is specific to your agency
Steps to Duplicate:	Motorola understands that duplication is not alway with the detailed keystrokes will greatly improve or the issue on demand, providing us with detailed st	ur ability to correct the iss	ue in question. When unable to duplicate
Step One:			
Step Two:			
Step Three:			
Step Four:			
Step Five:		1970/2	
Step Six:			
Step Seven:			7.10 T/A 10.00
Additional Steps:			
Expected Results:			
Actual Results:			
Configuration Checked:			

# V. Customer Call Flow

# To Be Provided By Customer

# VI. Contact Information

# **Motorola Contacts**

CONTACT	PHONE NUMBER	
Motorola Solutions System Support Center	(800) 393-9949	
Linda Hudson Senior Manager, Customer Support Linda.hudson@motorolasolutions.com	(303) 527-4017 – office	
Phillip Askey Tier 2 - Technical Support Manager P.Askey@motorolasolutions.com	(720) 565-4764 – office	
Jeff Dolph Tier 1 - Technical Support Manager  JeffDolph@motorolasolutions.com	(303) 527-4038 - office (303) 319-8935 - mobile	
Wayne Parent Technical Support Lead – Records Applications Wayne.Parent@motorolasolutions.com	(801) 234-9971 - mobile	
Shelley Rhoads Senior Manager, Services Business Operations SRhoads@motorolasolutions.com	(951) 934-3285 – office	
Tanya Mansell Customer Support Manager tanyamansell@motorolasolutions.com	(949) 716-8884 - office	

**Customer Contacts (to be provided by Customer)** 

<u>Customer Agency Name</u> : Address: City, State and Zip:	
Billing Contact Name: Phone No: Email:	
Backup System Administrator Name: Phone No: Email:	
Service Escalations Contact Name: Title: Phone No: Email:	*

## Exhibit C LABOR RATES

MAINTENANCE AND SUPPORT AGREEMENT

770

TERM:

11/01/14-10/31/19

**CUSTOMER:** 

Leon County, Florida; Leon County Sheriff; City of Tallahassee

The following are Motorola's current labor rates, subject to an annual change.

The following rates apply to Customers with a current, active Maintenance and Support Agreement. Billable rates apply to services provided outside of the scope of the Maintenance and Support Agreement and outside the selected Service Level PPM:

SERVICE HOURS	LABOR RATES
8 a.m5 p.m. M-F (local time)	\$223 per hour, 2 hours minimum
After 5 p.m., Saturday, Sunday, Motorola Holidays	\$334 per hour, 2 hours minimum

The following rates apply to Customers without a current, active Maintenance and Support Agreement and apply to services available on a Time and Material basis:

SERVICE HOURS	LABOR RATES
8 a.m5 p.m. M-F (local time)	\$446 per hour, 2 hours minimum
After 5 p.m., Saturday, Sunday, Motorola Holidays	\$668 per hour, 2 hours minimum

Above rates reflect labor rate only. Additional fees for on-site travel expenses, third party expenses and /or materials will be quoted at the time of customer request for services.

#### **Exhibit D**

#### SYSTEM AND DATABASE ADMINISTRATION DUTY GUIDELINES

MAINTENANCE AND SUPPORT AGREEMENT 770 TERM: 11/01/15-10/31/19

CUSTOMER: Leon County, Florida; Leon County Sheriff; City of Tallahassee

The Motorola Public Safety Applications Technical Support team provides twenty-four hour remote service availability to respond to service requests. Technical Support available through Motorola System Support Center (SSC) is based on the level of service and entitlement, as outlined in Motorola's Customer Support Plan and Maintenance and Support Agreement documents. To best leverage and coordinate timely responses and resolution with Motorola remote telephone support, pursuant to this Agreement section 3.8.4, the Customer will provide full-time technical system administration resources.

#### **Description of Duties**

The Customer will work within the Customer organization, and along with Client stakeholders and Motorola to create and track key support performance metrics.

The Customer's full-time technical system administration resources will possess the required training and experience, as well as have a developed understanding of its specific environment with all customer-specific enhancements and customizations, to act as the interface between Motorola software and hardware technical support, perform diagnostic assistance, provide preliminary hardware and software problem evaluation, and repair expertise on all installed Motorola PSA systems.

#### **Customer Responsibilities:**

System Administration Guidelines:

- A. Diagnose, triage and coordinate with Motorola remote Technical Support and Motorola Engineering teams to resolve, as applicable, system problems.
- B. Establish regular recurring meetings with Motorola to review open priority issues in an effort to develop a transparent and trusting communication, sharing findings and actions taken in troubleshooting issues.
- C. Also include, but are not limited to:
  - Monitor system performance, and be able to make assessments to determine any negative impacts to performance.
  - 2. Run diagnostics.
  - 3. Run system performance and requirements analysis.
  - Provide performance reporting.
  - Conduct system back-ups.
  - Lead upgrade planning and installations on the Customer side.
  - Understand connection to, and dependencies on other systems.
  - Agency Configuration, understand how agencies are added to the system and their naming conventions.
  - Maintain problem/defect log list and manage change in issue status.
  - 10. Participate in implementing training plans for uses and new employees.
  - Coordinate with Project Management as applicable.
  - 12. Develop internal system documentation and guidelines, including user, system configuration, administration, and quick reference, and troubleshooting guides).

- 13. Work closely with Motorola, Users, and Management to evaluate needs, carry out resolutions or updates, approve, budget, and complete system enhancement requests.
- 14. Specific to P1CAD / P1Mobile Systems:
  - Ensure CAD issues are documented, validated, and analyzed (and determine if recreatable).
  - Work with CAD Users to identify problems, issues and complaints.
  - Assist with Management of Dispatcher Hardware changes where appropriate.
  - Convert, Develop, and Test CAD-related custom developed utilities & scripts, reports, etc.
  - Develop and test internal CAD data conversions.
  - Assist CAD Validators with Test plans.
  - Review and Evaluate CAD Vendor conversions.
  - Perform Needs Analysis on Additional CAD/Mobile System Features and determine usability.
  - Work closely with Motorola to provide any additional information required by Technicians to analyze problems/Issues (i.e. logs, output, etc.).
- 15. Verify with Customer that restoration is complete or System is functional on reported system failure or critical issues.
- Provide Case activity reports to key personnel.
- 17. All applicable Customer personnel will report system symptoms and issues, pertinent to resolving system issue(s) to the System Administration manager.
- 18. Allow Motorola continuous remote access to obtain system availability and performance data.
- 19. Notify Motorola Technical Support when Customer performs any activity that impacts the system. (Activity that impacts the system may include, but is not limited to, installing software or hardware upgrades, performing upgrades to the network, or taking down part of the system to perform maintenance).
- 20. Maintain and store in an easy accessible location any and all software needed to restore the system as well as system backups (Motorola recommends that at least one back-up file is stored in an offsite location)
- 21. In cases where the Motorola technician is responding to a system failure, assist the Motorola Technician in the troubleshooting efforts and attempts to restore the system.
- 22. Validate issue resolution prior to close of the Case.

#### **Database Administration Guidelines**

- The Customer will provide routine Database Administration tasks including but not limited to the following:
  - o Periodic Reboots of DB servers. Server maintenance guide documents this.
  - o Monitoring, management, occasional verification of production backups
  - Watching, trending, and reacting to database resource metrics (CPU, Disk space, I/O, etc..)
  - Monitor SQL mirroring
  - o SCOM notification and alert management

- o Review OS and SQL patches from Microsoft
- · Customer will provide Special Database Administration tasks as follows:
  - o Copy data from production to other environments as requested
  - o Develop new queries, reports, and review optimization of existing custom queries
  - o Occasional general health checks on system operation, observations from users, etc.

#### Exhibit E

# LIFECYCLE SOFTWARE UPGRADE PROFESSIONAL SERVICES STATEMENT OF WORK

MAINTENANCE AND SUPPORT AGREEMENT 770

TERM:

11/01/14-10/31/19

**CUSTOMER:** 

Leon County, Florida; Leon County Sheriff; City of Tallahassee

#### General Information

Exhibit E – Lifecycle Professional Services describes the scope of work involved in providing enhanced Lifecycle Professional Services throughout the duration of the maintenance and support period for the Public Safety Applications products. The Lifecycle Professional Services are provided in accordance with the terms and conditions of the Maintenance and Support Agreement and are hereby referred to as "Lifecycle Professional Services".

Nothing in this Exhibit is meant to supersede, replace or amend the terms and conditions of this Agreement. Any conflict between the terms of Exhibit E and other parts of the Agreement shall be resolved in accordance with the order of priority set forth in the Maintenance and Support Agreement.

#### Scope of Service

#### A. Software Upgrade Services

Software Upgrade Services are a component of Lifecycle Professional Services and are defined in scope as the labor services required to execute on the planning, delivering, testing and training of Motorola Standard Releases of software to Customer when and if Standard Releases of software become available for those solutions components identified in Exhibit A - Covered Products, Support Options and Pricing contained within this Maintenance and Support Agreement.

#### B. Third Party Coordinated Upgrade Services

The Third Party Coordinated Upgrade Services component of Lifecycle Services, are defined in scope as the labor services required to coordinate upgrades of third party partner solutions to occur in conjunction with Motorola Upgrade Services. As applicable, Motorola may deliver, test and providing training on those third party partner solutions that Motorola has been authorized to act on behalf of a partner. Third Party Upgrade Services will be provided in conjunction with P1 Upgrade Services and will provide for the latest version of vendor software generally available at the time Motorola Upgrade Services are being executed. Third Party Coordinated Upgrade Services are provided for those solutions components identified in Exhibit A - Covered Products, Support Options and Pricing contained within this Maintenance and Support Agreement.

Note Third Party Coordination Upgrade Services do not provide for upgrade activities of third party partner general releases that are not being delivered in conjunction with a Motorola Standard release upgrade.

#### C. Hardware Refresh Service

In addition to Upgrade Services, when and if updated hardware components become available, Lifecycle upgrade Services include those tasks required to identify, procure, install, configure and test replacement hardware components of the P1 Suite further known as the "Hardware Refresh" for those hardware components identified in Exhibit A - Covered Products, Support Options and Pricing contained within this Maintenance and Support Agreement.

#### D. Standard Release Software Upgrade Timing and Delivery Overview

Per the terms of this Agreement and commencing October 1, 2015, when and if a Standard Release version becomes available, Motorola will provide on-site services to upgrade the P1 Software as identified up to twice during the five-year agreement period.

For software upgrades, existing hardware and the existing P1 interfaces will be re-utilized with the upgraded P1 System software.

All upgrade activities will be coordinated and scheduled to occur at times that are mutually agreeable to the Customer and Motorola. Scheduling of upgrade events will be completed at a minimum of thirty (30) Standard Business Days prior to the commencement of upgrade activities.

Upgrade Activities will require components of the P1 system be down and unavailable for production use for up to 4-6 hours while upgrade activities are performed, which will not be considered a system outage for the purpose of Service Level Agreement terms within this Agreement. The P1 CAD system will not exceed 12 consecutive hours of operational downtime. During this time period, the communication center will need to be prepared to operate in a manual mode. Motorola is providing no consultation or preparation on the "manual" mode operation during upgrade activities.

Customer will act as liaison with all user agencies and other outside agencies and/or organizations, if/as necessary.

#### **TASKS**

## A. <u>Upgrade Kickoff Teleconference</u>

In order to finalize the upgrade project schedule and procedures, the upgrade event will be initiated with an Upgrade Kickoff Teleconference that includes key Customer and Motorola project participants.

The objectives of this task are:

- · To introduce all project participants
- Review roles of key participants
- Review overall upgrade scope and objectives
- Review resource and scheduling requirements
- Review testing methodology
- Review and finalize project schedule with Customer.
- Create testing plan to test P1 upgrades on staging environment.
- Review testing plan and acceptance criteria.
- Review features/functions introduced in the new software release version

#### **Motorola Responsibilities**

Motorola's Project manager will direct Motorola's efforts and serve as the primary point of contact for Customer. The responsibilities of the Motorola Project manager include:

- Maintain project communications with Customer's Project manager
- 2. Manage the efforts of Motorola project team and coordinate Motorola activities with Customer's project team members.
- 3. Coordinate and oversee the installation of all licensed Motorola application software.
- 4. Review and manage the scope of work for the upgrade activities.
- Review the upgrade acceptance criteria.

#### **Customer Responsibilities**

Customer will designate a Project manager who will direct Customer's efforts and serve as the primary point of contact for the Motorola Project manager. The responsibilities of the Customer's Project manager include:

- 1. Maintain project communications with the Motorola Project manager.
- 2. Identify the efforts required of Customer staff and assign appropriate resources to meet Customer's task requirements described in this Exhibit E Lifecycle Professional Services.

- 3. Liaison and coordinate with other Customer agencies, other governmental agencies and Customer's vendors, contractors and common carriers, as applicable.
- 4. Review and mutually approve upgrade acceptance criteria.

#### **Completion Criteria**

This task is considered complete upon conclusion of the Upgrade Kickoff Teleconference.

#### B. Upgrade Preparation

The objective of this task is to perform the preparatory steps necessary for the P1 upgrade.

#### Motorola Responsibilities

- 1. Perform scheduling and coordination tasks necessary to obtain required resources that will perform the upgrade of the P1 server software.
- 2. Confirm resource availability with Customer and reconfirm task dates.

#### **Customer Responsibilities**

- Perform backup of P1 system software and data files.
- 2. Provide Motorola with a copy of the backed up software and data files.

#### **Completion Criteria**

This task is considered complete when Customer has the completed the onsite date backup.

#### C. Staging Environment

The objective of this series of task is to install the upgrade software on a staged system environment and validate release functionality.

#### **Motorola Responsibilities**

- Remotely create a staging environment on Customer's P1 server(s) to conduct an initial installation
  of the release software.
- Travel to Tallahassee site to perform upgrade tasks.
- 3. Install the release version of software on the staging environment.
- 4. Verify P1 functionality in accordance with release criteria.
- 5. Notify Customer of availability of the staging environment enabling Customer to perform Customer specific testing activities.

#### **Customer Responsibilities**

- Observe testing on staging environment and acknowledge the delivery of the functionality introduced in the release.
- 2. Conduct testing on staging environment and notify Motorola of any functional errors or anomalies.

#### **Completion Criteria**

This task is considered complete when the staging environment is available for Customer testing.

#### D. On-Site Upgrade Implementation

The objective of this task is to conduct on-site activities required to complete the upgrade of the P1 system.

#### Motorola Responsibilities

- Travel to Customer Site to perform upgrade tasks.
- 2. Bring down the production system.
- 3. Reconfigure the data volumes on each of the existing-HP Blade Server as needed
- Convert P1 system files and or provisioning data files as required.

- Test each interface connection to ensure operational use of the each with the newly installed Standard Release version.
- Modify those interfaces affected by the installation of the Standard Release version and modify each as needed to provide same functionality as was provided prior to the installation of the Standard Release version.
- Test system and subsystem interfaces to validate operation in accordance with the originally installed interface requirement document.
- Assist in Customer testing as requested by Customer and verify that each P1 subsystem component is ready to resume production operations.
- Install the applicable P1 subsystem client, application upgrades on client workstations as listed in Section 7.1 (Exhibit A - Covered Products, Support Options and Pricing).
- 10. Train Customer on client upgrade process.
- 11. Train Customer users on new or changed features and functions introduced through the Standard Release of P1.

#### **Customer Responsibilities**

- With Motorola's assistance, coordinate the activities necessary to bring the production Premier One system down, i.e., close incidents, sign units and users off duty.
- 2. Support Motorola's software upgrade installation activities.
- 3. Provide and make available (when possible during business hours, 8:00am to 5:00pm) the appropriate lines for the testing of interfaces, to include 911, WWVB, Toning, etc.
- 4. Verify that the system is ready to resume production operations.
- 5. Install the P1 subsystem client on workstations beyond those upgraded by Motorola.

#### **Completion Criteria**

This task is considered complete when each P1 subsystem component upgrade is verified by the Customer to be available to resume production operation.

#### E. P1 Production Cutover

Upon verification that the upgraded P1 system is operational and ready to resume production use, Motorola will assist Customer with resuming operations on the upgraded system.

#### Motorola Responsibilities

- Assist Customer staff in resuming production operations on the upgraded system.
- 2. Provide up to eight hours of on-site support the day each upgraded subsystem component has resumed production use.

#### **Customer Responsibilities**

Schedule personnel to support the resumption of production use on the upgraded system.

#### **Completion Criteria**

This task is considered complete upon Tallahassee resuming production operation of each P1 subsystem component.

#### F. P1 Upgrade Acceptance

The objective of this task is to certify completion of the P1 subsystem upgrade.

#### **Completion Criteria**

This task is considered complete upon Customer resuming productive use of each affected P1 subsystem component.

#### G. Third Party Partner Solution Upgrade Activities

The objective of this task is to perform the upgrade steps required to install, configure and test those components of the overall solution components provided by third party partner(s). When and if third party partner solution upgrades become available, third party components will be upgraded in the same event as that of a P1 component upgrade. Motorola will apply its best endeavors to coordinate the upgrade of generally available, or applicable, third party vendor solutions so as to minimize the disruption of Tallahassee's operations. However, in such cases where third party partner release schedules do not align, Motorola will work with Customer to devise mutually agreeable schedules. As applicable, Motorola may deliver, test and provide training on those third party partner solutions that Motorola has been authorized to act on behalf of a partner.

#### Motorola Responsibilities

- 1. Coordinate with each third party vendor to ensure scheduling is in alignment with Motorola's preparatory and on-site upgrade activities.
- Schedule the activities of each third party partner.
- Witness third party partner testing of upgraded software.
- Attend third party partner training of new or changed features/functionality introduced as part of each vendors software application upgrade.
- 5. Validate Customer's use of the upgraded third party system in a production environment
- Perform backup of third party system software and data files.
- Validate that the third party partner upgraded component software functions per each third party vendors release specification.
- 8. Provide training to Customer trainers on features/functions that may have been introduced by the resulting third party component upgrade.

#### **Customer Responsibilities**

- Provide third partners with remote and on-site access to systems enabling each to perform their respective upgrade activities.
- 2. Attend third party partner features/functions training as needed.
- 3. Witness third party partner testing of installed upgrade component software.
- 4. Provide training to users on the features/functions introduced by the third party release version.

#### **Completion Criteria**

This task is considered complete upon Customer validation that third party components function in accordance with third party vendor release specification.

#### Exhibit F

# LIFECYCLE HARDWARE REFRESH & UPGRADE PROFESSIONAL SERVICES STATEMENT OF WORK

MAINTENANCE AND SUPPORT AGREEMENT

TERM:

11/01/14-10/31/19

**CUSTOMER:** 

Leon County, Florida; Leon County Sheriff; City of Tallahassee

770

#### General Information

The Lifecycle Hardware Refresh and Upgrade Professional Services Statement of Work, Exhibit F, describes the scope of work involved in providing Hardware refresh and Hardware upgrade professional services included in this maintenance and support period for the Public Safety Applications products. The Hardware refresh Hardware upgrade professional services are provided in accordance with the terms and conditions of this Maintenance and Support Agreement and are hereby referred to as "Lifecycle Hardware Refresh and Upgrade Professional Services Statement of Work."

Nothing in this Exhibit is meant to supersede, replace or amend the terms and conditions of this Agreement. Any conflict between the terms of Exhibit F and other parts of the Agreement shall be resolved in accordance with the order of priority set forth in the Maintenance and Support Agreement.

### Scope of Service

Per the terms of the Agreement, when and if additional or updated hardware components are required or requested, Motorola will install and configure those hardware components as part of the Software upgrade services for the PremierOne suite. Up to 1 upgrade, in a 5 year period beginning after the warranty provided for in the Agreement.

Hardware upgrade activities shall be incorporated into Standard Release professional services upgrade so as to minimize the impact and potential disruption to the Customer operations.

For Hardware Lifecycle Management, commencing 120 days from the anticipate refresh cycle date, Motorola and the Customer will evaluate the existing business operations and the impact it may or may not have on determining the hardware components to be replaced. Things to consider may include:

- Current product needs
- Potential increases or decreases in volume growth (event volume, user volumes, agency volumes, etc.)
- The addition of third party components
- Processing performance needs of the system
- The Customer's storage needs
- · Customer plans for expansion

Each of these variables will be considered when architecting the buildup of the replacement hardware components. Motorola will also work with each third party partner to evaluate the needs and impact of replacement hardware components relative to each covered 3<sup>rd</sup> party component. This data coupled with Motorola's evaluation and consideration of PremierOne technical requirements will drive the initial build of materials for the replacement hardware/software components. Motorola will review the initial build of materials with the Customer to ensure agreement that all affected system and subsystem components have been considered and are accounted for in the final build of materials and that the Customer is aware of any impacts to infrastructure that may be introduced by the new hardware/software requirements (things to consider are; sufficient or need to upgrade power, heating or cooling, network bandwidth requirements change, change in the physical space requirements of the hardware components, etc.)

Upon mutual agreement, Motorola will coordinate with the 3<sup>rd</sup> party hardware/software supplier(s) for the delivery of hardware/software components in accordance with the build of materials. Concurrently Motorola will work with the Customer to schedule upgrade activities to occur in accordance with the standard release list of activities to be performed.

### **Completion Criteria**

This task is considered complete upon the Customer resuming productive use of PremierOne subsystem components and all 3<sup>rd</sup> party partner solutions affected by the hardware refresh.

**Notes for Agenda Item #19** 

# Cover Sheet for Agenda #19

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Status Update on the Consideration of the One-Cent Fire

Services Surtax

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 agenda item does not have a current fiscal impact.

# **Staff Recommendation:**

Option #1: Accept the status update on the implementation of the Fire Services Surtax, and

instruct staff to not proceed with further consideration of this tax.

Page 2

### **Report and Discussion**

## **Background:**

During the FY 2016 budget process, the Board adopted a new fire rescue service study and the associated fee schedule (Attachment #1). For FY 2016 and FY 2017, the Board voted to reduce the recommended new charges by 15% and pay the difference from unincorporated area fund balances in the amount of \$1.224 million each year. The new fire fees will become effective at 100% in FY 2018.

In addition, the Board directed staff to provide additional information regarding moving forward with a voter referendum in November 2016 to consider implementing a one-cent sales tax surcharge to fund fire rescue services, beginning in January 2017. The implementation of the surcharge is an alternative to charging the approved increased FY 2018 fire service rescue fee.

### **Analysis:**

Since FY 2010, fire services in the City of Tallahassee and Leon County have been funded jointly through fire services rescue charges. As previously presented to the Board at the April 21, 2015 Budget Workshop, there are a number of factors that influence why the Board may wish to consider an alternative funding source, such as the legislatively approved one-cent surtax (Attachment #2).

- Properly funding the Fire Department budget will continue to necessitate raising the existing fire rescue charge and to implement future studies.
- To collect the funds, the County must continue to bill individual property owners and tenants through a variety of mechanisms: property tax bill, direct quarterly bill or monthly utility bill.
- The alternative funding source was not an option when the original interlocal agreement governing fire services was executed. The local option fire rescue sales tax was approved by the legislature in 2009.

Previous Board actions (identified in the background section) regarding the implementation of new fire service fees were made with the option to consider levying the one-cent fire services surtax. The new fees, levied at a 15% reduction for FY 2016 and FY 2017, slightly lowered the single-family residential rates from previous years. These rates as adopted by the Board will increase in FY 2018. Table 1 shows the past single-family rate, the new rate with a 15% reduction, and the scheduled FY 2018 rate.

**Table 1: Single-Family Fire Service Rates** 

Single Family Fire Service Rates by Year and Zone	FY 2010-2015	FY 2016 & 2017	FY 2018
Zone 1	\$179	\$170.85	\$201
Zone 2	\$161	\$157.25	\$185

As reflected in the table, the single family Zone 1 rates will increase \$30.15 in FY 2018, while the Zone 2 rates will increase by \$27.75.

Title: Acceptance of Status Update on the Consideration of the One-Cent Fire Services Surtax

December 8, 2015

Page 3

Converting from a fire rescue charge to sales surtax is revenue neutral. While reducing the tax burden to the community by shifting approximately 25% of the tax burden to non-residents through the sales tax, there is one significant disadvantage of changing to a surtax: the perception of high taxes in Leon County if it is the only county in the state that levies an 8.5% sales tax rate.

Since the initial discussions commenced regarding placing the fire service one-cent surtax on the November 2016 general election ballot, additional information has become available that may assist the Board in making a final decision to continue with this effort:

- As part of implementing the new fire service fee schedule and study, the Board mailed 10,274 notices to property owners, who have the fire service charge on their tax bill, notifying them of the proposed rate increase and of the required Public Hearing on June 26, 2015. Additionally, the meeting was publicly noticed through the newspaper as required by law. At the Public Hearing, only one individual spoke, and this individual was in favor of the fee.
- The plaintiff's motion for class certification in the fire service charge lawsuit regarding the utility billing method for non-owner, tenants of property was **denied**. Currently, it is unknown whether this decision will be appealed.
- There was disagreement to considering the fire sale tax surtax expressed by the Tallahassee Democrat and other community groups due to the fact that this would make Leon County the highest sales tax county in the state.
- The City of Tallahassee increased their property tax rate to fund increased public safety, which drew large opposition in the community about the amount of taxation that was being imposed.
- There is still legislative uncertainty regarding the effect of implementing this surtax will have on the Emergency Medical Services MSTU.
- In conversations with community leaders and organizations, there appears to be no interest in pursuing the sales tax.

Based on these events, staff recommends the Board take no further action toward implementing the one-cent fire services surtax.

#### **Options:**

- 1. Accept the status update on the implementation of the Fire Services Surtax, and instruct staff to not proceed with further consideration of this tax.
- 2. Do not accept the status update on the implementation of the Fire Services Surtax, and instruct staff to proceed with steps to place consideration of this tax on the November 2016 general election ballot.
- 3. Board direction.

# **Recommendation:**

Option #1.

### Attachments:

- 1. New Fire Services Fee Rate Schedule
- 2. May 28, 2015 Fire Services Rate Study and Alternative Funding Option Workshop Items, 2015

	Page 1 of 1	
	EXHIBIT	
The state of	В	30
=		=

	Rate Sch	edule			
		Per Annum For FY 2016 and FY 2017		Per Annum for FY 2018 and each Fiscal Year Thereafter	
		Zone 1	Zone 2	Zone 1	Zone 2
Residential	Per Residential Dwelling Unit	\$170.85	\$157.25	\$201.00	\$185.00
Commercial/Institutional	Square Feet Classification				
	< 1,999	\$249.05	\$226.95	\$293.00	\$267.00
	2,000 - 3,499	\$497.25	\$453.05	\$585.00	\$533.00
	3,500 - 4,999	\$869.55	\$793.05	\$1,023.00	\$933.00
	5,000 - 9,999	\$1,241.85	\$1,132.20	\$1,461.00	\$1,332.00
	10,000 - 19,999	\$2,482.85	\$2,263.55	\$2,921.00	\$2,663.00
	20,000 - 29,999	\$4,965.70	\$4,527.10	\$5,842.00	\$5,326.00
	30,000 - 39,999	\$7,447.70	\$6,790.65	\$8,762.00	\$7,989.00
	40,000 - 49,999	\$9,930.55	\$9,054.20	\$11,683.00	\$10,652.00
	50,000 - 59,999	\$12,412.55	\$11,317.75	\$14,603.00	\$13,315.00
	60,000 - 69,999	\$14,895.40	\$13,581.30	\$17,524.00	\$15,978.00
	70,000 - 79,999	\$17,377.40	\$15,844.85	\$20,444.00	\$18,641.00
	80,000 - 89,999	\$19,860.25	\$18,108.40	\$23,365.00	\$21,304.00
	90,999 - 99,999	\$22,342.25	\$20,371.95	\$26,285.00	\$23,967.00
	≥ 100,000	\$24,825.10	\$22,635.50	\$29,206.00	\$26,630.00
Industrial/Marchause	41000	¢22.00	CC4 CD	¢20.00	\$7C.00
Industrial/Warehouse	≤1,999	\$23.80	\$64.60	\$28.00	\$76.00
	2,000 - 3,499	\$47.60	\$129.20	\$56.00	\$152.00
	3,500 - 4,999	\$83.30	\$225.25	\$98.00	\$265.00
	5,000 - 9,999	\$118.15	\$321.30	\$139.00	\$378.00
	10,000 - 19,999 20,000 - 29,999	\$236.30 \$472.60	\$642.60 \$1,284.35	\$278.00 \$556.00	\$756.00 \$1,511.00
	30,000 - 39,999	\$708.90	\$1,284.33	\$834.00	\$2,266.00
	40,000 - 49,999	\$945.20	\$2,567.85	\$1,112.00	\$3,021.00
	50,000 - 59,999	\$1,181.50	\$3,209.60	\$1,390.00	\$3,776.00
	60,000 - 69,999	\$1,417.80	\$3,852.20	\$1,668.00	\$4,532.00
	70,000 - 79,999	\$1,654.10	\$4,493.95	\$1,946.00	\$5,287.00
	80,000 - 89,999	\$1,890.40	\$5,135.70	\$2,224.00	\$6,042.00
	90,999 - 99,999	\$2,126.70	\$5,777.45	\$2,502.00	\$6,797.00
	≥ 100,000	\$2,363.00	\$6,419.20	\$2,780.00	\$7,552.00
Governmental	per square foot	\$0.18	\$0.18	\$0.21	\$0.21

Page 1 of 1

# **Budget Workshop Item #5**

**April 28, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Analysis of Fire Rescue Services Rate Study and Alternative Funding Option

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

# **Fiscal Impact:**

This item has a fiscal impact. Currently, Leon County pays the City of Tallahassee \$6,723,586 annually for fire rescue services in the unincorporated area. This payment is derived from the current fire rescue service charge that have been in effect for the past six years. Using the rate structure in the new fire rescue services rate study, this annual payment would increase to \$7,948,045 for each of the next five years for an annual increase of \$1,224,495.

# **Staff Recommendation:**

**Board Direction** 

Title: Analysis of Fire Rescue Services Rate Study and Alternative Funding Option

April 28, 2015 Budget Workshop

Page 2

# **Report and Discussion**

### **Background:**

In July 2014, the Board approved the County and City engaging Government Services Group (GSG) to conduct an update to the existing fire rescue services rate study. At the March 10, 2015 meeting, staff presented the preliminary rates with a broad discussion on a possible alternative funding source. The Board approved this budget discussion item be prepared to further discuss the Emergency Fire Rescue Services and Facilities One-Cent Surtax and the consideration of the completed fire rescue services rate study (Attachment #1). The rates contained in the attached study are the same as the preliminary rates provided to the Board at the March 10 meeting. The City Commission is scheduled to accept the study and the associated rates at their April 22, 2015 meeting.

By way of background, Leon County has had a long history of contracting with the City of Tallahassee for the provision of fire rescue services to serve the unincorporated area of the County. A contract for these services was originally entered into in March 1988. That Agreement was amended a number of times through 2005.

In April 2009, a new Interlocal Agreement for five years was executed. The Interlocal Agreement provided that a jointly funded rate study would be developed to determine the necessary funding to support the services being provided by the City of Tallahassee's Fire Department. The approved rate study established an initial fire rescue charge for a period of five years (FY2009 through FY2013).

In addition to fire rescue services, the Interlocal Agreement between the County and the City provides that the City shall provide certain Advanced Life Support (ALS) services and the County shall provide overall medical direction. The Interlocal Agreement provides for a payment from the County to the City for these services.

In July 2013, the County and City negotiated a comprehensive amendment to the Interlocal Agreement which addressed a number of significant outstanding policy issues. The amendment extends the agreement for an additional 11 years. In addition to the fire rescue charge, the agreement brought to closure a number of these issues, including:

- Approval of the distribution of the new 5 cent gas tax between the County and the City using a 50/50 allocation;
- Authorized the extension of the existing 6 cent gas tax, with an allocation of 50/50 between the County and the City (this was previously 46% County and 54% City);
- Required the City to concur to an increase of up to a quarter of a mil in the EMS MSTU at a point in the future, if the County determines it is necessary. (Florida Law requires cities to approve of Countywide MSTU's to be levied within the City limits); and
- The County will provide \$150,000 in funding for Palmer Monroe for three fiscal years.

Page 3

With regard to the fire rescue charge, throughout the negotiations and as memorialized in the agreement, the County focused on providing future rate certainty and a level of fiscal constraint on the possible growth in the fire rescue charge. To accomplish this, the agreement provides, in pertinent part:

- For the current fiscal year (Oct. 1, 2014 through Sept. 30, 2015) the existing rate remained unchanged; this had the effect of having a constant rate for a total of six years;
- Beginning Oct. 1, 2015 (next fiscal year), a new rate study needs to be adopted for five years; the single family dwelling unit fire rescue charge rate cannot increase more than 15% in total over the five years; and,
- Beginning Oct. 1, 2019 and continuing for five years, the fire rescue charge rate structure would be developed utilizing an inflationary index.

The Board approved the terms of the Second Amendment to the Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services with its second term, to be effective from October 1, 2015 and continue for a period of ten years (Attachment #X).

Consistent with the terms of the Second Amendment, in July 2014, the Board approved the County and City engaging Government Services Group to conduct an update to the fire rescue services rate study which is included as Attachment #1.

### **Analysis:**

Over the last several months the GSG consultant team, with cooperation from the City of Tallahassee (Fire Department, Management and Administrative Services, Utility Services) and Leon County staff, has developed the attached rate study to support the projected Tallahassee Fire Department budget for the period FY2016 through FY2020. The study provides a projected rate increase for years FY2021 through FY2025 of between 4% and 5% per year.

This projected five year budget includes the following:

- An accounting of all other sources of Fire Department revenue such as fire inspection fees to ensure that the assessment recovers fire protection only.
- All associated operating, personnel, equipment and maintenance costs for Station #16 at Weems Road.
- Additional set of bunker gear for all firefighting personnel as well as extrication equipment.
- The addition of a Fire Education Officer and 5 Inspectors to the Fire Prevention Division during the five year budget planning period to increase the Department's proactive educational, inspection, arson investigation and fire safety training efforts.
- Construction upgrade costs to increase the size of the garage bays at multiple stations so that they can house trucks and apparatus of varying sizes to allow for enhanced equipment staging and housing at all fire stations.

• The personnel costs associated with the Collective Bargaining Agreement that will impact the Fire Department budget in Years FY16 through FY18.

To calculate the rates, the consultant first determines that portion of the City Fire Department budget that is "assessable." The assessable budget excludes costs that are offset by other revenues including the City's cost of providing Advanced Life Support (ALS), costs to support the fire protection of the airport and contemplates other revenues collected in support of the Fire Department (i.e. inspection fees). For ALS, the County pays the City approximately \$3.1 annually. The total projected FY15-16 Fire Department budget is \$44.4 million; the assessable portion of the budget is \$35.5 million. The average assessable budget projected over five years is \$38.9 million. The rate study contemplates establishing level rates for five years based on the average assessable budget of \$38.9 million.

The proposed rates were developed using the same methodology as approved in the previous study:

Service zones were created under the previous fire assessment study in Fiscal Year 2009-10 to reflect the level of service differentiation of a property located in a higher density area that receives fire protection coverage from multiple stations compared to a property located in an area generally described as rural and typically serviced by a single fire station.

Additionally, core stations are defined as stations that are within 5 road miles of two other stations. Given this definition of "core station", the rate methodology is predicated on two zones, each with distinct rates:

- Zone 1: Properties located within five road miles of two core stations
- Zone 2: Properties located outside of five road miles of two core stations

To ensure fiscal constraint, included in the Second Amendment to the Interlocal Agreement is a provision that the **single family residential rate** (for both zones) cannot increase more than 15% in total over five years. The attached rate study provided by the consultant reflects the following:

- Single family residential rates for Zone 1 are recommended to increase by 12% and zone 2 by 15%;
- Based on call volume analysis, non-residential rates are recommended to increase 3% to 54% depending upon property use category and zone;
- Once increased, the rates for all property use categories will remain flat for five fiscal years;
- This approach is consistent with the previous rate study, and 2014 update, which established a base rate, and maintained the rate constant for six fiscal years; and
- For planning purposes, the consultant has indicated that for years 6 through 10, an increase of 4% to 5% should be anticipated based on historic budget trends.

Title: Analysis of Fire Rescue Services Rate Study and Alternative Funding Option

April 28, 2015 Budget Workshop

Page 5

The rate study is developed to provide for a constant rate over the entire five year period; the rates are developed based on zones and do not take into consideration political jurisdictions. The previous rate study utilized a five year average assessable budget of \$29,058,003 to fund fire rescue services countywide; per the interlocal agreement, the rates extended for an additional sixth year. The new rate study concludes that the five year average for assessable costs to fund the fire rescue services countywide is \$38,893,934. Table 1, shows the amount and percentage of funding the County paid for fire services under the previous rate study, compared to the amount that would be paid utilizing the new rate study.

Table 1: Comparison of Fire Service Assessable Expenditures and the County's Share

Cost	Five Year Average FY10 – FY14	Five Year Average FY16 – FY120	\$ Increase	% Increase
Total Assessed	\$29,058,003	\$38,893,934	\$9,835,931	33.90%
County Assessed	\$6,723,586	\$7,948,045	\$1,224,459	18.21%
% County Share	23.14%	20.44%	12.45%	

As reflected in the table, while the County's cost for fire rescue services increases by \$1,224,459, the proportionate share the County provides in funding for the entire fire rescue services system drops by approximately 3.0% (from 23.14% to 20.44%). The total increase in unincorporated area funding is \$1.224 million or 18.2%; under the rate study this increase remains constant (except for growth in actual residential or commercial properties paying) for five years. In addition, of the overall \$9.8 million in total expenditure increases, the County's share of the increase is 12.45%

#### Impact to Residential Property

In reviewing the property use categories from the first rate study, there were two residential categories: single family residential and multi-family residential. In its new analysis of the two residential property use categories, the consultant has determined that the distinction between the cost of service to either single family or multi-family is not significant. Therefore, the new rate study recommends collapsing the two categories into one residential use property category. Tables #2 provide a comparison of the number of units and the associated rates for each zone.

**Table #2: Residential Rate Comparison** 

			Zone #1		_	Zone #2			
Category	τ	J <b>nits</b>	Current	Proposed Rate	Proposed	Units		Current Rate	Proposed Rate
	City	Unincorp	Rate		City	Unincorp.			
Single Family	30,472	5,618	\$179	\$201	9,889	28,795	\$161	\$185	
Multi Family*	38,786	1,045	\$125	\$201*	3,908	786	\$43	\$185*	

<sup>\*</sup>These rates and number of units are shown for comparison purposes only. As part of the actual rate study there is only one single family residential category. Unit numbers are preliminary.

Under the new rate study, the single family residential rate will be \$201 for Zone #1 and \$185 for Zone #2; there will not be a distinction between single family dwelling and multi-family dwelling units. As reflected in Table #1, the previous rate for Zone #2 multi-family was \$43 per unit; under the new rate study the rate will be \$185. For Zone #1, the multi-family rate was \$125 and the new rate will be \$201. However, for the majority of the residential units the change for Zone #1 will be from \$179 to \$201 and for Zone #2 from \$161 to \$185. Through the new rate study, all residential units will be charged the same fire rescue charge rate depending upon the zone in which the property is located regardless of whether the property is located in the City or the unincorporated area.

Alternatively, the residential rate comparison can be calculated on a monthly basis. This is a comparison for individuals paying via the City utility bill:

- Single-family Zone 1 would increase from \$14.92/month to \$16.75/month
- Single-family Zone 2 would increase from \$13.42/month to \$15.42/month
- Multi-Family Zone 1 would increase from \$10.42/month to \$16.75/month
- Multi-Family Zone 2 would increase from \$3.58/month to \$15.42/month

One of the on-going complexities with the fire rescue charge is the method in which the funds are collected. For both the County and the City, the proposed rate schedule is uniform. However, the City of Tallahassee will collect all of their assessment and fees on their utility bill. For the unincorporated area residents the fire rescue charge is collected in one of three methods:

- 1) on the City utility bill, if they are a customer;
- 2) a direct bill quarterly; or
- 3) on the tax bill, if they have not paid the direct bill, or they choose to have it placed on their tax bill.

To eliminate the use of the tax bill and the quarterly billing, the County has previously requested Talquin Electric to collect the fire rescue charge on behalf of the County. The County has offered to pay Talquin Electric for this service; however, Talquin has repeatedly declined.

# **Impact to Non-Residential Property**

For non-residential property use categories, the study establishes rates based on call volume distribution. As part of this approach, the consultant is recommending a consolidation of the commercial and institutional property use categories into one commercial category. Attachment #X includes the proposed rate schedule. Table #3 provides a summary of the % changes across all combined square footage tiers within each category.

Table #3: Summary of Preliminary Non-Residential Rate Changes

Category	Zone 1	Zone 2
Commercial*	26.6%	9.0%
Non-Gov. Institutional*	(22%)	37.6%
Industrial Warehouse	3.2%	55.1%

<sup>\*</sup>In the study, these two categories have been collapsed into one commercial category.

As reflected in Table #3, the changes for the non-residential categories vary greatly by zone and category.

### Governmental Charges

Consistent with the previous studies, the consultant continues to recommend levying a fire rescue fee on governmental property. The distinction is that for the residential and commercial properties a non-ad valorem assessment is being imposed, which is not required to be paid by governmental properties. The proposed fire rescue fee is to be levied at \$0.211 per square foot. All governmental property, including the state, the universities, etc. will generate approximately \$5.4 million for the unincorporated area, this amount is estimated at \$233,900.

# **Options for Board Consideration**

The funding of public safety in a fiscally responsible manner is one of the paramount purposes of County government. The County's adopted strategic priorities states in part:

- Provide essential public safety infrastructure and services which ensure the safety of the entire community. (Q2)
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

During the great recession, the County was able to maintain and continue to provide essential quality services in a fiscally responsible manner, including the on-going necessary support for fire protection in the unincorporated area. As the Country has experienced the slow economic recovery, the County has continued to demonstrate fiscal constraint to ensure the long term economic viability of the County. This budget year, staff is preparing a preliminary budget for the Board to consider at the June workshops that again focuses on aligning the limited resources of the County with the highest priorities of the Board. In considering options for the funding of the critical public safety function of fire protection, the County should continue the practice of contemplating future budgetary impacts based on current year budget decisions.

In evaluating the options available for the County related to the new fire rescue services rate study, staff worked closely with the County Attorney's Office in determining the County's obligations under the existing interlocal agreement with the City. As previously noted, the interlocal agreement governing the County's support of the City Fire Department also contains a number of provisions related to the allocation of gas tax revenues which have all been duly adopted and implemented. The agreement also requires that when requested by the County, the City's required to support for an increase in the EMS MSTU. Under state law, the City has to concur for the levying of an MSTU within the city limits.

Consistent with the Interlocal Agreement approved in 2009, the level of fire rescue services, including funding of and payment for such services, shall be determined in accord with the new fire services rate study. The new rate study is also to be utilized to determine the amount of the assessment and fee (fire rescue charge) to be imposed by the parties during the period of the second term. That study is to be developed utilizing an initial flat five (5) year fire rescue charge rate structure, based upon an assessment methodology utilizing 100% funding of total assessable costs included in the five (5) year budget for fire rescue services, with a cap of 15% for single family dwelling units; followed by variable second five (5) year fire rescue charge rate structure utilizing an annual inflationary or appropriate alternative index adjustment; or utilizing a variable ten (10) year fire rescue charge rate structure based upon an assessment methodology utilizing 100% funding of the total assessable costs and incorporating annual inflationary or appropriate alternative index adjustment. The City and County are required to impose the fire rescue charge on each parcel or subdivided lot within the jurisdictional boundaries of the respective party for the provision of fire rescue services consistent with the second term rate study. The new study, thereby supplants the initial rate study, effective October 1, 2015. However, there is no requirement that the fire rescue charge be equal to that set forth in the new rate study, provided that any reduction of the fire rescue charge be made pro rata across all categories of property, such that the assessment meets the requirements of Florida law, that an assessment be equitably apportioned among properties based upon the benefits received by those properties.

Under any of the alternatives in which the County continues to utilize the fire rescue charge, the non-ad valorem assessment collection method will be required. In order to levy the new fire rescue charges, for those customers that pay the fire rescue charge through the tax bill, the County is required to follow the provisions of section197.3632, Florida Statutes, to notify the residents of the proposed rate increase. This process includes first class letters being sent and conducting a public hearing to approve the new fire rescue charge. Currently, there are 9,907 properties that pay their fire rescue charge through the tax bill. The public hearing is recommended to be conducted on June 23, 2015.

### *Option #1: Impose the New Fire Rescue Charge Effective October 1, 2015*

The Board could proceed with implementing the new fire rescue services rate study as presented effective October 1, 2015. Through this approach, the necessary funding to support the City's fire department budget would be available for the next five fiscal years.

As noted previously in this item, the impact to residential, non-residential and governmental properties varies by property type and zone. For the majority of residential units, the Zone 1 fee would increase from \$179 to \$201 annually and for Zone 2 from \$161 to \$185 annually. However, with the consolidation of multi-family and single family into one residential use category, some residential units will experience a significant increase. As the rates are set based on zones, the City of Tallahassee actually has a larger number of multi-family units (3,908) in zone 2 than the unincorporated area (786) which will experience the most significant increase (from \$43 to \$185). For the City, all of these units will be paid through the monthly utility bill, while for the unincorporated area, the charges will be collected either through the utility bill, a quarterly bill or the annual tax bill.

To proceed with implementing the fire rescue charge effective October 1, 2015, the Board would need to adopt the new rate study and proceed with the requirements to collect the fee on the tax bill. Staff recommends the new rate study be adopted at the Board's May 26, 2015 meeting (this is not a public hearing) and proceed with the fire rescue charge first class letters and public hearing for June 23, 2015 at 6:00 p.m. For purposes of collection, the non-ad valorem assessment roll needs to be certified to the Tax Collector no later than September 15, 2015. There is one meeting scheduled in July; by conducting the hearing at the June 23 meeting this allows for the ability to continue the hearing if there is some unforeseen need. The next available meeting would be September 15, 2015 which is the actual day the transmittal is required.

If the Board wishes to consider the utilization of the sales tax as a long term funding source (discussed in detail later in this item), Option 1 allows the County to provide funding certainty if the ballot initiative did not pass. The sales tax referendum would need to be conducted either in March 2016 or November 2016. If the initiative was placed on the November 2016 ballot and passed, the County would eliminate all of the fire assessments for Fiscal Year 2018. If the ballot initiative did not pass, the charge would already be in place for FY2018 through FY2020.

At the conclusion of the five year period, the utilization of fire rescue charge would have been in effect for eleven years. As reflected in the interlocal agreement, the following five year charge (FY2021 thru FY2025) would be based on an inflationary or appropriate alternative index. The consultant's report indicates that based on current budget projections, this rate would need to increase between 4% and 5% per year. The County would again need to consider the necessary rate increases to the fire rescue charge and proceed with the actions necessary to implement.

Option 2: For FY2016 and FY2017 Implement the Proposed Fire Rescue Charges at a 15% Reduction Utilizing Existing Fund Balances to Offset the Reduced Rates and Approve Implementing the Proposed Fire Rescue Charges at the Full Rates Beginning in FY2018

For fiscal years 2016 and 2017, all rates on the adopted fee schedule would uniformly be set at a rate 15% less than the consultant's report. For FY2018 through FY2020, the rates would be set per the consultant's recommendations. The County Attorney's Office concurs that this approach is legally acceptable.

Staff is providing Option 2 in recognition of the Board's long history of taxpayer sensitivity balanced with the County's recognized need to maintain long term fiscal responsibility. By contracting with the City for fire rescue services, the County does not have budgetary authority of the Fire Department. However, the County does have the option of reducing the fiscal impact to individual property owners over the next two fiscal years, while exploring less onerous funding options (such as the sales tax.)

For the next two fiscal years, the residential rate for Zone 1 would decrease from the current rate of \$179 to \$175. For Zone 2, the rate would remain unchanged at \$161. However, this does not significantly affect the increase in multi-family Zone 2. The collapsing of the multi-family and single family is contemplated in the new rate study and is therefore required to remain as one category. The impacts to non-residential vary by category and type.

Title: Analysis of Fire Rescue Services Rate Study and Alternative Funding Option

April 28, 2015 Budget Workshop

Page 10

If the Board wishes to consider the utilization of the sales tax as a long term funding source (discussed in detail later in this item), Option 2 allows the County to provide funding certainty if the ballot initiative did not pass. The sales tax referendum would need to be conducted either in March 2016 or November 2016. If the initiative was placed on the November 2016 ballot and passed, the County would eliminate all of the fire rescue charge for Fiscal Year 2018. If the ballot initiative did not pass, the charge would already be in place for FY2018 through FY2020.

Though the option of imposing the fire rescue charge at a lower rate is a legally acceptable alternative, there are significant financial impacts in utilizing this approach. The estimated annual additional revenue needed to offset the lower rate is \$1.22 million. There are legal and financial constraints that govern what revenue sources can be utilized to fund unincorporated only services. The County cannot utilize Countywide property taxes to support an unincorporated only function; doing so constitutes a dual taxation issue for residents that reside within the city limits. The dual tax issue arises from the fact the City residents would have already paid for the provision of fire rescue services through the charge collected on their utility bill. Additionally, the County cannot utilize any dedicated revenues for fire protection, such as tourist development taxes, gas taxes, stormwater fees, solid waste fees or the infrastructure sales surfax.

The County could use existing fund balances from non-county wide general revenue sources to support the \$1.22 million in the short term. This would include drawing fund balances from state shared revenues, the communication services tax (CST), the ½ cent sales tax, and the public services tax. Currently, state shared revenues and the CST are used to fund a large portion of the County's debt service, the annual budget shortfalls in the transportation program, stormwater, solid waste, and development/environmental services funds. The Public Service Taxes fund the County's non-countywide municipal services (animal control and parks and recreation).

Current year end estimated fund balances for non-county wide general revenue are estimated to be approximately \$5.8 million and are reflected in Table 4 below; of which \$1.850 million is in excess of adopted policy minimums.

**Table 4: Non Countywide General Revenue Fund Balances** (1)

Fund	Estimated Year End	Policy Minimum for	Estimated Available
	Fund Balance	Cash Flow	
Non County Wide	\$3,300,000	3,000,000	\$300,000
General Revenue			
Municipal Services	\$2,500,000	950,000	\$1,550,000
	\$5,800,000	\$3,950,000	\$1,850,000

<sup>(1)</sup> Year End Fund Balances and Policy Minimums are estimated and may change during the development of the FY 2016 budget. New policy minimums are based on FY 2015 budgeted expenditures and will be updated when the FY 2016 tentative budget is prepared.

Historically, the Board has used fund balances in excess of policy minimums to fund capital projects. Last year, staff recommended a fund balance sweep to support the capital program for several years; this approach has allowed for the County to support a minimal maintenance level of effort capital improvement program. By using these available fund balances to pay for a portion of the required fire rescue services payment to the City, it would make them unavailable for future capital projects. Based on current projections, there is approximately \$1.850 million in excess of policy minimums. Staff will update the analysis as part of the June budget workshops. If the Board were to use fund balances which allowed the levels to fall below the minimum required by policy, funding could be used to support fire rescue services for at least two years.

If after utilizing available fund balances (or as an alternative), the Board still did not wish to fund the additional \$1.2 million needed for fires rescue services from the rates contained in the new study, the Board may wish to use recurring non-county wide general revenue to fund fire rescue services. In evaluating possible reductions, the County would need to consider the significant staffing reductions already made during the recession and the on-going need to maintain citizen expectation related to service delivery. To support the \$1.2 million shortfall, budget reductions in a like amount from non-county wide expenditures such as parks and recreation and animal control, would need to occur. Other program areas that could be considered for reductions include transportation and solid waste, as these areas are currently not self-supporting and receive general revenue support. Reductions could not be made to countywide services, such as libraries or constitutional officer funding, to fund the additional required expense for fire service.

If the Board chooses staff could prepare a list of possible budget reductions from the program areas that receive general revenue support for consideration at the June 2015 FY2016 Budget Workshop. Programmatic reductions may include impacts to the rural waste collection centers, transportation maintenance, Animal Control and/or the County's Parks and Recreation offerings.

<u>Option 3: Alternative Funding Source for Fire Services through a Local Option Sales Tax</u>

For the past six years, fire rescue services have been funded through the fire rescue charges. However, there are a number of factors that influence why the Board may wish to consider an alternative funding source:

- Properly funding the Fire Department budget will continue to necessitate raising the existing fire rescue charge and to implement future studies. As discussed in detail, the preliminary analysis provided by the consultant indicates fire rescue charge rate increases are needed to support the fire department's budget.
- To collect the funds, the County must continue to bill individual property owners and tenants through a variety of mechanisms: property tax bill, direct quarterly bill or monthly utility bill.
- The alternative funding source was not an option when the original interlocal agreement was executed. The local option sales tax was approved by the legislature in 2009.

The Board may wish to place a referendum on either the March or November 2016 ballots for the consideration to fund fire rescue services through the imposition of the Emergency Fire Rescue Services and Facilities Surtax local option sales tax. Given the timing of the ballot, the County is still obligated to provide increased funding to the City effective October 1, 2015. If the Board wishes to consider the utilization of the sales surtax as a long term funding source (discussed in detail later in this item), the implementation of either options 1 or 2 prior to the referendum occurring allows the County to provide funding certainty if the ballot initiative did not pass. If the initiative was placed on the November 2016 ballot and passed, the County would eliminate all of the fire rescue charges for Fiscal Year 2018. If the ballot initiative did not pass, the approved increased charge would already be in place for FY2018 through FY2020.

As an alternative to the fire rescue charge, Florida law was amended in 2009 to authorize an Emergency Fire Rescue Services and Facilities Surtax. This funding option was not available when the previous rate study was developed and implemented. A surtax of up to 1 percent is intended to constitute an alternative funding source to non-ad valorem assessments and/or ad valorem taxes. As reported to the Board in the weekly Capital Update, there currently is an amendment being considered by the legislature to amend the existing sales tax law. Staff and the County's lobbyist are tracking the amendment closely.

Under the current law, to levy the tax, the County and City must enter into an interlocal agreement. Voters would then have to approve by referendum the imposition of the sales surtax at a regularly scheduled election. The next regularly scheduled election cycles are the Presidential Primary (March 2016) or the Presidential Election (November 2016).

Upon approval, the existing fire rescue charge would need to be reduced and/or eliminated based on the projected revenue that the sales surtax would generate. A 1 percent sales surtax is projected to generate \$37.5 million annually, which is sufficient to replace the revenue.

At a countywide level, the elimination of the fire rescue charge being replaced with the sales surtax is basically a revenue neutral position. However, given that a portion of the sales surtax is paid by non-County residents (i.e. tourists, out of county workers buying local goods) the overall tax burden for Leon County residents would be reduced. A review of the most current available data indicates this amount is at least 25% (\$9.4 million) of total local sales tax collections.

Based on the current state law, preliminary analysis also indicates there would be sufficient sales tax revenue to possibly mitigate future increases in the EMS MSTU. However, the current amendment, which is still being finalized, is not clear on how the new language may or may not impact the EMS MSTU and the corresponding allocation of the sales tax. Staff will continue to monitor the legislation, and provide the Board updates through the Capital Update and session ending report.

Title: Analysis of Fire Rescue Services Rate Study and Alternative Funding Option

April 28, 2015 Budget Workshop

Page 13

### Sales Tax Impact to Property Owners

The community currently pays for fire rescue services through the fire rescue charge which is allocated to individual properties. Through a sales tax, the consumer pays for the service based on taxable transactions. As sales taxes in Florida are tax deductible, the IRS sales tax calculator for Leon County shows that the average household in Leon County is eligible for a \$116 standard deduction for sales tax, which is considerably less than the either \$186 or \$201 that the residential rate could be set at. This sales tax amount does not include sales tax from durable and large purchase goods. The IRS concludes that sales taxes associated with durable or large purchase goods are infrequent and would be considered a double count in ordinary sales tax estimates. For tax purposes, individuals would save actual receipts and deduct these totals on the tax form and not use the IRS calculator estimates.

An alternative approach in determining the house hold impact of a sales tax was calculated by reviewing total actual collections to the total number of households. An analysis of actual taxable sales in Leon County after the removal of large durable items indicated that average Leon County family pays approximately \$130 in sales tax annually. This amount is \$70 less than the proposed Zone 1 fire rescue charge and \$54 less than the proposed Zone 2 fire rescue charge. The \$130 amount is consistent with the \$116 amount estimated utilizing the IRS calculation.

Similarly, owners of commercial and industrial properties will benefit. Property owners will no longer pay a fire rescue charge. These owners would pay additional sales tax on items purchased to run their business, but not on items purchased for resale. Business that lease property would pay sales tax on the commercial lease, but in most cases would pay less per square foot in sales tax for fire rescue services than the proposed fire rescue charge.

### Impact to Shopping Patterns and Sales Tax Collections

A literature review of research regarding the impact of local sales tax levies on shopping patterns of citizens for taxable goods was also performed. The literature indicates that consumers are likely to shop in their own area the further they have to travel to another market (Cornia, Grimshaw, Nelson and Waters, 2010). This corresponds with the general geographical principle of proximity to center. The closer to the center of economic commerce the more likely an individual is to shop in that center. Conversely, the further away from an economic center, the less likely an individual will travel to shop. Leon County and Tallahassee would easily be considered the center of economic commerce for the region.

In addition, the State of Florida exempts the purchase of many commodities, such as food, and medicine, making it unlikely that a resident would travel to another jurisdiction to purchase the same exempt good. Regarding the purchase of motor vehicles in Florida, regardless of where the purchase is made, the local sales tax is paid where the car is to be registered. This applies even if the vehicle is purchased out of state and ultimately registered in Florida.

The following provides a brief summary of some of the advantages and disadvantages associated with implementing a sales surtax versus the current fire rescue charge approach:

### Advantages:

- Conversion from fire rescue charge to sales surtax is revenue neutral; however, the overall tax burden for the community is reduced given that at least 25% of sales tax collections comes from non-residents;
- Provides for future revenue and budget stability;
- Eliminates the need for rate studies to be prepared to justify fire rescue charge increases;
- The development of rate studies provides unique challenges in trying to equitably attribute the cost of the services to specific property uses; the use of sales surtax as the funding mechanism acknowledges the service provides a countywide community benefit;
- The current methods of collection for the fire rescue charge are challenging and reflect an inconsistent approach in who actually receives the bill (owners vs. tenants);
- Eliminating the fire rescue charge will immediately provide either a reduced utility bill or property tax bill or the elimination of the quarterly bill;
- Eliminates the possibility of future law suits related to the fire rescue charge and/or the billing methodology for collection;
- Eliminating the fire rescue charge provides relief to commercial and institutional establishments;
- For individuals, fire rescue charges are not tax deductible expenses; however, sales taxes are currently deductible.
- Possibly mitigate the need to increase the EMS MSTU in the future

### Disadvantages:

• The perception of high taxes in Leon County if it is the only county in the state that levies an 8.5% sales tax rate.

A this point in the legislative session, it is unclear what the final amendment of the sales tax law may be. If the Board wishes to continue to evaluate the sales tax as a funding alternative, staff will provide an updated analysis on the utilization of the sales tax at the end of session.

#### **Conclusion**

The provision of public safety is a paramount purpose of county government. The County has previously determined that fire rescue services for the unincorporated area shall be provided by the City of Tallahassee Fire Department. Pursuant to the County's existing Interlocal Agreement with the City of Tallahassee, the County is obligated to pay for its share of the City of Tallahassee's Fire Department's budget for the provision of fire rescue services in the unincorporated area. The Interlocal Agreement provided for the resolution of a number significant policy issues including the allocation of gas tax revenues and the ability to properly fund EMS into the future through the EMS MSTU. The Interlocal Agreement also provides that the City and County will jointly develop a new rate study.

With the new rate study completed, the previous rate study and associated charges are no longer eligible to be legally imposed. The County and the City both need to adopt the new rate study if the new fire rescue charges are going to be utilized to support the funding of fire rescue services. However, the new rates can be levied at a lower rate, provided the reduction in the rate is proportionately uniform across all categories of property and zones.

Based on the new rate study, effective October 1, 2015 the increased cost for fire rescue services is \$1.22 million annually. The Board may wish to proceed with imposing the new rate study effective October 1, 2015. Alternatively, the Board may wish to utilize existing unincorporated area fund balances to impose a 15% lower rate effective October 1, 2015; imposing the full rate effective October 1, 2017. If the Board decides to further explore the imposition of the sales tax to support fire rescue services, the sales tax could not be collected until January 1, 2017.

# **Options:**

In establishing the fire rescue charge, the Board may wish to consider the following, or any other direction:

1. Approve proceeding with implementing the fire rescue charge as established in the new rate study.

OR

2. Approve for FY2016 and FY2017 implementing the proposed fire rescue charges at a 15% reduction utilizing existing fund balances to support the required payment to the City and approve implementing the proposed fire rescue charges at the full rates for FY 2018.

OR

3. Approve with implementing the rates at a 15% reduced level for the next two fiscal years, establishing the full rate effective October 1, 2017 and authorize staff to prepare non-countywide general revenue expenditure reduction options for the Board to consider at the June 23, 3015, FY 2016 Budget Workshop to fund the additional estimated \$1.2 million in required payment to the City of Tallahassee for fire rescue services.

The following two options would utilize the rates established based on the direction received by the Board at the workshop:

- 4. Direct staff to prepare for the adoption of the Fire Rescue Services Rates at the May 26, 2015 meeting.
- 5. Authorize staff to send first class notices to property owners who have the assessment on their tax bill notifying them of the maximum rate increase and authorize staff to schedule a Public Hearing on June 23, 2015, to impose the new rates, and authorize the assessment to be placed on the tax bill if applicable.

If the Board wishes to further explore the sales tax option, staff recommends waiting until the current legislative session is finished and approve the following option:

- 6. Instruct staff to bring back additional information regarding the possibility of funding fire services through a 1 cent surtax at the June 23, 2015 Budget Workshop.
- 7. Board direction.

### **Recommendation:**

Board direction.

# Attachments:

- 1. Second Amendment to Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services
- 2. GSG Fire Rescue Charge Study
- 3. Non Residential Property Fire Service Charge Increases

**Notes for Agenda Item #20** 

# Cover Sheet for Agenda #20

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of 2016 Citizen Engagement Series Sessions, Club of Honest

Citizens Events, and Great Leon County Community Scavenger Hunt

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 County has engaged with the Village Square to engage the community through programs such as the Club of Honest Citizens that create social attachment between citizens and their County government. To continue the agreement with Village Square, funding was allocated in the FY16 budget in the amount of \$26,500.

### **Staff Recommendations:**

Option #1: Approve the continued relationship with The Village Square and Club of Honest

Citizens program, and authorize the County Administrator to execute an

agreement, in a form approved by the County Attorney.

Option #2: Approve the tentative schedule of events for the Citizen Engagement Series, Club

of Honest Citizens, and Great Leon County Community Scavenger Hunt.

Page 745 of 1175

December 8, 2015

Page 2

### **Report and Discussion**

# **Background:**

Leon County has a long history of promoting citizen involvement to guide policy and shape our community. On February 25, 2014, the Board formally entered into an agreement with the Village Square in its continuous effort and commitment to engage citizens through unique and meaningful programs. The formal agreement builds upon the mutual goals of the County's nationally recognized Citizen Engagement Series and the Village Square for greater and sustained citizen involvement and engagement. The relationship led to the creation of the Club of Honest Citizens, which blends the best elements of the Citizen Engagement Series and Village Square by providing transparency of County government, while building relationships between citizens, County Commissioners, and staff through social settings.

As part of its formal relationship with Village Square, the Board directed staff to continue to hold Citizen Engagement Series sessions following the Club of Honest Citizens events to ensure the County's continued efforts to engage citizens. The Board's action reinforced that the Club of Honest Citizens was created to compliment the success of the Citizen Engagement Series. Under the theme of "if government is the problem, what is the solution?" three events were held during the initial year of the Club of Honest Citizens in unconventional settings including a bar, coffee shop, and church, respectively.

The following analysis provides a summary of the Citizen Engagement Series sessions held the past year, as well as the Tallahassee-Leon County Longest Table Event, which grew from a previous Club of Honest Citizens event. The summary is followed by proposed Citizen Engagement Series sessions and proposed Club of Honest Citizens events for 2016. In addition, on September 15, 2015, the Board directed staff to explore the concept of a community scavenger hunt, which is incorporated as a proposal for the 2016 citizen engagement efforts.

### **Analysis:**

# 2014-15 Citizen Engagement Series, Village Square Forums, and Longest Table

This past year, the County held three sessions of the Citizen Engagement Series featuring: Tourism Division; Public Safety; and the *Let's Balance!* Budget Exercise. Each session was held with local organizations to enhance outreach and promotional efforts. As part of the agreement with the Village Square, the County also co-hosted the Our Town Series that included the *Town Hall* and *Speed Date Your Local Officials* forums. Additionally, the County joined with the City of Tallahassee and other local organizations to host the Tallahassee-Leon County Longest Table. The following provides details of the three Citizen Engagement Series sessions and the Longest Table event.

## Tourism Citizen Engagement Series

The Tourism Division's Citizen Engagement Series entitled, "Destination Leon County: Promoting Our Community, Attracting Visitors", was held on October 21, 2014 in conjunction with the Council on Culture and Arts (COCA). The session offered the 45 citizens in attendance greater insight into the Tourism Division's continued effort in attracting visitors to the Big Bend region and its link with economic development in the community. Community participants including COCA, Opening Nights, and Word of South were highlighted in a panel discussion on developing and marketing events that attract visitors. The participants then worked in small groups to develop "The Next Big Event" to attract visitors to Leon County, which were presented at the end of the evening.

Page 746 of 1175

Posted at 8:30 p.m. on November 30, 2015

December 8, 2015

Page 3

### Public Safety Citizen Engagement Series

The Public Safety Citizen Engagement Series entitled, "Public Safety: Preserving Life, Improving Health, and Promoting Safety" was held on November 13, 2014 in conjunction with the Florida State University Chapter of the International City/County Managers Association (ICMA). Approximately 60 citizens attended the session that highlighted the operations of Leon County Emergency Medical Services (EMS), the Consolidated Dispatch Agency, and Emergency Management. Citizens participated in hands-on exercises that included preparing a victim for ambulance transport; taking a 9-1-1 call at the CDA, and a hurricane simulation when the Emergency Operation Center is activated.

# Let's Balance! Citizen Engagement Series

The Citizen Engagement Series featuring the County's trademarked *Let's Balance!* Budget Exercise was held on March 12, 2015 in conjunction with the Council of Neighborhoods Association (CONA). The session entitled, "Balancing Budgets and Exercising Fiscal Stewardship: Making Hard Choices in Challenging Times," provided citizens an in-depth look into the County's budget process. Following a brief overview presentation of the budget process, the 35 citizens (in small groups) were given 45 minutes to balance the budget. Common issues the Board regularly faces during the budget process (i.e. unfunded mandates, revenue reductions, etc.) were introduced throughout the timed period to increase the challenge of balancing the budget.

Additionally, the County Administrator led the Let's Balance! Exercise as part of the Florida Association of Counties' (FAC) Certification Program for County Commissioners during the FAC Legislative Day in March 2015. Approximately 20 recently elected County Commissioners from around the state participated in the exercise.

# Village Square Our Town Series

For the past couple of years, Leon County has co-hosted the highly popular Our Town Series with Village Square, which consists of two events: *Town Hall* and *Speed Date Your Local Officials*. The events are regularly held at St. John's Episcopal Church. This year the *Town Hall* was held on February 19, 2015 and featured a panel of elected officials, including County Commissioners, answering questions submitted by citizens through the Village Square website and citizens in the audience. The *Town Hall* was moderated by the editor of the Tallahassee Democrat Skip Foster.

The *Speed Date Your Local Officials* event was held on February 26, 2015 in an intimate format that provided local officials, including the County Commissioners and County Administrator, the opportunity to interact with citizens. During the event, every 15 minutes, local officials rotated between tables comprised of participating citizens to discuss various issues impacting the community. The Our Town Series has become an important forum for engaging citizens and demonstrating the relevance of County Government to the community.

December 8, 2015

Page 4

### Tallahassee-Leon County Longest Table

The Tallahassee-Leon County Longest Table event was held on October 4, 2015 in conjunction with the City of Tallahassee (City), Village Square, and Leadership Tallahassee. During the inaugural year of the Club of Honest Citizens, dinner under a canopy road was presented as a unique opportunity in which the County could engage citizens. The City, which was in the planning phase of a similar outdoor dinner event, requested that the events be held jointly. On May 12, 2015, the Board approved collaborating with the City, Village Square, and Leadership Tallahassee to hold the Tallahassee-Leon County Longest Table.

More than 400 citizens, representing a broad cross section of the community, attended the Longest Table event on Park Avenue between Monroe Street and Gadsden Street. Dinner was provided underneath Live Oak trees as citizens shared their thoughts on a broad range of questions utilized to stimulate conversation and build relationships among the attendees. Moving forward, the City will be taking the lead to engage citizens that attended the Longest Table to hold similar, but smaller events in homes.

# 2016 Citizen Engagement Series, Club of Honest Citizens and Community Scavenger Hunt

There was considerable positive feedback from citizens of the Citizen Engagement Series sessions and Longest Table event. The cooperation with community partners allowed for greater outreach to engage citizens in exercises and conversations on County government and community issues. Based on careful review of the responses and reactions to the sessions and Longest Table event, County staff and Village Square are recommending two Citizen Engagement Series sessions and two Club of Honest Citizen events for 2016. Additionally, staff recommends holding a community scavenger hunt to further engage citizens.

### Citizen Engagement Series

The Citizen Engagement Series sessions would feature the *Let's Balance!* Budget Exercise and Public Safety, respectively. The Let's Balance session would be scheduled for January 2016. The Public Safety session would take place later in the spring. Building on the previous successes, the sessions would be hosted in conjunction with local community organizations for greater citizen outreach and participation. This would include, but not be limited to, the League of Women Voters, Leadership Tallahassee, and the Sheriff's Citizens Academy. Each session would continue to provide immersive, hands-on exercises that enhance transparency and convey the relevance of County government.

### Club of Honest Citizens

The proposed Club of Honest Citizens events would follow the theme and title of "Created Equal and Breathing Free." The two events would address the underlying issues that frequently pose challenges for diverse engagement and collaboration in the community. The first event would be held in March to have a thought provoking community conversation on race. In addition to Village Square, County staff would reach out to the NAACP and Urban League to participate in the event. An academically renowned speaker on race would be invited to assist in shaping the conversation followed by roundtable discussion between citizens on opportunities in which to improve race relations in Leon County. This event would provide the opportunity for greater discussion on race that has been touched upon during previous Club of Honest Citizens events and the Longest Table event.

December 8, 2015

Page 5

The second event would be held in fall 2016 in conjunction with the Florida A&M University Student Government Association, Florida State University Student Government Association, and Tallahassee Community College Student Government Association to enhance and foster the relationship between college students and County government. The event would invite students to share their thoughts on various community issues with County Commissioners and County staff.

Similar to the previous year, the two events would be held in intimate social settings that inspire lively conversation among the participants. The Village Square would continue to work with the County in hosting, promoting, and logistics of the Club of Honest Citizens. Additionally, the agreement encompasses the Village Square forums, such as the *Town Hall* and *Speed Date Your Local Officials*.

# The Great Leon County Community Scavenger Hunt

As directed by the Board, County staff explored the concept of a community scavenger hunt. Several local governments throughout the country have held community scavenger hunts to engage citizens in the history of their respective community as part of centennial and bicentennial events. The Great Leon County Community Scavenger Hunt would be held during a two-week period in April, providing clues to items that highlight the natural features, events, attractions and historic sites that make Leon County unique. Clues to the items would be revealed periodically during the two-week period. The County would join with local businesses and organizations to provide incentives to scavenger hunt participants as items are discovered. Adults, as well as youth, would be encouraged to participate in the scavenger hunt. The scavenger hunt would be promoted on social media, print, and television. The items selected would be geographically diverse, highlighting areas in both the urban and rural portions of Leon County. The scavenger hunt would encourage family engagement and participation in discovering the people, places, and things that define Leon County as a community. Should the Board approve the concept, staff would continue to work with local participants to further develop the two-week event.

The Club of Honest Citizens, Village Square forums, Citizen Engagement Series, and Great Leon County Community Scavenger Hunt provide various opportunities and approaches in which the County is engaging citizens. Funding is available in the FY16 budget to continue the arrangement with Village Square. Board approval of the agreement would authorize funding in the amount of \$26,500.

### **Options:**

- 1. Approve the continued relationship with The Village Square and Club of Honest Citizens program and authorize the County Administrator to execute an agreement.
- 2. Approve the tentative schedule of events for the Citizen Engagement Series, Club of Honest Citizens, and Great Leon County Community Scavenger hunt.
- 3. Do not approve the continued relationship with The Village Square and Club of Honest Citizens program and authorize the County Administrator to execute an agreement.
- 4. Do not approve the tentative schedule of events for the Citizen Engagement Series, Club of Honest Citizens, and Great Leon County Community Scavenger hunt.
- 5. Board direction.

#### **Recommendation:**

**Notes for Agenda Item #21** 

# Cover Sheet for Agenda #21

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of FY 15/16 Insurance Coverages and Authorization to Issue a

Request for Proposal for Broker Services

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:	Karen Melton, Risk Management

### **Fiscal Impact:**

This item has a direct fiscal impact to the County. The overall cost of insurance premiums (exclusive of health) for FY 15/16 will be \$1,560,110. This is an \$11,283 decrease over the FY 14/15 expiring coverage. Funds are included in the FY 15/16 budget to support this anticipated expenditure.

### **Staff Recommendation:**

Option #1: Approve the FY 15/16 insurance coverages and authorize the County Administrator to place insurance coverages for Property; Excess Workers' Compensation; and General Liability as specified in Option 1 (Attachment #1).

- Property Insurance (total insured value \$351,116,132); Zurich \$725,852.
- Excess Workers' Compensation; Florida Municipal Insurance Trust: \$144,346.
- General Liability (including Public Official; Employment Practices Liability; Auto and Medical Malpractice): OneBeacon \$471,436 and Admiral Insurance Company \$10,880.
- As the provider for General Liability, authorize Brown & Brown to place Pollution; Accidental Death & Dismemberment; Crime; and Aviation Liability Coverages.

Option #2 Authorize the County Administrator to initiate a Request for Proposals process to secure broker services effective October 1, 2016.

Title: Approval of FY 15/16 Insurance Coverages and Authorization to Issue a Request for

Proposal for Broker Services

December 8, 2015

Page 2

### **Report and Discussion**

# **Background:**

On October 11, 2011, the Board approved the award of broker services for Leon County, through a Request for Proposals process, to Brown and Brown of Florida, Inc. The contract period is from October 2011 through September 30, 2014, with two optional one-year renewal periods. The County exercised the second one-year renewal period effective October 1, 2015. This process allowed the County's existing brokers and other qualified brokers the opportunity to provide quotes for the County's insurance needs. Additionally, the County reserved the right to place coverage outside of the broker services agreement with trusts, pools, etc. that do not require broker services.

### **Analysis:**

The County purchases three main lines of insurance (property, general liability, and excess workers' compensation) and then a series of smaller coverages. Brown and Brown was required to obtain quotes from the County's current carriers for property and general liability (Zurich and OneBeacon, respectively) and at least two additional quotes (or proof of effort) for each line of coverage from A.M.Best "A+" XV rated carriers to ensure competitive pricing (Attachment #1). The County's current coverages expire December 15, 2015.

Prior to 2001, the County obtained its insurance coverages (exclusive of health insurance) through a competitive bid process. The result was that County purchased each line of insurance independent of the other (i.e. property separate from general liability separate from automobile etc.) Each purchase had a fee or commission associated with it, and therefore the County paid multiple fees or commissions. The broker services agreement entered into in 2011 and continuing through 2015 eliminated those multiple fees and commissions by paying a single service fee to a single broker for obtaining the necessary insurance

The benefits to the County in utilizing this approach are: 1) to save the County money through the competitive procurement of services, and 2) to validate the current level of insurance and agent/broker services are in the best interest of the County.

For 2016, property insurance quotes are limited to Zurich as a dedicated (non-shared), 100% total insured value product. Multiple carriers were approached, but all declined to quote, based on the current Zurich pricing, terms and conditions. None of the carriers are able to offer a program with the full limits (current TIV for the County is \$351,116,132) at a rate comparable to Zurich.

General liability quotes were obtained from the incumbent carrier, OneBeacon, and Travelers with a minimum \$3,000,000 aggregate loss limit (the limits of coverage for the policy period). Preferred Governmental Insurance Trust (PGIT) was approached, but declined to provide a quote. The quotes were to include General Liability, Public Official Liability (including coverage for the newly approved Tactical Medical Program), and Automobile Liability, either packaged together or as separate line items.

Title: Approval of FY 15/16 Insurance Coverages

December 8, 2015

Page 3

OneBeacon's quote included all the desired coverages while maintaining the current deductibles for each coverage. To obtain a reduced vehicle insurance premium quote from Travelers, the County would be required to increase its deductible from \$10,000 to \$25,000. This exposes the County to an additional \$15,000 per claim, and based on historical vehicle claim coverage raising this deductible is not recommended.

The Florida Municipal Insurance Trust, who works in conjunction with the Florida Association of Counties Trust (FACT), was contacted directly by the County for purposes of soliciting a quote for Excess Workers' Compensation (Attachment #2). FACT declined to provide quotes for other lines of coverage.

The County maintains a self-insured retention of \$500,000 per claim for Workers' Compensation and Excess insurance is triggered only when an individual claim exceeds this retention. Carriers, in addition to the current carrier, were approached; but again, all others declined to quote, based on the current pricing from the Florida Municipal Insurance Trust. Excess Workers' Compensation quote was provided outside the broker services agreement through the Florida Municipal Insurance Trust in the amount of \$144,346.

Table 1 provides a summary of the expiring and renewing coverages with corresponding premiums.

Table 1: Comparison of Expiring Insurance Coverages and Renewing Coverages with Corresponding Premiums Provided by Broker of Record

Coverage Type	FY 14/15	FY 15/16
	Expiring	Renewing
	Coverage Cost	Coverage Cost
Property	\$766,410	\$725,852
General Liability	\$439,022	\$471,436
Public Official	Included in GL	Included in GL
Med/Malpractice	\$11,021	\$10,880
Auto	Included in GL	Included in GL
Excess Workers' Comp	\$152,792	\$144,346
Third Party Admin.	\$55,875	\$55,875
Pollution	\$46,053	\$47,000
AD&D	\$2,000	\$2,000
AD&D – Law Enforcement	\$16,699	\$22,039
Aviation	\$35,752	\$34,658
Crime	\$5,769	\$6,025
Broker Fee	\$39,999	\$39,999
Total	\$1,571,393	\$1,560,110

Title: Approval of FY 15/16 Insurance Coverages

December 8, 2015

Page 4

As reflected in Table 1, the total insurance costs for insurance renewals are approximately 1% (\$11,829) lower than for FY 14/15. The premium decrease is a function of 1) the decreased cost for Excess Workers' Compensation, which is driven by the County's rate of accidents, and injuries, which decreased, and, 2) the negotiation efforts of Brown & Brown on behalf of the County.

The County exercised the second and final one-year broker services agreement renewal with Brown & Brown effective October 1, 2015. This will allow Brown & Brown to continue to service the County's insurance program through September 30, 2016. However, it will be necessary to secure a broker services agreement for FY 2017 in advance of September 30, 2016, in order to afford adequate marketing time for the December 15, 2016 renewals. The County has had a favorable experience in using broker services for acquiring necessary insurance coverages. Staff recommends continuing this approach rather than returning to the individual placement of insurance coverages. Upon approval by the Board, a Request for Proposal will be issued for broker services. An agenda item would then be brought to the Board in May to award the contract for broker services.

### **Options:**

- 1. Approve the FY 15/16 insurance coverages and authorize the County Administrator to place insurance coverages for Property; Excess Workers' Compensation; and General Liability as specified in Option 1 (Attachment #1).
  - Property Insurance (total insured value \$351,116,132); Zurich \$725,852
  - Excess Workers' Compensation; Florida Municipal Insurance Trust: \$144,346
  - General Liability (including Public Official; Employment Practices Liability; Auto and Medical Malpractice): OneBeacon \$471,436 and Admiral Insurance Company \$10,880.
  - As the provider for General Liability, authorize Brown & Brown to place Pollution; Accidental Death & Dismemberment; Crime; and Aviation Liability Coverages.
- 2. Authorize the County Administrator to initiate a Request for Proposals process to secure broker services effective October 1, 2016.
- 3. Do not authorize the County Administrator to place insurance coverages for Property and Excess Workers' Compensation and General Liability as specified in Option 1 and do not authorize the County Administrator to initiate a Request for Proposals process to secure broker services.
- 4. Board direction.

### **Recommendation:**

Options #1 and #2.

#### Attachments:

- 1. Quotation Summary and Spreadsheet Provided by Brown & Brown
- 2. Quotation Summary by Florida Municipal Insurance Trust

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS 2014-2015 EXPIRING PROGRAM

Coverage Description	Expiring: Zurich / One Beacon						
	Carriers	Limits	Deductible / SIR	Expiring Premium			
Property / Inland Marine	Zurich	\$351,065,971	Varies by Coverage	\$766,220.52			
General Liability	One Beacon	\$1Mil/\$3Mil	\$10,000	\$148,729.00			
Professional Liability	One Beacon	\$1Mil/\$3Mil	\$25,000	\$53,843.00			
Tactical Medical Program	One Beacon	\$1Mil/\$3Mil	\$25,000	Included			
Excess Liability	One Beacon	\$2,000,000	Underlying	\$19,756.25			
Med/Malpractice	Admiral	\$1Mil/\$3Mil	\$2,500	\$11,021.45			
Automobile	One Beacon	\$1,000,000	\$10,000	\$216,613.00			
Excess Workers' Comp	League of Cities	\$1,000,000	\$500,000	\$152,792.00			
Third Party Admin.	TPA			\$55,875.00			
Pollution - Site / Tank	Illinois Union	\$6Mil/\$7Mil	\$10K Site/Varies Tank	\$46,053.01			
AD&D - Work Program *	ACE (Rate \$3.00/Person)*	\$250,000		\$2,000.00			
AD&D - Law Enforcement	National Union Fire	\$70,700		\$16,699.47			
Aircraft Liability & Hull Coverage	QBE	\$1,000,000	In Motion: 1% Not in Motion: NIL	\$35,752.00			
Crime	Travelers	\$1,000,000	\$10,000	\$5,769.04			
Broker Fee	Brown & Brown			\$39,999.00			
Total	Marie Versing 198			\$1,571,122.74			

<sup>\*</sup>AD&D - Work Program represents a deposit premium and is subject to audit at policy expiration

### LEON COUNTY BOARD OF COUNTY COMMISSIONERS 2015-2016 RENEWAL OPTION

Coverage Description		Renewal Option 1: Zurich / One Beacon						
	Carriers	Limits	Deductible / SIR	Expiring Premium	Renewal Premium			
Property / Inland Marine	Zurich	\$351,116,132	Varies by Coverage	\$766,220.52	\$725,851.91			
General Liability	One Beacon	\$1Mil/\$3Mil	\$10,000	\$148,729.00	\$138,325.00			
Professional Liability	One Beacon	\$1Mil/\$3Mil	\$25,000	\$53,843.00	\$63,723.00			
Tactical Medical Program	One Beacon	\$1Mil/\$3Mil	\$25,000	Included	Included			
Excess Liability	One Beacon	\$2,000,000	Underlying	\$19,756.25	\$19,487.00			
Med/Malpractice	Admiral	\$1Mil/\$3Mil	\$2,500	\$11,021.45	\$10,880.00			
Automobile	Опе Веасоп	\$1,000,000	\$10,000	\$216,613.00	\$249,901.00			
Excess Workers' Comp	League of Cities	\$1,000,000	\$500,000	\$152,792.00	\$144,346.00			
Third Party Admin.	TPA			\$55,875.00	\$55,875.00			
Pollution - Site / Tank	Illinois Union	\$6Mil/\$7Mil	\$10K Site/Varies Tank	\$46,053.01	\$47,000.00			
AD&D - Work Program *	ACE (Rate \$3.00/Person)*	\$250,000		\$2,000.00	\$2,000.00			
AD&D - Law Enforcement	National Union Fire	\$70,700		\$16,699.47	\$22,039.00			
Aircraft Liability & Hull Coverage	QBE	\$1,000,000	In Motion: 1% Not in Motion: NIL	\$35,752.00	\$34,658.00			
Crime	Travelers	\$1,000,000	\$10,000	\$5,769.04	\$6,025.00			
Broker Fee	Brown & Brown			\$39,999.00	\$39,999.00			
Total				\$1,571,122.74	\$1,560,109.91			

Professional Liability Option - Include Animal Control Officers

\$850.00

\*AD&D - Work Program represents a deposit premium and is subject to audit at policy expiration

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS 2015-2016 RENEWAL OPTION

Cayarara Darssinkian		Renewal Option 2: Zurich / Travelers					
Coverage Description	Carriers	Limits	Deductible / SIR	Expiring Premium	Renewal Premium		
Property / Inland Marine	Zurich	\$351,116,132	Varies by Coverage	\$766,220.52	\$725,851.91		
General Liability	Travelers	\$1Mil/\$2Mil	\$10,000	\$148,729.00	\$135,390.00		
Professional Liability	Travelers	\$1Mil/\$3Mil	\$25,000	\$53,843.00	\$88,918.00		
Tactical Medical Program	Travelers	Included	\$25,000	Included	Included		
Excess Liability	Travelers	\$2,000,000	\$10,000	\$19,756.25	\$32,850.00		
Med/Malpractice	Admiral	\$1Mil/\$3Mil	\$2,500	\$11,021.45	\$10,880.00		
Automobile	Travelers	\$1,000,000	\$10,000	\$216,613.00	\$236,536.00		
Excess Workers' Comp	League of Cities	\$1,000,000	\$500,000	\$152,792.00	\$144,346.00		
Third Party Admin.	TPA			\$55,875.00	\$55,875.00		
Pollution - Site / Tank	Illinois Union	\$6Mil/\$7Mil	\$10K Site/Varies Tank	\$46,053.01	\$47,000.00		
AD&D - Work Program *	ACE (Rate \$3.00/Person)*	\$250,000		\$2,000.00	\$2,000.00		
AD&D - Law Enforcement	National Union Fire	\$70,700		\$16,699.47	\$22,039.00		
Aircraft Liability & Hull Coverage	QBE	\$1,000,000	In Motion: 1% Not in Motion: NIL	\$35,752.00	\$34,658.00		
Crime	Travelers	\$1,000,000	\$10,000	\$5,769.04	\$6,025.00		
Broker Fee	Brown & Brown			\$39,999.00	\$39,999.00		
Total				\$1,571,122.74	\$1,582,367.91		

Cyber Option - Travelers Indication

Animal Control Officers - Included

\*AD&D - Work Program represents a deposit premium and is subject to audit at policy expiration

\*\*Travelers will require a complete drivers list with driver name, date of birth, and license number

\$575.00

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS 2015-2016 RENEWAL OPTION

Coverage Description		Renewal Option 3: Zurich / Travelers					
Coverage Description	Carriers	Limits	Deductible / SIR	Expiring Premium	Renewal Premium		
Property / Inland Marine	Zurich	\$351,116,132	Varies by Coverage	\$766,220.52	\$725,851.91		
General Liability	Travelers	\$1Mil/\$2Mil	\$10,000	\$148,729.00	\$135,390.00		
Professional Liability	Travelers	\$1Mil/\$3Mil	\$25,000	\$53,843.00	\$88,918.00		
Tactical Medical Program	Travelers	Included	\$25,000	Included	Included		
Excess Liability	Travelers	\$2,000,000	\$10,000	\$19,756.25	\$32,850.00		
Med/Malpractice	Admiral	\$1Mil/\$3Mil	\$2,500	\$11,021.45	\$10,880.00		
Automobile	Travelers	\$1,000,000	\$25,000	\$216,613.00	\$189,570.00		
Excess Workers' Comp	League of Cities	\$1,000,000	\$500,000	\$152,792.00	\$144,346.00		
Third Party Admin.	TPA		-	\$55,875.00	\$55,875.00		
Pollution - Site / Tank	Illinois Union	\$6Mil/\$7Mil	\$10K Site/Varies Tank	\$46,053.01	\$47,000.00		
AD&D - Work Program *	ACE (Rate \$3.00/Person)*	\$250,000		\$2,000.00	\$2,000.00		
AD&D - Law Enforcement	National Union Fire	\$70,700		\$16,699.47	\$22,039.00		
Aircraft Liability & Hull Coverage	QBE	\$1,000,000	In Motion: 1% Not in Motion: NIL	\$35,752.00	\$34,658.00		
Crime	Travelers	\$1,000,000	\$10,000	\$5,769.04	\$6,025.00		
Broker Fee	Brown & Brown			\$39,999.00	\$39,999.00		
Total			= 17-	\$1,571,122.74	\$1,535,401.91		

Cyber Option - Travelers Indication
Animal Control Officers - Included

\$575.00

\*AD&D - Work Program represents a deposit premium and is subject to audit at policy expiration

Automobile Deductible Increased to \$25,000

<sup>\*\*</sup>Travelers will require a complete drivers list with driver name, date of birth, and license number



#### Department of Insurance and Financial Services

# FLORIDA MUNICIPAL INSURANCE TRUST

RENEWAL SUMMARY FOR DECEMBER 15, 2015 - DECEMBER 15, 2016

# Leon County By and Throught Its Board of County Commissioners FMIT 0675

Coverage		Self Insured Retention	<u>Limit</u>	<u>Premium</u>
Workers' Compensation Experience Modification	0.85	\$500,000 10/1/15	Total Payroll \$84,144,654	\$144,346
Total Premium:				\$144,346

\*Includes: Drug Free Credit: Yes

Safety Credit: Yes

Note: Coverage summaries provided herein are intended as an outline of coverage only and are necessarily brief. In the event of loss, all terms, conditions, and exclusions of actual Agreement and/or Policies will apply.

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #22** 

# **Leon County Board of County Commissioners**

# Cover Sheet for Agenda #22

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

**Title:** Approval of Proposed Amendment No. 1 to the Northwest Florida Water

Management District Grant Agreement for the Woodside Heights Wastewater

Retrofit Project for a Total Amount of \$2,450,000

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Katherine G. Burke, P.E., Acting Director, Public Works
Lead Staff/ Project Team:	Theresa B. Heiker, P.E., Stormwater Management Coordinator

# **Fiscal Impact:**

This item is associated with a grant and does have a fiscal impact. Costs are addressed through the Woodside Heights Wastewater Retrofit Project grant funds from the Northwest Florida Water Management District (NWFWMD). The remaining matching funds in the amount of \$1.95 million will come from the County's share of the Blueprint 2000 water quality funds (\$1.45 million) and grant fund balance (\$500,000). The grant fund balance is available due to previously budgeted unused grant matching funds reverting to fund balance at year end.

# **Staff Recommendation:**

Option #1: Approve proposed Amendment No. 1 to the Northwest Florida Water

Management District Grant for a total amount of \$2,450,000 (Attachment #1), and authorize the County Administrator to execute the Amendment, in a form

approved by the County Attorney.

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

(Attachment #2).

Title: Approval of Amendment No. 1 to the Northwest Florida Water Management District Grant Agreement for the Woodside Heights Wastewater Retrofit Project for a Total Amount of \$2,450,000

December 8, 2015

Page 2

### **Report and Discussion**

# **Background:**

In June 2014, the Board accepted a status report on a series of water quality projects the County had submitted for funding to the Northwest Florida Water Management District (NWFWMD) as part of the Florida Department of Environmental Protection (FDEP) Springs Restoration program. In July 2015, the Board accepted a grant of \$500,000 for the first phase of the Woodside Heights subdivision septic to sewer conversion project. This grant addressed the first two units of the subdivision. Subsequent to the award, County staff continued to work closely with NWFWMD in developing project scope and timelines for funding the full subdivision conversion.

# **Analysis:**

The NWFWMD has notified Leon County that an additional \$1,950,000 has been awarded for the Woodside Heights project. The Woodside Heights subdivision is a compact neighborhood within the Primary Focus Area #1 in the Wakulla Springs Basin Management Action Plan, a key area for septic tank phase-out to assist in the Wakulla Springs recovery (Attachment #3). The total \$2,450,000 awarded by the NWFWMD and matched by Leon County will be used to fund the design and construction of the central sewer lines. Additionally, the grant funds will pay for the costs of the home connections and septic tank removals for up to 200 structures in the subdivision. The County match has been anticipated to come from the County's share of the existing Blueprint 2000 Water Quality funding allocated to Leon County.

A community meeting was held on-site Saturday, November 7, 2015 to evaluate resident's interest in the project. As of November 13, 2015, signed interest forms have been received for 31 properties. Additional inquiries are being received and pursued by the outreach consultant.

The City has a policy which requires potable water connection in order to connect sanitary sewer to a property. The grant provides funding for all costs associated with the sewer connection (septic tank abandonment and all connection fees). A limited number of the interested residents continue to use private wells rather than City water. If a residence that is serviced by a private well wishes to connect to sewer, it is contemplated that local matching funds would be used to assist in making the water connections.

The County and City are finalizing an interlocal agreement regarding the City being the sewer utility provider. Staff anticipates this interlocal agreement being agendaed for Board consideration early next year.

Staff recommends the Board approval of the proposed Amendment No. 1 and associated budget amendment.

Title: Approval of Amendment No. 1 to the Northwest Florida Water Management District Grant Agreement for the Woodside Heights Wastewater Retrofit Project for a Total Amount of \$2,450,000

December 8, 2015

Page 3

# **Options:**

- 1. Approve proposed Amendment No. 1 to the Northwest Florida Water Management District Grant Agreement for a total amount of \$2,450,000 (Attachment #1), and authorize the County Administrator to execute, in a form approved by the County Attorney.
- 2. Approve the Resolution and associated Budget Amendment Request (Attachment #2).
- 3. Do not approve the proposed Amendment No. 1 to the Northwest Florida Water Management District Grant Agreement in the amount of \$2,450,000.
- 4. Board direction.

# **Recommendation:**

Options #1 and #2.

# Attachments:

- 1. Proposed Amendment No. 1 to Grant Agreement between the Northwest Florida Water Management District and Leon County for the Woodside Heights Wastewater Retrofit Project
- 2. Resolution and associated Budget Amendment Request
- 3. Woodside Heights map

# AMENDMENT NO. 1 TO GRANT AGREEMENT

**BETWEEN** 

THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AND

LEON COUNTY

FOR

#### WOODSIDE HEIGHTS WASTEWATER RETROFIT PROJECT

# NWFWMD CONTRACT NUMBER 15-021

THIS AGREEMENT AMENDMENT, made and entered into by and between the NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, a public entity created by Chapter 373, Florida Statutes, as amended, for itself, hereinafter referred to as the "DISTRICT," and LEON COUNTY, FLORIDA, a political subdivision of the State of Florida, hereinafter referred to as the "GRANTEE."

In consideration of services to be performed for the public benefit hereunder, the DISTRICT and the GRANTEE hereby agree to amend DISTRICT AGREEMENT Number 15-021 referenced above as follows:

- 1. Paragraph 1. is amended to read as follows:
  - A. To provide funding not to exceed Two Million Four Hundred Fifty Thousand Dollars and NO/100 (\$2,450,000.00) or fifty-percent of the final cost for approved expenses in support of the Woodside Heights Wastewater Retrofit Project described in ATTACHMENT 1.
  - B. To provide payment of funds to the GRANTEE, on a reimbursement basis, in the total amount indicated in Paragraph 1.A., for Tasks satisfactorily completed within 30 days of completion, submittal and approval of the deliverables identified in ATTACHMENT 1. Invoices may be submitted no more frequently than monthly. All invoices for completed Tasks must be submitted with supporting documentation and with sufficient detail for the proper pre-audit and post-audit thereof. Supporting documentation shall reflect actual paid costs.
- 2. Paragraph 2.B. is amended to read as follows:
  - B. To provide approximately \$2,450,000 in funding for completion of the Lake Munson Target Area Wastewater Retrofit Project.
- 3. Paragraph 2.D. is amended to read as follows:
  - D. To invoice the DISTRICT for Tasks satisfactorily completed in support of the Woodside Heights Wastewater Retrofit Project, as described in ATTACHMENT
     1. Invoices for completed Tasks may be submitted no more frequently than monthly and must be submitted with supporting documentation and with sufficient detail for the proper pre-audit and post-audit thereof. Supporting documentation shall reflect actual paid costs.

Amendment No. 1 - Page 1 of 6

- 4. Paragraph 2.L. is added to read as follows:
  - L. To cooperate with an inspector general in any investigation, audit, inspection, review, or hearing, pursuant to Section 20.055(5), F.S.
- 5. Paragraph 3.A. is amended to read as follows:
  - A. This AGREEMENT shall remain in effect for a period of 36 months from the date of AGREEMENT execution which is the date of the last signature, unless extended by mutual written consent.
- 6. Paragraph 3.B. is amended to read as follows:
  - B. The GRANTEE shall develop a detailed Work Plan for construction tasks, as specified in ATTACHMENT 1, Task 3. The Work Plan for construction tasks must be incorporated into the AGREEMENT Scope of Work in the form of an approved amendment to this AGREEMENT. It is understood and agreed that the detailed Work Plan shall include a narrative description of the task, a corresponding detailed budget for each deliverable under that task and a schedule for completion of each component of the tasks and deliverables. The Work Plan shall require approval by the DISTRICT as to content, deliverables, and schedule prior to initiating the work specified in ATTACHMENT 1, Task 3.
- 7. Attachment 1 is amended to read as follows:

# ATTACHMENT 1 – SCOPE OF WORK WOODSIDE HEIGHTS WASTEWATER RETROFIT PROJECT

#### **Background**

The Woodside Heights Wastewater Retrofit Project is located in southern Leon County in the primary protection zone for Wakulla Springs. This area is in the unconfined part of the Wakulla Springs Contribution Area and contributes nitrogen and phosphorus into the Floridan aquifer, contributing to water quality impairment at Wakulla Springs. There are estimated to be over 200 septic systems in the subdivision. This project will be an initial phase to make service connections available for approximately 200 septic systems to the City of Tallahassee wastewater treatment system and abandon the septic systems. The main sewer line collection system will be constructed, providing for future extension of the system and connection of additional service locations to the wastewater treatment system as additional funds are obtained. Wakulla Springs is one of Florida's most noteworthy and iconic Floridan aquifer springs. The spring and river comprise a rich and diverse ecosystem, integrated as part of the St. Marks River and Apalachee Bay watershed. Wakulla Springs is also among Florida's important recreational and tourist destinations and the focus of a major state park, which receives approximately 200,000 visitors annually.

#### **Project Description**

Leon County will implement wastewater improvement projects in the Wakulla Springs contribution area to construct sewer lines, pump stations, septic tank abandonment and other appurtenances to make service connections available for approximately 200 septic systems to the City of Tallahassee wastewater treatment system. Connection of existing septic systems to central sewer is funded solely through the NWFWMD grant.

# **Task 1: Interlocal Agreement and Amendment of Contract**

Amendment No. 1 - Page 2 of 6

<u>Description:</u> Contracting between the Northwest Florida Water Management District (Grantee) and Leon County (County) for the Grantee to provide \$2,450,000 in contractual funding to the County to complete the Lake Munson Target Area, Woodside Heights Wastewater Retrofit Project. The County will be responsible for design, permitting and construction of sewer lines, pump stations, connection lines, and other appurtenances, and for septic tank abandonment for the project. An interlocal agreement will be executed between Leon County and the City of Tallahassee for connecting the new wastewater transmission lines to the City's existing wastewater system.

<u>Deliverables:</u> A copy of the interlocal agreement between Leon County and the City of Tallahassee (City) to connect the new wastewater lines constructed for the Lake Munson Target Area, Woodside Heights, Wastewater Retrofit Project to the City's wastewater transmission and treatment system.

# Task 2: Site Survey, Design, Permitting, Easements, Bidding, and Selection of Subcontractor

<u>Description</u>: Leon County will complete project surveying, preparation of design drawings and specifications, permitting, and bidding. Services will be provided by Leon County staff and engineering consultants already under contract with the County. The County shall design the system as described in Task 3 (Construction) and obtain all necessary permits and easements. The County shall prepare and solicit bids utilizing a bid package in accordance with state and federal laws and this Agreement. The design plans will be reviewed and approved by the District Grant Manager before work proceeds under Task 3.

<u>Deliverables:</u> Copy of completed survey(s); copy of detailed final design; copy of easement(s) obtained; copy of all required permits; copy of bid package; bid sheet indicating project bidders and name of selected subcontractor(s); and, copy of executed subcontract(s)

#### **Task 3: Construction**

Description: The County's selected subcontractor(s) will complete construction of the sewer lines, including pump stations and other appurtenances as required, and other necessary infrastructure to make service connections available for approximately 200 septic systems in the target area to the City of Tallahassee wastewater treatment system. The main sewer line collection system will be constructed, providing for current project connections and future extension of the system and connection of additional service locations to the wastewater treatment system as funding allows. Activities under this task also will include construction of connection lines to wastewater customer locations, payment of connection fees to connect wastewater customer locations to the central sewer system, and proper abandonment of septic systems in the target area.

# Deliverables:

1) Sewer lines, including pump stations and other appurtenances as required, and other necessary infrastructure to make service connections available for approximately 200 septic systems in the target area to the City of Tallahassee wastewater treatment system constructed as described in this task, as evidenced by: 2) Dated color photographs of the construction site(s) prior to, during, and immediately following completion of the construction task; 3) certified as-built drawings; 4) signed statement from a Florida Licensed Professional Engineer indicating construction has been completed in accordance with the design; and, 5) signed acceptance of the completed project by the Grantee.

It is understood and agreed that the Grantee shall not perform, nor be reimbursed for, any work for this task until this Agreement is formally amended to incorporate an approved revised Grant Work Plan with task detail that includes a detailed task description based on the approved design, deliverables, task timeline, budget and performance measures.

# **Task 4: Final Report**

<u>Description:</u> Submit a Draft Final Report and a Final Report. The Draft and Final Reports should capture the outcome and results of all tasks included in this project. The reports shall include the following:

- A summary of the project results.
- An explanation of any problems encountered and how those problems were overcome; an

explanation of any project delays.

- A brief summary of any additional phases yet to be completed.
- Any additional information that explains the results of the project.

<u>Deliverables:</u> An electronic copy of a draft final report and an electronic copy of the final report in Word format.

#### **Anticipated Schedule**

The anticipated schedule, described in months following grant agreement approval, is as follows:

Task	Scheduled Completion Date
Execution of Contract Agreement between NWFWMD and Leon County and Interlocal Agreement between Leon County and the City of Tallahassee	Months 1-6
2. Survey, Design, Permitting, Easements, Bidding and Selection of Subcontractor	Months 2-13
3. Construction	Months 14-35
4. Final Report	Months 35-36

#### **Anticipated Project Cost and Funding**

Project: Woodside Heights Wastewater Retrofit Project

Grantee: Leon County

The table below outlines expenses and funding anticipated through completion of the project. Task level funds represent estimated amounts. The NWFWMD grant will not exceed the total amount indicated in the agreement. Additional required funds will be provided or obtained by Leon County. Grant funding through this AGREEMENT is available for survey, design, permitting, easements, bidding, and construction costs directly associated with and required for project completion. This AGREEMENT will not require an amendment for changes in amounts listed in categories for GRANTEE funds or changes in the anticipated schedule listed above that occur prior to the expiration of the AGREEMENT. The AGREEMENT will require an amendment providing a detailed Work Plan for Task 3 prior to commencement of construction work.

Budget by Task	NWFWMD Grant	Leon County Funds
1) Contract Agreement and Interlocal Agreement		\$5,000.00
2) Survey, Design, Permitting, Easements, Bidding, and Selection of Subcontractor	\$225,000.00	\$250,000.00
3) Construction	\$2,225,000.00	\$2,185,000.00
4) Final Report		\$10,000
Total	\$2,450,000.00	\$2,450,000.00

#### **Reporting Requirements**

- 1. With each invoice the GRANTEE shall provide the following:
  - a. Description of activities completed during the invoice period;
  - b. Design drawings and project area map, as available, if not previously provided;
  - c. Photographic record of project activities and progress to date; and
  - d. Expense backup documentation, in sufficient detail for proper pre-audit and post-audit.
- 2. The GRANTEE shall provide quarterly progress reports, due on March 31, June 30, September 30 and December 31 of each year until the project is complete, to include the following:
  - a. Description of facility construction to date;
  - b. Design drawings and project area map (unless provided previously);
  - c. Photographic record of project activities and progress to date (unless provided previously);
  - d. Work plan and schedule for next phase of project up to the next semiannual report or final project summary report. Note any changes to anticipated schedule outlined above; and
  - e. Summary of construction and total project costs to date, itemized by major component.
- 3. The GRANTEE shall provide a Final Project Summary Report upon completion of the project, to include the following:
  - a. Project Summary Statement outlining accomplishments, problems encountered solutions, and future recommendations.
  - b. Design drawings and project area map, if not previously provided.
  - c. Detailed description of the objectives and anticipated outcomes of the planned construction project, to include estimates of the number of people ultimately served, anticipated fire flow and water storage improvements, and any other improvements planned.
  - d. Documentation of project costs, including grant funding and funding from other sources.
- 4. In accordance with 287.058(1)(h), F.S., requiring financial consequences for nonperformance, failure to provide as-built drawings within thirty days of project completion will incur a 1% reduction in final payment request reimbursement for project completion. Events outside the control of the GRANTEE will be considered in the application of financial consequences for nonperformance.
- 5. In accordance with 287.058(1)(h), F.S., requiring financial consequences for nonperformance, failure to complete tasks 1 through 4 and provide required deliverables within the timeline identified above will result in the following financial consequences: tasks completed and deliverables submitted more than 30 days after scheduled completion will be subjected to a 2% reduction in reimbursement, tasks completed and deliverables submitted more than 60 days after scheduled completion will be subjected to a 4% reduction in reimbursement, tasks completed and deliverables submitted more than 90 days after scheduled completion will be subjected to a 5% reduction in reimbursement. The financial consequences for nonperformance for tasks 5 and 6 will be specified following the development of a detailed Work Plan and subsequent amendment of this contract. Events outside the control of the GRANTEE will be considered in the application of financial consequences for nonperformance.

Specified deliverables must be provided in electronic format unless specified otherwise for each Task.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year last below written.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT	BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA
By:	By:
Brett Cyphers, Executive Director	Mary Ann Lindley, Chairman
	<b>Board of County Commissioners</b>
Date:	Date:

# RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2015/2016; and,

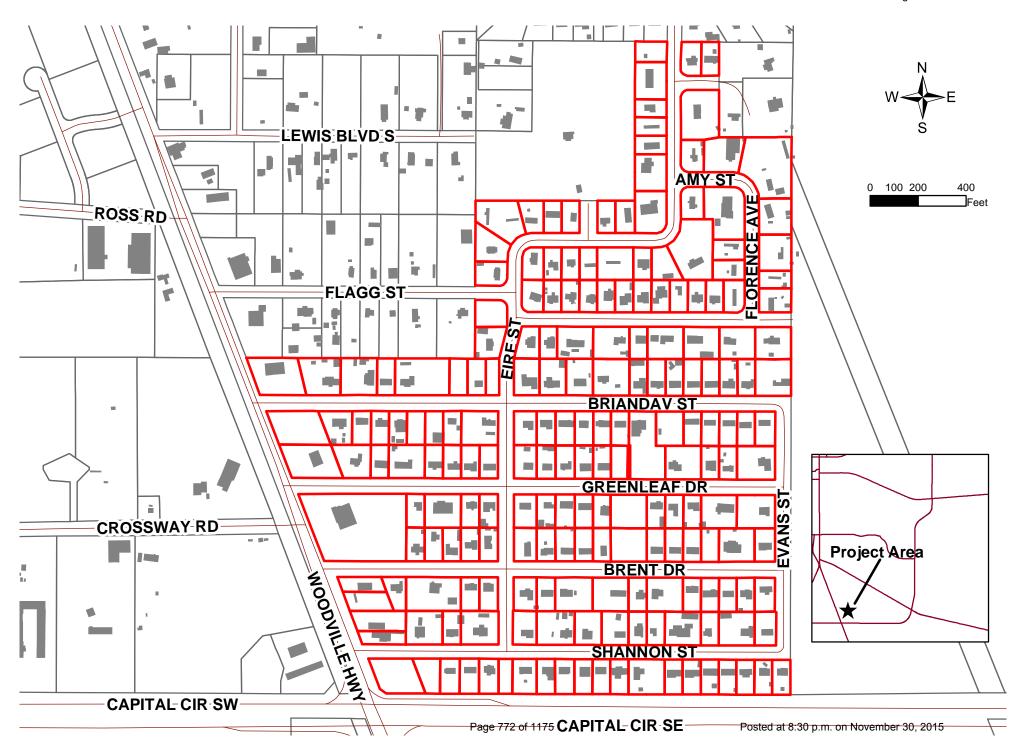
WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

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

Adopted this 8th day of December 2015.

	LEON COUNTY, FLORIDA
ATTEST: Bob Inzer, Clerk of the Court and Comptroller Leon County, Florida	BY:
BY:	
Approved as to Form: Leon County Attorney's Office	
BY: Herbert W. A. Thiele, Esq. County Attorney	

					CAL YEAR 20 T AMENDMEN				
No: Date:						_	Agenda Item No: Agenda Item Date:		12/8/2015
County Administrator				Deputy County Administrator					
Vincen	t S. Lon	g				Alan	Rosenzwei	9	
					Request Det				
			المحمدية	nt Information	Revenues		ent Budget	Change	Adjusted Budget
Fund	Org		Prog	it illiorillation	Title	Curi	eni buagei	Change	Adjusted Budget
	0.9	71000	9	NWFWMD	Springs Restoration				
125		334353	000		Grant		500,000	1,950,000	2,450,000
125 309	000 000	399900 343916	000		ted Fund Balance  O JPA Revenue		252,598 9,618,781	500,000 1,500,000	752,598
309	000	343910	000	BF2000	JJFA Nevenue		9,010,701	1,300,000	11,118,781 - -
							total:	3,950,000	-
			۸۵۵۰۰۰	at Information	<u>Expenditure</u>		ont Budget	Change	Adiusted Budget
Fund	Org	Acct	Prog	nt Information	Title	Curr	ent Budget	Change	Adjusted Budget
	0.9	71000	9		Septic To Sewer				
125	926165	56300	535		Other Than Buildin Septic To Sewer	gs	500,000	2,450,000	2,950,000
309	926165	56300	535	Improvements	Other Than Buildin	gs	500,000	1,500,000	2,000,000
						Sub	total:	3,950,000	-
					Purpose of Rec	uest:			
County July 7, County Woods	matchin 2015, the for the V ide Heigl	g funds f e Board a Voodside hts proje	or the sapprove Heigh	Septic to Sewer ed the initial \$50 ts project. This a total \$4,950,00	,000 in funding from Project to eliminate 10,000 funding from is a grant amendment 00 in grant and match , and remove septic	septic ta the NWF ent award hing fund	nks in the La WMD and \$t ding an additi Is will be use	ke Munson 500,000 in m onal \$1,950, d to design a	Target Area. On atching from the 000 for the
Group	/Progran	n Directo	or			Seni	or Analyst		
				_	Scott Ro	oss, Dire	ctor, Office	of Financia	Stewardship
Approv	ved By:			Resolution	X Mo	tion		Administr	ator 🗌



# **Leon County Board of County Commissioners**

**Notes for Agenda Item #23** 

# **Leon County Board of County Commissioners**

# Cover Sheet for Agenda #23

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Agreement Awarding Bid to Allen's Excavation, Inc. in the

Amount of \$389,545 for the Construction of the Geddie Road and SR 20

**Intersection Improvement Project** 

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Kathy Burke, P.E., Acting Director of Public Works
Lead Staff/ Project Team:	Kim Wood, P.E., Chief of Engineering Coordination

# **Fiscal Impact:**

This item has a fiscal impact. The Florida Department of Transportation (FDOT) provided up to \$225,000 in funding for design and construction costs related to the traffic signal and turn lane improvements. All funding is contemplated in the FY 2016 capital budget for Intersection and Safety Improvements.

# **Staff Recommendation:**

Option #1: Approve the Agreement awarding bid to Allen's Excavation, Inc. in the amount of

\$389,545 for the construction of the Geddie Road and SR 20 Intersection Improvement Project (Attachment #1), and authorize the County Administrator to

execute.

Title: Approval of Agreement Awarding Bid to Allen's Excavation, Inc. in the Amount of \$389,545 for the Construction of the Geddie Road and SR 20 Intersection Improvement Project December 8, 2015

Page 2

# **Report and Discussion**

# **Background:**

Based on the approved Intersection Improvement Prioritization list, the intersection located at Geddie Road and SR 20 was identified as a priority the County is committed to completing. A traffic study was completed for the intersection and demonstrated that the intersection met the requirements for the installation of a southbound turn lane and the installation of a signal.

In November 2013, the Board approved a Joint Participation Agreement (JPA) with the Florida Department of Transportation (FDOT) to provide up to \$225,000 in State funding for design and construction of the turn lane and traffic signal. Remaining project costs are budgeted in the Intersection and Safety Improvement Capital Improvement budget.

# **Analysis:**

The Invitation to Bid (ITB) for the Geddie Road and SR 20 Intersection Improvement Project was advertised locally on October 9, 2015. A copy of the ITB is available at the Department of Public Works and/or the Division of Purchasing. A total of 289 vendors were notified through the automated procurement system. Forty-four vendors requested bid packages, and the County received six bids on November 10, 2015. The six bidders were Allen's Excavation, Inc., North Florida Asphalt, Inc., C.W. Roberts, Inc., Sandco, Inc., Peavy & Son Construction, Inc., and M of Tallahassee, Inc.

The lowest responsive bidder is Allen's Excavation, Inc. for a total bid price of \$389,545 (Attachment #2).

Company	Total
Allen's Excavation	\$389,545
North Florida Asphalt	\$391,528
Peavy & Son	\$395,077
M of Tallahassee	\$524,453
Sandco	\$536,341
C. W. Roberts	\$563,500

The MWSBE Division reviewed the MWBE participation plans for the six bids to determine if the Aspirational Targets, of 17% MBE and 9% WBE, for this project were met. All bidders, except C.W. Roberts, either met or exceeded the aspirational targets.

Title: Approval of Agreement Awarding Bid to Allen's Excavation, Inc. in the Amount of \$389,545 for the Construction of the Geddie Road and SR 20 Intersection Improvement Project December 8, 2015

Page 3

# **Options:**

- 1. Approve the Agreement awarding bid to Allen's Excavation, Inc. in the amount of \$389,545 for the construction of the Geddie Road and SR 20 Intersection Improvement Project (Attachment #1), and authorize the County Administrator to execute.
- 2. Do not approve the Agreement awarding bid to Allen's Excavation, Inc. in the amount of \$389,545 for the construction of the Geddie Road and SR 20 Intersection Improvement Project.
- 3. Board direction.

# **Recommendation:**

Option #1.

#### **Attachments:**

- 1. Draft Agreement with Allen's Excavation, Inc.
- 2. Final Bid Tabulation Memo
- 3. MWSBE Analysis

#### **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 ALLEN'S EXCAVATION, INC., 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 services related to Geddie Road in accordance with: 1) Geddie Road and SR 20 Intersection Improvements, Bid# BC-11-10-15-05 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 AND LIQUIDATED DAMAGES</u>

The work to be performed under this contract shall be commenced within fifteen (15) days of the Notice to Proceed. All work to be performed under this Contract shall be completed within ninety (90) consecutive calendar days of the Notice to Proceed. If the work to be performed under this Contract is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, an amount based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, 2010 Edition.

Permitting the Contractor to continue and finish the work or any part of it after the expiration of the contract time allowed, including extensions, if any, shall in no way act as a waiver on the part of County of the liquidated damages due under the contract.

#### 4. CONTRACT SUM

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

#### 5. PAYMENTS TO THE GENERAL CONTRACTOR

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 - 218.79, Florida Statutes.

#### 6. PROMPT PAYMENT INFORMATION REQUIREMENTS

#### A. The County Project Manager is:

Name: Kim Wood

Street Address: 2280 Miccosukee Road City, State, Zip Code: Tallahassee, FL 32308

Telephone: 850-606-1500

E-mail: woodk@leoncountyfl.gov

### B. The Contractor's Project Manager is:

Name:

Street Address:

City, State, Zip Code:

Telephone:

E-mail:

# C. Proper form for a payment request for this contract is:

For the purposes of this section, the term "Agent" shall refer to the Engineer when the County (Owner) has engaged their professional services and to serve as an Agent for a project. In those instances when no Agent has been retained for the project, the County shall provide services as Agent with its own staff.

When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Agent/Owner a comprehensive list of items to be completed or corrected prior to final payment. For contracts less than \$10 million in value, the list must be developed within 30 calendar days of substantial completion. For contracts more than \$10 million in value, the list must be developed within 30 calendar days of substantial completion unless the parties agree in writing to extend it up to 60 days. Failure to include an item on such list does not alter the responsibility of the contractor to complete all Work in accordance with the Contract Documents.

Upon receipt of the Contractor's list, the Agent/Owner will make an inspection to determine whether the Work or designated portion is substantially complete. If the Agent/Owner's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, it shall be added to the list and the Contractor shall, before the issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Agent/Owner. In such case, the Contractor shall then submit a request for another inspection by the Agent/Owner to determine Substantial Completion.

Upon completion or correction of all the items on the list, the Contractor may submit a payment request for all remaining retainage. The County may withhold up to 150% of the cost of any incomplete items.

D. 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.

#### 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 for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury (deleting employee and contractual exclusions), and coverage for explosion, collapse, and underground (X,C,U).
  - 2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
  - 3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

#### B. Deductibles and Self-Insured Retentions

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

- C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:
  - 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.

#### 9. PERMITS

The Contractor shall pay for all necessary permits as required by law not specifically identified by Leon County.

### 10. <u>LICENSES</u>

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

# 11. ASSIGNMENTS

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

#### 12. PAYMENT AND PERFORMANCE BOND

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

Payment and Performance and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:

# PUBLIC CONSTRUCTION BOND Bond No.(enter bond number)

BY THIS BOND, Wo	as Principal and
BY THIS BOND, We a corporation, as Surety, are bound to for payment of which we bind ourselves, our heirs jointly and severally.	, herein called Owner, in the sum of \$ , personal representatives, successors, and assigns,
THE CONDITION OF THIS E	BOND is that if Principal:
	etween Principal and Owner for construction of , the nce, at the time and in the manner prescribed in the
	as defined in Section 255.05(1), Florida Statutes, lies, used directly or indirectly by Principal in the and
3. Pays Owner all losses, damages, expense proceedings, that Owner sustains because of a defau	es, costs, and attorney's fees, including appellate
4. Performs the guarantee of all work and materia the contract, then this bond is void; otherwise it remains	als furnished under the contract for the time specified in ins in full force.
Any action instituted by a claimant under this bond for time limitation provisions in Section 255.05(2), Florida	or payment must be in accordance with the notice and Statutes.
Any changes in or under the contract documents a connected with the contract or the changes does not	nd compliance or noncompliance with any formalities affect Surety's obligation under this bond.
DATED on this the day of , 20_	<u>_</u> .
(Name of Principal)	
By: (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.

#### 13. INDEMNIFICATION

(Name of Surety)

The Contractor agrees to indemnify and hold harmless the County, its officials, officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or required the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractors responsibility to indemnify and defend the County, it officials, officers and employees is limited to the Contractors proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents or employees.

#### 14. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto and made a part hereof except when the County Good Faith Committee approves an exception.

The Contractor shall provide a monthly report to the 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 B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is unavailable or cannot perform the work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 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. <u>EMPLOYMENT ELIGIBILITY VERIFICATION</u>

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.

#### 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. <u>CONFLICTING TERMS AND CONDITIONS</u>

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

# ORDER OF PRECEDENCE

- 1. Agreement
- 2. Solicitation Document
- 3. Vendor Response

# **ATTACHMENTS**

Exhibit A - Solicitation Document Exhibit B - Vendor Response Exhibit C - Tabulation Sheet

The remainder of this page intentionally left blank.

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

LEON COUNTY, FLORIDA	ALLEN'S EXCAVATION, INC.
By: Vincent S. Long County Administrator	By:  President or designee  Printed Name
Date:	Title:
	Date:
ATTEST: Bob Inzer, Clerk of the Circuit Court & Comptroller Leon County, Florida  BY:	
Approved as to Form: Leon County Attorney's Office	
BY:  Herbert W. A. Thiele, Esquire County Attorney	

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

Location: 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308

#### I. INSTRUCTION TO BIDDERS

To Insure Acceptance of Your Bid, Please Follow These Instructions:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

Bid No. \_\_\_\_\_ Board of County Commissioners Leon County Purchasing Division 1800-3 N. Blair Stone Road Tallahassee, Florida 32308

- 2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened.
- 3. Bid must contain an <u>original, manual</u> signature of an authorized representative of the company.
- 4. The bid opening shall be public on the date and time specified on the bid. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder.
- 5. Bidders are expected to examine the specifications, delivery schedule, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern.
- 6. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

#### **PURPOSE:**

Leon County is seeking the services of qualified contractor to be perform this unit price bid which will include excavation, base, subbase reconstruction and other items necessary to widen Geddie Road to install a turn lane and paved shoulders, installation of a traffic signal, roadside ditches for stormwater conveyance, and asphaltic pavement in accordance with plans and specifications for the improvements to the Geddie Road and SR 20 Roadway Improvements (Attachment #1) and associated pay item sheet (Attachment #2).

This is a Unit Price Contract. The Bid Price Sheet is available on line at: <a href="http://cms.leoncountyfl.gov/Home/Departments/Office-of-Financial-Stewardship/Purchasing/Supplemental-Solicitation-Documents">http://cms.leoncountyfl.gov/Home/Departments/Office-of-Financial-Stewardship/Purchasing/Supplemental-Solicitation-Documents</a>, and is required **manually and electronically** at bid submission.

#### SCHEDULE OF EVENTS

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 interests 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 issued, and public meetings scheduled. The website addresses follow:

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

Public Meetings: <a href="http://www.leoncountyfl.gov/procurementconnect/">http://www.leoncountyfl.gov/procurementconnect/</a>

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
October 9, 2015	Release of the ITB
October 21, 2015 at 10:00 a.m.	MANDATORY PRE-BID MEETING:
	Date and time a mandatory pre-bid meeting will be held at Leon County Purchasing's offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.
Not later than:	QUESTIONS/INQUIRIES DEADLINE:
October 30, 2015 at 5:00 p.m.	Date and time by which questions and inquiries regarding the ITB must be received by Leon County.
Not later than:	BID SUBMISSION DUE DATE/OPENING OF TECHNICAL RESPONSE:
November 10, 2015 at 2:00 p.m.	Date and time by which Bid Submissions must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.

# **BID INFORMATION AND CLARIFICATION:**

Questions pertaining to bid procedures or regarding the specifications should be addressed to Shelly Kelley and Don Tobin, phone(850) 606-1600; fax (850) 606-1601; E-mail <a href="kelleys@leoncountyfl.gov">kelleys@leoncountyfl.gov</a> and <a href="tobind@leoncountyfl.gov">tobind@leoncountyfl.gov</a>. Bidders are requested to send such requests to both representatives of the Purchasing Division. Email inquiries are preferred.

Each Bidder shall examine the solicitation documents carefully; and, no later than seven days prior to the date for receipt of bids, 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

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

#### **ADDENDA TO SPECIFICATIONS**

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at: <a href="http://www.leoncountyfl.gov/procurementconnect/">http://www.leoncountyfl.gov/procurementconnect/</a>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those who have been registered as receiving a bid package) receive the documents. It is the responsibility of the bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

#### PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

- 1. Any person or person's representative seeking an award from such competitive solicitation; and
- 2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

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

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

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

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

# **REGISTRATION:**

Bidders obtain solicitation documents from sources other than the Leon County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. Bidders should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register through the Purchasing Division may cause your submittal to be rejected as non-responsive.

# **CONTRACTOR'S QUALIFICATIONS**

The Primary Contractor must be certified by the Florida Department of transportation in the major area of work as well all Roadway Construction Contractors and Stormwater Conveyance Contractors used on the project shall possess a current and valid FDOT Certificate of Qualifications. Copies of both the contractor's, and any proposed subcontractors' Certificate of Qualifications shall be submitted to Leon County concurrent with bid. Failure to demonstrate FDOT certification in the fashion described will result in the rejection of bid.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

#### PREPARATION AND SUBMISSION OF BID:

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

#### **REJECTION OF BIDS:**

The County reserves the right to reject any and/or all bids when such rejection is in the best interest of the County.

#### **RECEIPT AND OPENING OF BIDS:**

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived and no bids received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the bids will be made public and posted on the Purchasing Division website at: <a href="http://www.leoncountyfl.gov/procurementconnect/">http://www.leoncountyfl.gov/procurementconnect/</a>. A bidder may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a bidder provided, stamped self-addressed envelope for their record.

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

#### WITHDRAWAL OF BIDS:

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

#### AWARD OF BIDS/BID PROTEST:

The bid will be awarded to the lowest responsive, responsible bidder, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted the Leon County website on http://www.leoncountyfl.gov/procurementconnect/ for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing and Minority, Women and Small Business Enterprise Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

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

### **PLANHOLDERS**

As a convenience to bidders, 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: <a href="http://www.leoncountyfl.gov/procurementconnect/">http://www.leoncountyfl.gov/procurementconnect/</a> by simply clicking the planholder link at the bottom of the list of documents for each respective solicitation. A listing of the registered bidders with their telephone and fax numbers is designed to assist bidders in preparation of their responses.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

#### **BID GUARANTEE:**

Bids shall be accompanied by a 5% bid guarantee which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

The County reserves the right to hold the Bid Guarantee until after a contract has been entered into or a purchase order has been executed. The accepted Bidders bid bond will be held until execution of this contract and may be forfeited due to non-performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful bidder will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the contractor may be deemed in to be in default. In such an event, the contractor shall be liable to the County for the full amount of the default.

#### OCCUPATIONAL LICENSES AND REGISTRATIONS:

The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. The bidder shall submit with the bid a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

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

#### UNAUTHORIZED ALIEN(S)

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

#### MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

- A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements
  - 1. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:
    - 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 under utilization.
    - c. Provide increased levels of information and assistance available to MBE's and WBEs.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

 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.

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.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

Construction Sub-Contractor Targets: Minority Business Enterprise - 17% Woman Business Enterprise - 9%

5. Definitions for the above targets follow:

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

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

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

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

## LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

- 1. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
  - 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 article, shall be given a preference in the amount of five percent of the bid price.
  - 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 of the bid price.

The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.

- 2. Preference in bidding for construction services in projects estimated to exceed \$250,000. Except where otherwise prohibited by federal or state law or other funding source restrictions, in the purchasing of, or letting of contracts for procurement of construction services for improvements to real property or existing structures that are estimated to exceed \$250,000 in value, the County may give preference to local businesses in the following manner:
  - a) Under a competitive bid solicitation, when the lowest responsive and responsible bid is submitted by an individual or firm that is not a local business, then the local business that submitted the lowest responsive and responsible bid shall be offered the opportunity to perform the work at the lowest bid amount, if that local business's bid was not greater than 110% of the lowest responsive and responsible bid amount.
  - b) All contractual awards issued in accordance with the provisions of this subsection (paragraph 2) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the County's satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.
- 3. 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 the 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.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

3. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

## **INSURANCE:**

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your bid response. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

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

- 1. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
  - a. General Liability: \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury (deleting employee and contractual exclusions), and coverage for explosion, collapse, and underground (X,C,U).
  - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
  - c. Workers' Compensation and Employers Liability: Workers' Compensation insurance covering all employees and meeting statutory requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
- 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 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

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

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

- 3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
- 4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

## 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. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

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.

## AGREEMENT:

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

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

## **PUBLIC ENTITY CRIMES STATEMENT:**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## MANUFACTURERS' NAME AND APPROVED EQUIVALENTS:

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

#### **IDENTICAL TIE BIDS:**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. Bidder must complete and submit as part of the bid response the attached "IDENTICAL TIE BID" form. Failure to submit a completed form may result in the bid being determined as non-responsive.

## **ETHICAL BUSINESS PRACTICES**

- A. <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.
- II. CONTRACT PROVISIONS

## PAYMENT AND PERFORMANCE BOND

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

Payment and Performance and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:

# PUBLIC CONSTRUCTION BOND Bond No.(enter bond number)

BY THIS BOND, We	, as Principal and	
a corporation, as Surety, are bound to	, herein called Owner, in the sum of \$	for
payment of which we bind ourselves, our heirs,	personal representatives, successors, and assigns, jointly	and
severally.		

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated , between Principal and Owner for construction of , the contract being made a party of this bond by reference, at the time and in the manner prescribed in the contract; and

- 2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
- 3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
- 4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED on this the day of , 2013.

(Name of Principal)

By:

(As Attorney-In-Fact)

(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

## TIME AND LIQUIDATED DAMAGES

The work to be performed under this contract shall be commenced within fifteen (15) days of the Notice to Proceed. All work to be performed under this Contract shall be completed within ninety (90) consecutive calendar days of the Notice to Proceed. If the work to be performed under this Contract is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, an amount based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, 2010 Edition.

Permitting the Contractor to continue and finish the work or any part of it after the expiration of the contract time allowed, including extensions, if any, shall in no way act as a waiver on the part of County of the liquidated damages due under the contract.

## **TERMS AND CONDITIONS**

Leon County objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a respondent in default.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## PAYMENTS TO THE GENERAL CONTRACTOR

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 - 218.79, Florida Statutes.

#### **STATUS**

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

## AUDITS, RECORDS, AND RECORDS RETENTION

## The Contractor agrees:

- 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.
- To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- 3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1& 2 above.
- 4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- 5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- 6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

## **MONITORING**

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

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

#### RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by Leon County. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving Leon County.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## **TERMINATION**

The 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 thin 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.

This Agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under section 215.471 (5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

## WARRANTIES:

Bidder will warrant title to all goods sold as provided for in Section 672, Florida Statutes.

#### **WORK**

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

#### **PERMITS**

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

## CONFLICTING TERMS AND CONDITIONS

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

## **ASSIGNMENT**

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

## **INDEMNIFICATION**

The Contractor agrees to indemnify and hold harmless the County, its officials, officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney-s fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or required the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractors responsibility to indemnify and defend the County, it officials, officers and employees is limited to the Contractors proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents or employees.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## PENALTIES:

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

- 1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
- 2. Failure to update the information on file including address, product, service or business descriptions.
- 3. Failure to perform according to contract provisions.
- 4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
- Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- 6. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
- 7. Other reasons deemed appropriate by the Board of County Commissioners.

## **TECHNICAL SPECIFICATIONS:**

#### 1. SUMMARY OF WORK

## 1.1 GEDDIE ROAD and sr 20 Intersection Improvements

The scope of work to be performed under this unit price bid will include excavation, base, subbase reconstruction and other items necessary to widen Geddie Road to install a turn lane and paved shoulders, installation of a traffic signal, roadside ditches for stormwater conveyance, and asphaltic pavement in accordance with plans and specifications for the improvements to the Geddie Road and SR 20 Roadway Improvements (Attachment #1) and associated pay item sheet (Attachment #2).

The proposed work is located t the intersection of Geddie Road and SR 20, located in;

County: Leon Section: 35 Township: 1N Range: 2W

## 2. GENERAL REQUIREMENTS

The construction sequence and design notes are shown on the construction plans, which were prepared by Atkins for Leon County. The construction procedure, materials, equipments, and the technical specifications listed herein, shall be in accordance with the following specifications and contract documents:

- 2.1 Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, 2010 Edition and all supplemental documents thereto, for work within Geddie Road right of way and FDOT Standard Specifications for Road and Bridge Construction, 2015 Edition for all work within FDOT right of way.
- 2.2 FDOT Roadway and Traffic Design Standards, 2010 Edition, for work within Geddie Road right of way and FDOT Roadway and Traffic Design Standards, 2015 Edition for all work within FDOT right of way..
- 2.3 Leon County Supplemental Specifications to Florida Department of Transportation Standard Specification for Road and Bridge Construction 2010. (See attachment #3)
- 2.4 Manual on Uniform Traffic Control Devices (MUTCD), U.S. Department of Transportation Federal Highway Administration, Latest Edition.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

In the event of any conflict between the Florida Department of Transportation's standard specifications and the specifications of this contract, the specifications of this contract shall govern.

## 3. MANDATORY PREBID CONFERENCE

Contractors are required to attend the pre-bid conference and the subsequent onsite visit if announced, to be qualified for bidding.

## 4. SPECIAL PROVISIONS

4.1 An allowance of <u>90</u> calendar days has been set for the completion of this Contract, including utility coordination and relocation. Due to the lead time of ordering mast, which can be up to 16 weeks, the initial Notice to Proceed will be limited to the order and the 90 day clock will not start until the mast arm order is shipped, unless requested by the contractor sooner

Contractor shall invite all utilities involved in this project to attend the pre-construction conference. The contractor will be responsible for coordinating the any Utility Relocation.

## 4.2 Right of Way:

- a. The contractor shall notify the engineer of any encroachment of the right of way, affecting construction activities, a minimum of fourteen working days prior to construction activities. The engineer shall notify private property owners of encroachment of a minimum of seven working days prior to commencement of construction. Any encroachments not removed by the property owners shall be removed by the contractor as part of the clearing and grubbing for the project.
- b. The contractor shall verify location of all right of way and easement limits prior to construction in an area and maintain clearly marked right of way and easement limits around all construction activities. Any monument within the limits of construction is to be protected. If in danger of damage the contractor shall notify the engineer or his designee.
- 4.3 A National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Construction Activities may apply to this Contract. It is the Contractor's responsibility to secure the NPDES permit prior to commencement of construction. A copy of the NPDES permit application form can be obtained through the Florida Department of Environmental Protection's (FDEP) web site at

http://www.dep.state.fl.us/water/stormwater/npdes/permits\_forms.htm.

If a NPDES permit is obtained, a copy of the permit shall be provided to Leon County Public Works Department.

- 4.4 The liquidated damages will be set based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, 2010 Edition.
- The contractor will be responsible for construction layout and surveying, including providing Record Drawings at the end of the job. Pay item LC-01 to be lump sum.

## 4.6 Utilities:

- The Contractor will be responsible for the coordination of all utility relocations within the project limits.
- b. The exact location of all utilities in the vicinity of construction activities shall be determined by the contractor prior to construction. The contractor shall contact all utility companies prior to beginning of construction and coordinate schedules with utility owners during construction.
- 4.7 It is the Contractor's responsibility to establish a staging area with Engineer's review and approval prior to commencement of construction. If the staging area is outside County's right-of-way or properties, the Contractor is required to obtain a temporary staging area permit from Leon County

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

Growth and Environmental Management Department.

The contractor shall remove all equipment from the roadway and the shoulder during non-working hours to ensure the least practicable interference with traffic and pedestrians. The contractor is to provide the area for storing equipment.

- 4.8 Within 15 days after the contract has been awarded, the contractor shall submit to the engineer or his designee a working schedule for the project showing in detail the working day on which he expects to begin and complete each of the various major items of the work to be performed.
- 4.9 Leon County will provide a copy of the permits (Attachments #4) or permit exemption, except the NPDES Permit referenced as the Contractors responsibility above in Section 4.2) to Contractors as soon as they are approved. Contractor is also responsible to ensure all construction activities comply with the permit requirements.

## 4.10 Dewatering:

- a. If pumping is necessary for dewatering, the contractor shall use biodegradable fluids to prevent potential pollution.
- b. Best management practices shall be followed, and all dewatering measures shall be approved by the County environmental inspector.
- c. Contractor shall check with NWFWMD for potential permit requirements at (850)921-2986.
- d. Contractor shall also comply with the directions given by the County Environmental Inspectors.
- 4.11 Erosion controls shown on the plans are to be considered minimum and additional protection shall be accounted for in this project.
- 4.12 The Contractor shall visit the project site prior to submitting the bids so a complete understanding of the site conditions and construction details can be achieved.
- 4.13 The Contractor shall coordinate with the School Board before and during construction, regarding bus routes.
- 4.14 Working hours will normally be from 8:30 a.m. to 4:30 p.m., Monday through Friday, however, upon request of the contractor, the engineer or his designee, may consider an alternative to these working hours based on the time of the year, site, weather, and traffic conditions.
- 4.15 Obstructions and barricades shall be lighted at night and such lights shall be kept burning from sunset to sunrise. All such signing and traffic control within the limits of the project shall be done in accordance with the engineer or his designee, applicable OSHA regulations and MUTCD
- 4.16 The Contractor shall provide two weeks advanced notice to Leon County Public Works Department for any planned road closure.
- 4.17 If the construction works causes any damages to adjacent properties, Contractor will be responsible for compensation unless it is proved otherwise.
- 4.18 According to the OSHA requirements, a minimum 10-foot clearance (circumference) must be maintained from the overhead electric neutral and primary conductors for any construction work.

#### 5. ATTACHMENTS

Attachment #1 Final Construction Plans for Geddie Road and SR 20 Intersection Improvements

Attachment #2 Geddie Road and SR 20 Intersection Improvements Pay Item Sheets.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

Applicable Licenses/Registrations

Attachment #3 Leon County Supplemental Specifications to Florida Department of Transportation Standard

Specification for Road and Bridge Construction 2010.

Attachment #4 FDOT Permits for the Geddie Road and SR 20 Intersection Improvements;

a.) Connection Permitb.) Drainage Permitc.) Utility Permit

## **BID CHECKLIST:**

0.0	The state of the s
Pleas	se submit the items on the following list and any other items required by any section of this invitation for
bids. bids.	The checklist is provided as a courtesy and may not be inclusive of all items required within this invitation fo
	Completed Bid Response Sheet with Manual Signature
	Affidavit Immigration Laws
	Minority/Women Business Enterprise Participation Plan/Good Faith Statement
	Identical Tie Bid Statement
	Insurance Certification Form
	Contractor:s Business Information Form
	Non Collusion Affidavit
	Certification/Debarment Form

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## **BID RESPONSE SHEET**

The Board of County Comm	issioners, Leon County,	, reserves the right to	accept or reject an	ny and/or all bids i	n the
best interest of Leon County	' <u>.</u>				

Shelly W. Kelley Purchasing Director

Mary Ann Lindley Chairman

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

	(Firm Name)
ВУ	
	(Authorized Representative)
	(Printed or Typed Name)
ADDRESS	
EMAIL ADDRESS	
TELEPHONE	
FAX	

## ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated	Initia	ls
Addendum #2 dated	Initia	ls
Addendum #3 dated	Initia	ls

Total from Unit Price Sheet \_\_\_\_\_

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM



## **BID RESPONSE SHEET**

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

> Shelly W. Kelley **Purchasing Director**

Mary Ann Lindley Chairman

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

		ALLENS EXCAVATION INC.
		(Firm Name)
	BY	(Authorized Representative)
		(Printed or Typed Name)
	ADDRESS	6403 WOODDINE HWY
		TALLAHASSEE FL 32305
	EMAIL ADDRESS	
	TELEPHONE	850-421-6872
	FAX	850-421-2391
ADDENDA ACKNOW	LEDGMENTS: (IF APP	LICABLE)
Addendum #1 dated _	Initials	
Addendum #2 dated	Initials	
Addendum #3 dated _	Initials	

Total from Unit Price Sheet \$396, 544.96

THREE HUNDRED NINETYSIX THOUSAND FIVE HUNDRED FORTY FOUR DOLLARS AND NINETYSIX CENTS

## **PROJECT COST ESTIMATE**

## **GEDDIE ROAD AND SR 20 INTERSECTION IMPROVEMENTS**

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNITS	ESTIMATED QUANTITY	AVERAGE UNIT COST	ESTIMATED TOTAL CO
	ROADWAY				
-001	PAVEMENT MARKINGS REMOVAL USING HYDRO-BLASTING OR APPROVED EQUAL	LS	1	5750.00	5750.00
102 99	PORTABLE CHANGEABLE MESSAGE SIGN, TEMPORARY	ED	180	20.00	3 600.00
04-10-3	SEDIMENT BARRIER	LF	3000	4.50	13500,00
10-1-1	CLEARING & GRUBBING	AC	0.478	22 4W.W	10.707.20
20-1	REGULAR EXCAVATION	CY	422	15.00	6,330.00
20-6	EMBANKMENT	CY	66	25.00	1,650,00
60-4	TYPE B STABILIZATION	SY	875	9.50	8312 50
62-1-11	PREPARED SOIL LAYER, FINISH SOIL LAYER, 6"	SY	1307	3,50	4 574.50
85-701	OPTIONAL BASE, BASE GROUP 01	SY	261	13.00	3 393,00
85-706	OPTIONAL BASE, BASE GROUP 06	5Y	657	13.00	8 541,00
186-2	TURNOUT CONSTRUCTION-ASPHALT	TN	20	230.00	4 600 00
27-70-6	MILLING EXIST ASPH PAVT, 1 1/2" AVG DEPTH	SY	2015	6,00	12 090,00
34-1-22	SUPERPAVE ASPH CONC, TRAF B, PG76-22	TN	106.0	120,00	12,720,00
37-7-41	ASPHALT CONCRETE FRICTION COURSE, TRAFFIC B, FC-12.5,	TN	86.0	150,00	12 900,00
30-174-118	PIPE CULVERT, OPTIONAL MATERIAL, ROUND, 18"SD	LF	48.0	70,00	3 360.00
30-984-125	MITERED END SECTION, OPTIONAL ROUND, 18" SD	EA	2	920,00	1840.00
20-1-10	CONCRETE CURB & GUTTER, TYPE F	Lf	49.0	25.00	.1225,00
70-1-2	PERFORMANCE TURF, SOD	SY	1307	2,60	3398,20
00-20-12	SINGLE POST SIGN, F&I, 12-20 SF	EA	19	325.00	6175.00
10-11-111	TEMPORARY PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 6"	NM	0.289	2125.00	614.13
		LF	978.000		
10-11-122	TEMPORARY PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 8"	LF		1 25	440.10
10-11-124	TEMPORARY PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 18"		101.000	1.25	126,35
10-11-125	TEMPORARY PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 24"	LF	106	3.00	3/8,00
10-11-160	TEMPORARY PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, MESSAGE	EA	7	80,50	.563.50
10-11-170	TEMPORARY PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, ARROW	EA	11	70.00	770,00
10-11-211	TEMPORARY PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SOLID, 6"	NM	0.3288	2125.00	698.70
10-11-224	TEMPORARY PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SOLID, 18"	LF	131	1.25	163,75
11-11-111	THERMOPLASTIC, STANDARD, WHITE, SOUD, 6"	NM	0.289	6254.00	1807,41
11-11-122	THERMOPLASTIC, STANDARD, WHITE, SOUD, 8"	LF	978.000	1.25	1222.50
11-11-124	THERMOPLASTIC, STANDARD, WHITE, SOLID, 18"	LF	101.000	3.40	343.40
11-11-125	THERMOPLASTIC, STANDARD, WHITE, SOLID, 24"	LF	106	4.10	434.60
11-11-160	THERMOPLASTIC, STANDARD, WHITE, MESSAGE	EA	7	200,00	1400,00
11-11-170	THERMOPLASTIC, STANDARD, WHITE, ARROW	EA	11	172,00	1892.00
11-11-211	THERMOPLASTIC, STANDARD, YELLOW, SOUD, 6"	NM	0.3288	6254.00	2056.32
11-11-224	THERMOPLASTIC, STANDARD, YELLOW, SOLID, 18"	LF	131	3,40	445.40
··-	SIGNALIZATION	er.		IOADWAT IDIAL =	\$ 137,962.46
0-2-11	CONDUIT, F&I, OPEN TRENCH	LF	415	5.25	2386, 25
0-2-12	CONDUIT, F&I, DIRECTIONAL BORE	LF	585	17.25	10091,25
2-7-1	SIGNAL CABLE	Pl	1	4025.00	4025.00
5-2-11	PULL & SPLICE, F&I, 13"X24" COVER SIZE	EA	21	535,00	11235.00
9-1-122	ELECTRICAL POWER SERVICE (UNDERGROUND)	AS	1	1610,00	1610,00
9-2-1	ELECTRICAL SERVICE WIRE	LF	130	2.00	260,00
9-3-12	ELECTRICAL SERVICE DISCONNECT, CABINET (GENERATOR HOOK-UP)	EA	1	345,00	345,00
1-2-12	PRESTRESSED CONCRETE POLE, TYPE P-11 PEDESTAL (12')	EA	1	900.00	900.00
9-1-10	STEEL PEDESTAL	EA	2	980,00	1960,00
9-31-213	MAST ARM ASSEMBLY, DOUBLE ARM (36' - 70.5') POLE W/O LUMINAIRE	EA	1		44.400.00
9-31-217	MAST ARM ASSEMBLY, DOUBLE ARM, (60'-60') W/O LUMINAIRE	EA	1	410.520,00	
0-1-14	TRAFFIC SIGNAL, 12" LED, 1 WAY, 3 SECTION	AS	3		3 435 00
0-1-14	TRAFFIC SIGNAL, 12" LED, 1 WAY, 5 SECTION (HORIZONTAL)	AS	5	1145.00	7500.00
W-A-40	4 Commence of the Commence of			1500.00	The state of the s
0.1.18	TRAFFIC SIGNAL, 12" LED, 1 WAY, 5 SECTION (VERTICAL)	AS	2	1500.00	3,000.00
	LOOR DETECTOR INDUCTIVE CRI TYPE O			305,00	1220,00
0-1-109	LOOP DETECTOR INDUCTIVE, F&I, TYPE 9	EA	4		
0-1-109 0-1-110	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10	EA	2	305,00	610.00
0-1-109 0-1-110 0-2-101	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A	EA AS	2	750.00	3000.00
0-1-109 0-1-110 0-2-101 0-2-102	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B	EA AS AS	4	750.00 750.00	2,800.00
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F	AS AS AS	2 4 4 2	305,00 750,00 700,00 1150,00	2,800.00 2,800.00 2,300.00
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106 3-1-110	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F SIGNAL PRE-EMPTION, F&I, OPTICAL	EA AS AS AS	2 4 4 2 1	305.00 750.00 700.00 1150.00 16 100.00	2,800.00 2,800.00 2,300.00
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106 3-1-110 2-5-321	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F SIGNAL PRE-EMPTION, F&I, OPTICAL CONTROL ASSEMBLY ACT SS (F&1) 170 PRE (ONE) TYPE 662	EA AS AS AS AS	2 4 4 2 1	305,00 750,00 760,00 1150,00 16101,00 28,750,00	2,800.00 2,800.00 2,300.00 16,100.00
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106 3-1-110 2-5-321 0-3-201	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F SIGNAL PRE-EMPTION, F&I, OPTICAL CONTROL ASSEMBLY ACT SS (F&1) 170 PRE (ONE) TYPE 662 SIGN PANEL (F&I) (OVERHEAD MOUNT) (UP TO 12 FT)	EA AS AS AS AS EA	2 4 4 2 1 1	305.00 750.00 700.00 1150.00 16101.00 28250.00	3,000.00 2,800.00 2,300.00 16,100.00 28,750.00 365.00
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106 3-1-110 2-5-321 0-3-201	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F SIGNAL PRE-EMPTION, F&I, OPTICAL CONTROL ASSEMBLY ACT SS (F&1) 170 PRE (ONE) TYPE 662	EA AS AS AS AS	2 4 4 2 1 1 1	305.00 750.00 700.00 1150.00 16.101.00 28.250.00 76.5.00 40.25.00	3000.00 2,800.00 2,300.00 16,100.00 28,750.00 365.00 16,100.00
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106 3-1-110 2-5-321 0-3-201	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F SIGNAL PRE-EMPTION, F&I, OPTICAL CONTROL ASSEMBLY ACT SS (F&1) 170 PRE (ONE) TYPE 662 SIGN PANEL (F&I) (OVERHEAD MOUNT) (UP TO 12 FT)	EA AS AS AS AS EA	2 4 4 2 1 1 1 1 4 SIGN.	305.00 750.00 700.00 1150.00 16100.00 28750.00 4025.00 ALIZATION TOTAL	3600.00 2,800.00 2,300.00 16,100.00 28,750.00 365.00 16,100.00 \$209,412.50
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106 3-1-110 2-5-321 0-3-201 0-5-21	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B SIGNAL PRE-EMPTION, F&I, OPTICAL CONTROL ASSEMBLY ACT SS (F&1) 170 PRE (ONE) TYPE 662 SIGN PANEL (F&I) (OVERHEAD MOUNT) (UP TO 12 FT) INTERNALLY ILLUMINATED SIGN, F&I, UP TO 12 SF	AS AS AS AS AS AS AS AS AS AS AS	2 4 4 2 1 1 1 1 4 SIGN.	305.00 750.00 700.00 1150.00 16 100.00 28 750.00 40 25.00 ALIZATION TOTAL =	2,800.00 2,800.00 2,800.00 2,800.00 28,750.00 365.00 16,100.00 52,00412.50 \$347,374.96
00-1-18 00-1-109 00-1-110 00-2-101 00-2-102 00-2-106 03-1-110 02-5-321 00-3-201 00-5-21	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F SIGNAL PRE-EMPTION, F&I, OPTICAL CONTROL ASSEMBLY ACT SS (F&1) 170 PRE (ONE) TYPE 662 SIGN PANEL (F&I) (OVERHEAD MOUNT) (UP TO 12 FT)	EA AS AS AS AS EA	2 4 4 2 1 1 1 1 4 SIGN.	305.00 750.00 700.00 1150.00 16 100.00 28 750.00 40 25.00 ALIZATION TOTAL =	3600.00 2,800.00 2,800.00 16,100.00 28,750.00 16,100.00 \$250,412.50 \$347,374.96 \$36,170.00
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106 0-3-1-110 2-5-321 0-3-201 0-5-21	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F SIGNAL PRE-EMPTION, F&I, OPTICAL CONTROL ASSEMBLY ACT SS (F&1) 170 PRE (ONE) TYPE 662 SIGN PANEL (F&I) (OVERHEAD MOUNT) (UP TO 12 FT) INTERNALLY ILLUMINATED SIGN, F&I, UP TO 12 SF	EA AS AS AS AS AS EA EA	2 4 4 2 1 1 1 1 1 4 SIGN.	305.00 750.00 700.00 1150.00 16100.00 28.250.00 40.25.00 ALIZATION TOTAL = by Item Total = 36,170.00 6.000.00	3000.00 2,800.00 2,800.00 2,800.00 16,100.00 365.00 16,100.00 5,269,412.50 \$347,374.96 5,36,170,00 \$6,000.00
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106 3-1-110 2-5-321 0-3-201 0-5-21	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F SIGNAL PRE-EMPTION, F&I, OPTICAL CONTROL ASSEMBLY ACT SS (F&1) 170 PRE (ONE) TYPE 662 SIGN PANEL (F&I) (OVERHEAD MOUNT) (UP TO 12 FT) INTERNALLY ILLUMINATED SIGN, F&I, UP TO 12 SF  MOBILIZATION MAINTENANCE OF TRAFFIC	EA AS AS AS AS EA EA EA	2 4 4 2 1 1 1 1 1 4 SIGN.	305.00 750.00 760.00 1150.00 16100.00 28750.00 AUZATION TOTAL = 10100.00 10100.00 10100.00	3600.00 2,800.00 2,800.00 2,800.00 16,100.00 365.00 16,100.00 \$347,374.96 \$36,170.00 \$389,544.96
0-1-109 0-1-110 0-2-101 0-2-102 0-2-106 3-1-110 2-5-321 0-3-201 0-5-21	LOOP DETECTOR INDUCTIVE, F&I, TYPE 10 LOOP ASSEMBLY, F&I, TYPE A LOOP ASSEMBLY, F&I, TYPE B LOOP ASSEMBLY, F&I, TYPE F SIGNAL PRE-EMPTION, F&I, OPTICAL CONTROL ASSEMBLY ACT SS (F&1) 170 PRE (ONE) TYPE 662 SIGN PANEL (F&I) (OVERHEAD MOUNT) (UP TO 12 FT) INTERNALLY ILLUMINATED SIGN, F&I, UP TO 12 SF	EA AS AS AS AS EA EA EA	2 4 4 2 1 1 1 1 4 SIGN.	305.00 750.00 700.00 1150.00 16 100.00 28 750.00 40 25.00 40 25.00 40 25.00 40 25.00 40 25.00 6 000.00 Project Total =	3,000.00 2,800.00 2,300.00 16,100.00 28,750.00 365.00 16,100.00 5,269,412.50 \$347,374.76 5,36,170.00 5,000.00

Note: Any item not specifically identified on the bid form shall be considered incidental and all costs associated with that Item shall be included using the most appropriate bid item listed.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

# 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: ALLEN'S EXCAVE	ATTION INC.
Signature: allen Welden	Title: PRESIDENT
STATE OF F2 COUNTY OF FEDD	
Sworn to and subscribed before me this 10 day of	NOVEMBER , 2015.
Personally known	NOTARY PUBLIC
OR Produced identification	Notary Public - State of REBECCA R. WHITE Commission # FF 205901 Expires May 8, 2019 Bonded Phru Troy Fain Insurance 800-385-7019
(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

RECEIVED

2014 NOV 10 MM 11: 40

PURCHASING DIVISION LEON COUNTY

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

#### **IDENTICAL TIE BIDS**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Respondent:	ALLEN.	S EXCAVATION	INC.	
	The second second			

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 Construction** 

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	17% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	9% of the total anticipated contract value

#### **SECTION 2 - GOOD FAITH EFFORT**

The following list of the good faith efforts criteria complies with Leon County's Purchasing and Minority, Women, and Small Business Enterprise Policy. 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\_of</u> 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 MWBE's referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

- 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.
- 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. details below.	Please provide

- Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
- 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.

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM



## 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.

Firm's Name (Requires Leon County or City of Tallahassee MWBE certification)*	Firm's Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm's Telephone Number	Ethnic Group <sup>2</sup> (B, A, H, N, F)	Total Dollar Amount of MWBE Participation	Type of Service to Provide
Minority and Women Business					
a. INGRAM SIGNALIZATION	LEON TEH FL 32305	850-443-8267	F	\$35,690.00	SIGNALIZATION
b. GAINES & SUNS STRUPING	8765 JIMM67CE CT. 724 FL 32309	893-4084	B	67,412,50	STUPING/ASPHART PATEL
c.					
d.					
e.					
f.					
Total Bid Amount \$ 396, 54	44,96	Total MWBE Participa	ation \$103,	102.50	MBE Participation % 17 WBE Participation % 9 (MBE or WBE Participation \$ 103,102.5 Total Bid \$) 396, 544,96

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

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

ALLEN'S EXCAVATION INC.

## **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	ation		7720	
Firm's Name	Firm's Address	Firm's Phone #	Total Dollar Amount	Type of Service to Provide
EXCAVATING LAND CLEARING	901 GEDOIE RO. TLH FL 32304	576-7176	56,775.00	READWAY INFRASTRUCTURE
b.				
C.				
d.				
е.				
f.				
g.				
h.				
i.				

Bld No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## **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) less than A:VII?	to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no
	XYES	□ NO
	Commercial General Liability:	Indicate Best Rating: A Indicate Best Financial Classification: XI
	Business Auto:	Indicate Best Rating: A Indicate Best Financial Classification: XI
1.	Is the insurer to be u	used for Workers' Compensation insurance listed by Best with a railing of no less than A:VII?
	<b>≭</b> YES	□ NO
	Indicate Best Rating Indicate Best Finance	: A cial Classification: X
	If answer is NO, pro	vide name and address of insurer:
2.	Is the Respondent a	ble to obtain insurance in the following limits (next page) as required for the services agreement?
	<b>≭</b> YES	□NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

## 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 refentions 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.

Bid Title: Geddie Rd and SR20 Intersection Improvements Bid No: BC-11-10-15-05 Opening Date: November 10, 2015 at 2:00PM Endorsements to insurance policies will be provided as follows: Additional insured (Leon County, Florida, its Officers, employees and volunteers) -General Liability & Automobile Liability Primary and not contributing coverage-General Liability & Automobile Liability Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers' Compensation and Employer's Liability Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability. Please mark the appropriate box: Coverage will be placed, without exception □ Coverage is in place □ The undersigned declares under penalty of perjury that all of the above insurer information is true and correct. inda Turner Name Lynda Turner Typed or Printed

Agent

(Company Risk Manager or Manager with Risk Authority)

Title

11/9/2015

Date

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## CONTRACTOR'S BUSINESS INFORMATION

## COMPANY INFORMATION

Name:	ALLEN'S EXCAVATION IN	JC.	
Street Address:	6403 WOUDDILLE HWY		
City, State, Zip:	TALLAN-ASSEC FL 3231	)5	
Taxpayer ID Nur	nber: 59- 2584971		
Telephone:	850-421-6872	Fax: 850-421-2391	0.5,
Trade Style Nam	e:		

## TYPE OF BUSINESS ORGANIZATION (check one)

Sole Proprietorship	Limited Liability Company
General Partnership	Joint Venture
Limited Partnership	Trust
Corporation	Other (specify)
Sub-chapter S Corporation	

Dtate of Incorporation:	FLORIDA		
Date Established:	MARCH 1986		

## **AUTHORIZED SIGNATORIES/NEGOTIATORS**

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	E-Mail	Title	Telephone	
ALLEN WELDON		PRESIDENT	421-6872	
NEATH WELOOD		SEC/MEAS	4/21-6872	

## FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD

Please provide the following information for all licenses required by Florida statutes of the Prime Contractor for the performance of the work in this project.

Primary Licensee:	NEGORY ACATH	MELDON
License Type:	DEAGNOUND UT	TILITY & EKCANATION
license Number: CL(C   2		Expiration Date: AUGUST 31,2016
Qualified Business License (co		
Alternate Licensee:		
License Type:		
License Number:		Expiration Date:
IST COMPANIES FROM WHO		for all applicable licenses and shall provide copies of each license as a part of the bid TY BONDS Surety
ST COMPANIES FROM WHO	OM YOU OBTAIN SURE	TY BONDS Surety
st companies from who ompany 1 Company Name	OM YOU OBTAIN SURE	TY BONDS Surety  TS BONDIAL COMPANY
ompany 1 Company Name Contact's Name	MEACHA.	TY BONDS Surety
idder may use additional shee ubmittal. IST COMPANIES FROM WHO company 1 Company Name Contact-s Name Telephone	MEACHA.  CHIP CAI  850 - 3	TY BONDS Surety  TS BONDIAL COMPANY  MPBELL

Page 817 of 1175

Company Name

Contact-s Name

Telephone

Fax

Address

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

Present Amount of Bonding Coverage (\$):	Has your application for surety bond ever been declined?	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors o suppliers?
25 m	9 Yes No  (If yes, please provided detailed information on reverse)	9 Yes 9 No (If yes, please provided detailed information on reverse)

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS 10th DAY OF	NOKMBER 2015.	
By: Allen	alellan Title: PAES	DOENT
Printed Name and Title:	ALLEN WELDON, PRESID	DENI

Bid No: BC-11-10-15-05

2.

Opening Date: November 10, 2015 at 2:00PM

## **NON-COLLUSION AFFIDAVIT**

The undersigned being first duly sworn as provided by law, deposes and says:

The undersigned is authorized to make this Affidavit on behalf of,

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.

(Name of Corporation, Partnership, Individual, etc.)  a	DIE 1's Breakfull
Type of Business)  [State or Province]  of which he/she is	(Name of Corporation, Partnership, Individual, etc.)
3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.  4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.   ALEXAGE DAY PRESIDENT  AFFIANT:S TITLE  TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this Day of PARESIDENT  AFFIANT:S TITLE  TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this Day of PARESIDENT  Or Produced Identification	a
else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.  4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.  ALEN WELLOW PRESIDENT  AFFIANT:S TITLE  TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME thisDay of	of which he/she is
Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.  ALLEN WELLOW, PRESIDENT AFFIANT:S TITLE  TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this	else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer
TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME thisDay of	Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association
Personally KnownOr Produced Identification	AFFIANT:S NAME ALLEN WELDOW, PRESIDENT AFFIANT:S TITLE
	TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME thisDay of
Type of Identification	Personally KnownOr Produced Identification
	Type of Identification
(Print Type or Stamp Commissioned Name of Notary Public)  REBECCA R. WHITE REBECCA R. WHITE	DEPECCAR WHITE
Commission # FF 20301 Expires May 8, 2019	Commission # FF 203801 Expires May 8, 2019
My Commission Expires: Expires May 0. 200-305-7019  Bornded Thru Troy Fain Insurance 800-305-7019	My Commission Expires: Bonded Thru Troy Fain Insurance BUJ Jacob Of Burnary Fain Insurance Burnary Fain Insuran

Bid No: BC-11-10-15-05

Opening Date: November 10, 2015 at 2:00PM

## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, And OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature	- Weller	2-		
PRESIO	DENT			
Title				
ALLEN'S	EXCAVATION	INC.		
Contractor/Firm				
6403 (100)	OVILLE HWY	TLH FZ	32303	
Address				

**Bid Title:** 

Bid Number: BC-XX-XX-XX

**Opening Date:** 

## CERTIFICATION OF TRADES WORK

This bid has an aspirational trade contractor work target of 85 percent of the dollar value of trade contractor work with local businesses unless the bidder provides proof to the County-s satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area.

The following definitions shall apply for purposes of this section:

- a. "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.
- b. The term Atrade contractor shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.

The successful contractor, at the time of development of the project schedule of values, shall provide a listing of the trade contractor work to be performed. As the project progresses, the names of the trade contractors performing the work and the dollar value and percentage participation of each shall be provided in a manner to be prescribed by the County.

The Bidder shall complete the following section designating the commitment to trade contractor participation for this project. If the aspirational target of 85 percent of the dollar value of trade contractor work cannot be met, the Bidder shall provide such information necessary to establish that the work is not available from local trade contractors.

Bidder agrees to engage not less than 85 percent of the dollar value of trade contractor work with local businesses.

Bidder agrees to engage not less than \_\_\_\_\_\_percent of the dollar value of trade contractor work with local businesses and has explained why the aspirational target cannot be met.

The undersigned is an authorized signatory for the bidder and understands that the commitment made herein shall be a contractual provision of the project for the successful contractor and, further, that if bidder is the successful contractor all prescribed reporting will be done in an accurate and timely manner.

	ALLEN'S EXCAVATION WC.
	(Firm Name)
ву	allentilellan
	(Authorized Representative)
	ALLEN INELDON
	(Printed or Typed Name)
DATE	NOVEMBER 10,2015

**Bid Title:** 

**Bid Number: BC-XX-XX-XX** 

**Opening Date:** 

#### 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
- 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.

to provide the information requested will result in denial of certi-	fication as a local business.		
Business Name: ALLEN'S EXCAVATION	I INC.		
Current Local Address: 6403 WUTOOVILLE	NWY Phone: 421-6872		
THE 32305	Fax: 421-2391		
If the above address has been for less than six months, pleas	e provide the prior address.		
Length of time at this address:			
Home Office Address:	Phone:		
	Fax:		
Signature of Authorized Representative  STATE OF COUNTY OF LEW	November 10, 2015 Date		
The foregoing instrument was acknowledged before me this  By  ALEA DECOUNTY	of ALLEN'S EXCANATION INC.		
(State or place of	(Name of corporation acknowledging) of the corporation. He/she is personally known to me		
incorporation) or has produced	as identification		
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		
	Serial Number If Anv  REBECCA R. WHITE  Commission # FF 205901  Expires May 8, 2019  Bonded Thru Troy Fain Insurance 800-385-7018		

## RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

#### STATE OF FLORIDA

## DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER

CUC1224114

The UNDERGROUND UTILITY & EXCAVATION CO

Named below IS CERTIFIED

Under the provisions of Chapter 489 FS. Expiration date: AUG 31, 2016

WELDON, GREGORY HEATH ALLEN'S EXCAVATION INC. 6403 WOODVILLE HWY. TALLAHASSEE FL 32305





ISSUED: 08/27/2014

DISPLAY AS REQUIRED BY LAW

SEQ# L1408270004146

## LEON GOUNTY FLORIDA

This certifies that Allen Weldon

Company Allen's Excavation Inc.

is licensed with Leon County as a

EXCAVATION CONTRACTOR

LCEX00040

09/30/2016

License Number

Expiration Date

09/15/2015

go Toria Snelling

Date of Issuance

Examination Board

THIS IS NOT AN OCCUPATIONAL LIGENSE



## Minority/Disadvantaged Business Enterprise Directory - Company Detail

Company Information - Ingram Signalization, Inc.

Vendor ID: 0000131081 Contact: Traci Ingram Gay

Address

Ingram Signalization, Inc. 3686 Woodville Highway

3686 Woodville Highwa Tallahassee, FL 32305

Type of Service

Electrical

Traffic Signalization, Traffic Control Equipment and Maintenance Service

**Certification Details** 

Certification Effective: 2014-09-05

Expires: 2016-09-30

MBE Type: MBE-W

Phone

850-433-8267

Reference no: 0519WCOT05

## Corrections

The City of Tallahassee MBE Office maintains this certification list

Contact us to make corrections or apply for certification as a certified MBE or DBE vendor.

Please note: Certifications are valid for one year only and must be renewed annually.

The inclusion of a firm in either directory is for information purposes only and does not constitute endorsement of any business contained herein.

#### **Contact Info**

Economic & Community Development 435 North Macomb Street Tallahassee FL 32301 850-891-6500 Maps and Directions





# GAINES AND SONS STRIPING

is recognized as a Minority Owned Business Enterprise

ly Owned Wasiness Onleapuse Under the

City of Fallahassee and Leon County

Consortium Interlocal Agreement

For a period of two (2) years beginning:

MARCH 13TH, 2014 - MARCH 31ST, 2016

MAS Coministrator

MMake

Certification Specialist

## BOARD OF COUNTYCOMMISSIONERS MEMORANDUM

DATE: November 12, 2015

TO: Whom It May Concern

FROM: Don Tobin, CPPB

SUBJECT: Geddie Rd & SR20 Intersection Improvements Bid Opening

After the Bid opening and during further review of the the bids submitted, it was noted that there was one other discrepancy in the difference between the two unit pricing sheets posted. On top of the contingency fee, the PDF copy had Survey Layout and Record Drawing.

Therefore, it has been decided to use the Project Total amount that follows Maintenance of Traffic for each of the bids. This has all bidders bidding on the same amount of material and services, but discounts Contingency and Survey & Recording.

The resulting totals used in calculations are:

North Florida Asphalt - \$391,527.56

SANCO - \$536,341.06

CW Roberts - \$563,499.69

M of Tallahassee - \$524,452,50

Peavy & Son - \$395,076.77

Allen's Excavation - \$389,544.96

"People Focused, Performance Driven"

Date: November 12, 2015

To: Kim Wood, Chief of Engineering Coordination

Department of Public Works - Division of Engineering Services

From: Shanea Y. Wilks, Director

Office of Economic Vitality - Minority, Women, & Small Business Enterprise (MWSBE) Division

Subject: Geddie Road and SR20 Intersection Improvements (BC-11-10-15-05)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans for six (6) firms to determine if the 17% MBE and 9% WBE Aspirational Targets for Construction Subcontracting were met. The following are the proposed MWBE Participation Plans for each firm:

**C.W. Roberts Contracting, Inc.** met the MBE Aspirational Targets for Construction Subcontracting, but did not meet the WBE Aspirational Target prescribed for this project. The Good Faith Effort Form was completed; however, no supporting documentation was submitted as required. The MWBE firms listed below were submitted in the proposed MWBE Participation Plan.

Total Bid Amount	\$563,499.69				
Name of M/WBE	Race/Gender	Certifying Agency	Goods & Services	M/WBE Dollars	M/WBE Utilization Percentage
Hale Contracting	Non-Minority Female	City of Tallahassee	Drainage, Survey, MOT	\$17,850.00	3.2%
Gaines and Sons Striping	African American Male	City of Tallahassee	Striping	\$16,547.53	2.9%
A-Minorty Construction	African American Male	Leon County	Clear/Grub, Erosion, Grassing, Grading, Base, Milling, Asphalt	\$92,421.53	16.4%
Total M/WBE Dollars					\$126,819.06
Total M/WBE Utilization Percentage					22.5%

**North Florida Asphalt, Inc.** exceeded the MWBE Aspirational Targets for Construction Subcontracting; therefore, the Good Faith Effort Form is not required. The MWBE firms listed below were submitted in the proposed MWBE Participation Plan.

Total Bid Amount	\$391,527.56				
Name of M/WBE	Race/Gender	Certifying Agency	Goods & Services	M/WBE Dollars	M/WBE Utilization Percentage
Gaines & Sons Striping	African American Male	City of Tallahassee	Striping, Signage, M.O.T.	\$28,164.07	7.2%
Florida Developers	African American Male	City of Tallahassee	Erosion Control, Storm Drain, Hauling	\$41,948.00	10.7%
Ingram Signalization	Non-Minority Female	City of Tallahassee	Signalization	\$67,538.50	17.2%
	_				
Total M/WBE Dollars					\$ 137,650.57
Total M/WBE Utilization Percentage					35.1%

Peavy and Sons Construction, Inc. exceeded the MWBE Aspirational Targets for Construction Subcontracting; Page 2 of 3 therefore, the Good Faith Effort Form is not required. The MWBE firms listed below were submitted in the proposed MWBE Participation Plan.

Total Bid Amount	\$395,076.77				
Name of M/WBE	Race/Gender	Certifying Agency	Goods & Services	M/WBE Dollars	M/WBE Utilization Percentage
Ingram Signalization	Non-Minority Female	City of Tallahassee	Signalization	\$45,000.00	11.4%
Gaines and Sons Striping	African American Male	City of Tallahassee	Striping, Concrete, Sod, MOT, Equipment Purchase	\$80,000.00	20.2%
	T				
Total M/WBE Dollars					\$125,000.00
Total M/WBE Utilization Percentage					31.6%

M of Tallahassee, Inc. exceeded the MWBE Aspirational Targets for Construction Subcontracting; therefore, the Good Faith Effort Form is not required. The MWBE firms listed below were submitted in the proposed MWBE Participation Plan.

Total Bid Amount	\$524,452.50				
Name of M/WBE	Race/Gender	Certifying Agency	Goods & Services	M/WBE Dollars	M/WBE Utilization Percentage
Ingram Signalization	Non-Minority Female	City of Tallahassee	Signalization	\$196,000.00	37.3%
Gaines & Sons Striping	African American Male	City of Tallahassee	Pavement Markings, Signs	\$67,000.00	12.8%
Florida Developers	African American Male	City of Tallahassee	Erosion Control, Embankment Excavation, Trucking	\$24,000.00	4.6%
		-			
Total M/WBE Dollars					\$287,000.00
Total M/WBE Utilization Percentage					54.7%

Sandco, Inc. met the MWBE Aspirational Targets for Construction Subcontracting; therefore, the Good Faith Effort Form is not required. The MWBE firms listed below were submitted in the proposed MWBE Participation Plan.

Total Bid Amount	\$536,341.06				
Name of M/WBE	Race/Gender	Certifying Agency	Goods & Services	M/WBE Dollars	M/WBE Utilization Percentage
Gaines and Sons Striping	African American Male	City of Tallahassee	Striping, Asphalt Patching, M.O.T.	\$93,727.98	17.5%
Ingram Signalization	Non-Minority Female	City of Tallahassee	Signalization	\$49,620.70	9.2%
Total M/WBE Dollars					\$143,348.68
Total M/WBE Utilization Percentage					26.7%

Allen's Excavation, Inc. met the MWBE Aspirational Targets for Construction Subcontracting; therefore, the Good Page 3 of 3 Faith Effort Form is not required. The MWBE firms listed below were submitted in the proposed MWBE Participation Plan.

Total Bid Amount	\$389,544.96				
Name of M/WBE	Race/Gender	Certifying Agency	Goods & Services	M/WBE Dollars	M/WBE Utilization Percentage
Gaines & Sons Striping	African American Male	City of Tallahassee	Striping, Asphalt Patch	\$67,412.50	17.3%
Ingram Signalization	Non-Minority Female	City of Tallahassee	Signalization	\$35,690.00	9.2%
Total M/WBE Dollars					\$103,102.50
Total M/WBE Utilization Percentage					26.5%

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #24** 

# **Leon County Board of County Commissioners**

## Cover Sheet for Agenda #24

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Herbert W. A. Thiele, County Attorney

**Title:** Authorization to Appeal the Final Order Establishing the Upper Wakulla

River Basin Management Action Plan

County Administrator Review and Approval:	Vincent S. Long, County Administrator
County Attorney Review and Approval:	Herbert W. A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Katherine G. Burke, P.E., Acting Director, Public Works
Lead Staff/ Project Team:	Theresa B. Heiker, P.E., Stormwater Management Coordinator

## **Fiscal Impact:**

This item has no current fiscal impact; however, future funding may be required to address Basin Management Action Plan requirements.

## **Staff Recommendation:**

Option #1: Authorize and direct the County Attorney's Office, in conjunction with County

Administration, to file a Petition with Florida Department of Environmental Protection, challenging the Final Order Establishing the Upper Wakulla River Basin Management Action Plan, if unable to negotiate necessary modifications by

filing deadline.

Title: Authorization to Appeal the Final Order Establishing the Upper Wakulla River Basin Management Action Plan

December 8, 2015

Page 2

## **Report and Discussion**

## **Background:**

The declining water quality of the Wakulla Springs and the Upper Wakulla River have been a subject of concern for a number of years. Leon County has been actively engaged in efforts to identify solutions since 2005 when a joint workshop was held with the Wakulla County Board of County Commissioners.

The Florida Department of Environmental Protection (FDEP) determined that the Upper Wakulla River was impaired by nitrate using data from January 1, 2000 through June 30, 2007. The biological community of the river was determined to be affected by excessive algal mats linked to the elevated nitrate levels. Consequently, in 2012 a Total Maximum Daily Load (TMDL) for nitrate was established at 0.35 mg/L for the Upper Wakulla River.

The FDEP develops a Basin Management Action Plan (BMAP) to identify step required to achieve established TMDLs. The BMAP development is meant to be a collaborative effort involving the parties required to commit resources in order to correct surface water impairments.

The Management Strategies described in the BMAP include past, present and future actions to reduce total nitrogen loadings in the springshed. The City of Tallahassee, Leon County and Wakulla County contracted with Lombardo Associates, Inc. for a Wakulla Springs Onsite Sewage Treatment and Disposal and Management Options Report. The Board held a workshop in January 2013 to receive the Septic System Management Options Report and an update on the BMAP process. The workshop presented a number of actions that directly benefit the health of Wakulla Springs:

- Actively pursued the Woodville Water Quality Sales Tax Extension Project
- Propose an amendment to the Code of Laws to establish an Advanced Wastewater Treatment nitrogen standard for new construction within the Primary Springs Protection Zone
- Pursue an amendment to the Code of Laws to require a county-wide 24-inch separation, between the bottom of the drainfield and the wettest season water table, for the repair of failing septic systems.
- Remained actively engaged in the BMAP process
- Completed an inventory of septic systems within Leon County

With the finalization of the BMAP, staff will be bringing forward recommendations to implement the remaining actions not already addressed during this workshop.

Leon County has actively pursued septic tank to central sewer conversion grant funds in the target areas identified in the Lombardo Study and City of Tallahassee Master Sewer Plan. The Northwest Florida Water Management District awarded a \$500,000 Springs Restoration Grant to convert the first two units of the Woodside Heights neighborhood in July 2015.

Title: Authorization to Appeal the Final Order Establishing the Upper Wakulla River Basin

Management Action Plan December 8, 2015

Page 3

The FDEP sponsored technical stakeholder meetings regarding the BMAP from January 2013 through August 2014. Leon County staff and consultants attended the meetings and also provided input directly to the FDEP and consultant throughout the process. A public workshop was held on the BMAP on August 31, 2015. Subsequent to the public workshop, the BMAP was adopted by Secretarial order in October 2015 with language not previously provided to the stakeholders.

## **Analysis:**

The nitrate level in the Upper Wakulla River has steadily declined since 2000 based on sampling performed for the FDEP. The trendline indicates the nitrate level can be expected to continue declining, as the aquifer responds to the City's actions described above. It may take a number of years before the full results of the City's reductions are seen.

The current nitrate concentration remains above the TMDL target of 0.35 mg/L. Septic systems are identified as the largest single remaining source of nitrates, calculated to contribute 175,297 kg/year to the aquifer. The BMAP proposes to further reduce nitrate concentrations by addressing septic systems in two Primary Focus Areas (PFAs) of the Wakulla Springs Springshed. PFA 1 includes the adopted Primary Springs Protection Zone south of the Cody Scarp in Leon County and incorporates the Woodville township.

Septic systems are also referred to as onsite sewage treatment and disposal systems (OSTDS). The adopted BMAP contains contradictory language regarding the requirements to address OSTDS:

- The BMAP creates an OSTDS Advisory Committee which "has no binding authority upon any individual entity" yet will finalize an OSTDS Plan that will be adopted as part of the official BMAP and thus, potentially enforceable against Leon County. Leon County will be only one of several parties on the Committee, with limited input to the OSTDS Plan development. This could be viewed as an inappropriate delegation of the County Commission's authority to the Advisory Committee.
- The OSTDS Plan may attempt to require Leon County to impose septic tank management fees on its citizens or require Leon County construct capital projects that have not been legally authorized, budgeted, or funded, and despite repeated legal and financial objections raised throughout the BMAP process.
- The BMAP will be enforced against Leon County through the National Pollutant Discharge Elimination System (NPDES) municipal separate storm sewer system (MS4) permit. This subjects the County to potential fines for failure to comply with the BMAP, including the OSTDS Plan.
- The BMAP commits the City of Tallahassee and Leon County to perform the Alternative Sewer Solutions Study (ASSS) between 2018 and 2019, prior to implementation of the Sales Tax Extension. Neither state nor federal funds are typically available to assist with planning efforts of this type. The development of the OSTDS Plan described above would be underway while the ASSS is being performed.

Title: Authorization to Appeal the Final Order Establishing the Upper Wakulla River Basin Management Action Plan

December 8, 2015

Page 4

• The description of the ASSS in the BMAP narrative is not consistent with the adopted language of the Sales Tax Extension Interlocal Agreement. The scope, cost and timing of the ASSS is not established in the Interlocal Agreement, nor does the Agreement identify what party will be manage the Study.

The impairment of the Upper Wakulla River is linked to the health of the biological system. Although a specific target for nitrate reduction has been set in the TMDL and detailed through the BMAP, no plans have been identified to actively restore the vegetative community. FDEP staff were asked during the technical workshops whether achieving the target nitrate concentrations would be considered sufficient grounds to discontinue the requirement for further OSTDS reductions. The FDEP response focused on additional monitoring and new biological sampling methods and locations. The language in the adopted BMAP continues to state that the OSTDS Plan will consider "The nutrient reductions from OSTDS necessary to achieve the TMDL".

## Appeal Process

On October 27, 2015, the FDEP entered its Final Order Establishing the BMAP and provided 21 days for persons whose substantial interests are affected by the BMAP to petition for an administrative proceeding. On November 17, 2015, Leon County filed a request for an extension of the petition deadline in order to complete its review of the BMAP and to bring any concerns over the final BMAP language before the Leon County Board of County Commissioners. The FDEP has not acted on the request for extension to date, but the time for filing a petition is tolled until the FDEP acts on the request.

If Leon County decides to file a petition for a hearing within the appropriate timeframe and disputes material facts on which the BMAP is based, the FDEP will make an initial determination of the sufficiency of the petition and, if sufficient, will forward it to the Division of Administrative Hearings for assignment to an administrative law judge. A hearing will be scheduled within 30-70 days of assignment, unless the parties agree otherwise. Prior to the hearing, the parties may conduct discovery concerning the disputed facts.

If Leon County does not dispute material facts upon which the BMAP is based, the County will still have to file its Petition, and the FDEP will refer the petition to a presiding officer designated by the FDEP. The FDEP then will provide notice of an opportunity to submit documents, memoranda of law, and other written materials (to be submitted within 14 days of the notice), and all parties will be given 14 days to respond to any written evidence submitted. The FDEP also may schedule a hearing on the matter, and is required to give at least 14 days written notice before holding the hearing.

The County Attorney's Office has been in contact with General Counsel for FDEP to determine if modifications can be made to the final order prior to the filing deadline. Staff will provide an update to these efforts prior to or at the December 8, 2015 Board meeting.

Title: Authorization to Appeal the Final Order Establishing the Upper Wakulla River Basin Management Action Plan

December 8, 2015

Page 5

## **Options:**

- 1. Authorize and direct the County Attorney's Office, in conjunction with County Administration, to file a Petition with Florida Department of Environmental Protection, challenging the Final Order Establishing the Upper Wakulla River Basin Management Action Plan if unable to negotiate necessary modifications by filing deadline.
- 2. Board direction.

## **Recommendation:**

Option #1.

## Attachments:

- 1. Final Basin Management Action Plan
- 2. November 17, 2015 County Attorney Memorandum

# STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

In re: UPPER WAKULLA RIVER
BASIN MANAGEMENT ACTION PLAN

OGC Case No. 15-0625

# FINAL ORDER ESTABLISHING THE UPPER WAKULLA RIVER BASIN MANAGEMENT ACTION PLAN

Pursuant to Section 403.067(7), Florida Statutes, this
Final Order adopts the attached Basin Management Action
Plan ("BMAP") for certain Class III surface waterbodies
within the Wakulla Springs Basin. The adopted BMAP,
entitled "Basin Management Action Plan for the

Implementation of Total Maximum Daily Load for Nutrients
(Biology) by the Florida Department of Environmental
Protection in the Upper Wakulla River and Wakulla Springs
Basin" and dated October 2015, is attached hereto and
incorporated herein as Exhibit 1.

The Upper Wakulla River BMAP has been developed as part of the Department's Total Maximum Daily Load ("TMDL") Program, as authorized under the Florida Watershed Restoration Act (Section 403.067, Florida Statutes).

Surface waters covered in the Upper Wakulla River BMAP are designated as Class III waters in accordance with Chapter 62-302, Florida Administrative Code ("F.A.C."). Class III waters must have suitable water quality for recreational

use and for the propagation and maintenance of a healthy, well-balanced population of fish and wildlife.

The Upper Wakulla River Basin is located in Wakulla County. In March 2012, the Department established a TMDL for the Upper Wakulla River within the Wakulla Springs Basin in Rule 62-304.300 F.A.C. Excessive nitrate is the primary pollutant contributing to the impairment. Table 3 in the attached Exhibit 1 identify the applicable TMDL.

The Department worked closely with the affected stakeholders, including local and state agencies, in developing the Upper Wakulla River BMAP to achieve the associated TMDL. Beyond direct work with the affected stakeholders, the Department encouraged public participation to the greatest practicable extent by providing routine updates in technical meetings and requests for comment at technical meetings on the Upper Wakulla River BMAP. The Department held a noticed public meeting in the basin on August 31, 2015, to discuss the BMAP and receive comments.

The Upper Wakulla River BMAP represents the collaborative effort of stakeholders to identify current and planned projects and management actions to achieve pollutant load reductions required by the TMDL. The adopted BMAP documents the projects and management actions

that have been, or will be, undertaken by stakeholders to reduce discharge of pollutants in the watershed. The projects and management actions (completed, ongoing, and planned) identified in the BMAP address known sources of pollutants, facilitate investigation of unknown sources, prevent new sources, and address future loads associated with population growth and land use changes in the basin.

The specific pollutant reduction projects and management actions required of individual entities are set forth in Chapters 4 and 5 and Appendix B of the BMAP. All projects and management actions in the BMAP must be completed by the assigned entity within five years of the effective date of this Order unless otherwise noted in the BMAP. Actions that are ongoing in nature (for instance, street sweeping and stormwater pond maintenance) must be initiated within 120 days of the effective date of this Order, and thereafter continued, unless otherwise indicated in the BMAP.

This Final Order and incorporated BMAP are enforceable pursuant to sections 403.067, 403.121, 403.141, and 403.161, Florida Statutes.

THEREFORE, IT IS ORDERED that the attached Exhibit 1 is hereby adopted as the Upper Wakulla River Basin Management Action Plan.

## NOTICE OF RIGHTS

The Upper Wakulla River BMAP shall become final unless a timely petition for an administrative proceeding is filed pursuant to the provisions of Sections 120.569 and 120.57 of the Florida Statutes, before the deadline for filing a petition. The procedures for petitioning for a hearing are set forth below.

A person whose substantial interests are affected by the Department's proposed agency action may petition for an administrative proceeding (hearing) under Sections 120.569 and 120.57 of the Florida Statutes. The petition must contain the information set forth below and must be filed (received) in the Department's Office of General Counsel, 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000.

Petitions must be filed within 21 days of publication of the public notice or within 21 days of receipt of this order, whichever occurs first. Under Section 120.60(3), Florida Statutes, however, any person who asked the Department for notice of agency action may file a petition within 21 days of receipt of such notice, regardless of the date of publication. The failure of any person to file a petition within the appropriate time period shall

constitute a waiver of that person's right to request an administrative determination (hearing) under Sections 120.569 and 120.57 of the Florida Statutes, or to intervene in this proceeding and participate as a party to it. Any subsequent intervention (in a proceeding initiated by another party) will be only at the discretion of the presiding officer upon the filing of a motion in compliance with Rule 28-106.205, F.A.C.

A petition that disputes the material facts on which the Department's action is based must contain the following information:

- (a) The name, addresses, and telephone number of each petitioner; the Department case identification number and the county in which the subject matter or activity is located;
- (b) A statement of how and when each petitioner received notice of the Department action;
- (c) A statement of how each petitioner's substantial interests are affected by the Department action;
- (d) A statement of the material facts disputed by the petitioner, if any;
- (e) A statement of facts that the petitioner contends warrant reversal or modification of the Department action;

- (f) A statement of which rules or statutes the petitioner contends require reversal or modification of the Department action; and
- (g) A statement of the relief sought by the petitioner, stating precisely the action that the petitioner wants the Department to take.

A petition that does not disputes the material facts on which the Department's action is based shall state that no such facts are in dispute and otherwise shall contain the same information as set forth above, as required by Rule 28-106.301, F.A.C.

Because the administrative hearing process is designed to formulate final agency action, the filing of a petition means that the Department's final action may be different from the position taken by it in this order. Persons whose substantial interests will be affected by any such final decision of the Department on the petition have the right to petition to become a party to the proceeding, in accordance with the requirements set forth above.

Mediation is not available for this proceeding.

A party who is adversely affected by this order has the right to seek judicial review under Section 120.68 of the Florida Statutes, by filing a notice of appeal under Rule 9.110 of the Florida Rules of Appellate Procedure with

the clerk of the Department in the Office of the General Counsel, Mail Station 35, 3900 Commonwealth Boulevard, Tallahassee, Florida, 32399-3000, and by filing a copy of the notice of appeal accompanied by the applicable filing fees with the appropriate district court of appeal. The notice of appeal must be filed within thirty days after this order is filed with the clerk of the Department.

DONE AND ORDERED this 27 day of October, 2015, in Tallahassee, Florida.

> STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Jonathan P. Steverson

Secretary

Marjorie Stoneman Douglas Building 3900 Commonwealth Boulevard Tallahassee, Florida 32399-3000

FILED ON THIS DATE PURSUANT TO § 120.52, FLORIDA STATUTES, WITH THE DESIGNATED DEPARTMENT CLERK, RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED.

Mergy 10/27/15

RK 11 DATE

## **FINAL**

## **BASIN MANAGEMENT ACTION PLAN**

## for the Implementation of the Total Maximum Daily Load for Nutrients (Biology) by the Florida Department of Environmental Protection in the Upper Wakulla River and Wakulla Springs Basin



prepared by the

## **Division of Environmental Assessment and Restoration**

Water Quality Restoration Program
Florida Department of Environmental Protection
Tallahassee, FL 32399

in cooperation with the

Upper Wakulla River and Wakulla Springs Basin Technical Stakeholders

October 2015

## **ACKNOWLEDGMENTS**

The Florida Department of Environmental Protection adopted the *Upper Wakulla River and Wakulla Springs Basin Management Action Plan* by Secretarial Order as part of its statewide watershed management approach to restore and protect Florida's water quality. The plan was developed in cooperation with the Upper Wakulla River and Wakulla Springs Basin stakeholders, identified below, with participation from affected local, regional, and state governmental interests; elected officials and citizens; and private interests.

## FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Jonathan P. Steverson, Secretary

### UPPER WAKULLA RIVER AND WAKULLA SPRINGS BASIN PARTICIPANTS

CATEGORY	NAME OF ENTITY			
	Agricultural Producers			
	Leon County			
	Wakulla County			
	City of Tallahassee			
	Florida Department of Transportation District 3			
	Gadsden County			
	Jefferson County			
RESPONSIBLE STAKEHOLDERS	City of Gretna			
	City of Midway			
	City of Quincy			
	Town of Havana			
	Federal Correctional Institution, Tallahassee			
	Florida Agricultural and Mechanical University			
	Florida State University			
	Tallahassee Community College			
	Talquin Electric Cooperative			
	Florida Department of Agriculture and Consumer Services			
	Florida Department of Environmental Protection, including Wakulla			
	Springs State Park			
RESPONSIBLE AGENCIES	Florida Department of Health			
	Leon County Health Department			
	Northwest Florida Water Management District			
	Wakulla County Health Department			
	1000 Friends of Florida			
OTHER INTERESTED	Citizens			
STAKEHOLDERS	Florida Department of Economic Opportunity			
STAREHULDERS	Friends of Wakulla Springs			
	Wakulla Springs Alliance			

For additional information on Total Maximum Daily Loads and the watershed management approach in the Upper Wakulla River and Wakulla Springs Basin, contact:

Moira Rojas Homann, Basin Coordinator Florida Department of Environmental Protection Water Quality Restoration Program, Watershed Planning and Coordination Section 2600 Blair Stone Road, Mail Station 3565 Tallahassee, FL 32399-2400

Email: Moira.Homann@dep.state.fl.us

Phone: (850) 245-8460

## TABLE OF CONTENTS

LIST OF	ACRON	YMS AND ABBREVIATIONS	VII
SUMMA	RY		IX
CHAPTE	R 1 : CC	ONTEXT, PURPOSE, AND SCOPE OF THE PLAN	1
1.1	Water	Quality Standards and TMDLs	2
1.2	TMDL	Implementation	3
1.3	Upper	Wakulla River and Wakulla Springs BMAP	4
	1.3.1	Plan Purpose and Scope	4
	1.3.2	Stakeholder Involvement	7
	1.3.3	BMAP Approach	9
	1.3.4	Onsite Sewage Treatment and Disposal Systems (OSTDS) Initiative	11
	1.3.5	Pollutant Reduction and Discharge Allocations	14
	1.3.6	Upper Wakulla River TMDL	15
1.4	Assum	ptions and Considerations Regarding TMDL Implementation	15
	1.4.1	Assumptions	15
	1.4.2	Considerations	16
1.5	Future	Growth in the Watershed	20
CHAPTE	CR 2: UP	PPER WAKULLA RIVER AND WAKULLA SPRINGS BASIN SETTI	NG23
2.1	Land U	Jse Coverage	23
2.2	Hydrol	logy	26
2.3	Water	Quality and Biological Community Trends	28
2.4		t of Nitrate on Water Quality and the Biological Community	
CHAPTE	_	DLLUTANT SOURCES AND ANTICIPATED OUTCOMES	
3.1	NSILT	36	
	3.1.1	Estimating Nitrogen Inputs	37
3.2	Summa	ary of Sources in the Basin	
	3.2.1	Atmospheric Deposition	
	3.2.2	WWTFs	
	3.2.3	OSTDS	
	3.2.4	Residential Fertilizer	42
	3.2.5	Agricultural Fertilizer and Livestock	42
	3.2.6	Sinking Streams	44
	3.2.7	Stormwater	45
3.3	Summa	ary of Loading to Ground Water	47
3.4	Anticip	oated Outcomes of BMAP Implementation	49
CHAPTE	CR 4: MA	ANAGEMENT STRATEGIES IN THE PFAS	51
4.1		ency of Effort Evaluation	
	4.1.1	WWTFs Sufficiency	
	4.1.2	OSTDS Sufficiency	
	4.1.3	Residential Fertilizer Sufficiency	

		4.1.4	Agricultural Fertilizer and Livestock Sufficiency	57
		4.1.5	Stormwater Sufficiency	58
		4.1.6	Other Strategies	59
	4.2	Stakeh	older Management Strategies	61
CHA	PTE	R 5: MA	ANAGEMENT STRATEGIES OUTSIDE THE PFAS	74
	5.1	Agricul	lture	74
	5.2	City of	Gretna Management Strategies	77
	5.3	City of	Quincy Management Strategies	77
	5.4	<b>FAMU</b>	Management Strategies	77
	5.5	Federa	l Correctional Institution, Tallahassee Management Strategies	78
	5.6	FSU M	anagement Strategies	78
	5.7	Gadsde	en County Management Strategies	79
	<b>5.8</b>	Talquii	n Electric Cooperative Management Strategies	80
	5.9	TCC M	Ianagement Strategies	82
	5.10	Town o	of Havana Management Strategies	83
	5.11	Leon C	County Management Strategies Outside the PFAs	83
	5.12		Tallahassee Management Strategies Outside the PFAs	
CHA	PTE	R 6: AS	SESSING PROGRESS AND MAKING CHANGES	85
	6.1	Trackii	ng Implementation	85
	6.2		ve Management Measures	
	6.3	Water	Quality Monitoring	87
		6.3.1	Monitoring Objectives	87
		6.3.2	Water Quality Monitoring Parameters, Frequency, and Network	87
		6.3.3	Biological Monitoring	92
		6.3.4	Data Management and Assessment	93
		6.3.5	Quality Assurance/Quality Control	93
	6.4	Research	ch Studies	94
	6.5	Commi	tment to Plan Implementation	95
APP	ENDI	CES		96
	Appe	ndix A:	Rule 62-304(2), F.A.C., the Upper Wakulla River TMDL	97
	Appe	ndix B:	City of Tallahassee Stormwater Treatment Projects in the Upper	
			Wakulla River and Wakulla Springs Basin	
			Potential Funding Sources	
			Details on the SCI	
	Appe	ndix E:	Bibliography of Key References and Websites	108

## LIST OF FIGURES

Figure ES-1: Upper Wakulla River and Wakulla Springs Basin	<i>X</i>
Figure ES-2: Water Quality Trends in the Wakulla River and Wakulla Spring Vent	<i>xii</i>
Figure 1: Upper Wakulla River and Wakulla Springs Basin	6
Figure 2: Protection Measures for Future Growth	22
Figure 3: 2004 Land Cover in the Upper Wakulla River and Wakulla Springs Basin	25
Figure 4: Nitrate-Nitrite Water Quality Trends in the Wakulla River and Wakulla Spring Vent	29
Figure 5: Nitrate-Nitrite Water Quality Trends in the Wakulla Springs Tunnels	29
Figure 6: Locations of the Main Wakulla Springs Tunnels	30
Figure 7: Estimated Contributing Areas to Wakulla Springs	31
Figure 8: SCI Results for Two Sites on the Wakulla River, October 30, 2013–May 8, 2015	33
Figure 9: Schematic of Sources, Reservoirs, and Pathways of Nitrogen in the Unconfined Portion of the Wakulla Springshed	35
Figure 10: Domestic Wastewater Treatment Plants (WWTPs) and Facilities in the PFAs	39
Figure 11: Current Locations of OSTDS in the PFAs	41
Figure 12: 2009 Agricultural Lands in the Upper Wakulla River and Wakulla Springs BMAP Area	44
Figure 13: Relative Nitrogen Loads to the UFA Contributed from the Nitrogen Source Categories  Evaluated for the Wakulla Spring and River BMAP Area	
Figure 14: Agricultural Lands Enrolled in BMPs in the PFAs, as of June 2015	
Figure 15: Agricultural Lands Enrolled in BMPs Outside the PFAs, as of June 2015	
Figure 16: Monitoring Network for the Upper Wakulla River and Wakulla Springs	
Figure B-1: Location of the City of Tallahassee's Stormwater Treatment Projects	
Figure D-1. Comparison of the SCI 2007 Bioregions with the New 2012 Bioregions	
LIST OF TABLES	
Table ES-1: Upper Wakulla River TMDL	xi
Table 1: Designated Use Attainment Categories for Florida Surface Waters	
Table 2: Phases of the Watershed Management Cycle	3
Table 3: Upper Wakulla River TMDL	15
Table 4: Leon County Strategies To Address Sources in Georgia	18
Table 5: 2009 Land Cover in the Upper Wakulla River and Wakulla Springs Basin	23
Table 6: 2009 Land Cover in PFA1	23
Table 7: 2009 Land Cover in PFA2	24
Table 8: 2009 Land Cover in the Basin Outside the PFAs	24
Table 9: Environmental Attenuation Factors	37
Table 10: Recharge Factors	37
Table 11: Wastewater Treatment Facilities in PFA1	38

Table 12:	Entities in the Upper Wakulla River and Wakulla Springs BMAP Basin Designated as MS4s	46
Table 13:	Estimated Nitrogen Inputs and Loads to the UFA in the Wakulla Spring and River BMAP Area	48
Table 14:	Department Management Strategies	61
Table 15:	FDOT District 3 Management Strategies	62
	Wakulla Springs State Park Management Strategies	
Table 17:	City of Tallahassee Management Strategies	63
Table 18:	Leon County Management Strategies	65
Table 19:	Wakulla County Management Strategies	69
Table 20:	Agricultural Land Uses and BMP Enrollment in the PFAs as of June 30, 2015	72
Table 21:	Agricultural Land Uses and BMP Enrollment Outside the PFAs as of June 30, 2015	75
Table 22:	City of Gretna Management Strategies Outside the PFAs	77
Table 23:	City of Quincy Management Strategies Outside the PFAs	77
Table 24:	FAMU Management Strategies Outside the PFAs	78
Table 25:	Federal Correctional Institution, Tallahassee Management Strategies Outside the PFAs	78
Table 26:	FSU Management Strategies Outside the PFAs	79
Table 27:	Gadsden County Management Strategies Outside the PFAs	80
Table 28:	Talquin Electric Cooperative Management Strategies Outside the PFAs	82
	TCC Management Strategies Outside the PFAs	
Table 30:	Town of Havana Management Strategies Outside the PFAs	83
Table 31:	Leon County Management Strategies Outside the PFAs	83
Table 32:	City of Tallahassee Management Strategies Outside the PFAs	84
Table 32:	Water Quality Monitoring Parameters for the River Sites	88
Table 33:	Water Quality Monitoring Parameters for the Spring Vent and Conduit Sites	89
<i>Table 34:</i>	BMAP Water Quality Monitoring Network	90
Table 35:	Biological Monitoring	92
Table B-1	: Summary of the City of Tallahassee's Stormwater Treatment Projects	98
Table E-1	: List of Local and Regional Stormwater and Water Quality Protection Websites and Embedded Links	110
Table E-2	: List of State Stormwater and Water Quality Protection Websites	
	: List of National Stormwater and Water Quality Protection Websites	

## LIST OF ACRONYMS AND ABBREVIATIONS

AVA Aquifer Vulnerability Assessment AWT Advanced Wastewater Treatment BMAP Basin Management Action Plan BMP Best Management Practice

CASTNET Clean Air Status and Trends Network

CFR Code of Federal Regulations

CR County Road

DEAR Division of Environmental Assessment and Restoration

Department Florida Department of Environmental Protection

DO Dissolved Oxygen

EPA United States Environmental Protection Agency

ERP Environmental Resource Permit F.A.C. Florida Administrative Code

FAMU Florida Agricultural and Mechanical University

FAR Florida Administrative Register

FDACS Florida Department of Agriculture and Consumer Services

FDOH Florida Department of Health

FDOT Florida Department of Transportation

FGS Florida Geological Survey

F.S. Florida Statutes

FSU Florida State University

FWRA Florida Watershed Restoration Act FYN Florida Yards and Neighborhoods GIS Geographic Information Systems

gpd Gallons Per Day HA Habitat Assessment

IWR Impaired Surface Waters Rule

kg/yr Kilograms Per Year LA Load Allocation

LDI Low-Impact Development
LID Low-Impact Development
LIDAR` Light Detection and Ranging
LVS Linear Vegetation Survey
MFLs Minimum Flows and Levels
Mgd Million Gallons Per Day
mg/L Milligrams Per Liter

MS4 Municipal Separate Storm Sewer System

N Nitrogen

NADP National Atmospheric Deposition Program

NELAP National Environmental Laboratory Accreditation Program

NNC Numeric Nutrient Criteria

NOI Notice of Intent

NPDES National Pollutant Discharge Elimination System
NSILT Nitrogen Source Inventory and Loading Tool
NWFWMD Northwest Florida Water Management District

OFW Outstanding Florida Water

OSTDS Onsite Treatment and Disposal System

PFA Priority Focus Area ppb Parts Per Billion

PSPZ Primary Springs Protection Zone QA/QC Quality Assurance/Quality Control

RESTORE Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies

of the Gulf Coast States (Act)

RIB Rapid Infiltration Basin
RPS Rapid Periphyton Survey
SBIO Statewide Biological Database

SCI Stream Condition Index SESF Southeast Spray Field

SOP Standard Operating Procedure

SRF State Revolving Fund

STORETStorage and Retrieval (Database)TCCTallahassee Community CollegeTIFTax Increment Financing (District)

TMDL Total Maximum Daily Load

TN Total Nitrogen

UF-IFAS University of Florida –Institute of Food and Agricultural Sciences

UFA Upper Floridan Aquifer

U.S. United States

USDA United States Department of Agriculture

USGS United States Geological Survey
WBID Waterbody Identification (Number)

WLA Wasteload Allocation

WWTP Wastewater Treatment Plant WWTF Wastewater Treatment Facility

## **SUMMARY**

## UPPER WAKULLA RIVER AND WAKULLA SPRINGS BASIN

The Wakulla River watershed and the Wakulla Springs springshed are located in portions of southern Georgia and Gadsden, Jefferson, Leon, and Wakulla Counties in Florida. The Upper Wakulla River and Wakulla Springs Basin Management Action Plan focuses on the portion of the springshed located in Florida, referred to as the BMAP basin (see **Figure ES-1**). The BMAP basin encompasses an area of approximately 848,445 acres, or 1,325 square miles.

Wakulla Springs is the primary source of water to the Wakulla River. Within the Upper Wakulla River and Wakulla Springs Basin, the Cody Scarp generally separates the semiconfined geologic features to the north (soils characterized with lower potential for ground water impacts) and areas of unconfined geologic features to the south (highly permeable karst areas with a high potential for ground water impacts).

The Wakulla River is about nine miles long, starting near Camp Indian Springs and joining the St. Marks River near Fort San Marcos de Apalache. However, the BMAP extent of the Upper Wakulla River ends at the Highway 98 bridge. Major centers of population in the basin include the city of Tallahassee, Woodville, and Crawfordville. As reported by Kincaid (2010), the efforts of numerous underwater cave explorers and scientists have identified a complex system of ground water conduits that interconnect many of the sinking streams in the basin, as well as the city of Tallahassee Southeast Spray Field (SESF) to the Wakulla River and Wakulla Springs.

In the Upper Wakulla River and Wakulla Springs Basin, two Priority Focus Areas (PFAs) were identified to focus management strategies for the first BMAP iteration. These PFAs represent the areas in the basin where the aquifer is most vulnerable to inputs and where there are the most connections between ground water and Wakulla Springs.



FIGURE ES-1: UPPER WAKULLA RIVER AND WAKULLA SPRINGS BASIN

## TOTAL MAXIMUM DAILY LOADS

TMDLs are water quality targets based on state water quality standards for specific pollutants, such as excessive nitrate. The department determined that the Upper Wakulla River segment with waterbody identification (WBID) number 1006 was impaired by nitrate, defined in the TMDL as nitrate + nitrite as nitrogen, using data from January 1, 2000, through June 30, 2007. This determination was made based on Stream Condition Index (SCI) surveys that indicated healthy biological community conditions in the Upper Wakulla River in only seven of 27 sampling events. The biological community in the river is affected by excessive algal mats linked to elevated nitrate concentrations from anthropogenic sources.

Table ES-1 lists the TMDL and pollutant load allocation adopted by rule for the Upper Wakulla River WBID.

#### TABLE ES-1: UPPER WAKULLA RIVER TMDL

<sup>2</sup> Not applicable; none of the NPDES municipal separate storm sewer systems (MS4s) discharges directly into the Upper Wakulla River.

		TMDL			WASTELOAD	LOAD
		MILLIGRAMS		WASTELOAD	ALLOCATION FOR	ALLOCATION
		PER LITER	TMDL %	ALLOCATION FOR	NPDES STORMWATER	(%
WBID	PARAMETER	(MG/L)	REDUCTION	WASTEWATER	(% REDUCTION)	REDUCTION)
	Nitrate, as					
1006	monthly	0.35	56.2%	$N/A^1$	$N/A^2$	56.2%
	average					

## UPPER WAKULLA RIVER AND WAKULLA SPRINGS BMAP

Paragraph 403.067(7)(a)1, Florida Statutes (F.S.), authorizes the department to adopt BMAPs that provide for phased implementation of the strategies necessary to ultimately achieve the associated TMDLs. This approach allows stakeholders to establish management strategies and incrementally plan, budget, and execute projects while simultaneously monitoring and conducting studies to better understand the water quality dynamics (sources and response variables) in the basin. This BMAP is the first iteration for the Upper Wakulla River and Wakulla Springs Basin and it covers a five-year period.

Since the TMDL assessment period, the largest source of loading to the Upper Wakulla River and Wakulla Springs, the city of Tallahassee's T.P. Smith Wastewater Treatment Facility (WWTF), has been upgraded to reduce nitrate concentrations by approximately 80 percent. Further reductions in nitrate concentrations are expected in the river and springs due to this WWTF upgrade, as well as other completed actions in the basin (see **Figure ES-2**). Given the need for further monitoring to determine to what extent additional reductions are needed, this BMAP used a sufficiency-of-effort evaluation based on source categories to move forward with reductions in the first five-year implementation period.

<sup>&</sup>lt;sup>1</sup>There are no National Pollutant Discharge Elimination System (NPDES) wastewater facilities that discharge directly into the Upper Wakulla River.

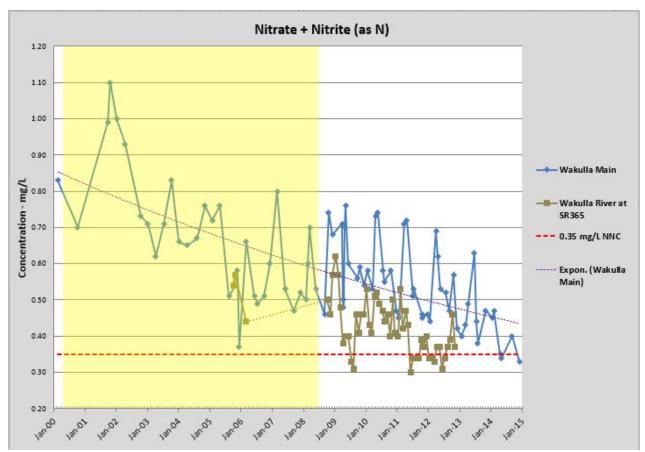


FIGURE ES-2: WATER QUALITY TRENDS IN THE WAKULLA RIVER AND WAKULLA SPRING VENT

Using information on sources in the basin, the stakeholders in the PFAs were asked to submit management strategies to reduce nitrate loading from the sources they are responsible for managing. The department then compared the strategies provided with the sources in the PFAs to evaluate whether each of the existing sources was sufficiently addressed for the first BMAP iteration and whether strategies were in place or would be put into place to reduce nitrate sources. Where needed, the department requested additional details and strategies from the responsible stakeholders to assess sufficiency for the first BMAP iteration.

To ensure sufficiency for addressing onsite sewage treatment and disposal systems (OSTDS), the department is undertaking an OSTDS Initiative, in cooperation with the Florida Department of Health (FDOH), city of Tallahassee, Leon County, Wakulla County, and other parties. The objective of the OSTDS Initiative is to identify and implement effective, financially feasible strategies to reduce nutrient loads from OSTDS sources. The department and stakeholders will identify options for addressing OSTDS loading, identify effective strategies for the Upper Wakulla River and Wakulla Springs Basin,

establish educational and outreach programs, determine responsibilities, and identify funding sources and an implementation schedule for the management strategies.

For the first five years of BMAP implementation, collectively the management strategies included in the BMAP are sufficient and reasonable to address nitrate loading in the PFAs to the Upper Wakulla River and Wakulla Springs Basin. Additional management strategies may be required in the next BMAP iteration unless more current water quality data indicate that the designated uses have been achieved.

The requirements of this BMAP are enforceable by the department. For point sources to surface waters, both WWTFs and MS4s, the BMAP and required TMDL reductions are also enforceable through NPDES or state permits. For non-MS4 sources, the BMAP requirements and TMDL reductions are enforceable under Section 403.067, F.S. Furthermore, an agricultural nonpoint source discharger included in a BMAP must demonstrate compliance with required reductions by either implementing the appropriate best management practices (BMPs) or conducting water quality monitoring prescribed by the department or a water management district that demonstrates compliance with state water quality standards.

## GOAL OF THE BMAP

The goal of the BMAP is to restore Wakulla Springs and the Upper Wakulla River to a sustainable biological community that is resilient to the impacts of existing and continuing human use and development on the land from which Wakulla Springs draws its waters. The BMAP addresses anthropogenic sources in the basin that have resulted in impairment of the ecological community of the Upper Wakulla River to the extent that the TMDL target is met. Management strategies in the BMAP have been developed to make progress towards the TMDL targets for allowable nitrate-nitrogen concentration (0.35 mg/L) and recovery of the biological impairment to meet the department's Class III biology criteria in the impaired segment and therefore, to meet the waterbody's designated uses.

## KEY ELEMENTS OF THE BMAP

This BMAP addresses the key elements required by the Florida Watershed Restoration Act (FWRA), Chapter 403.067, F.S., including the following:

 Document how the public and other stakeholders were encouraged to participate or participated in developing the BMAP (Section 1.3.1).

- Identify the mechanisms by which potential future increases in pollutant loading will be addressed (Section 0).
- Document management strategies to achieve the TMDLs (**Chapter 4** and **Chapter 5**).
- Document the implementation schedule, feasible funding strategies, responsibilities,
   and milestones (Chapter 4 and Chapter 5).
- Identify monitoring, evaluation, and a reporting strategy to evaluate reasonable progress over time (**Section 6.3**).

### ANTICIPATED OUTCOMES OF BMAP IMPLEMENTATION

Through the implementation of management strategies and additional source assessment in this BMAP, stakeholders expect the following outcomes:

- Continued improvement in the water quality conditions in the Upper Wakulla River and Wakulla Springs.
- Decreased loading of the target pollutant (nitrate).
- Increased coordination, such as through the OSTDS Initiative and annual meetings, among state and local governments and within divisions of local governments in problem solving for water quality restoration.
- Determination of effective management strategies through the stakeholder decisionmaking and priority-setting processes.
- Enhanced public awareness of pollutant sources, pollutant impacts on water quality, and corresponding corrective actions.
- Enhanced understanding of basin hydrology, water quality, and pollutant sources.

### **BMAP COST**

Costs were provided for 29 percent of the management strategies identified in the PFAs. For those strategies with provided costs, the estimated total cost is more than \$299,151,300. Of this total, \$235,873,000 has been spent on projects completed since 2004, \$11,845,500 has been spent on ongoing projects, and \$51,432,800 could be spent on planned or proposed projects. In addition, costs were

provided for 33 percent of the strategies identified outside the PFAs, with an estimated total cost of almost \$9,520,000. Of this cost, \$7,570,000 has been spent on completed projects and \$1,200,000 could be spent on proposed projects. Some of these cost estimates may include operations and maintenance for structural projects.

The funding sources for the management strategies range from local contributions to legislative appropriations. Stakeholders will continue to explore new opportunities for funding assistance to ensure that the strategies listed in this BMAP can be maintained at the necessary level of effort.

## BMAP FOLLOW-UP AND COMMITMENT TO IMPLEMENTATION

The department will work with stakeholders to organize the monitoring data and track management strategy implementation. The results of these efforts will be used to evaluate whether the BMAP is effective in reducing nitrate concentrations and loads in the basin. In addition to activities for the OSTDS Initiative, the Upper Wakulla River and Wakulla Springs stakeholders will meet approximately annually after BMAP adoption to follow up on plan implementation, share new information, and continue to coordinate on TMDL-related issues. More frequent meetings may be held, if needed.

The stakeholders have committed to implementing the management strategies included in this BMAP and to work together to attain the Upper Wakulla River TMDL.

## Chapter 1: CONTEXT, PURPOSE, AND SCOPE OF THE PLAN

The Upper Wakulla River and Wakulla Springs Basin is located in the Big Bend area of Florida in Gadsden, Jefferson, Leon, and Wakulla Counties. The Upper Wakulla River and Wakulla Springs are designated as Outstanding Florida Waters (OFWs), and are important resources that have been affected by nitrate loading from anthropogenic sources in the basin. To address nitrate impacts to the aquatic biological community in this impaired water, the Florida Department of Environmental Protection adopted a Total Maximum Daily Load to reduce nitrate inputs to the river and springs. The largest source of water to the Wakulla River is Wakulla Springs. The river and springs are a very dynamic ground water and surface water–fed system.

This Basin Management Action Plan represents the joint efforts of multiple stakeholders to prepare strategies for water quality restoration for the Upper Wakulla River and Wakulla Springs to work towards achieving the adopted TMDL. The BMAP includes management strategies to reduce nitrate concentrations in the Upper Wakulla River, targeted at restoring the natural aquatic biological community, along with a monitoring plan to guide effective long-term restoration efforts. The BMAP was developed as part of Florida's TMDL Program. Stakeholder involvement is critical to the success of the TMDL Program.

Stakeholder involvement is particularly essential to develop, gain support for, and secure commitments in a BMAP. The department invited all interested stakeholders to participate in the Upper Wakulla River and Wakulla Springs BMAP development and facilitated participation to ensure that all voices were heard and opinions considered. This approach resulted in the use of a phased implementation process to achieve the TMDL targets. The first five-year BMAP iteration is expected to achieve discernible results through the actions outlined in this document.

To determine progress towards achieving the TMDL target for the allowable nitrate-nitrogen concentration in the impaired segment, the nitrate-nitrogen concentrations at the BMAP monitoring stations will be evaluated using a methodology similar to that used to develop the TMDL nitrate-nitrogen target (0.35 milligrams per liter [mg/L]). The month and monitoring station location with the highest average concentration will be compared with the target of 0.35 mg/L to determine the percent reduction achieved to date, and whether the target concentration has been achieved. The TMDL target

for recovery from the biological impairment will be evaluated based on whether the impaired segment meets the department's Class III biology criteria and therefore, the waterbody's designated uses.

This chapter describes the TMDL Program, stakeholder involvement in BMAP development, BMAP purpose and scope, BMAP approach, the TMDL addressed, assumptions and considerations identified during BMAP development, and future growth in the basin.

## 1.1 WATER QUALITY STANDARDS AND TMDLS

Florida's water quality standards are designed to ensure that surface waters can be used for their designated purposes, such as drinking water, recreation, wildlife, habitat, and agriculture. Currently, most surface waters in Florida, including those in the Upper Wakulla River Basin, are categorized as Class III waters, meaning they must be suitable for recreation and must support the propagation and maintenance of a healthy, well-balanced population of fish and wildlife. **Table 1** shows all designated use categories.

TABLE 1: DESIGNATED USE ATTAINMENT CATEGORIES FOR FLORIDA SURFACE WATERS

\* Class I and II waters include the uses of the classifications listed below them.

\*\* Surface water classification for waters in the Upper Wakulla River Basin.

CATEGORY	DESCRIPTION		
Class I*	Potable water supplies		
Class II*	Shellfish propagation or harvesting		
Class III**	Recreation, propagation and maintenance of a healthy, well-balanced population of fish and wildlife		
Class III- Limited	Fish consumption, recreation or limited recreation, and/or propagation and maintenance of a limited population of fish and wildlife		
Class IV	Agricultural water supplies		
Class V	Navigation, utility, and industrial use (no current Class V designations)		

Under Section 303(d) of the federal Clean Water Act, every two years each state must identify its "impaired" waters, including estuaries, lakes, rivers, and streams, that do not meet their designated uses and are not expected to improve before the next 303(d) list is prepared for the basin. The department is responsible for developing this 303(d) list of impaired waters in Florida.

Florida's 303(d) list identifies waterbody segments that do not meet the state's water quality standards and are thus considered impaired. In Florida, the four most common water quality concerns are nutrients, oxygen-demanding substances, mercury, and fecal coliforms. The 303(d)-listed waterbody segments are candidates for more detailed assessments of water quality to determine whether they are

impaired according to state statutory and rule criteria. The department develops and adopts TMDLs for the waterbody segments it identifies as impaired and for which a causative pollutant has been identified. A TMDL is the maximum amount of a specific pollutant that a waterbody can assimilate while maintaining its designated uses.

The water quality evaluation and decision-making processes for listing impaired waters and establishing TMDLs are authorized by Section 403.067, Florida Statutes (F.S.), known as the Florida Watershed Restoration Act (FWRA), and contained in Florida's Identification of Impaired Surface Waters Rule (IWR) (Chapter 62-303, Florida Administrative Code [F.A.C.]). The impaired waterbody addressed in this BMAP, the Upper Wakulla River, is a Class III water. The TMDL for the Upper Wakulla has been established and addresses the nitrate + nitrite as the nitrogen concentration target required for this waterbody to maintain a healthy aquatic biological community per the Class III designated use.

TMDLs are developed and implemented as part of a watershed management cycle that rotates through the state's 52 river basins every five years to evaluate waters, determine impairments, and develop and implement management strategies to restore impaired waters to their designated uses. **Table 2** summarizes the five phases of the watershed management cycle.

 PHASE
 ACTIVITY

 Phase 1
 Preliminary evaluation of water quality.

 Phase 2
 Strategic monitoring and assessment to verify water quality impairments.

 Phase 3
 Development and adoption of TMDLs for waters verified as impaired.

 Phase 4
 Development of management strategies to achieve the TMDL(s).

 Phase 5
 Implementation of TMDL(s), including monitoring and assessment.

TABLE 2: PHASES OF THE WATERSHED MANAGEMENT CYCLE

### 1.2 TMDL IMPLEMENTATION

Rule-adopted TMDLs may be implemented through BMAPs, which contain strategies to reduce and prevent pollutant discharges into impaired waterbodies through various cost-effective means. During Phase 4 of the watershed management cycle, the department and the affected stakeholders in the various basins jointly develop BMAPs or other implementation approaches. Based on practical considerations, a basin may have more than one BMAP. The FWRA contains provisions that guide the development of BMAPs and other TMDL implementation approaches.

Stakeholder involvement is critical to the success of the TMDL Program and varies with each phase of implementation to achieve different purposes. The BMAP development process is structured to achieve cooperation and consensus among a broad range of interested parties. As indicated in the statute, the department invites stakeholders to participate in the BMAP development process and encourages public participation and consensus to the greatest practicable extent. The department must hold at least one noticed public meeting in the basin to discuss and receive public comments during the planning process.

## 1.3 UPPER WAKULLA RIVER AND WAKULLA SPRINGS BMAP

#### 1.3.1 PLAN PURPOSE AND SCOPE

The purpose of this BMAP is to implement nitrate reductions to achieve the Upper Wakulla River TMDL. This plan outlines management strategies that have provided or will provide nitrate reductions and a schedule for implementation for the first five-year BMAP iteration. The BMAP also details a monitoring approach to measure progress towards the nitrate target concentration and improvement in the health of the river's biological community. Stakeholders will meet approximately annually to review progress made towards achieving the TMDL.

In 2009, the department adopted a nutrient TMDL for the Upper Wakulla River, the segment with waterbody identification (WBID) number 1006. Based on potentiometric maps of ground water levels, the Wakulla Springs springshed is located in portions of southern Georgia and Gadsden, Jefferson, Leon, and Wakulla Counties in Florida. Based on topographic maps and surficial water features, the Upper Wakulla River surface watershed extends into Leon and Wakulla Counties. The Upper Wakulla River and Wakulla Springs BMAP focuses on the portion of the springshed located in Florida (see **Figure 1**). The BMAP basin encompasses an area of approximately 848,445 acres, or 1,325 square miles, which is larger than the basin area included in the TMDL. The BMAP basin boundary was extended based on information from basin studies, potentiometric surface maps, and feedback from stakeholders.

### 1.3.1.1 Priority Focus Areas

In the Upper Wakulla River and Wakulla Springs Basin, two Priority Focus Areas (PFAs) were identified to focus management strategies for the first BMAP iteration (see **Figure 1**). These PFAs represent the areas in the basin where the aquifer is most vulnerable to pollutant inputs, where ground water travels the fastest, and where there is a known connectivity between ground water pathways and

Wakulla Springs. The PFAs were identified using information on the areas classified as "most" and "more" vulnerable from the Leon County Aquifer Vulnerability Assessment (AVA) (Baker *et al.* 2007) and Wakulla County AVA (Baker *et al.* 2009). Development of the PFA boundaries did not take surface features or land use activities into account. The PFAs provide a guide for focusing strategies where science suggests these efforts will best benefit the spring.

PFA1 is the primary area of concern for sources contributing to the nitrate impairment. This area has either documented evidence or the highest probability of regularly contributing loading to the ground water flows to Wakulla Springs. PFA1 has the highest probability for surficial infiltration and contribution to ground water based on information in the AVA reports. This area also has the most direct and fastest ground water travel times to Wakulla Springs, based on dye trace studies conducted in the basin.

PFA2 is the secondary area of concern for sources contributing to the nitrate impairment. This area also has a high probability for surficial infiltration to ground water and contribution to Wakulla Springs, based on the AVA reports. However, this area has a more intermittent contribution to ground water flows to the springs, based on dye trace studies in the basin.

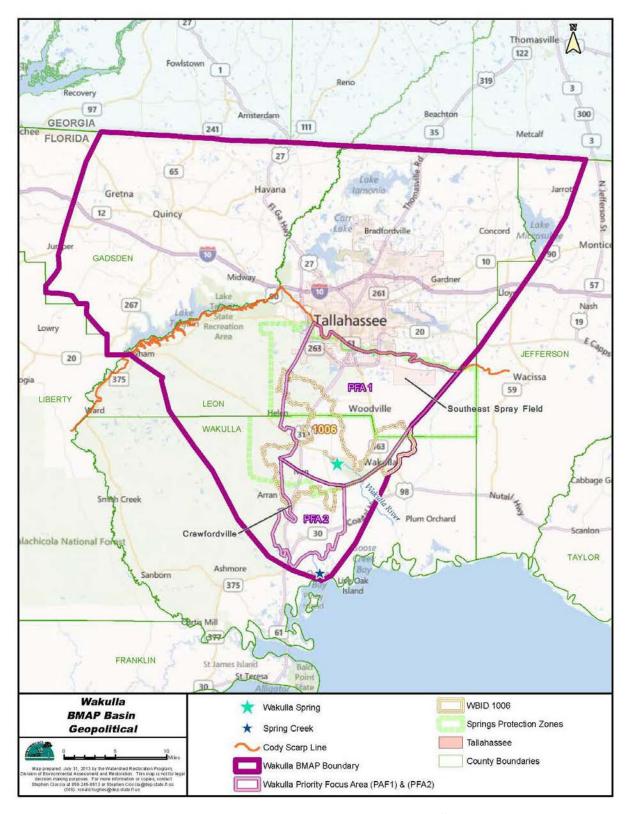


FIGURE 1: UPPER WAKULLA RIVER AND WAKULLA SPRINGS BASIN

# 1.3.2 STAKEHOLDER INVOLVEMENT

In

The BMAP process engages local stakeholders and promotes coordination and collaboration to address the nitrate reductions to achieve the Upper Wakulla River TMDL. The following stakeholders are responsible for load reductions and monitoring in the PFAs:

— Agriculture.
— City of Tallahassee.
— Florida Department of Agriculture and Consumer Services (FDACS).
— Florida Department of Environmental Protection, including Wakulla Springs State Park.
— Florida Department of Health (FDOH).
— FDOH in Wakulla County.
— Florida Department of Transportation (FDOT) District 3.
— Leon County.
— Leon County Health Department.
— Northwest Florida Water Management District (NWFWMD).
— Wakulla County.
addition, the following entities are responsible for load reductions in the basin but outside the PFAs:
— City of Gretna.
— City of Midway.
— City of Quincy.
— Federal Correctional Institution, Tallahassee.

— Florida Agricultural and Mechanical University (FAMU).
— Florida State University (FSU).
— Gadsden County.
— Jefferson County.
— Tallahassee Community College (TCC).
— Talquin Electric Cooperative.
— Town of Havana.
In addition to the responsible stakeholders above, several other interested parties and entities participated in the Upper Wakulla River and Wakulla Springs BMAP meetings, as follows:
— 1000 Friends of Florida.
— Citizens.
— Florida Department of Economic Opportunity.
— Friends of Wakulla Springs.
— Wakulla Springs Alliance.
In January 2013, the department initiated the BMAP development process and held a series of technical
meetings involving stakeholders and the general public. The purpose of these meetings was to consult
with stakeholders to gather information about the basin and identify specific management strategies that
would reduce nitrate loading. Technical meetings were used to gather information, identify potential
sources, define management strategies currently under way or planned, and develop the BMAP contents

and actions to reduce nitrate loading with the ultimate goal of achieving the TMDL. All technical

meetings were held regularly throughout the BMAP development process on the following dates:

meetings were open to the public and noticed in the Florida Administrative Register (FAR). Technical

- January 18, 2013.
- February 22, 2013.
- March 28, 2013.
- April 18, 2013.
- May 16, 2013.
- June 25, 2013.
- August 15, 2013.
- September 19, 2013.
- October 31, 2013.
- August 21, 2014.

In addition to technical meetings, the department met with responsible stakeholders in one-on-one meetings to discuss different aspects of the BMAP, such as management strategies. Stakeholders were also encouraged to contact department staff via phone and email to participate in forming the plan. A public workshop on the BMAP was also held on August 31, 2015. The public workshop was noticed in the *Tallahassee Democrat*.

Except as specifically noted in subsequent sections, this BMAP document reflects the department's approach to achieving the TMDL based on its research and input from stakeholders, along with public input from workshops and meetings held to discuss key aspects of the TMDL and BMAP development.

#### 1.3.3 BMAP APPROACH

The BMAP provides for phased implementation under Paragraph 403.067(7)(a)1, F.S. The management actions and adaptive management approach described in the BMAP will address nitrate reductions, and the process will continue until the TMDL target is attained. The phased BMAP approach allows for the implementation of management strategies designed to achieve incremental reductions, while simultaneously monitoring and conducting studies to better understand the water quality dynamics in the

basin. The total reductions to achieve the Upper Wakulla River TMDL will be addressed in five-year increments.

A nitrogen source inventory and loading tool (NSILT) was developed in support of the BMAP decision making process (Section 3.3). The NSILT was developed from an extensive review of literature on nitrogen sources and migration/transformation to the aquifer and eventually to the Upper Wakulla River and Wakulla Springs. The NSILT provides the best available assessment of where nitrogen is currently being applied in the BMAP area and is contributing to elevated nitrogen concentrations in the Upper Wakulla River and Wakulla Springs Basin. The NSILT is intended to assist stakeholders and the department in identifying locations where future projects will have the greatest impact in reducing nitrogen loads.

Since the TMDL assessment period, the largest sources of loading to the Upper Wakulla River and Wakulla Springs, which comprise the city of Tallahassee's wastewater treatment facility (WWTF) and Southeast Spray Field (SESF), have been upgraded to reduce nitrate concentrations applied to the land surface. Current data indicate that these upgrades have reduced total nitrogen (TN) loading to the SESF by 80 percent, or about 214,939 kilograms per year (kg/yr) (Section 4.1.1 for more details). The Upper Wakulla River and Wakulla Springs Basin is a ground water—driven system, resulting in a lag time between nitrate reductions from management strategy implementation and a change in water quality in the river and springs. Therefore, further reductions in nitrate concentrations are expected in the river and springs due to the completed actions.

Given the progress in load reductions made to date, and the need for further monitoring to determine to what extent additional reductions are needed, this BMAP used a sufficiency-of-effort evaluation rather than detailed allocations to move forward with reductions in the first five-year iteration. It is not currently feasible to assign detailed allocations for nutrient loads to surface water and ground water in the PFAs. At present, the specific load reductions needed from management strategies benefiting the springshed were not calculated due to the complexities of fate and transport of pollutants in the springshed and the uncertainty associated with expected reductions from some measures.

Using information on sources in the basin (see **Section 3.1**), stakeholders in the PFAs were asked to submit management strategies to reduce nitrate loading from the sources they are responsible for managing. The department then compared the strategies provided with the sources in the PFAs to

evaluate whether each of the existing sources was sufficiently addressed for the first BMAP iteration and whether strategies were in place or would be put into place to reduce future nitrate sources. Where needed, the department requested additional details and strategies from the responsible stakeholders to ensure sufficiency for the first BMAP iteration.

Collectively, the management strategies included in the BMAP are sufficient to address nitrate loading in the PFAs to the Upper Wakulla River and Wakulla Springs Basin over the next five years. **Chapter 4** describes these strategies. Stakeholders outside the PFAs also provided management strategies, described in **Chapter 5**. After Year 4 of BMAP implementation, the department will evaluate available water quality data to determine progress towards the nitrate target. Discussions will then be held with responsible stakeholders to identify additional strategies for the next BMAP iteration, as needed.

# 1.3.4 Onsite Sewage Treatment and Disposal Systems (OSTDS) Initiative

With the major reductions made in WWTF loading in the basin, OSTDS presently contribute more nitrogen to ground water than all other source categories evaluated in the BMAP area. The department understands that the selection of management strategies to reduce OSTDS loads requires sufficient time for stakeholders to consult with local decision makers, plan implementation timelines, consider funding sources—especially state and federal grant funding—and budget available funds. To reduce this source of loading in the future, the department, along with FDOH, the city of Tallahassee, Leon County, Wakulla County, and other parties, will develop a comprehensive and sustainable plan with nitrogen-reducing projects that focus on OSTDS sources. This plan will be developed through the OSTDS Initiative.

The objective of the OSTDS Initiative is to identify effective, financially feasible strategies to reduce existing loading and prevent future nutrient loading from OSTDS sources. The department and stakeholders will identify options for addressing OSTDS loading, identify effective management and engineering strategies to reduce loading from OSTDS in the Upper Wakulla River and Springs Basin, establish education and outreach programs that provide area residents with information about OSTDS systems and their effect on Wakulla Springs, determine responsibilities and legal parameters, and identify funding sources and an implementation schedule for the management strategies and any facility construction.

The OSTDS Initiative will result in comprehensive and sustainable management and engineering strategies for nitrogen reduction from OSTDS for Leon County, Wakulla County, and the city of Tallahassee as applicable. These projects can be separate, shared, or implemented in collaboration with any combination of these jurisdictions.

#### 1.3.4.1 General Direction for the OSTDS Initiative

The department will facilitate the organization of an advisory committee that will include representatives from FDOH, Leon County, Wakulla County, the city of Tallahassee, and other vested stakeholders such as homeowners, private utilities, and environmental or community groups, from the Wakulla Springs BMAP area. This advisory committee, which has no binding authority upon any individual entity, will be tasked with three main objectives, as follows, to meet the goal of developing and implementing management strategies necessary to reduce nutrient loading from OSTDS in a realistic time frame:

- 1. Identify, collect, and evaluate credible scientific information pertinent to the nutrient impact of OSTDS on Wakulla Springs.
- 2. Develop a public education plan that at a minimum provides area residents with reliable and understandable information about OSTDS systems and their effect on Wakulla Springs.
- 3. Develop an OSTDS plan that identifies cost-effective and financially feasible projects that target nutrient load reductions from OSTDS systems needed to implement the TMDL.

An initial technical meeting will be held within three months of BMAP adoption to present the methodology and geographic information system (GIS) data to prioritize areas where OSTDS pose the greatest risk based on the number of these systems in aggregate, soil drainage conditions, aquifer and surface water vulnerability, proximity to the spring, and ground water travel time

Within three years from the date of BMAP adoption, the advisory committee, in conjunction with the department, will finalize an OSTDS plan that identifies specific projects and schedules to achieve nutrient load reductions. The plan will be adopted as part of the BMAP and will be consistent with BMAP obligations required in a National Pollutant Discharge Elimination System (NPDES) municipal

separate storm sewer system (MS4) permit. The advisory committee may consider as necessary the following components in order to achieve the load reductions:

- The inventory and geographic distribution of OSTDS in the priority areas, including Leon County's Primary Springshed Protection Zone and Wakulla County's Primary Springshed Protection Zone. Existing systems and areas where future growth is expected should be included.
- Existing and planned wastewater treatment and collection facilities, including the parcels currently being served and existing and design capacities.
- The nutrient reductions from OSTDS necessary to achieve the TMDL.
- Projects that are in process, shovel-ready prior to the end of this first five-year BMAP cycle, and in priority geographic areas. A list of these projects and management strategies, including a schedule for implementation, will be submitted to the department and as appropriate, incorporated into the OSTDS plan.
- Reduction goals may be achieved in multiple ways, including the connection of existing OSTDS to central WWTFs, the use of cluster systems, educational strategies, requirements for new development to be served by central wastewater service, the adoption of technologies recommended by FDOH's Nitrogen Reduction Study, or other strategies that may be appropriate. The strategies will be prioritized based on their effectiveness and feasibility, taking into account the financial needs of local service providers and impacts on homeowners.
- Projects in any long-range capital plans, including consideration of wastewater management or facilities plan(s).

The timing of the implementation of plan components may change depending on legislative direction, state and local funding, and the potential use of the Resources and Ecosystems Sustainability, Tourist Opportunities and Revived Economies of the Gulf Coast States (RESTORE) Act. This plan will be reviewed and updated annually to include flexibility to substitute projects due to funding availability.

#### 1.3.5 POLLUTANT REDUCTION AND DISCHARGE ALLOCATIONS

## 1.3.5.1 Categories for Rule Allocations

The rules adopting TMDLs must establish reasonable and equitable allocations that will alone, or in conjunction with other management and restoration activities, attain the TMDLs. Allocations may be to individual sources, source categories, or basins that discharge to the impaired waterbody. The allocations in rule identify either how much pollutant discharge each source designation may continue to contribute (discharge allocation), or the load or percentage of its loading the source designation must reduce (reduction allocation). Currently, the TMDL allocation categories are as follows:

- Wasteload Allocation (WLA) is the allocation to point sources permitted under the NPDES Program. It includes the following:
  - Wastewater Allocation is the discharge allocation to industrial and domestic WWTFs.
  - NPDES Stormwater Allocation is the allocation to NPDES stormwater permittees that operate MS4s. These permittees are treated as point sources under the TMDL Program.
- Load Allocation (LA) is the allocation to nonpoint sources, including agricultural runoff and stormwater from areas that are not included in an MS4 permit.

The TMDL did not specify WLAs to NPDES WWTFs or MS4s because there are no WWTFs and MS4s with discharges into the Upper Wakulla River WBID (Department 2012a). However, this BMAP includes WWTFs and MS4s discharges in the Upper Wakulla River and Wakulla Springs Basin.

# 1.3.5.2 Allocations Implemented by the BMAP

The FWRA, Section 403.067, F.S., states that the BMAP must equitably allocate pollutant reductions to individual basins, as a whole to all basins, or to each identified point source or category of nonpoint sources, as appropriate. Allocations are determined based on a number of factors listed in the FWRA, including cost-benefit, technical and environmental feasibility, implementation time frames, and others. The adopted TMDL (see **Section 1.3.6**) sets the allocations, as a percent reduction, to the nonpoint source category (LA) to achieve the target concentration of 0.35 mg/L of nitrate + nitrite in the Upper Wakulla River. This BMAP implements the TMDL allocations for the nonpoint sources by assigning the TMDL target as a whole to all basins. However, the BMAP initially focuses on achieving the

TMDL target in the PFAs, and includes more stringent nitrogen limitations for WWTFs that discharge to land surface infiltration and contribute nitrogen loading to ground water in PFA1. More detailed allocations may be developed, if needed, for the next BMAP iteration.

The main sources of loading to the Upper Wakulla River come from the surrounding springshed, and the 0.35 mg/L nitrate + nitrite target concentration is also the criterion for springs. Therefore, the reductions associated with the strategies in this BMAP will improve the quality of both the Upper Wakulla River and Wakulla Springs.

#### 1.3.6 UPPER WAKULLA RIVER TMDL

The department adopted the *Nutrient (Biology) TMDL for the Upper Wakulla River (WBID 1006)* in March 2012 through Rule 62-304.300(2), F.A.C. (see **Appendix B**). The department determined that the Upper Wakulla River (WBID 1006) was impaired by nitrate based on Stream Condition Index (SCI) surveys that indicated healthy biological community conditions in only seven of 27 sampling events. The biological community in the river is affected by excessive algal mats that were linked to elevated nitrate concentrations from anthropogenic sources (Department 2012a). The TMDL defined the nitrate target as composed of both nitrate and nitrite as nitrogen. **Table 3** lists the TMDL and pollutant load allocations adopted by rule for the Upper Wakulla River.

TABLE 3: UPPER WAKULLA RIVER TMDL

<sup>2</sup> Not applicable; none of the NPDES MS4s discharges directly into the Upper Wakulla River.

	WBID	PARAMETER	TMDL (MG/L)	TMDL % REDUCTION	WLA FOR Wastewater	WLA FOR NPDES STORMWATER (% REDUCTION)	LA (% REDUCTION)
-	1006	Nitrate, as monthly average	0.35	56.2%	N/A <sup>1</sup>	N/A <sup>2</sup>	56.2%

#### 1.4 Assumptions and Considerations Regarding TMDL Implementation

The water quality impacts of BMAP implementation are based on several fundamental assumptions about the pollutant targeted by the TMDL, waterbody response, and natural processes. In addition, there are important considerations about the nature of the BMAP and its long-term implementation. These assumptions and considerations are discussed below.

#### 1.4.1 ASSUMPTIONS

The following assumptions were used during the BMAP process:

<sup>&</sup>lt;sup>1</sup> There are no NPDES wastewater facilities that discharge directly into the Upper Wakulla River.

- Reductions in nitrate concentrations in the Upper Wakulla River and Wakulla Springs will result in improved biological communities, including a reduction in the amount of algae present in the river.
- The largest source of nitrate loading to the Upper Wakulla River is through Wakulla Springs. Therefore, management strategies that reduce nitrate loading to ground water were the priority for this BMAP iteration, including more stringent nitrogen limitations for WWTFs that discharge to land surface infiltration and contribute nitrogen loading to ground water in PFA1.
- The scope of the TMDL did not include the adjacent Wakulla Springs vent area (WBID 1006X), and therefore these waters are not applicable for determining achievement of the restoration targets. Although the TMDL did not include the upstream Wakulla Springs vent area, the BMAP incorporates Wakulla Springs and its contributing springshed in the BMAP area. This is based on the integral role of the springshed as the primary source of water inflow to the Upper Wakulla River.
- The BMAP focuses on reductions and management strategies in two PFAs. The PFAs were identified using best available information on the most vulnerable aquifer areas and ground water pathways to determine where management strategies would be most beneficial to improving water quality in the Upper Wakulla River and Wakulla Springs. Pollutant loads contributed in the PFAs are considered to result in the largest magnitude and most immediate impacts to the Upper Wakulla River. In future iterations, the PFAs may be refined using the latest data. The areas of the basin outside the PFAs also contribute loading to the river and springs, but to a much lesser magnitude than the areas in the PFAs. Depending on water quality changes in the Upper Wakulla River and Wakulla Springs, additional management strategies in the area outside the PFAs may be required in future BMAP iterations.

#### 1.4.2 Considerations

This BMAP requires that all stakeholders in the basin implement the management strategies set forth in this document within the first five-year BMAP cycle. However, the full attainment of the TMDL target will be a long-term process. In evaluating the need for future projects from individual entities, the

department will take into consideration past reduction efforts from particular sources. While many of the projects and activities contained in the BMAP are recently completed or currently ongoing, many projects will require time to design, secure funding, and construct. However, funding was considered, to the extent practicable, when determining the schedule for meeting BMAP requirements. Although strategic funding can be problematic, funding limitations do not affect the requirement that each entity in the PFAs must implement the management strategies listed in the BMAP in order to cumulatively achieve water quality standards.

However, the full implementation of this BMAP will be a long-term process, adaptively managed in five-year cycles. Since BMAP implementation is a long-term process, the TMDL established for the basin will likely not be achieved in the first five-year iteration. It is understood that waterbodies can respond differently to the reduced concentrations and loading. Regular follow-up and continued coordination and communication by stakeholders will be essential to ensure the implementation of management strategies and assessment of effects. Additional management strategies required to achieve the TMDL will, if necessary, be developed as part of the second BMAP iteration. During the BMAP process, the following items were identified that could be addressed in future watershed management cycles to ensure that future BMAPs use the most accurate information:

- Water Quality Standards Since the department adopted the Upper Wakulla River TMDL, numeric nutrient criteria (NNC) were established for both streams and springs. For future evaluations to determine whether the Upper Wakulla River and Wakulla Springs Basin is meeting water quality standards, the department will use these NNC. The BMAP monitoring plan (see Section 6.3) was designed to collect the data necessary for these new evaluations. These standards require both the TMDL target nitrate concentration and a healthy biological community to be attained to meet the TMDL. If the nutrient target has been achieved but the biological community is not responding, the Upper Wakulla River would still be considered impaired. The department would then have to determine if the nitrate target should be modified or if another factor is causing the impairment.
- Basin Boundary The BMAP basin boundary was determined using information from studies in the basin that delineated boundaries based on potentiometric surface data,

water level measurements, and dye trace studies. The available boundaries were compiled by the department, and the BMAP basin boundary was identified with input from stakeholders. In future iterations of the BMAP, the basin boundaries may be modified based on new evidence and better science.

Georgia Sources – The BMAP focuses on the Upper Wakulla River and Wakulla Springs Basin in Florida, as the department only has authority to address nutrient loading in the state. However, a portion of the Wakulla Springs springshed extends into Georgia. Available data indicate that the largest nutrient loading sources reaching the Upper Wakulla River and Wakulla Springs are in Florida. However, if significant sources in Georgia are identified, addressing these sources should be considered in the next BMAP iteration. Leon County has already begun efforts to address some of the nutrient loading from Georgia, as summarized in **Table 4**.

TABLE 4: LEON COUNTY STRATEGIES TO ADDRESS SOURCES IN GEORGIA

NAME	DESCRIPTION	COMPLETION DATE	STATUS	
Cities of Thomasville and Moultrie	Thomasville and Protection Division, the cities of Thomasville and Moultrie were required to			
City of Cairo	2005	Completed		
BASF Corporation Plant in Attapulgus	Leon County is challenging the renewal of the plant's permit to prevent the direct discharge of approximately one million pounds of nitrate per year into the Little River, which flows to Lake Talquin.	Expected by 2018	Ongoing	

— OSTDS – Based on evaluations of loading in the basin, OSTDS is now the largest contributor of nitrate in the Upper Wakulla River and Wakulla Springs Basin (see Section 1.3.4. However, the management strategies to address OSTDS that can be implemented at this time are limited. FDOH is currently conducting a multiyear study to determine the best systems to attenuate nitrate loading. This study is anticipated to be completed in January 2016, and the study results will then be brought to the Legislature for consideration. The results of the study will help to guide OSTDS

management strategies in the basin. In the meantime, the department will work with responsible local stakeholders and FDOH in the OSTDS Initiative (see **Section 1.3.4**) to identify appropriate management strategies and funding sources to address OSTDS loading.

- Authority To Address OSTDS To successfully implement the strategies that will be identified through the OSTDS Initiative, some stakeholders have expressed a need for the authority for local governments to address OSTDS loading, and this authority will need to come from the Florida Legislature. Any rules initiated by stakeholders cannot be less stringent than any state rules for OSTDS. During the first BMAP iteration, proposed legislation may be drafted by local stakeholders, in collaboration with interested parties, such as the Wakulla Springs Alliance.
- Lake Swallets –Several lakes in the basin have known sinkholes that drain to ground water. In the next BMAP iteration, if data are available, the nitrate loads from these lakes could be considered and management strategies to address the loading identified, as needed.
- Management Strategy Implementation The department will consider the management strategies listed in this BMAP and the associated nitrogen reductions in the next BMAP iteration when identifying the additional load reductions required to meet the TMDL and which sources should implement strategies to achieve the necessary reductions.
- Increases in Wastewater Volume in the PFAs Through future development and the connection of OSTDS to central wastewater treatment systems, the amount of treated wastewater discharged in the PFAs may increase. The department will evaluate if there is a net increase in treated wastewater discharge in the PFAs as part of the OSTDS Initiative, and determine if additional strategies are needed to address any additional wastewater loading for the second BMAP iteration.

## 1.5 FUTURE GROWTH IN THE WATERSHED

The FWRA requires BMAPs to "identify the mechanisms by which potential future increases in pollutant loading will be addressed." Since the TMDL reductions are based on decreasing loads from past development, it is important that loads from new development are well controlled. Although future development may meet state and local standards, the development may still add nutrient loading to the Upper Wakulla River and Wakulla Springs Basin. To ensure that future growth does not add to the degradation of these waterbodies, local governments must be proactive in controlling loads from future growth.

This BMAP relies on strategies from stakeholders that help to minimize loading from future sources. The city of Tallahassee and Leon County have enacted ordinances to establish a Primary Springs Protection Zone (PSPZ) that reduces development in the urban fringe in the PSPZ and allows development in the urban area only to the extent permitted by the future land use map. Wakulla County has a similar ordinance that establishes the Wakulla Springs Special Planning Area (see **Figure 2**). Wakulla County has a comprehensive plan policy that requires advanced wastewater treatment (AWT) (3 mg/L for TN) for any WWTF or spray field located in the special planning area. Leon County has proposed an amendment to its code to require AWT in the PSPZ for any WWTF.

The city of Tallahassee, Leon County, and Wakulla County each have fertilizer use ordinances. Tallahassee and Leon County have existing education and outreach programs to educate the public about fertilizer use, and Wakulla County will add public outreach activities. The city of Tallahassee and Leon County also have pet waste management ordinances to help reduce impacts from pet waste in the basin. Leon County adopted countywide land development regulations, which include the city of Tallahassee, that exceed state stormwater standards, and the county is also planning to create a low-impact development (LDI) ordinance to further address loads from new development. Wakulla County has comprehensive land use policies for certain future developments in the county, such as the Northeast Wakulla Sustainable Community, tjat require higher stormwater treatment levels and a no net increase in nutrients. FDOT has a program to avoid mapped karst caves when constructing stormwater treatment ponds that will help to reduce loading to ground water from future projects. Wakulla Springs State Park also has educational and outreach programs to educate the public about the importance of the river and springs.

In addition to the items that will be developed through the OSTDS Initiative (see **Section 1.3.4**), Leon County has proposed an effort to sewer in the PSPZ, if funding becomes available. Leon County is also proposing to modify its code for OSTDS, as needed, based on the results of the FDOH study. Wakulla County has an adopted Comprehensive Plan policy requiring advanced nitrogen reducing onsite systems on parcels of certain sizes. Wakulla County is also proposing to sewer three historical neighborhoods, if funding becomes available, removing approximately 2,251 OSTDS that could occur through future development, in addition to the 1,330 OSTDS already in use.

The strategies listed above would help to reduce nitrate loading from future development for a variety of sources. The sufficiency of this BMAP relies on these management strategies.

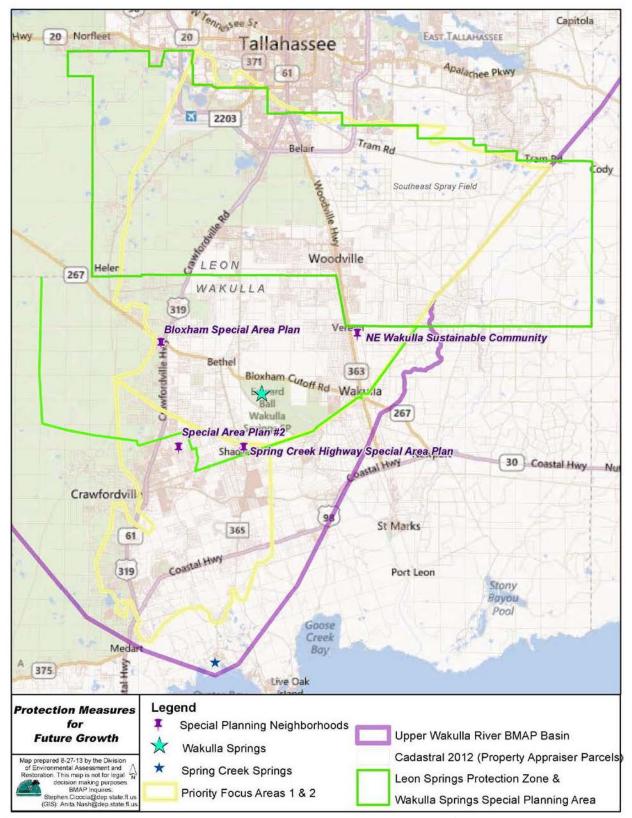


FIGURE 2: PROTECTION MEASURES FOR FUTURE GROWTH

# Chapter 2: UPPER WAKULLA RIVER AND WAKULLA SPRINGS BASIN SETTING

# 2.1 LAND USE COVERAGE

Land cover categories for the Upper Wakulla River and Wakulla Springs Basin were aggregated using the simplified Level 1 codes, shown in **Table 5**. Natural lands including upland nonforested, upland forests, water, and wetlands make up 84.1 percent of the acreage in the basin. Urban land uses including urban and built-up; barren land; and transportation, communication, and utilities makes up 9.1 percent of the basin. The remaining 6.7 percent is agricultural land uses. **Figure 3** shows the distribution of land uses in the Upper Wakulla River and Wakulla Springs Basin.

TABLE 5: 2009 LAND COVER IN THE UPPER WAKULLA RIVER AND WAKULLA SPRINGS BASIN

- = Empty cell/no data

LEVEL 1 LAND			24.5
COVER CODE	LAND COVER DESCRIPTION	ACRES	% TOTAL
1000	Urban and Built-Up	66,045.7	7.8%
2000	Agriculture	57,105.6	6.7%
3000	Upland Nonforested	51,270.2	6.0%
4000	Upland Forests	449,521.9	53.0%
5000	Water	19,838.5	2.3%
6000	Wetlands	193,613.0	22.8%
7000	Barren Land	806.5	0.1%
8000	Transportation, Communication, and Utilities	10,255.2	1.2%
-	TOTAL	848,456.6	100.0%

In PFA1, 88.8 percent of the area is natural lands, 7.9 percent is urban lands, and 3.4 percent is agricultural lands, as shown in **Table 6**.

TABLE 6: 2009 LAND COVER IN PFA1

- = Empty cell/no data

LEVEL 1			
LAND			
COVER			
CODE	LAND COVER DESCRIPTION	ACRES	% TOTAL
1000	Urban and Built-Up	5,435.0	5.3%
2000	Agriculture	3,508.6	3.4%
3000	Upland Nonforested	9,294.4	9.0%
4000	Upland Forests	73,194.9	70.8%
5000	Water	918.9	0.9%
6000	Wetlands	8,318.7	8.1%
7000	Barren Land	179.9	0.2%
8000	Transportation, Communication, and Utilities	2,476.9	2.4%
-	Total	103,327.3	100.0%

In PFA2, 77.6 percent of the area is natural lands, 15.3 percent is urban lands, and 7.0 percent is agricultural lands, as shown in **Table 7**.

TABLE 7: 2009 LAND COVER IN PFA2

- = Empty cell/no data

LEVEL 1 LAND COVER CODE	LAND COVER DESCRIPTION	ACRES	% Total
1000	Urban and Built-Up	4,285.7	14.4%
2000	Agriculture	2,095.9	7.0%
3000	Upland Nonforested	2,477.1	8.3%
4000	Upland Forests	17,510.1	58.9%
5000	Water	161.1	0.5%
6000	Wetlands	2,956.2	9.9%
7000	Barren Land	47.3	0.2%
8000	Transportation, Communication, and Utilities	207.6	0.7%
-	TOTAL	29,741.0	100.0%

For the portion of the basin outside the PFAs, 83.8 percent is natural lands, 9.1 percent is urban lands, and 7.2 percent is agricultural lands, as shown in **Table 8**.

TABLE 8: 2009 LAND COVER IN THE BASIN OUTSIDE THE PFAS

- = Empty cell/no data

LEVEL 1 LAND COVER CODE	LAND COVER DESCRIPTION	ACRES	% Total
1000	Urban and Built-Up	56,325.0	7.9%
2000	Agriculture	51,501.1	7.2%
3000	Upland Nonforested	39,498.7	5.5%
4000	Upland Forests	358,816.9	50.2%
5000	Water	18,758.5	2.6%
6000	Wetlands	182,338.1	25.5%
7000	Barren Land	579.3	0.1%
8000	Transportation, Communication, and Utilities	7,570.7	1.1%
-	TOTAL	715,388.3	100.0%

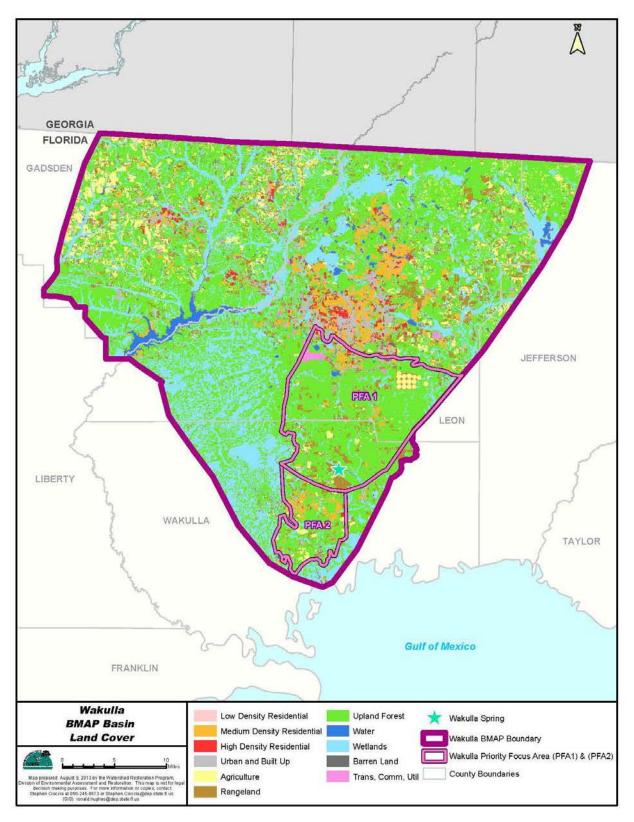


FIGURE 3: 2004 LAND COVER IN THE UPPER WAKULLA RIVER AND WAKULLA SPRINGS BASIN

# 2.2 Hydrology

In the Wakulla springshed, ground water occurs primarily in the Floridan aquifer, a vast carbonate aquifer system that is present throughout virtually all of Florida, as well as southern parts of Alabama and Georgia. The Floridan is the source of water for potable supply, irrigation, and industrial uses throughout most of the region. Wakulla Springs, located in the Ocala Karst District of the Woodville Karst Plain, is the primary source of the Wakulla River. In the Wakulla River watershed, the Cody Scarp generally separates the semiconfined and unconfined geologic areas. In the northernmost portion of the Wakulla springshed, the Floridan aquifer is confined by a thick overburden of sediment and/or clay that helps to protect against contamination. Moving southward, breaches are present in the confining layer, mainly sinkholes, which provide pathways for recharge and the introduction of contaminants. The unconfined or poorly confined regions of the Floridan aquifer (regions with less than 25 feet of sediment cover) extend slightly north of the Cody Scarp into the southern part of the city of Tallahassee urban area and southward towards the Gulf Coast.

This southern portion of the springshed is situated in the Woodville Karst Plain, which is part of the Gulf Coastal Lowland physiographic region. It extends from the southern edge of the city of Tallahassee to the Gulf of Mexico, in southeastern Leon County and eastern Wakulla County. Its northern border, the Cody Scarp, formed about 100,000 years when ocean levels rose. Capped by less than 20 feet of quartz sands, the Woodville Karst Plain gently slopes toward the Gulf. The porous sands allow water to move rapidly to the underlying soluble carbonates (limestone) that are present at or near the land surface, recharging the Floridan aquifer in the area. Over time, this acidic water has dissolved the limestone, resulting in karst terrain characterized by abundant springs, sinks, sinking streams, karst windows (collapsed segments of underground streams), swallets (caves or holes that swallow a stream), and dolines (collapsed caves), in addition to a well-developed system of tunnels or conduits.

These features result in areas where ground water has direct access from the surface (via sinkholes) and surface waters whose pathways often flow beneath the sand and limestone surface layer (sinking streams), merging with ground water. The karst subsurface is also characterized by expansive areas of extremely porous formations, due to this limestone surface layer dissolution. This results in a large and extensive cave system and tunnel/conduit network that provides direct pathways and allows short travel times for surface runoff through ground water to the spring vent at the headwaters of the Wakulla River (Peer Review Committee 2005). As reported by Kincaid (2010), the efforts of numerous underwater

cave explorers and scientists have identified a complex system of ground water conduits that interconnects many of the sinking streams in the watershed, as well as the city of Tallahassee SESF, to the Wakulla River and Wakulla Springs. The BMAP PFAs represent the areas in the basin where the aquifer is most vulnerable to pollutant inputs, where ground water travels fastest, and where there is a known connectivity between ground water pathways and Wakulla Springs (see **Section 1.3.1.1**).

The Floridan aquifer generally flows in a southerly direction under the watershed to outflow from Wakulla Springs, Spring Creek Springs, the Lower St. Marks River, and the Gulf of Mexico. Ground water flow is increased by contributions from local rainfall and sinking streams. Data from potentiometric maps indicate that the steepest hydraulic gradient is just below the Cody Scarp and slowly declines towards the Gulf of Mexico. Wakulla Springs sits in the center of a zone of high hydraulic movement with lowered potentiometric surface that funnels water to Wakulla Springs. Therefore, small increases in the local hydraulic head resulting from short-term, intensive rainfall events should result in a significant increase in spring discharge.

Observations of unusually high and low tides in Wakulla Springs along with tracer tests led to the conclusion that flow from the Spring Creek Springs Group can travel either to Spring Creek Springs or to Wakulla Springs, depending on the hydraulic conditions at either site. Therefore, when the water level at Spring Creek Springs is higher than the level at Wakulla Springs (as observed during an abnormally high tide), the Spring Creek Springs Group will flow to Wakulla Springs. When the reverse is true (as observed during an abnormally low tide), Spring Creek Springs will receive the flow. During more neutral conditions, the flow splits between the two outlets. A variety of other factors, such as vegetation restricting flow in the Wakulla River and saltwater intrusion can create fluctuations in the relative water levels of the two springs, in turn affecting the fraction of the Springs Creek Springs Group discharge that flows to Wakulla Springs (Davis *et al.* 2010). The two-phased nature of the spring discharge volume and the area from which the water is drawn makes it difficult to determine nitrate loading from different sources in the basin.

Springs provide the majority of the flow in the Wakulla River. The river is about nine miles long, starting near Camp Indian Springs and joining the St. Marks River near Fort San Marcos. Major centers of population in the basin include the city of Tallahassee, Woodville, and Crawfordville. The Wakulla River from Wakulla Springs downstream is tidally affected. The potential for saltwater intrusion into

the ground water system exists, as the Floridan aquifer is directly connected to the Gulf of Mexico (Department 2012a).

# 2.3 WATER QUALITY AND BIOLOGICAL COMMUNITY TRENDS

The Upper Wakulla River was found to be impaired based on failing SCI scores between February 2000 and May 2007. The poor biological community scores were due to the fact that sensitive taxa were affected by the smothering of substrate by hydrilla, occasional low dissolved oxygen (DO), and slightly elevated conductivity. The water quality data collected during this time indicated that ammonia levels (mostly below detection) and phosphorus levels (averaging 0.03 mg/L) generally represented excellent conditions, while nitrate concentrations were elevated from anthropogenic sources. Therefore, the Upper Wakulla River was found to be impaired for nitrates, as evidenced by an aquatic biological community impacted by excessive hydrilla growth and algal mats (Department 2012a).

The highest nitrate concentration is found at the spring vent, and the nitrate concentration decreases as the water moves downriver (see **Figure 4**). When comparing the data from the TMDL verified period (2000–07) with more recent data (2008–15), nitrate concentrations at the vent are declining. In the ground water caves and tunnels that feed Wakulla Spring, nitrate concentrations were higher in B- and C-Tunnels than in the Main Tunnel, indicating that other sources of flow to the springs are diluting the concentrations observed at the spring vent (see **Figure 5**). The data from K-Tunnel (see the location in **Figure 6**) indicate lower nitrate levels; this tunnel may be diluting flows from the other tunnels. B-, C-, D-, and K-Tunnels continue to show mean nitrate + nitrite concentrations above the target concentration of 0.35 mg/L. B-, C-, and D-Tunnels are the major contributors (see **Figure 5**), with the highest mean nitrate concentration in B-Tunnel. These tunnels bring contributing flows from the SESF and Ames Sink to the Upper Wakulla River and Wakulla Springs. However, there are declining trends in nitrate concentrations in B-, C-, and D-Tunnels. (Department 2013d). The K-Tunnel nitrate concentrations reached levels below the target concentration of 0.35 mg/L in 2014 and early 2015 (see **Figure 5**). **Figure 7** shows the contributing area to Wakulla Springs in Florida.

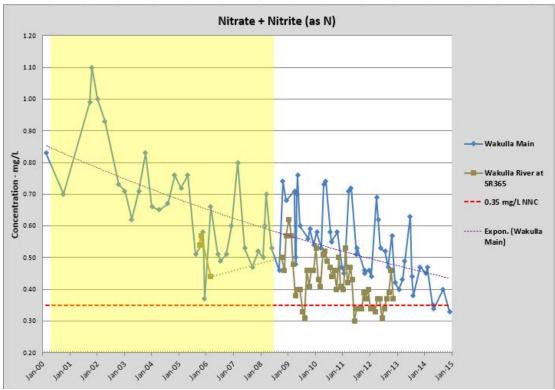


FIGURE 4: NITRATE-NITRITE WATER QUALITY TRENDS IN THE WAKULLA RIVER AND WAKULLA SPRING VENT

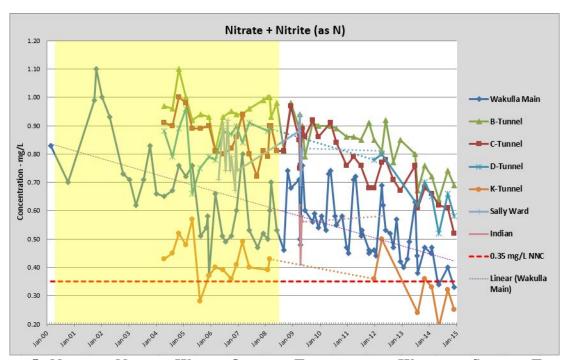


FIGURE 5: NITRATE-NITRITE WATER QUALITY TRENDS IN THE WAKULLA SPRINGS TUNNELS

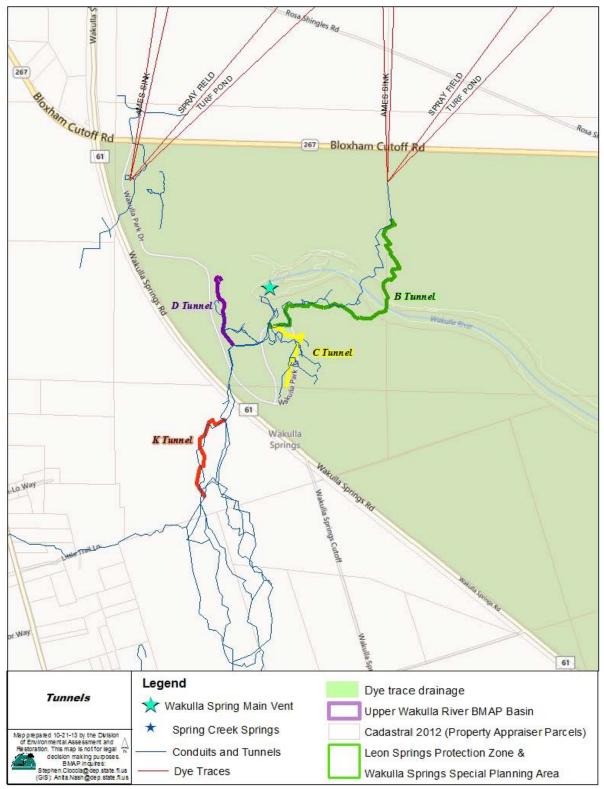


FIGURE 6: LOCATIONS OF THE MAIN WAKULLA SPRINGS TUNNELS

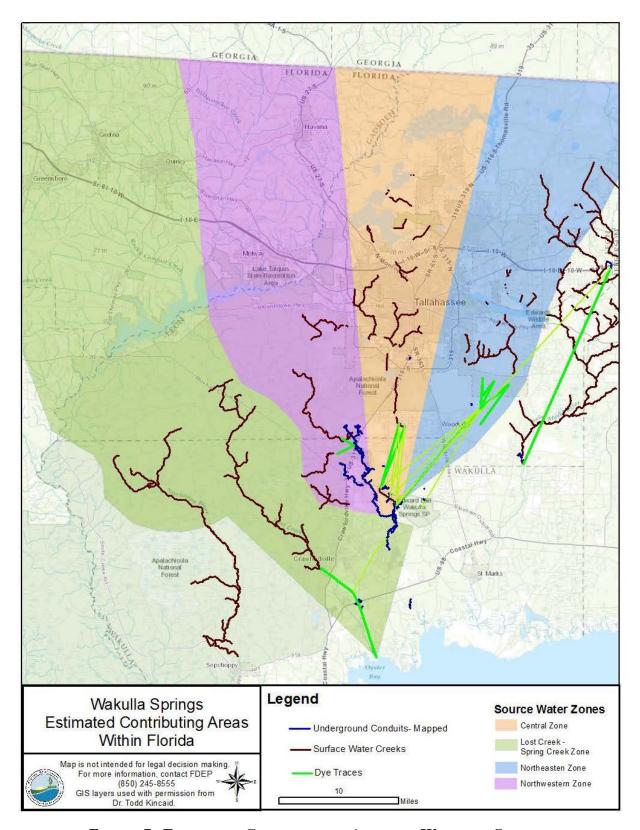


FIGURE 7: ESTIMATED CONTRIBUTING AREAS TO WAKULLA SPRINGS

The SCI is a biological assessment procedure that measures the degree to which flowing fresh waters support a healthy, well-balanced biological community, as indicated by benthic macroinvertebrates. A balanced faunal community is achieved if the average score of at least two temporally independent SCIs is 40 or higher, with neither of the two most recent SCI scores less than 35.

The 2004 SCI score in the Upper Wakulla River was categorized as "very poor." In 2007, the SCI score was "poor." Thus, while there seems to be a slight improving trend in biological conditions, the overall quality is still poor. In April 2012, a Rapid Periphyton Survey (RPS) conducted in the Upper Wakulla River found that 75 percent of the points assessed ranked higher than four for algal coverage, indicating visible filamentous algae. Additional samples are needed to confirm the results of this survey. An RPS sample from below Highway 98, collected in April 2012, showed that 40 percent of the points assessed had a rank of four or higher, indicating visible filamentous algae (Department 2013b); however, this site is located in the extreme downstream portion of the Wakulla River.

**Figure 8** shows the SCI results collected at the upstream station at the Boat Tram and a site farther downstream at County Road (CR) 365. The average of the samples at the Boat Tram site was 35 and the average of the two most recent samples was 36; both of these values are below the impairment thresholds. The average SCI score for the all samples at the CR 365 site is 46 and the average of the two most recent samples is 37. Except for the October 28, 2014, sample from this location, the SCI scores were all above the impairment threshold. In this particular sample, the amphipod *Hyalella Azteca*, which is common in systems dominated by aquatic vegetation, and is often the dominant taxon in SCI samples from the Wakulla River, comprised 85 percent of the organisms identified and may have skewed the result due to its overabundance. Subsequent sampling conducted in March and May 2015 suggests it was an artifact of that particular sampling event. The average SCI score for the Boat Tram site through seven sampling events was 34 and the average SCI score at the CR 365 location was 47.



FIGURE 8: SCI RESULTS FOR TWO SITES ON THE WAKULLA RIVER, OCTOBER 30, 2013-MAY 8, 2015

To determine the source of the nitrate loading in the basin, the department collected data between March and December 2011 from the different tunnels around Wakulla Springs and from the springs themselves. Using information on nitrogen isotopes to correlate to sources, the data indicated that the A- and K-Tunnels in the south and west had a much lower wastewater signature than the B-, C-, and D-Tunnels in the north and east. The springs also showed a significant wastewater nitrate signature. These data had a nitrogen isotope signature in the wastewater/manure signature field (Department 2013c).

To determine if the nitrate is coming from humans or livestock, another tracer is needed. The department uses sucralose as a tracer for human sources. Sucralose is the main ingredient in Splenda<sup>®</sup>, and studies from around the world have detected sucralose in ground water with human wastewater influences. Sucralose is very stable, passes through wastewater treatment into the final effluent, and is not affected by chlorination or tertiary treatment. Sucralose has the added advantage that it is never used in animal feed and is therefore not expected to be present in the byproducts of animal waste. The median sucralose levels in the A- and K-Tunnels, based on data from 2011 to 2012, were only slightly above the detection limit, which is 0.01 parts per billion (ppb). The B-, C-, and D- Tunnels had sucralose concentrations between 0.033 and 0.035 ppb, indicating human influence from the north and east. This is consistent with findings from other studies in the basin (Department 2013c).

# 2.4 IMPACT OF NITRATE ON WATER QUALITY AND THE BIOLOGICAL COMMUNITY

Nitrate appears to be the crucial nutrient feeding the growth of algae and hydrilla in the Upper Wakulla Springs and Wakulla River. It is a common form of combined nitrogen in most natural surface fresh waters and some ground water in Florida. Nitrate occurs naturally but is also produced by human activities. Most plants cannot directly use nitrogen in its molecular form but instead use nitrogen in the form of either nitrate or ammonium. The primary natural sources of nitrate on the earth's surface include volcanic activity, lightning, and biological fixation. In biological fixation, molecular nitrogen is fixed by a special bacterium associated with certain plants, notably legumes, sugarcane, and some ferns, and may be further oxidized to nitrate by other bacteria. Nitrate is also produced from the breakdown of animal manure and dead plants (Peer Review Committee 2005).

Human activities are greatly increasing the amount of nitrogen cycling between the living world and the soil, water, and atmosphere. In fact, humans have already doubled the rate of nitrogen entering the land-based nitrogen cycle, and that rate is continuing to climb. Elevated concentrations of nitrate in ground water commonly result from agricultural and urban land use practices in ground water recharge areas. The proximity of these areas to points of discharge (*i.e.*, springs) can result in elevated nitrate levels in surface waters. Nitrate ions are mobile in ground water and surface water. There are essentially no solubility constraints on the amounts found in ground water because the nitrate ion does not sorb to soils or rock, and thus nitrate can move freely through the soil and the ground water system.

In surface waters, nitrate acts as a fertilizer for aquatic plants. Nitrate levels much less than 1 mg/L can cause a significant shift in the balance of spring ecological communities. With an overly abundant supply of nutrients, aquatic plants and algae grow rapidly, filling the water with thick masses of green vegetation. Oxygen in the water is used up, leading to negative impacts to the aquatic community (Peer Review Committee 2005).

Increasing nitrate levels in the Floridan aquifer in the Woodville Karst Plain in Leon and Wakulla Counties, as well as in water emanating from Wakulla Springs, are a significant ecological concern. Because a spring is a discharge point, the quality of spring water can be considered characteristic of a large cross-section of the aquifer. An increase in nitrate concentration in Wakulla Springs can be interpreted either as a widespread increase in nitrate concentration in the ground water from a large area

of the aquifer (resulting, for example, from septic systems), or as a significant increase in one or a few specific inputs (such as a WWTF).

Nitrate sources for Wakulla Springs appear to be a combination of both types. **Figure 9** illustrates the sources, reservoirs, and pathways of nitrogen in the unconfined portion of the Wakulla springshed. Under a thin veneer of sand lies a limestone matrix whose voids are saturated with ground water below the water table. The horizontal striping indicates the water-filled conduit that conveys water and pollutants to Wakulla Springs. The large checkered arrow denotes stormwater and sinking streams. Inputs of nitrate consist of atmospheric deposition, fertilizers, septic systems, land spraying, and residuals. Reservoirs consist of soils, vegetation, and livestock. Sinks of nitrogen (not illustrated) include the harvesting and decay of vegetation and removal of livestock. The nitrogen that enters ground water finds its way to Wakulla Springs (Peer Review Committee 2005).

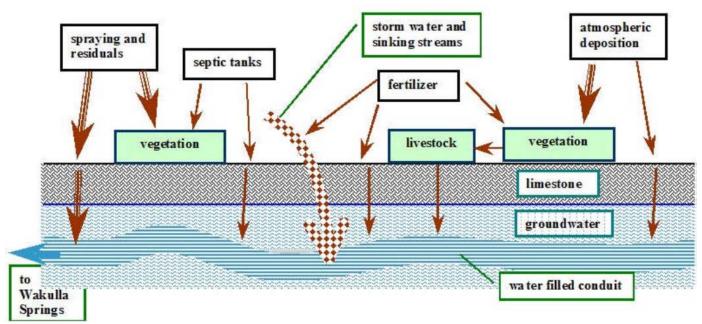


FIGURE 9: SCHEMATIC OF SOURCES, RESERVOIRS, AND PATHWAYS OF NITROGEN IN THE UNCONFINED PORTION OF THE WAKULLA SPRINGSHED

# **Chapter 3: POLLUTANT SOURCES AND ANTICIPATED OUTCOMES**

The TMDL includes estimates of nitrate loading in the Upper Wakulla River and Wakulla Springs Basin from WWTFs, OSTDS, fertilizer, livestock, atmospheric deposition, sinking streams, and stormwater. Since atmospheric deposition is considered a mostly uncontrollable source, the TMDL did not require reductions from this source. The contributions from sinking streams, including Munson Slough, Fisher Creek, Black Creek, and Lost Creek, were minimal and thought to be temporary in response to large rainfall events (Chelette *et al.* 2002). Therefore, the BMAP focuses on addressing nitrate loading from WWTFs, OSTDS, fertilizer, livestock, and stormwater. Additional details about the sources in the basin and the NSILT that was developed to estimate the contribution from nutrient sources applied at the land surface are provided in the subsections below.

# 3.1 NSILT

The NSILT is a GIS- and spreadsheet-based tool that provides estimates of the relative contribution of nitrogen from various sources, including the following:

— Atmospheric deposition.
— WWTFs.
— Septic tanks.
— Farm fertilizer.
— Urban fertilizer.
— Livestock.
— Sinking streams.

The department prepared the NSILT as a tool to identify areas where nitrogen source reduction efforts could be focused to achieve the most beneficial and cost-effective effect on water quality. The general approach for the NSILT is to characterize groundwater recharge, identify categories of land use that are potential nitrogen sources, estimate nitrogen input at the land surface, and calculate the estimated nitrogen load to ground water.

#### 3.1.1 ESTIMATING NITROGEN INPUTS

The first step in the NSILT process is to estimate the nitrogen input to the land surface for each of the land use categories in the basin (see **Section 2.1**). Attenuation factors were then applied to the input to land surface based on the various environmental processes that could transform nitrogen in the subsurface, such as denitrification, nitrification of ammonia, uptake by vegetation, and mineralization of organic nitrogen. The final step to estimate the nitrogen load is to apply an areal weighting factor based on the rate of recharge to ground water, resulting in the estimated nitrogen loads to ground water. The factors used in the NSILT are summarized in **Table 9** and **Table 10** (Eller *et al.* 2014).

TABLE 9: ENVIRONMENTAL ATTENUATION FACTORS

SOURCE CATEGORY	ATTENUATION FACTOR
Atmospheric Deposition	90%
WWTFs	60%
Septic Tanks	40%
Farm Fertilizer	70%
Urban Fertilizer	80%
Livestock	75%
Sinking Streams	20%

**TABLE 10: RECHARGE FACTORS** 

RECHARGE	FACTOR
Unconfined	90%
Semiconfined	40%
Confined	10%

## 3.2 SUMMARY OF SOURCES IN THE BASIN

#### 3.2.1 Atmospheric Deposition

Atmospheric deposition rates (both wet and dry) were estimated for the BMAP area. The wet deposition rate was estimated using the Quincy (FL14) and Sumatra (FL23) monitoring stations from the National Atmospheric Deposition Program (NADP). The dry deposition rate was estimated from the Sumatra (SUM156) monitoring station (also the location of the FL23 station) from the Clean Air Status and Trends Network (CASTNET). The annual average TN deposition from these sites was estimated from 2009 through 2012. Based on this information, the average atmospheric deposition rate was 2.80 kilograms of TN per hectare (Eller *et al.* 2014).

#### 3.2.2 *WWTFS*

There are 23 permitted WWTFs in the basin. TN effluent concentrations were obtained from the discharge monitoring reports for each facility. If only nitrate data were collected, these data were used to project the TN concentration. For facilities that did not collect TN or nitrate data, an estimate of 8.97 mg/L of TN was used. For facilities without flow data, 50 percent of the design capacity was used. Based on the most current available data for each facility, the estimated total input of nitrogen from wastewater facilities to the BMAP area was 71,484 kg/yr of TN (Eller *et al.* 2014).

During the TMDL assessment period, the largest WWTF load was the city of Tallahassee's T.P. Smith Water Reclamation Facility and Spray Field, located in PFA1. The city completed the upgrade to AWT by spring 2015; however, since November 2012, the facility has met the AWT permit requirements of 3 mg/L TN. This upgrade has resulted in large reductions of TN from the effluent applied to the land surface at the spray field (see **Section 4.1.1** for additional details). In addition, the city removed biosolids application in the basin (see **Section 4.1.1**), further reducing the impacts of the WWTF in the basin.

Also, located in PFA1 are four smaller WWTFs (**Table 11** and **Figure 10**). During the first BMAP iteration, the department will work with existing WWTFs in PFA1 to determine if any reductions are required to help address the Upper Wakulla River impairment (see **Section 4.1.1** for more details).

**DESIGN CAPACITY PERMIT** (MILLION GALLONS PER **FACILITY** NUMBER DAY [MGD]) DISPOSAL METHOD T.P. Smith Water Reclamation Facility FLA010139 26.5 Spray field Rapid infiltration basin **Woodville Elementary School** FLA010136 0.01 (RIB) FLA010137 0.03 **DISC Village** Spray field Winco Utilities, Inc. FLA016544 0.495 Spray field FLA010148 0.043 Absorption beds Lake Bradford Estates

TABLE 11: WASTEWATER TREATMENT FACILITIES IN PFA1

In 1995, the United States Environmental Protection Agency (EPA) authorized the department to implement the NPDES Program to permit wastewater discharges to state surface water, including industrial and domestic wastewater facilities. Permits are issued under the applicable provisions of Chapter 403, F.S., and appropriate rules in Chapter 62-600, F.A.C., with applicable sections of 40 Code of Federal Regulations (CFR) incorporated by reference. These regulations, rules, and statutes give the

department the authority to regulate domestic and industrial wastewater facilities. For those entities with WWTF strategies in the PFAs, if they fail to implement their approved list of strategies in the BMAP they will be subject to the appropriate enforcement actions, as outlined in 40 CFR 123.45, as well as Sections 403.061, 403.121, and 403.161, F.S., and Subsection 62-650.300(4), F.A.C.

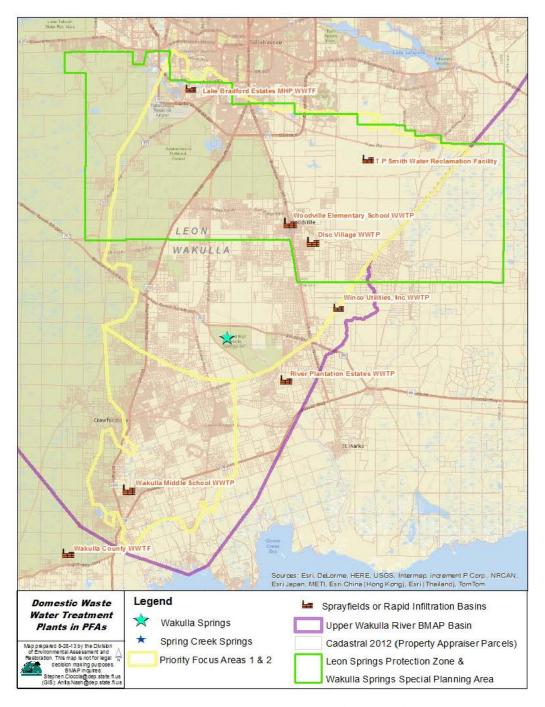


FIGURE 10: DOMESTIC WASTEWATER TREATMENT PLANTS (WWTPS) AND FACILITIES IN THE PFAS

## 3.2.3 *OSTDS*

OSTDS, or septic systems, are commonly used where central sewer does not exist. When properly sited, designed, constructed, maintained, and operated, OSTDS are a safe means of disposing of domestic waste (Department 2012a). However, in karst areas, such as the PFAs in the Upper Wakulla River and Wakulla Springs Basin, the nitrate contributions from OSTDS to ground water can be significant. A septic system study was conducted by FSU's Department of Earth, Ocean, and Atmospheric Science in the Woodville area, which is located in southern Leon County and northern Wakulla County (Harden *et al.* 2010). FSU researchers injected dye into two shallow wells and then collected samples at several springs and Wakulla tunnels. Dye was recovered in Wakulla Spring, Sally Ward Spring, Indian Springs, and the six tunnels. Based on the distances from the two wells (5.2 and 6.0 miles) to Wakulla Springs, the dye traveled at a rate of about 327 feet (100 meters) per day (Department 2012b).

The NSILT found approximately 52,446 OSTDS within the BMAP boundary (16,173 OSTDS in the unconfined recharge area, 22,005 in the semiconfined recharge area, and 14,268 in the confined recharge area). Approximately 9,640 septic tanks are located in PFA1 and 5,062 septic tanks in PFA2 (see **Figure 11**). Based on the 2010 United States Census, there are 2.48 people per household in Leon County, 2.93 people per household in Wakulla County, 2.74 people per household in Gadsden County, and 2.61 people per household in Jefferson County. FDOH estimates that there is an average annual input of 4.5 kg of nitrogen (N) per person from a septic tank. Based on this information, the OSTDS contribution to the land surface in the BMAP area is estimated to be 615,463 kg/yr of N (Eller *et al.* 2014).

With the reduction in loading from the city of Tallahassee WWTF, OSTDS are now the largest source of nitrates to ground water, contributing more than one-third of the estimated loading (**Figure 12**; Department 2013a). Strategies to address OSTDS loading will be determined through the OSTDS Initiative (see **Section 1.3.4**).

It is important to note that there are varying estimates of the number of OSTDS in the Upper Wakulla River and Wakulla Springs Basin. OSTDS estimates are also included in Lombardo (2011), Chelette (2002), the FDOH model (2009), and local government reports. As part of the OSTDS Initiative, a more refined estimate of the number of septic tanks in each PFA will be determined.

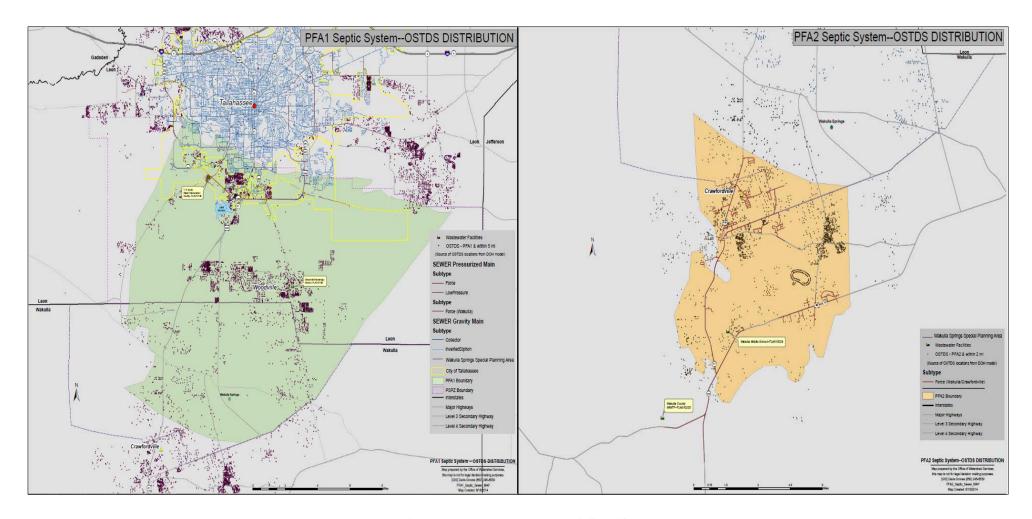


FIGURE 11: CURRENT LOCATIONS OF OSTDS IN THE PFAS

## 3.2.4 RESIDENTIAL FERTILIZER

Fertilizer used on lawns and landscaping in residential areas can contribute to nitrate loading to ground water. The NSILT used FDACS fertilizer sales data to determine the annual amount of fertilizer sold in each county included in the contributing area for nonfarm applications. The percentage of urban land use from the contributing area was compared with the total urban areas for the entire county to adjust the county-specific data to the contributing area boundary. The fertilizer sales data also include information on the amount of TN in fertilizer sold. Using these data, urban fertilizer contributes approximately 226,204 kg/yr of N in the BMAP basin. Leon County, Wakulla County, and the city of Tallahassee have implemented fertilizer ordinances and educational programs to help address this source (see **Chapter 4**).

#### 3.2.5 AGRICULTURAL FERTILIZER AND LIVESTOCK

For the agricultural fertilizer amounts, the department took the acreage for each agricultural commodity type in the basin, based on 2009 land use coverage, and multiplied the acreage by the University of Florida–Institute of Food and Agricultural Sciences (UF–IFAS) recommended fertilizer application rates. The result is an estimate of 560,784 kg/yr of N in the BMAP area (Eller *et al.* 2014).

To estimate the contribution from livestock in the BMAP basin, the NSILT used the United States Department of Agriculture (USDA) Census of Agriculture, which is conducted every five years. This census provides the number of livestock by animal for each county. To adjust the data from each county to fit the BMAP area, the department determined the percentage of land uses in the each county in the basin considered to be livestock lands. The estimate for the number of each livestock animal type is multiplied by literature values of the waste factors in lbs/day of N for each animal. Based on these estimates, livestock contribute 338,946 kg/yr of N in the BMAP area (Eller *et al.* 2014).

The city of Tallahassee implemented management practice changes during the TMDL assessment period to eliminate the application of fertilizer on the SESF, where crops are grown. This change in management practice resulted in another significant reduction in the amount of TN applied in the basin.

Based on 2009 land cover, non-forestry agriculture makes up about 4 percent of the acreage in the PFAs (see **Figure 12**). The majority of agriculture in the PFAs comprises pasture and rangeland, followed by hayfields and field crops. There are also smaller numbers of horse farms, row crops, other grove types, nurseries and vineyards, ornamental nurseries, and tree nurseries. Outside the PFAs, nonforestry

agriculture constitutes about 7 percent of the acreage, with pasture and rangeland making up the majority of the agricultural lands. Hayfields and row, field, and mixed crops are the next most common types of agriculture. FDACS is working with producers in the basin to enroll them in the appropriate best management practice (BMP) programs. During this process, FDACS determines whether agricultural operations are appropriate for enrollment, such as those in commercial production. Unimproved pasture with no animals, fallow lands, and other lands not in production are not eligible for enrollment. A large portion of the remaining acreage identified as agricultural in the land use data is likely to be noncommercial and potentially inappropriate for BMP enrollment. FDACS will attempt to identify noncommercial and out-of-production lands in the first phase of the BMAP.

Lands identified as not in production may result in an agricultural load reduction "credit," depending on the specific circumstances. The department and FDACS will work together to identify small residential farms that may be addressed through UF–IFAS Extension and/or BMPs developed by the department, such as the small horse farm BMP manual recently published. Where FDACS identifies clear errors in land use data, such as golf courses classified as agriculture, the total agricultural acreages estimated for the BMAP basin will decrease by that amount, and the changes will be incorporated during annual updates.

Agricultural enforcement for BMAP actions is based on the FWRA, which states that nonpoint source dischargers who fail either to implement the appropriate BMPs or conduct water quality monitoring prescribed by the department or a water management district that demonstrates compliance with water quality standards may be subject to enforcement action by either of those agencies. All agricultural nonpoint sources in the BMAP area are statutorily required either to implement FDACS-adopted BMPs or to conduct water quality monitoring that demonstrates compliance with state water quality standards.

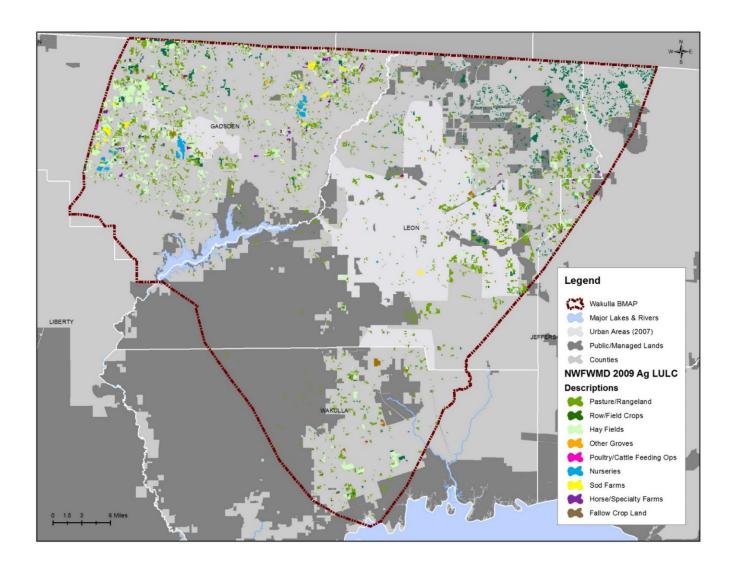


FIGURE 12: 2009 AGRICULTURAL LANDS IN THE UPPER WAKULLA RIVER AND WAKULLA SPRINGS BMAP AREA

## 3.2.6 SINKING STREAMS

In karst areas, sinkholes can form and capture the flow of surface streams. Water from these sinking streams, also known as swallets, can have a detrimental impact on ground water quality. There are four prominent sinking streams in the BMAP area: Lost Creek, Black Creek, Munson Slough, and Fisher Creek. To assess the nitrogen inputs attributed to these streams, the department evaluated the discharge data, as well as nitrogen concentrations, from these streams. Discharge data for Fisher Creek (Station 02326993) and Lost Creek (Station 02327033) were obtained from the United States Geological Survey (USGS) National Water Information System. Discharge data were available for 2007–09 for Fisher Creek and for 2002–07 for Lost Creek. The NWFWMD maintains a gaging station located on Munson

Slough, and data from 2002–10 were obtained by request. Black Creek does not have an active gaging station, but discharge data were provided from a water quality study conducted from March 2009 to May 2009. All four sinking streams are located in the unconfined recharge area in the BMAP basin. Based on the data collected, the estimated TN loading from the sinking streams is 3,867 kg/yr for Fisher Creek, 31,865 kg/yr for Lost Creek, 7,034 kg/yr for Black Creek, and 3,652 kg/yr for Munson Slough (Eller *et al.* 2014).

#### 3.2.7 STORMWATER

Stormwater runoff is the responsibility of MS4s and urban nonpoint sources, and these entities are described in detail below.

#### 3.2.7.1 MS4s

Several stakeholders in the basin are regulated by the Florida NPDES stormwater program because they discharge stormwater and qualify as an MS4. While there are no direct contributions from these MS4s to the Upper Wakulla River watershed (WBID 1006), the MS4s are located in the Upper Wakulla River and Wakulla Springs BMAP area. An MS4 is a conveyance or system of conveyances such as roads with stormwater systems, municipal streets, catch basins, curbs, gutters, ditches, constructed channels, or storm drains that are designed or used for collecting or conveying stormwater. An MS4 can be operated by municipalities, counties, drainage districts, colleges, military bases, or prisons, to name a few examples. By definition, the components of an MS4 system do not include waters of the state of Florida or of the United States. Instead, the MS4 ultimately discharges into such waters.

The basic requirements of the program serve as a foundation for the stormwater management efforts of these communities. The EPA developed the federal NPDES stormwater permitting program in two phases. Phase I, which began in 1990, addresses large and medium MS4s located in incorporated areas and counties with populations of 100,000 or more, as well as specific industrial activities. Phase II, which started in 1999, addresses small MS4s that are designated according to population and other criteria established in federal and state rules. Small MS4s include those located in an urbanized area with a population of at least 50,000 people and/or those serving a population of 1,000 or more people per square mile.

In October 2000, the EPA authorized the department to implement the NPDES stormwater permitting program in the state. This permitting has remained separate from state Stormwater/Environmental

Resource Permit (ERP) Programs and local stormwater/water quality programs, which have their own regulations and permitting requirements. Florida's rules for MS4s can be found in Chapters 62-4, 62-620, 62-621 and 62-624, F.A.C.

**Table 12** lists the entities in the Upper Wakulla River and Wakulla Springs Basin currently designated as MS4s.

TABLE 12: ENTITIES IN THE UPPER WAKULLA RIVER AND WAKULLA SPRINGS BMAP BASIN DESIGNATED AS MS4s

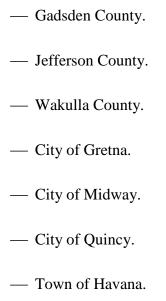
MS4 PERMIT PHASE	PERMITTEE	PERMIT NUMBER	
I	Leon County	FLS000033	
I	FDOT District 3	FLS000033	
I	City of Tallahassee	FLS000034	
II	FSU	FLR04E051	
II	FAMU	FLR04E095	
II	Federal Correctional Institution, Tallahassee	FLR04E096	

All NPDES permits, including MS4 permits, must be consistent with the requirements of adopted TMDLs. Paragraph 403.067(7)(b), F.S., prescribes the criteria for TMDL implementation. In accordance with this section, the implementation of a TMDL or BMAP for holders of NPDES MS4 permits must be achieved to the maximum extent practicable, through the use of BMPs or other management strategies. The implementation of BMPs consistent with the provisions of the stormwater management program required under an MS4 permit constitutes compliance with the standard of reducing pollutants to the maximum extent practicable for discharges to unimpaired waters. However, MS4s must also continue to assess and adjust their list of approved management strategies to achieve the greatest reduction of pollutants practicable to protect receiving waters in accordance with an adopted TMDL or BMAP.

Entities that fail to implement their list of approved strategies in order to reduce pollutants to the maximum extent practicable standard will be subject to enforcement action in accordance with Sections 403.067, 403.121, 403.141, and 403.161, F.S., and Subsection 62-650.300(4), F.A.C. In addition, both Phase I and Phase II MS4 permits include provisions for revising the effluent limitations, monitoring requirements, and stormwater management programs to meet applicable TMDL allocations that are consistent with the assumptions and requirements of the adopted BMAP.

#### 3.2.7.2 Urban Nonpoint Sources

Reductions in loads carried by stormwater that are separate from discharges by a permitted MS4 were established in the "load allocation" component of the TMDL. Subsubparagraph 403.067(7)(b)2.f, F.S., prescribes the pollutant reduction actions required for nonagricultural pollutant sources that are not subject to NPDES permitting. These "non-MS4" sources must also implement the pollutant reduction requirements detailed in a BMAP. The entities that may be responsible for reducing nonpoint sources in the Upper Wakulla River and Wakulla Springs Basin are as follows:



Failure by a nonpoint source to reduce loadings, as required in a BMAP, can result in enforcement action by the department under Subparagraph 403.067(7)(b)2(h), F.S. The department can designate an entity as a regulated Phase II MS4 if its discharges are determined to be a significant contributor of pollutants to surface waters of the state in accordance with Rule 62-624.800, F.A.C. The designation of an entity as a Phase II MS4 can occur when a TMDL has been adopted for a waterbody or segment into which the entity discharges the pollutant(s) of concern. If an entity is designated as a regulated Phase II MS4, it is subject to the conditions of the Phase II MS4 Generic Permit.

#### 3.3 SUMMARY OF LOADING TO GROUND WATER

The total nitrogen input applied to the land surface described above was multiplied by the environmental attenuation and recharge factors shown in **Table 9** and **Table 10**, respectively. **Table 13** lists the inputs, the intermediate step with attenuation factors applied, and the final estimated loads to the upper Floridan aquifer (UFA) with both attenuation and recharge factors applied.

Based on these calculations, approximately 342,048 kg/yr of N enters ground water in the BMAP basin. The relative contribution of major sources of nitrogen to ground water is described in **Figure 13**, including controllable sources such as septic tanks, farm fertilizer, livestock, urban fertilizer, and WWTFs (Eller *et al.* 2014).

TABLE 13: ESTIMATED NITROGEN INPUTS AND LOADS TO THE UFA IN THE WAKULLA SPRING AND RIVER BMAP AREA

		N	ITROGEN	LOADIN	G CATEGO	RIES (inpu	ts and loads	in kg/yr)	
	Confinement	Atmospheric Deposition	WWTFs	Septic Tanks	Farm Fertilizer	Urban Fertilizer	Livestock	Sinking Streams	Totals
	Unconfined	339,424	54,219	195,871	2,831	27,470	54,348	46,140	720,303
INPUTS	Semiconfined	263,138	12,546	246,395	102,117	111,705	69,368	N/A	805,268
(PU	Confined	358,313	7,143	173,198	455,837	87,029	215,230	N/A	1,296,750
Ä	Total Inputs (kg-N/yr)	960,875	73,907	615,463	560,784	226,204	338,946	46,140	2,822,321
0	Attenuation Factors	90%	60%	40%	70%	80%	75%	20%	
ATTENUATION FACTORS APPLIED	Unconfined	33,942	21,688	117,522	849	4,945	13,587	36,912	229,995
TENUAT FACTOR APPLIED	Semiconfined	25,648	5,018	147,189	23,433	22,188	17,342	N/A	249,487
EEF	Confined	32,262	2,759	100,839	102,391	16,837	52,460	N/A	350,572
ATTENUATIO N FACTORS APPLIED	Total after Attenuation (kg-N/yr)	91,853	29,465	365,550	126,672	44,519	83,389	36,912	752,997
	Recharge Factors								
E	Unconfined (90%)	30,548	19,519	105,770	764	4,945	12,228	33,221	206,995
RG RS	Semiconfined (40%)	10,526	2,007	59,135	12,254	8,936	6,937	N/A	99,795
DS TO USCHARGACTORS	Confined (10%)	3,583	286	10,392	13,675	1,741	5,381	N/A	35,057
LOADS TO UFA (RECHARGE FACTORS APPLIED)	TOTAL LOADS TO UFA (kg-N/yr)	44,657	21,812	175,297	26,693	15,622	24,546	33,221	341,847

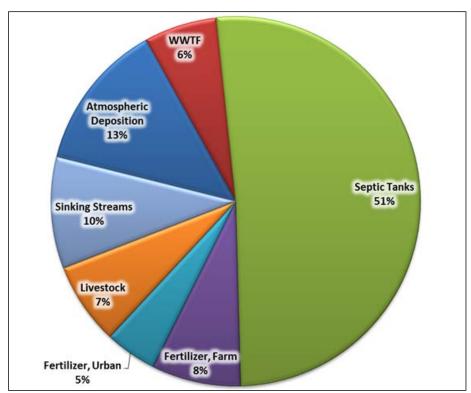
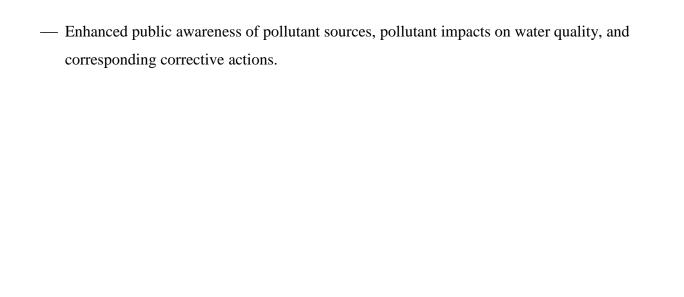


FIGURE 13: RELATIVE NITROGEN LOADS TO THE UFA CONTRIBUTED FROM THE NITROGEN SOURCE CATEGORIES EVALUATED FOR THE WAKULLA SPRING AND RIVER BMAP AREA

## 3.4 ANTICIPATED OUTCOMES OF BMAP IMPLEMENTATION

With the implementation of the management strategies outlined in this BMAP, reductions in the nutrient loads to the Upper Wakulla River and Wakulla Springs Basin are expected to decrease the contribution of nitrate to the river and springs. The following outcomes are expected from BMAP implementation:

- Continued improvement in water quality conditions in the Upper Wakulla River and Wakulla Springs.
- Decreased loading of the target pollutant (nitrate).
- Increased coordination, such as through the OSTDS Initiative and annual meetings, among state and local governments and within divisions of local governments in problem solving for water quality restoration.
- Determination of effective management strategies through the stakeholder decisionmaking and priority-setting processes.



# **Chapter 4: MANAGEMENT STRATEGIES IN THE PFAS**

"Management strategies" refers to the suite of activities that the responsible Upper Wakulla River and Wakulla Spring BMAP entities will be conducting to achieve nitrate reductions. These strategies include structural and nonstructural activities. Under Paragraph 403.067(7)(a), F.S., a BMAP is required to integrate the appropriate management strategies available to the state through existing water quality protection programs to achieve the TMDLs. In the case of this BMAP, management strategies relate to standards for WWTFs, a process to address the management and mitigation of impact from OSTDS, residential fertilizer use, agricultural BMPs, and stormwater management.

The stakeholders submitted strategies that have been completed since January 1, 2004, and are planned within the first five-year BMAP iteration. January 1, 2004, was selected as the starting point for the BMAP strategies because it is the midpoint of the verified period used to determine impairment in the Upper Wakulla River. Since the Upper Wakulla River and Wakulla Springs Basin is a ground water—driven system, the department reasoned that due to the delay between reduction strategies and detection of the results that the full benefits of the management strategies completed during the TMDL verified period were not seen in the water quality data. Therefore, these projects have provided additional benefits during the latter portion of the verified period to the Upper Wakulla River and Wakulla Springs and should be listed in the BMAP.

The management strategies were submitted to provide reasonable assurance to the department that each responsible entity has a plan on how to reduce nitrate concentrations. The sections below outline the strategies submitted by the stakeholders in the PFAs.

#### 4.1 SUFFICIENCY OF EFFORT EVALUATION

The tables in **Section 4.2** list the management strategies to reduce nitrate concentrations in the PFAs. The nitrate load reduction strategies outlined in the project tables, including the activities highlighted below, are expected to reduce nitrate concentrations and improve water quality in the Upper Wakulla River and Wakulla Springs. As water quality improves as a result of these strategies, and as more data are collected to show the nitrate concentrations and health of the biological community in the Upper Wakulla River and Wakulla Springs, future BMAP iterations may recommend different or additional strategies. For this BMAP iteration, the full implementation of the management strategies listed in the tables for the PFAs is sufficient to significantly reduce nitrate concentrations and make substantial

progress towards meeting the TMDL target. The sufficiency of this BMAP relies on these management strategies; by inclusion in the BMAP, it is required that they remain in effect without substantial revision, as determined by the department.

#### 4.1.1 WWTFs Sufficiency

The largest point source facility identified in the TMDL was the city of Tallahassee's T.P. Smith Water Reclamation Facility and Spray Field. In 2008, the city began to upgrade the WWTF to meet AWT standards. The target TN concentration in the effluent was achieved ahead of schedule in November 2012, reducing TN from about 12 mg/L to less than 3 mg/L. Therefore, this facility has met the requirement to achieve the 3.0 mg/L effluent TN concentration and meets the Upper Wakulla River TMDL.

The change in TN concentration removed approximately 214,939 kg/yr of TN from application at the spray field. It should be noted that the 214,939 kg/yr reduction is based on the permitted flow and concentration for the treatment facility. The actual flow and concentration are much lower, such that the actual load reduction achieved is much greater, on the order of 280,000 kg/yr. The greater reduction value is not used in the sufficiency evaluation because the city is entitled by permit to increase its flow to 26.5 mgd, which will in turn increase the TN discharged. Because the BMAP uses the smaller reduction value, the increase in TN load that occurs with growth is already accounted for in determining compliance with the TMDL and will not constitute an increase in load for BMAP purposes.

The city also removed its WWTF biosolids application from the basin, resulting in a reduction of 169,347 kg/yr of TN that was previously applied to the land in the basin. In addition, the city has a program to assess and rehabilitate the sewer collection system in the older parts of the system. Of the total 895 miles of sewer system, 356 miles are part of the older system. Approximately 7 percent of the older system sewer lines are in PFA1. The assessment of the older system will be completed by the end of 2014, and the rehabilitation of the system will be completed by 2021.

Wakulla County has an adopted comprehensive plan policy that requires AWT (3 mg/L) for any WWTF or spray field located in the Wakulla Springs Special Planning Area. The county conducts routine inspections and maintenance of the sewer collection system throughout the county. Wakulla County is proposing to upgrade its WWTF for improved treatment and to connect OSTDS to central sewer in PFA2. The current WWTF provides secondary treatment, and the proposed upgrade would be to AWT.

The Upper Wakulla River and Wakulla Springs BMAP requires the following:

- Existing WWTFs with a permitted capacity of 100,000 gallons per day (gpd) or greater and all new WWTFs permitted by the department, after the adoption of this BMAP, with a discharge, reuse, or land application site in PFA1 shall achieve an annual average final effluent TN concentration of no greater than 3.0 mg/L.
- Existing WWTFs permitted by the department, with a discharge, reuse, or land application site in PFA1 with a permitted capacity less than 100,000 gpd and greater than or equal to 20,000 gpd, shall achieve an annual average final effluent TN concentration of no greater than 6.0 mg/L.
- Existing WWTFs permitted by the department with a discharge, reuse, or land application site in PFA1 with a permitted capacity less than 20,000 gpd shall achieve an annual average final effluent TN concentration of no greater than 10.0 mg/L.

Based on currently available data and analysis, these effluent limitation requirements are appropriate to protect ground water quality and prevent contribution to water quality impairment in the Upper Wakulla River. Existing WWTFs are those facilities permitted by the department on or before the date of BMAP adoption.

As a part of BMAP implementation, the department will evaluate requests from existing WWTFs to determine whether the TN effluent limits established above may be modified or waived as described in **Section 4.1.1.1** below. The owners of existing WWTFs which have not already achieved permit limitations equal to or more stringent than those required above will be given the opportunity to demonstrate reasonable assurance that the reuse or land application project would not cause or contribute to a violation of the 0.35 mg/L nitrate concentration established by the Upper Wakulla River TMDL. Should the department concur with the reasonable assurance demonstration request (as specified in **Section 4.1.1.1**), the TN effluent limitation established here may be modified or waived.

For the first BMAP iteration, the largest source of WWTF loading has been addressed, the department is implementing new treatment requirements for WWTFs in PFA1, and the responsible entities have plans to improve sewer collection systems and prevent future loading from WWTFs. Thus the department determined that these strategies sufficiently address nitrate loading from the WWTFs in the PFAs.

#### 4.1.1.1 Reasonable Assurance Demonstration

Those WWTFs which are permitted by the department on or before the date of BMAP adoption and which have not already achieved permit limitations equal to or more stringent than those required in **Section 4.1.1**, will be given the opportunity to demonstrate reasonable assurance that the reuse or land application project would not cause or contribute to a violation of the 0.35 mg/L nitrate concentration at the spring vent established by the Upper Wakulla River TMDL. The permittee must submit this request to the department's Northwest District Office – Wastewater Program staff prior to or at the time of permit application. The demonstration must be based on relevant water quality data, physical circumstances, or other site-specific credible information needed to show a nitrate concentration no greater than 0.35 mg/L at the spring vent. This demonstration may include factors such as the following:

- Dilution.
- Site-specific geological conditions.
- Research/studies, including dye tracer tests.
- Ground water transport modeling.

The demonstration will be jointly reviewed by appropriate staff from the following department programs: Northwest District Office – Wastewater Program, Florida Geological Survey (FGS), and Division of Environmental Assessment and Restoration (DEAR). If the department's review results in concern that the reuse or land application site effluent is reaching karst conduits, additional information may be necessary for a final determination of the necessary TN effluent limit. The final decision of demonstration of reasonable assurance will be made by the Northwest District Director in conjunction with input from FGS and DEAR staff.

If the TN final effluent limit, as described in **Section 4.1.1,** is modified or waived subsequent to the demonstration of reasonable assurance, the permit will include effluent monitoring requirements for TN and ground water monitoring requirements from the Floridan aquifer for nitrate as nitrogen. At each permit renewal, the demonstration of reasonable assurance will be reviewed by the departmental programs previously identified in the joint review to reasonably assure that the reuse or land application would not cause or contribute to a violation of the 0.35 mg/L nitrate concentration at the spring vent

established by the Upper Wakulla River TMDL. This review will include the original data obtained during the initial demonstration as well as any new data that have been obtained since permit issuance.

#### 4.1.2 OSTDS SUFFICIENCY

Prior to the completion of the OSTDS Initiative identified in **Section 1.3.4**, the following activities will be implemented by stakeholders. Leon County will prepare a GIS inventory of the OSTDS located in the county, revise its septic system ordinance to require greater separation between the drainfield and seasonal high water table to reduce the amount of nitrate that enters ground water, and install educational kiosks about septic systems at the Woodville Community Center. The county will review the results of the FDOH study on nitrate-reducing OSTDS and modify its code, if appropriate, in the OSTDS Initiative process.

Subsequent to the development of the OSTDS Plan, the county and department will identify septic systems in the PFAs that are not feasible to connect to central sewer, and develop a funding plan and schedule to assist homeowners with upgrading to advanced nitrate-reducing systems, if such technologies are available. The city of Tallahassee and Leon County have enacted ordinances to establish the PSPZ, which reduces development in the urban fringe in the PSPZ and allows development in the urban area only to the extent permitted by the future land use map. In addition, the county is proposing to sewer within the PSPZ to remove OSTDS, depending on project and funding approval through the county's sales tax process.

As part of the Alternatives to Sewer Solutions Study (included in the 2014 extension of the local sales tax), Leon County and the city have agreed to study and develop preferred options for management alternatives to traditional OSTDS in the unincorporated areas of Leon County, including the PSPZ. This project will identify preferred options for responsible management entities, including recommendations for financing and management structures for identified preferred options; recommend regulatory measures; and identify other issues related to OSTDS financing. The comprehensive management and engineering plan resulting from this project will provide direction for proposing sewer or cluster projects, for which funding is also available through the sales tax process.

This strategy would result in a large TN reduction when infrastructure projects are completed and connections occur. The department will identify state and federal funds to minimize connection fees for homeowners.

Wakulla County has an adopted comprehensive plan policy that requires advanced nitrogen-reducing OSTDS on parcels smaller than five acres in the Wakulla Springs Special Planning Area; within 150 feet of a surface water, swallet, or other karst feature, or within 300 feet of a first- or second-magnitude spring; and on all parcels less than 0.229 acres in size. Wakulla County is pursuing funding for planned sewer in Greiner's Addition, Magnolia Gardens, and Wakulla Gardens; this could remove the existing 1,330 septic systems and an estimated potential 2,251 additional systems in the future. The county is seeking funding to inspect and repair old, damaged, and failing OSTDS in the Wakulla Springs Basin. The county is also looking to form a tax increment financing (TIF) district for the Crawfordville area to fund improvements, including basic infrastructure. Additionally, the county continues the effort to modify the development code to require upgraded designs for new home construction.

Wakulla Springs State Park sewered its property in 1992, removing all OSTDS in the park except for one septic system serving the gatehouse. This wastewater treatment system is a performance-based treatment system with a high nitrogen removal efficiency.

In addition, the department, FDOH, city of Tallahassee, Leon County, and Wakulla County will work together through the OSTDS Initiative to identify effective management strategies for the basin, and to develop the strategies and milestones. By the end of the first five-year BMAP iteration, the responsible stakeholders will have already begun to implement or will be ready to implement agreed-on OSTDS reduction strategies.

Based on the adopted and planned measures and actions resulting from the OSTDS Initiative, OSTDS sources will be sufficiently addressed for the first iteration of the BMAP. Depending on water quality trends, additional efforts may be needed in future BMAP iterations to address OSTDS.

#### 4.1.3 RESIDENTIAL FERTILIZER SUFFICIENCY

The city of Tallahassee has a fertilizer use ordinance and an educational program. Based on surveys conducted after the ordinance was adopted and educational efforts began, the city determined that the number of households applying fertilizer decreased by 49 percent between 2007 and 2012. In addition, for those households still applying fertilizer, the amount applied per household decreased by 27 percent.

FDOT District 3 has eliminated fertilizer use for turf maintenance along the roadways in the basin and is therefore no longer a source of fertilizer, except during the establishment of new turfgrass. This fertilizer cessation removed about 4,640 kg/yr of TN applied to the land surface.

Leon County has a fertilizer ordinance for commercial applicators and is considering modifying the ordinance to reduce nitrogen application rates in areas south of the Cody Scarp, if allowable by Florida law. The county also has an educational and outreach program that provides the public with information about fertilizer use through the Florida Yards and Neighborhoods (FYN) Program, the distribution of pamphlets, presentations, and workshops.

Wakulla County has an adopted fertilizer use ordinance that adopts the model ordinance on Floridafriendly fertilizer use on urban landscapes. The county is also planning to add fertilizer management educational and outreach efforts.

The responsible stakeholders have strategies in place to reduce/remove fertilizer use; therefore, these strategies are collectively sufficient to address sources of residential fertilizer during the first BMAP iteration.

#### 4.1.4 AGRICULTURAL FERTILIZER AND LIVESTOCK SUFFICIENCY

In 2007, the city of Tallahassee eliminated fertilizer application on the SESF where crops are grown, resulting in a reduction of 61,500 kg/yr of TN previously applied to the land.

In the PFAs, approximately 5,766.52 acres are in agricultural land use, of which 1,308.85 acres, or 22.7 percent, were enrolled in FDACS BMP programs as of June 30, 2013. During the first BMAP iteration, FDACS plans to enroll additional producers in BMPs, with an enrollment target in the PFAs of 90 percent of the total agricultural acres. Adjustments may be made to the total agricultural acreage in the PFAs may be necessary as FDACS assesses the current uses of those areas identified as agricultural land uses.

It is important to understand that even if all targeted agricultural operations are enrolled, not all of the acreage listed as agriculture (**Table 20**) will be included in enrollment figures. The Notices of Intent (NOIs) will document the estimated total number of acres where applicable BMPs are implemented, not the entire parcel acreage. This is because land use data can include nonproduction acres (such as buildings, parking lots, and fallow acres) that will not be counted on the NOIs submitted to FDACS.

Significant amounts of acreage may also need to be enrolled, such as lands not actively involved in commercial agriculture (operations conducted as a business). There are often areas of low-density residential uses on large parcels of grassed land, or land that was but is no longer in commercial agricultural production. This information is impossible to discern in the photo interpretation process used to generate the land use data. Local governmental, NWFWMD, or departmental BMPs may address these noncommercial sources.

For these reasons, attaining 90 percent enrollment of the current agricultural land use acreage may constitute full enrollment of the operations appropriate to enroll. Therefore, this percentage may need to be adjusted based on further analysis of land use data and additional information collected during the enrollment process. FDACS will address this matter in future BMAP annual reports as needed. Agricultural enforcement for BMAP actions is based on the FWRA, which states that nonpoint source dischargers who fail either to implement the appropriate BMPs or conduct water quality monitoring prescribed by the department or a water management district that demonstrates compliance with water quality standards may be subject to enforcement action by either of those agencies. All agricultural nonpoint sources in the BMAP area are statutorily required either to implement FDACS-adopted BMPs or to conduct water quality monitoring that demonstrates compliance with state water quality standards.

With the implementation of these strategies, agricultural fertilizer and livestock nitrate loading in the PFAs will be sufficiently addressed for the first BMAP iteration.

#### 4.1.5 STORMWATER SUFFICIENCY

The city of Tallahassee has a pet waste ordinance and an educational program that reaches out to the public about pet waste management. Since the adoption of the ordinance and the implementation of the educational efforts, the city found that 34 percent of dog owners began picking up after their pets. In addition, the city has constructed over 70 various stormwater treatment capital improvement projects throughout the city since 2004 (see **Appendix C**).

FDOT District 3 has implemented street sweeping of its curb and gutter roads in urbanized areas through contracts with Leon County and the city of Tallahassee. District 3 is also working with the department to investigate the use of innovative nitrogen removal technologies for future projects in the PFAs.

Leon County enacted a pet waste ordinance in 2011 that includes an educational program to promote the clean up of pet waste. The county also adopted irrigation and landscaping ordinances. The county participates in the FYN Program, which provides education and outreach to the public. The county adopted land development regulations in 2012, including minimum environmental regulations countywide that exceed state stormwater standards. These minimum countywide regulations also apply in the city of Tallahassee. The county also adopted comprehensive plan amendments that reduced allowable development in the urban fringe areas, in order to focus development in the urban areas. In addition, the county is proposing to develop a low-impact development (LID) program that would provide incentives to reduce nitrogen loading to surface and ground waters.

Leon County has also completed several stormwater improvement projects. The county constructed two stormwater retrofit ponds in Harbinwood Estates and planted/stabilized 1,200 linear feet of channel. The county constructed the 10-acre Fuller Road Regional Facility as a stormwater retrofit project at Interstate 10 and United States (U.S.) Highway 27. The county removed a 15-acre nutrient sediment dam and stabilized Munson Slough as part of the Lake Munson erosion and flood protection upgrades. The county also maintains the stormwater system in accordance with the MS4 permit and sweeps 762 miles of roads annually, removing approximately 51.3 kg/yr of TN.

Wakulla County has adopted comprehensive plan policies that establish special area plans for three projects in the Wakulla Springs Basin. These policies require nitrate loading analyses for development and establish standards for stormwater, karst feature protections, landscaping, and open space.

These strategies together will sufficiently address stormwater nitrate loading for the first BMAP iteration.

## 4.1.6 OTHER STRATEGIES

Stakeholders have also implemented or are planning to implement studies, protection measures, and source control efforts that will help improve water quality in the Upper Wakulla River and Wakulla Springs Basin.

The city of Tallahassee and Leon County both have an ordinance identifying the PSPZ. The city of Tallahassee adopted comprehensive plan amendments that reduced the amount of development allowed

in urban fringe areas inside the PSPZ and requires a no net increase in dwelling units from the future land use map in the PSPZ.

FDOT District 3 has implemented a protection measure that avoids constructing stormwater treatment ponds directly over mapped karst caves. A 300-foot buffer is provided around these known karst caves.

Leon County conducts water quality sampling at 73 sites and uses the data in annual water quality reports to help prioritize water quality project needs. The county completed a study on Woodville recharge aquifer protection using a grant from the EPA and is also planning to create annual Wakulla Springs status reports for the Board of County Commissioners. In addition, the county has purchased land to protect sinks in the basin and has an adopted aquifer wellhead protection ordinance, a litter control program, and an Adopt-A-Road program.

Leon County and Wakulla County prepared AVA reports (Baker *et al.* 2007; Baker *et al.* 2009) to determine the most vulnerable areas in each county. The city of Tallahassee, Leon County, and Wakulla County funded a study (Lombardo 2011) to identify options for addressing OSTDS loading. Wakulla County has a springs protection ordinance identifying the Wakulla Springs Special Planning Area and is considering the expansion of this area based on geologic vulnerability. The county has ordinances that requires karst buffers and ground water extraction limitations. Wakulla County also has comprehensive plan policies that set standards for the Northeast Wakulla Sustainable Community; work to develop solutions to restore the health of Wakulla Springs; protect the functions of ground water recharge areas, springs, and springsheds; and encourage development in Crawfordville with connection to sewer service. The county's litter control ordinance prohibits litter and dumping along roadways and waterways.

In addition, Wakulla Springs State Park conducts several educational and outreach programs to educate the public about the Wakulla River and Wakulla Springs. The Learning in Florida's Environment Program occurs annually with middle-school students. The Project Learning Tree Program also occurs annually and involves nature activities with elementary school students. The Green Guide Class is an environmental education program to train Green Guides to conduct river wildlife surveys, aquatic studies on the river, and tree identification. Wakulla Springs State Park also participates in the annual Wakulla Wildlife Festival and hosts a variety of Park Ranger programs.

## 4.2 STAKEHOLDER MANAGEMENT STRATEGIES

Table 14 through Table 20 set forth the management strategies, and time frames for the implementation of those strategies, required in this BMAP. Figure 14 shows the area of agricultural land uses enrolled in FDACS BMP Program in the PFAs as of June 2015. Additional reductions are expected in future BMAP phases to meet the loads specified in the TMDLs. Where available, the tables provide information on the assigned nutrient reductions, shown in kg/yr, for projects benefiting the watershed. The BMAP strategies represent a considerable local, regional, and state investment in a multifaceted approach to water quality protection and restoration in the Upper Wakulla River and Wakulla Springs system. Responsible entities submitted these management strategies to the department with the understanding that the strategies would be included in the BMAP, thus requiring each entity to implement the proposed strategies in a timely way and achieve the assigned load reduction estimates. However, this list of strategies is meant to be flexible enough to allow for changes that may occur over time. Any change in listed management strategies, or the deadline to complete these actions, must first be approved by the department. Substituted strategies must result in equivalent or greater nutrient reductions than expected from the original strategies.

The following tables summarize the management strategies provided by each of the stakeholders in the PFAs. For future management strategies, stakeholders are identifying feasible funding strategies to implement the activities identified in the tables. These funding strategies include the Leon County sales tax extension, RESTORE Act funding, Section 319 funding, and TMDL grants (see **Appendix D** for other funding sources).

TABLE 14: DEPARTMENT MANAGEMENT STRATEGIES

ĺ	Number	Name	DESCRIPTION	STATUS	CATEGORY
	FDEP-1	TN Requirements for WWTFs in PFA1	Update permits, as needed, to incorporate new requirements for WWTFs 1.	Ongoing	Wastewater

## TABLE 15: FDOT DISTRICT 3 MANAGEMENT STRATEGIES

N/A = Not applicable

\* The estimated reductions are based on the amount of TN applied to the land surface and do not represent the nitrate loading to ground water.

Number	Name	DESCRIPTION	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
FDOT-1	Fertilizer Cessation	Eliminated fertilizer use for ongoing turf maintenance in entire basin, including areas outside PFAs.	Complete	4,640.0	Residential Fertilizer
FDOT-2	Street Sweeping	Contract for street sweeping of FDOT curb and gutter roads in urbanized areas of Leon County and city of Tallahassee.	Ongoing	284.6	Stormwater
FDOT-3	Innovative Nitrogen Removal Technologies	Investigating use of innovative nitrogen removal technologies as part of present work program in PFAs.	Planned	N/A	Stormwater
FDOT-4	Avoidance of Mapped Karst Caves	Avoid constructing ponds directly over mapped karst caves by providing 300-foot buffer.	Ongoing	N/A	Protection Measure

TOTAL ESTIMATED REDUCTIONS = 4,924.6 KG/YR OF TN

TABLE 16: WAKULLA SPRINGS STATE PARK MANAGEMENT STRATEGIES

Number	NAME	DESCRIPTION	Cost	STATUS	CATEGORY
WP-1	Learning in Florida's Environment	Annual environmental education program with three outdoor field activities to investigate biodiversity of park wildlife: (1) river wildlife survey to observe and record wildlife on river, (2) aquatic study of Wakulla River to collect macroinvertebrates and others, and (3) aquatic study of Cypress Dome to collect macroinvertebrates and others. Students develop hypotheses related to habitat to investigate diversity of park aquatic wildlife. Total of 180 6th grade middle school students participated over four field trip days (45 students per day).	17 staffing days	Ongoing	Education
WP-2	Project Learning Tree	Annual environmental education program with three participatory nature activities involving 320 elementary school students.	2 staffing days	Ongoing	Education
WP-3	Green Guide Class	Annual environmental education program with 24 Green Guides in training. Four outdoor field activities to investigate biodiversity of park wildlife: (1) river wildlife survey to observe and record wildlife on river, (2) aquatic study of Wakulla River to collect macroinvertebrates and others, (3) aquatic study of Cypress Dome to collect macroinvertebrates and others, and (4) tree identification workshop. Occurs over two field trip days.	3 staffing days	Ongoing	Education
WP-4	Wakulla Wildlife Festival	Annual environmental education program with bird of prey and reptile shows, over 25 nature related exhibits, seven nature field trips, and over 2,500 park visitors of all ages.  All-day event to promote environmental awareness and nature appreciation.	24 staffing days	Ongoing	Education
WP-5	Park Ranger Programs	Monthly morning nature walks, annual songbird walk, annual photographers' tour, annual medicinal plant walk, and annual Swift Night Out!	3.5 staffing days	Ongoing	Education

## TABLE 17: CITY OF TALLAHASSEE MANAGEMENT STRATEGIES

N/A = Not applicable

\* The estimated reductions are based on the amount of TN applied to the land surface and do not represent the nitrate loading to ground water.

Number	Name	DESCRIPTION	ESTIMATED COST	START DATE	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
COT-1	Wastewater Treatment Facility Upgrade to AWT	Upgrade to AWT to reduce nitrogen concentration by 75% at spray field near Tram Road and improve quality of reuse.	\$227,000,000	2008	11/2012	Completed	214,939.0	Wastewater
COT-2	Biosolids Application Elimination	Eliminated biosolids disposal in springshed.	N/A	2001	2006	Completed	169,347.0	Wastewater
СОТ-3	Assessment and Rehabilitation of the Sewer Collection System	Project consisting of assessment and rehabilitation of sewer collection system. "Older systems," constructed of vitrified clay pipe, consist of 356 miles of 895 total miles in system. Of 356 miles of "old system," approximately 26 miles (7%) are in PFA1. rehabilitation of sewer system is prioritized based on level of severity or in conjunction with other planned projects, such as repaving of a roadway. Completion of assessment expected by 12/31/2014 and completion of rehabilitation by 2021.	\$10,000,000	2011	2021	Ongoing	N/A	Wastewater
СОТ-4	Fertilizer Use Ordinance (Number 08-O-72AA)	Households that applied fertilizer (2007 vs. 2012) decreased 49%, level of nitrogen applied per household decreased 27%.	N/A	2009	Ongoing	Ongoing	129.4	Residential Fertilizer
СОТ-5	Public Education for Stormwater, Fertilizer, and Pet Waste	Public education using various media resources to promote behavioral changes for individuals and businesses to conserve water and reduce or eliminate pollution impacts to surface water and ground water.	\$1,700,000 (since 2006)	2006	Ongoing	Ongoing	46.6	Residential Fertilizer
COT-6	Spray Field Fertilizer Application	Eliminated fertilizer application on spray field (in springshed).	N/A	2007	2007	Completed	61,500.0	Farm Fertilizer
СОТ-7	Pet Waste Ordinance (Number 10-0-15AA)	34% of dog owners began picking up after their pets.	N/A	06/2008	Ongoing	Ongoing	29.1	Stormwater
СОТ-8	Stormwater Improvement Projects	Conveyance improvements, including Wilson Ridge Flood Relief, 1102 Tanner, Trapnell Street, 1543 Coleman, Cypress Lake and Roswell Drive	\$990,000	2004	2012	Completed	13.9	Stormwater
СОТ-9	PSPZ Ordinance (Number 08-O-68AA)	Identifies PSPZ where development has to meet more stringent requirements.	N/A	04/2009	Ongoing	Ongoing	Not quantified	Protection Measure
СОТ-10	Comprehensive Plan Provisions	Reduced allowed development in urban fringe inside PSPZ; created transfer of development units system that allows no net increase in dwelling units in PSPZ;	N/A	2009	Ongoing	Ongoing	Not quantified	Protection Measure

Number	NAME (Conservation Element Policy 4.2.5)	DESCRIPTION  and allows transfer of development rights from rural to urban fringe areas into Woodville.	ESTIMATED COST	START DATE	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
COT- 11/LC-29	Alternatives to Sewer Solutions Study	Funding to study and develop preferred options for management alternatives to traditional OSTDS in unincorporated areas of Leon County, including PSPZ; identify preferred options for responsible management entities, including recommendations for financing and management structures for identified preferred options; recommend regulatory measures; identify other issues related to sewage treatment and disposal system financing.	Unknown	2018	2019	Adopted in Sales Tax Project List	Planning for comprehensive long-term reduction for development in unincorporated area	OSTDS

 $TOTAL\ COST = \$239,690,000$   $TOTAL\ ESTIMATED\ REDUCTIONS = 446,005.0\ KG/YR\ OF\ TN$ 

## TABLE 18: LEON COUNTY MANAGEMENT STRATEGIES

N/A = Not applicable

- \* The estimated reductions are based on the amount of TN applied to the land surface and do not represent the nitrate loading to ground water.
- \*\* The estimated project cost is only for adding the sewer force main in the PSPZ. There will be additional costs for the homeowners to connect to the sewer system.
- \*\*\* The estimated reductions for this project are for a one-time removal of nutrients. Therefore, the benefits from this project will not occur on an annual basis.

Number	Name	DESCRIPTION	ESTIMATED COST	START DATE	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
LC-1	Sewering in PSPZ	County identified project both in its adopted sewer master plan and water and sewer interlocal agreement with city as targeted area for sewer. Funds for project are available through county's share of Blueprint Water Quality Funding supported by local infrastructure sales tax, subject to annual budget and appropriation.	\$24,500,000**	2020	2025	Proposed	Reductions will be calculated as part of OSTDS Initiative	OSTDS
LC-2	Septic Tank Inventory	Preparation of GIS inventory of all septic systems in Leon County.	\$50,000	2013	2015	Proposed	N/A	OSTDS
LC-3	Septic Tank Repairs	Proposed revision to septic tank ordinance to require repairs to have minimum of 24 inches separation between drainfield and seasonal high water table.	Staff time	2015	2016	Proposed	N/A	OSTDS
LC-4	Septic Tank Nitrogen Removal Requirements	Pending results of FDOH evaluation of passive systems, as referenced in Section 381.0065(4)(x), F.S, county shall(1) review results of this Florida study of nitrogen-reducing, performance-based OSTDS, including passive systems; (2) identify passive systems regulated under Section 381.0065, F.S., approved by state for permitting and appropriate for use in Leon County; (3) evaluate factors such as cost and operational feasibility of such passive systems; and (4) develop proposed amendment to code of laws requiring the of appropriate systems for new construction in PSPZ.	Staff time	2015	2017	Proposed	N/A	OSTDS
LC-5	Septic Tank Education	Add educational kiosks at Woodville Community Center to explain how septic systems work.	\$2,500	2015	2016	Proposed	21.7	OSTDS
LC-6	Enacted Comprehensive Fertilizer Ordinance (Number 09-34)	Requires commercial applicators to follow set of BMPs for fertilizer application.	Staff time	2009	2009	Completed	12.4	Residential Fertilizer

Number	Name	DESCRIPTION	ESTIMATED COST	START DATE	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
LC-7	Fertilizer Ordinance Modification	Consider modification to fertilizer ordinance to reduce nitrogen application rates below Cody Scarp, if allowable by Florida law.	Staff time	2014	2014	Proposed	N/A	Residential Fertilizer
LC-8	Education and Outreach	Outreach through FYN, illicit discharge program, pamphlets, presentations, workshops, and special events.	Staff time	N/A	Ongoing	Ongoing	24.7	Residential Fertilizer, Stormwater
LC-9	Enacted Pet Waste Ordinance (Number 11-21)	Education program to promote cleanup of pet waste as contributor to surface water pollution.	Staff time	N/A	08/2011	Completed	15.5	Stormwater
LC-10	Land Development Regulations	Adopted new minimum countywide environmental regulations that exceed state stormwater standards.	Staff time	2011	2012	Completed	N/A	Stormwater
LC-11	Comprehensive Plan Provisions (Conservation Element Policy 4.2.5)	Reduced allowable development in urban fringe from up to 1 unit per acre to 1 unit per 3 acres. Transfer of density with no net increase in dwelling units as allowed on future land use map permitted.	Staff time	01/2008	04/2009	Completed	N/A	Stormwater
LC-12	Lake Munson Erosion and Flood Protection Upgrades	Removed 15-acre nutrient sediment dam in 2002, stabilized Munson Slough to reduce erosion, and repaired dam for stabilization of lake hydroperiod.	\$7,200,000	1996	2012	Completed	157,068.2***	Stormwater
LC-13	Low-Impact Development	Develop LID incentives to reduce nitrogen loading to surface water and ground water.	Staff time	2013	2014	Completed	N/A	Stormwater
LC-14	Street Sweeping	Contract for 821 miles of street sweeping annually throughout BMAP area; collects 124.75 tons/yr.	\$ 75,500/yr	N/A	Ongoing	Ongoing	51.3	Stormwater
LC-15	FYN Program	Participation in FYN Program through Cooperative Extension Service.	\$55,000/yr	N/A	Ongoing	Ongoing	74.2	Stormwater
LC-16	Irrigation Ordinance	Irrigation Ordinance.	N/A	N/A	Ongoing	Ongoing	12.4	Stormwater
LC-17	Landscaping Ordinance	Landscaping Ordinance.	N/A	N/A	Ongoing	Ongoing	12.4	Stormwater
LC-18	Aquifer Vulnerability Assessment	Study to determine areas with most direct connections to Wakulla Springs. Study ignored sinks in surface waters in its assessment.	\$73,000	2006	10/2007	Completed	N/A	Study
LC-19	Lombardo Report	In conjunction with city of Tallahassee and Wakulla County, this report compiled previous studies to identify nitrogen loading to Wakulla Springs and to identify treatment and management options, where central sewer is not available, to reduce nitrate loading to Wakulla Springs from septic systems located in Leon and Wakulla Counties.	\$60,000	04/2010	02/2013	Completed	N/A	Study

Number	Name	DESCRIPTION	ESTIMATED COST	START DATE	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
LC-20	Water Quality Sampling	Sample 73 sites in 13 lakes, 27 streams, and 2 rivers.	\$250,000	N/A	Continuous	Ongoing	N/A	Study
LC-21	Preparation of Annual Water Quality Report	Prepare and publish annual water quality report to document health of natural systems and use it to prioritize water quality project needs.	\$15,000/yr	N/A	Available in summer of each year	Ongoing	N/A	Study
LC-22	Woodville Recharge Aquifer Protection Study	EPA grant to study 60-square-mile Woodville Recharge Basin for flooding, water quality, and aquifer protection.	\$300,000	2005	2007	Completed	N/A	Study
LC-23	Annual Wakulla Springs Status Report	Commitment to developing annual status report on Wakulla Springs for Board of County Commissioners.	Staff time	01/2014	01/2018	Ongoing	N/A	Study
LC-24	Established Primary Springs Protection Zone (Number 09-12)	Enacted to establish defined area for enforcement for additional water quality protection in this zone.	Staff time	2006	03/2009	Completed	Not quantified	Protection Measure
LC-25	Eight Mile Pond	Acquisition of 132 acres immediately upstream of Ames Sink to preserve/protect sink. Property acquired through environmental permitting as mitigation for Florida Gas Transmission Line linear impacts.	Staff time	2009	07/2010	Completed	N/A	Protection Measure
LC-26	Aquifer Wellhead Protection Ordinance (Number 07-20)	Includes Aquifer Protection Program.	Staff time	N/A	07/2007	Completed	N/A	Protection Measure
LC-27	Litter Control Program	Maintain 2,316 miles of right-of-way, collecting 78.4 tons of waste.	Staff time	N/A	Ongoing	Ongoing	N/A	Other Source Control
LC-28	Adopt-A-Road Program	Maintain 112 miles of right-of-way, collecting 2.11 tons of trash.	N/A	N/A	Ongoing	Ongoing	N/A	Other Source Control

Number	Name	DESCRIPTION	ESTIMATED COST	START DATE	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
LC-29/ COT-11	Alternatives to Sewer Solutions Study	Funding to study and develop preferred options for management alternatives to traditional OSTDS in unincorporated areas of Leon County, including PSPZ; identify preferred options for responsible management entities, including recommendations for financing and management structures for identified preferred options; recommend regulatory measures; identify other issues related to sewage treatment and disposal system financing.	Unknown	2018	2019	Adopted in Sales Tax Project List	Planning for comprehensive long-term reduction for development in unincorporated area	OSTDS

 $TOTAL\ COST = \$32,\!581,\!000$   $TOTAL\ ESTIMATED\ REDUCTIONS = 157,\!609.0\ KG/YR\ OF\ TN$ 

# TABLE 19: WAKULLA COUNTY MANAGEMENT STRATEGIES

N/A = Not applicable TBD = To be determined

\* The estimated reductions are based on the amount of TN applied to the land surface and do not represent the nitrate loading to ground water.

Number	Name	DESCRIPTION	ESTIMATED COST	START DATE	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
WC-1	Comprehensive Plan Infrastructure Policy 1.3.6	Requires AWT for any WWTF or spray field located in Wakulla Springs Special Planning Area.	N/A	2006	Ongoing	Ongoing	Not quantified	Wastewater
WC-2	Otter Creek WWTP Upgrade and Capacity Expansion	Upgrading and expanding capacity of Otter Creek WWTP from 0.6 to 1.2 mgd (funding secured through USDA Rural Development loan/grant)	\$12,000,000	2015	TBD	Preliminary Engineering Plan is being revised and design in process	Not quantified	WC-2
WC-3	Public Education on OSTDS	Provide citizens and officials with best available information for decision making regarding use of OSTDS and decentralized wastewater systems to reduce nutrients in ground water to springs.	N/A	2007	2007	Completed	Not quantified	OSTDS
WC-4	Comprehensive Plan Infrastructure Policy 1.3.7	Requires nitrogen-reducing septic systems on parcels smaller than five acres in Wakulla Springs Special Planning Area; within 150 feet of surface water, swallet, or other karst feature, or within 300 feet of first- or second-magnitude spring; and on all parcels less than 0.229 acres in size.	N/A	2012	Ongoing	Ongoing	Not quantified	OSTDS
WC-5	Magnolia Gardens Central Sewer Installation – Phase I	Planned central sewer installation for Magnolia Gardens Phase I. There are potentially 180 existing septic system connections projected. Conceptual planning for Phases II and III is ongoing.	\$4,300,000	Not finalized	Not finalized	Partially funded	Not quantified	OSTDS
WC-6	Wakulla Gardens Central Sewer Installation – Phase I	Planned central sewer installation for Wakulla Gardens Phase I. There are potentially 90 existing septic system connections projected. Conceptual planning for Phases II and III is ongoing.	\$4,300,000	Not finalized	Not finalized	Partially funded	Not quantified	OSTDS
WC-7	Greiner's Addition Central Sewer Installation	Planned central sewer installation for Greiner's Addition neighborhood.	Not yet funded	Unknown	Unknown	Not yet funded	Not quantified	OSTDS

Number	Name	DESCRIPTION	ESTIMATED COST	START DATE	COMPLE- TION DATE	Status	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
WC-8	Wakulla County WWTF – Plantation River Estates	Wakulla County will assume ownership and management of River Plantation Estates WWTP sewer system and wastewater treatment facility. Project includes removal and replacement of existing facility.	\$4,900,000 Not yet funded	TBD	Estimated 2019	Unfunded	TBD	Wastewater
WC-9	Wakulla Springs Watershed	Inspect and repair old, damaged, and failing systems in Wakulla Springs watershed area.	1,380,300 Not yet funded	10/15/2012	N/A	Advanced planning, seeking funding	Not quantified	OSTDS
WC-10	Crawfordville TIF District	TIF District for Crawfordville area to fund improvements including basic infrastructure.	N/A	11/5/2012	Ongoing	Ongoing	Not quantified	OSTDS
WC-11	Fertilizer Use Ordinance 2010-1	Adopts model ordinance on Florida-friendly fertilizer use on urban landscapes.	N/A	2/4/2010	N/A	Ongoing	22.0	Residential Fertilizer
WC-12	Fertilizer Management Education	Education and outreach to public about fertilizer management.	N/A	2014	2014	Proposed	Part of WC-11	Residential Fertilizer
WC-13	Comprehensive Plan Future Land Use Policies 1.2.10, 1.2.10.2, and 1.2.10.3 - Special Area Plans	Establishes special area plans for Bloxham Special Area Plan, Special Area Plan #2, and Spring Creek Highway Special Area Plan in Wakulla Springs Basin. Requires nitrate loading analyses for development. Establish standards for stormwater, karst feature protections, landscaping, and open space.	N/A	2004	Ongoing	Ongoing	Not quantified	Stormwater
WC-14	Wakulla County Aquifer Vulnerability Assessment	Modeling effort to identify most vulnerable areas in county.	N/A	2007	09/2009	Completed	N/A	Study
WC-15	Comprehensive Plan Future Land Use Policy 1.2.9.1 - Northeast Wakulla Sustainable Community	Establishes standards for 606-acre site in Wakulla Springs Basin. Requires no net increase in nutrients or phosphorus loading to ground water. Sustainable community standards established for stormwater, ground water, open space, and BMPs. Requires AWT standards for sanitary sewer service to site.	N/A	2003	Ongoing	Ongoing	Not quantified	Protection Measure

Number	Name	DESCRIPTION	ESTIMATED COST	START DATE	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
WC-16	Ordinance 2006-58 (Multiple Objectives and Policies in Comprehensive Plan Conservation and Future Land Use Elements)	Add karst buffers; require nitrate loading study for proposed development greater than one acre (if karst feature on site is found to have direct connection to aquifer); incorporate FYN practices and landscaping standards that promote native vegetation for new subdivisions; reduce nitrates from public facilities; and address stormwater, water conservation, wastewater facilities, treated wastewater reuse, and natural water flows.	N/A	2006	Ongoing	Ongoing	Not quantified	Protection Measure
WC-17	Comprehensive Plan Conservation Objective 12.0	Develop solutions to restore health of Wakulla Springs by reducing pollutants in ground water and implementing policies for Wakulla Springs Special Planning Area.	N/A	2010	Ongoing	Ongoing	Not quantified	Protection Measure
WC-18	Comprehensive Plan Conservation Policy 12.1	Establishes transfer of development rights policy to encourage development in Crawfordville with connection to sewer service, no future land use map amendments in PSPZ shall be permitted that would result in net increase in residential density above two units per acre; fertilizer restrictions based on FYN Program.	N/A	2010	Ongoing	Ongoing	N/A	Protection Measure
WC-19	Comprehensive Plan Conservation Policy 12.2	County will consider expanding Wakulla Springs Special Planning Area based on geological vulnerability.	N/A	2010	Ongoing	Ongoing	N/A	Protection Measure
WC-20	Comprehensive Plan Infrastructure Objective 2.5	To protect functions of ground water recharge areas, springs, and springsheds.	N/A	1995	Ongoing	Ongoing	Not quantified	Protection Measure
WC-21	Ground Water Extraction Ordinance	Requests NWFWMD to establish minimum flows and levels (MFLs) for Wakulla Springs and requests NWFWMD to deny permits to transport water from Wakulla Springs springshed and Ochlockonee and St. Marks Rivers.	N/A	N/A	6/18/2012	Ongoing	N/A	Protection Measure

Number	NAME	DESCRIPTION	ESTIMATED COST	START DATE	COMPLE- TION DATE	Status	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
WC-22	Litter Regulations. Code of Ordinances Section 27.049	Prohibits litter and dumping along roadways and waterways, and establishes penalties.	N/A	1992	Ongoing	Ongoing	N/A	Other Source Control

 $TOTAL\ COST = \$26,880,300$   $TOTAL\ ESTIMATED\ REDUCTIONS = 22\ KG/YR\ OF\ TN$ 

# TABLE 20: AGRICULTURAL LAND USES AND BMP ENROLLMENT IN THE PFAS AS OF JUNE 30, 2015

N/A = Not applicable

**Note:** The acreage identified as agricultural in land use data may not all be in active commercial production, and therefore may not all be targeted for enrollment. Reductions from 100 percent enrollment are 2,671.61 kg/year of TN on the land surface.

2009 NWFWMD LAND USE	ACRES	RELATED FDACS BMP PROGRAMS	ENROLLED ACRES	RELATED NOIS
Pasture and Rangeland	3,762.36	Cow/Calf	1,157.03	4
Row/Field/Mixed Crops	288.48	Vegetable/Agronomic Crops	0.00	N/A
Hay Fields	1,163.58	Vegetable/Agronomic Crops Revision (Future)	0.00	N/A
Fallow Cropland	472.66	N/A	0.00	N/A
Horse Farms	37.29	Equine	0.00	N/A
Other Groves	19.24	Specialty Fruit and Nut	0.00	N/A
Nurseries and Vineyards	15.36	Future Nursery, Specialty Fruit and Nut	0.00	N/A
Tree Nurseries	2.77	Future Nursery, Specialty Fruit and Nut	0.00	N/A
Ornamentals	14.78	Container Nursery	0.00	N/A
TOTAL	5,776.52	N/A	1,157.03	4

AREA ENROLLED (AS OF JUNE 30, 2015) = 1,157.03 ACRES REMAINING AREA TO ENROLL = 4,619.49 ACRES

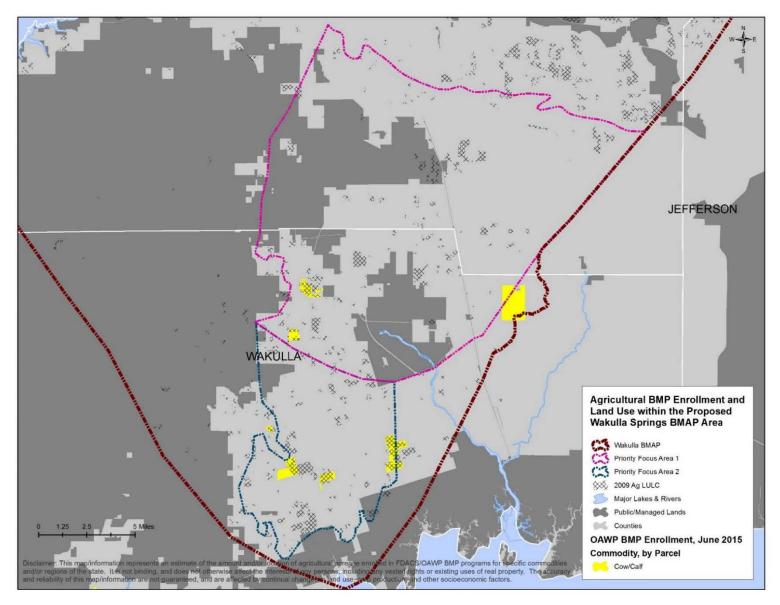


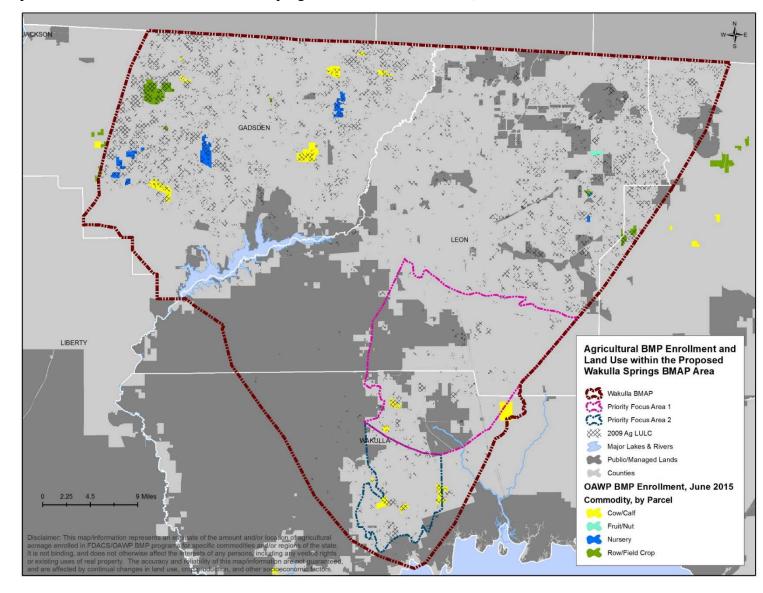
FIGURE 14: AGRICULTURAL LANDS ENROLLED IN BMPS IN THE PFAS, AS OF JUNE 2015

# **Chapter 5: MANAGEMENT STRATEGIES OUTSIDE THE PFAS**

In addition to the management strategies implemented by the stakeholders in the PFAs listed in **Chapter 4**, strategies are also being implemented or are planned for outside the PFAs by the stakeholders listed below. These strategies will also help to reduce nitrate loading to the Upper Wakulla River and Wakulla Springs.

## 5.1 AGRICULTURE

In the portion of the Upper Wakulla River and Wakulla Springs Basin located outside the PFAs, there are approximately 58,468.32 acres of nonforestry agricultural land uses, of which 5,898.71 acres, or 10.1 percent, were enrolled in FDACS BMP programs as of June 30, 2015 (see **Table 21** and



**Figure** 15). During the first BMAP iteration, FDACS will continue to enroll additional producers in BMPs to the extent possible. See **Section 4.1.4** regarding agricultural BMP enrollment in the PFAs for additional information on agricultural land use and FDACS enrollment goals.

TABLE 21: AGRICULTURAL LAND USES AND BMP ENROLLMENT OUTSIDE THE PFAS AS OF JUNE 30, 2015

N/A = Not applicable

<sup>1</sup> Enrollment numbers will depend on the ability of field staff to identify and locate producers, and whether producers choose to implement BMPs or monitor their water quality. Also, specific agricultural land uses and number of agricultural operations may change from year to year. Progress on enrollment, based on the best available information, will be included in the BMAP annual progress reports.

2009 NWFWMD Land Use	ACRES <sup>1</sup>	RELATED FDACS BMP PROGRAMS	ACREAGE ENROLLED	RELATED NOIS
Pasture and Rangeland	26,894.80	Cow/Calf	2,867.40	11
Row/Field/Mixed Crops	11,775.52	Vegetable/Agronomic Crops	1,960.21	6
Hay Fields	13,926.93	Vegetable/Agronomic Crops Revision (Future)	N/A	N/A
Fallow Cropland	821.32	N/A	N/A	N/A
Horse Farm	1,298.26	Equine	0.00	N/A
Other Groves	475.53	Specialty Fruit and Nut	40.00	1
Nurseries and Vineyards	102.96	Nursery, Specialty Fruit and Nut	0.00	N/A
Tree Nurseries	155.11	Nursery	0.00	N/A
Ornamentals	1,629.87	Nursery	2,751.84	6
Sod Farms	1,260.62	Statewide Sod	0.00	N/A
Specialty Farms	48.67	Conservation Plan Rule	0.00	N/A
Cattle Feeding	55.15	Conservation Plan Rule	0.00	N/A
Poultry Feeding	23.58	Conservation Plan Rule	0.00	N/A
TOTAL	58,468.32	N/A	7,619.45	24

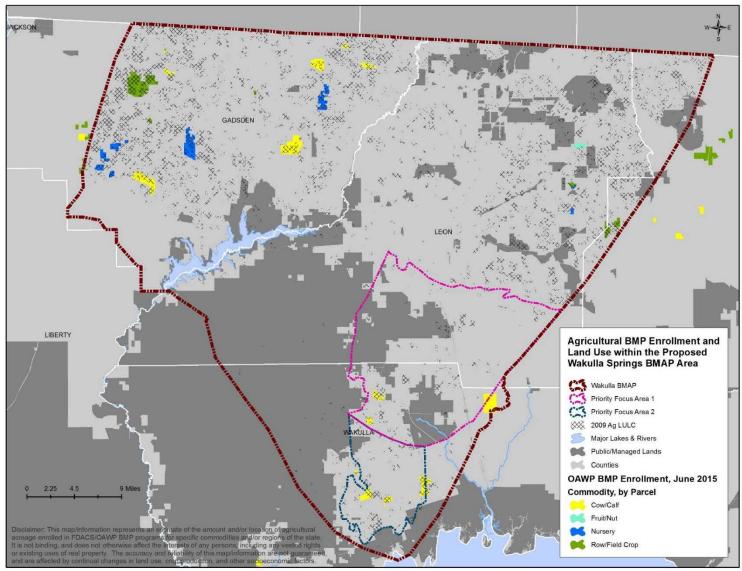


FIGURE 15: AGRICULTURAL LANDS ENROLLED IN BMPS OUTSIDE THE PFAS, AS OF JUNE 2015

## 5.2 CITY OF GRETNA MANAGEMENT STRATEGIES

The city of Gretna does not apply fertilizer on any city-owned property. **Table 22** summarizes the city's management strategies.

TABLE 22: CITY OF GRETNA MANAGEMENT STRATEGIES OUTSIDE THE PFAS

Number	NAME	DESCRIPTION	STATUS	CATEGORY
CG-1	No Fertilizer Use	Fertilizer is not applied on any city-owned property.	Ongoing	Residential Fertilizer

# 5.3 CITY OF QUINCY MANAGEMENT STRATEGIES

The city of Quincy's WWTF is AWT. A city ordinance requires minimum stormwater treatment levels and the use of BMPs, including slow-release fertilizers. In addition, the city conducts street sweeping weekly. **Table 23** summarizes the city of Quincy's strategies.

TABLE 23: CITY OF QUINCY MANAGEMENT STRATEGIES OUTSIDE THE PFAS

Number	NAME	DESCRIPTION	STATUS	CATEGORY
CQ-1	City of Quincy WWTF	AWT at WWTF.	Completed	WWTF
CQ-2	Land Development Code – Watershed Conservation Measures	Ordinance that requires minimum stormwater treatment levels and use of BMPs including slow-release fertilizers.	Ongoing	Residential Fertilizer/ Stormwater
CQ-3	Street Sweeping	Sweeping streets in south side of city one week and north side following week.	Ongoing	Stormwater

#### 5.4 FAMU MANAGEMENT STRATEGIES

As part of FAMU's MS4 activities, the school implements several management strategies to address stormwater, including the following:

- Campuswide letter to all students and staff on stormwater practices.
- Website about stormwater activities.
- Public service announcements (PSAs) on the FAMU public radio station about the effects of illicit discharges and illegal disposal of waste.
- Education about stormwater practices at athletic events and student activities.
- Stormwater system mapping.
- Illicit discharge screening.

- Stormwater system inspections and maintenance.
- Street sweeping.

**Table 24** summarizes FAMU's management strategies.

TABLE 24: FAMU MANAGEMENT STRATEGIES OUTSIDE THE PFAS

Number	NAME	DESCRIPTION	STATUS	CATEGORY
FAMU-1	NPDES MS4 Permit	Stormwater system maintenance and education.	Ongoing	Stormwater

# 5.5 FEDERAL CORRECTIONAL INSTITUTION, TALLAHASSEE MANAGEMENT STRATEGIES

The Federal Correctional Institution, Tallahassee maintains approximately 255 catch basins/stormwater drains that make up the MS4 system. These catch basins/stormwater drains are inspected quarterly. In addition, no fertilizer is applied on the facility grounds. **Table 25** summarizes the Federal Correctional Institution, Tallahassee's management strategies.

TABLE 25: FEDERAL CORRECTIONAL INSTITUTION, TALLAHASSEE MANAGEMENT STRATEGIES
OUTSIDE THE PFAS

Number	NAME	DESCRIPTION	STATUS	CATEGORY
FCI-1	NPDES MS4 Permit	Stormwater system inspection and maintenance.	Ongoing	Stormwater
FCI-2	No Fertilizer Use	Fertilizer is not applied on facility grounds.	Ongoing	Fertilizer

## **5.6 FSU MANAGEMENT STRATEGIES**

FSU has a fertilizer rule in its University Master Plan that requires the use of slow-release fertilizers and/or carefully managed fertilizer application times to minimize the leaching of nutrients to ground water. Dehydrated cow manure with a 2-1-2 analysis is used when planting, and a 15-0-15 mix with half of the nitrogen water-insoluble is used twice a year on turfgrass in high-priority areas such as athletic fields.

Through the MS4 permit, FSU also implements several management strategies to address stormwater including the following:

- Newsletter distributed several times per year to all faculty and staff through the mail and also electronically.
- Website about stormwater activities.

- On-campus PSAs.
- Base map of the entire campus stormwater drainage system.
- Illicit discharge policies.
- Stormwater hotline for faculty, staff, students, and visitors to report potential violations.
- Litter control and grounds maintenance.

Table 26 summarizes FSU's management strategies.

TABLE 26: FSU MANAGEMENT STRATEGIES OUTSIDE THE PFAS

N/A = Not applicable

Number	Name	DESCRIPTION	START DATE	STATUS	CATEGORY
FSU-1	Fertilizer Rule in University Master Plan	Use slow-release fertilizers and/or carefully managed fertilizer applications to ensure maximum root uptake and minimal surface water runoff or leaching to ground water.	2008	Ongoing	Fertilizer
FSU-2	NPDES MS4 Permit	Stormwater system maintenance and education.	N/A	Ongoing	Stormwater

### 5.7 GADSDEN COUNTY MANAGEMENT STRATEGIES

Gadsden County has a comprehensive plan policy that requires a 100-foot setback for OSTDS from surface waters and wetlands, helping to minimize loading from OSTDS to surface waterbodies. The county also has a policy that requires water and sewer connection for any new development that occurs within 0.25 miles of available service that will help to reduce the number of OSTDS installed in the future in the areas of central sewer connection. In addition, the county has a policy requiring a 50-foot natural buffer around jurisdictional wetlands, rivers, creeks, streams, and lakes. Gadsden County has adopted minimum procedures, policies, and design standards to manage stormwater runoff, known as the Gadsden County Stormwater Policy and Procedures Manual. The county's stormwater pollution abatement requirements are increased by 50 percent (1.5 times the normal treatment requirements) for facilities discharging into waterways and waterbodies recognized by the state as requiring special protection. **Table 27** summarizes Gadsden County's management strategies.

TABLE 27: GADSDEN COUNTY MANAGEMENT STRATEGIES OUTSIDE THE PFAS

Number	Name	DESCRIPTION	STATUS	CATEGORY
GC-1	Comprehensive Plan Policy 4.5.1 and 5.2.11 in Infrastructure and Conservation Element	Requires 100-foot setback for OSTDS from wetlands, creeks, streams, lakes, <i>etc</i> .	Ongoing	OSTDS
GC-2	Comprehensive Plan Policy 5.2.4 and 5.2.11 in Conservation Element	Requires 50-foot natural buffer around all jurisdictional wetlands.	Ongoing	Protection Measure
GC-3	Comprehensive Plan Infrastructure Element	Water and sewer connection required for new development within 0.25 miles of available service.	Ongoing	Wastewater
GC-4	Section 3.4 Special Drainage Basins - Water Quality (Pollution Abatement) in Stormwater Policies and Procedures Manual	Requires 1.5 times normal treatment requirement.	Ongoing	Stormwater

### 5.8 TALQUIN ELECTRIC COOPERATIVE MANAGEMENT STRATEGIES

Talquin Electric Cooperative completed a project on Highway 267 to add central sewer, eliminating OSTDS for an existing motel and two future hotels. It also added a sewer system along Beech Ridge Trail in Leon County, removing 12 homes from OSTDS. Talquin is currently in the process of abandoning the Oyster Bay WWTP, removing the plant's discharge from the coastal area. The sewer collection system associated with this WWTP will be connected to Wakulla County's WWTF. Talquin is also looking to obtain funding to upgrade the Gadsden East WWTP to add a treatment wetland, resulting in zero effluent discharge from this facility.

 Table 28 summarizes Talquin's management strategies.

TABLE 28: TALQUIN ELECTRIC COOPERATIVE MANAGEMENT STRATEGIES OUTSIDE THE PFAS

\* The estimated reductions are based on the amount of TN applied to the land surface and do not represent the nitrate loading to ground water.

Number	NAME	DESCRIPTION	ESTIMATED COST	COMPLE- TION DATE	STATUS	ESTIMATED TN REDUCTION*	CATEGORY
TEC-1	Oyster Bay WWTP Abandonment	Decommissioned to connect coastal area sewer system to Wakulla County's sewer system in effort to move WWTP away from coastal areas.	\$750,000	9/1/2013	Construction	100%	Wastewater
TEC-2	Gadsden East WWTP	Construct treatment wetland by retrofitting three existing RIBs and building additional treatment cells, so te wetland has zero effluent discharge. Wetland's nitrogen reduction will be achieved through te natural wetland process and will require very little energy for operation and maintenance.	\$200,000	12/31/2013	Planned; seeking funding	98%	Wastewater
TEC-3	Highway 267 Sewer	Partnership with Gadsden County and city of Quincy to provide central sewer system to Highway 267/I-10 interchange for existing motel and two future, eliminating OSTDS.	\$400,000	06/2008	Completed	80%	Wastewater
TEC-4	Beech Ridge Trail Sewer	Sewer system along Beech Ridge Trail to remove approximately 12 homes from OSTDS.	\$40,000	12/2004	Completed	80%	Wastewater

TOTAL ESTIMATED COST = \$1,390,000

### 5.9 TCC MANAGEMENT STRATEGIES

In spring 2012, TCC stopped applying fertilizer on the main campus. The previous applications were between 2,000 and 2,400 pounds of 18-0-18 fertilizer to the centipede sod throughout the campus each spring. In addition, TCC cut in half the amount of fertilizer used on the athletic fields. The new application rate is 300 pounds of fertilizer on the baseball field and 100 pounds of fertilizer on the softball and intramural fields, applied three times per year. TCC will continue this reduction in fertilizer application on the main campus and athletic fields. **Table 29** summarizes TCC's management strategies.

TABLE 29: TCC MANAGEMENT STRATEGIES OUTSIDE THE PFAS

Number	Name	DESCRIPTION	START DATE	STATUS	CATEGORY
TCC-1	Fertilizer Cessation	Cessation of fertilizer application on main campus and reduction of application on athletic fields by half.	12/2012	Ongoing	Residential Fertilizer

### 5.10 TOWN OF HAVANA MANAGEMENT STRATEGIES

The town of Havana conducts quarterly sweeping of all the streets within the town limits, helping to reduce the amount of pollutants that run off from the roads. **Table 30** summarizes the town of Havana's management strategies.

TABLE 30: TOWN OF HAVANA MANAGEMENT STRATEGIES OUTSIDE THE PFAS

Number	Name	DESCRIPTION	STATUS	CATEGORY
TH-1	Street Sweeping	Quarterly street sweeping of all town roads.	Ongoing	Stormwater

### 5.11 LEON COUNTY MANAGEMENT STRATEGIES OUTSIDE THE PFAS

In addition to the activities conducted by the county in the PFA, the county has constructed stormwater retrofits and acquired land for preservation and wetland rehydration projects, as summarized in **Table 30**.

TABLE 31: LEON COUNTY MANAGEMENT STRATEGIES OUTSIDE THE PFAS

\* The estimated reductions are based on the amount of TN applied to the land surface and do not represent the nitrate loading to ground water.

Number	Name	DESCRIPTION	ESTIMATE D COST	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
LC-29	Harbinwood Estates Ponds	Constructed two stormwater retrofit ponds and planted/stabilized 1,200 linear feet of channel.	\$2,980,000	06/2008	Completed	108.0	Stormwater
LC-30	Fuller Road Regional Facility	Constructed 10-acre stormwater retrofit facility at Interstate-10 and Highway 27.	\$800,000	03/2010	Completed	208.2	Stormwater
LC-31	Fred George Basin Acquisition	Acquisition of 166 acres, including Fred George Sink, for preservation/protection of sink.	\$2,600,000	2012	Completed	N/A	Protection Measure
LC-32	Fred George Basin Wetland Rehydration	George asin tland Wetland rehydration through grade restoration and construction of trash racks at inflow points are planned to improve water quality prior to		2019	Planned	N/A	Protection Measure

 $TOTAL\ ESTIMATED\ COST = \$7,380,000$   $TOTAL\ ESTIMATED\ REDUCTIONS = 316.2\ KG/YR\ OF\ TN$ 

### 5.12 CITY OF TALLAHASSEE MANAGEMENT STRATEGIES OUTSIDE THE PFAS

In addition to the activities conducted by the city in the PFA, the city has constructed stormwater retrofits and conducts annual street sweeping, as summarized in Table 30**Table 32**.

TABLE 32: CITY OF TALLAHASSEE MANAGEMENT STRATEGIES OUTSIDE THE PFAS

\* The estimated reductions are based on the amount of TN applied to the land surface and do not represent the nitrate loading to ground water.

Number	Name	DESCRIPTION	ESTIMATED COST	COMPLE- TION DATE	STATUS	ESTIMATED REDUCTIONS (KG/YR OF TN)*	CATEGORY
COT-12	Stormwater Treatment Projects	81 stormwater projects city-wide outside of PFA1) completed since 2004, examples include Lower CDD, Frenchtown Pond, and Emory Court, Weems Pond projects. See complete list in Appendix C	\$82,303,740	Est 2018	Ongoin g		Stormwater
СОТ-13	Street Sweeping	City-wide street sweeping annually collects and estimated 2000 tons of material and 2000 pounds (942 kg) of total nitrogen removed.	\$1,500,000	Ongoing	Ongoin g	942	Stormwater

TOTAL ESTIMATED COST = \$83,803,740 TOTAL ESTIMATED REDUCTIONS = 942 KG/YR OF TN

### Chapter 6: Assessing Progress and Making Changes

Successful BMAP implementation requires commitment and follow-up. In the commitment to plan implementation (see **Section 6.5**), stakeholders have expressed their intention to carry out the plan, monitor its effect, and continue to coordinate within and across jurisdictions to achieve water quality targets. Stakeholders have committed to and are required to implement the assigned projects and activities in the first five-year phase of this BMAP. The FWRA requires that an assessment be conducted every five years to determine whether there is reasonable progress in achieving pollutant load reductions. This chapter contains the water quality monitoring component sufficient to make this evaluation.

### 6.1 TRACKING IMPLEMENTATION

The department will work with stakeholders to track project implementation and organize the monitoring data collected each year. The project and monitoring information will be presented in an annual report. In addition to activities for the OSTDS Initiative, the Upper Wakulla River and Wakulla Springs stakeholders have agreed to meet approximately every 12 months after the adoption of the BMAP to follow up on plan implementation, share new information, and continue to coordinate on TMDL-related issues. The following types of activities may occur at annual meetings:

- Implementation Data and Reporting
  - Collect project implementation information from stakeholders, MS4 permit reporting,
     WWTF upgrade plans, and FDACS agricultural BMP enrollment and compare with the
     BMAP schedule.
  - Discuss the data collection process, including any concerns and possible improvements to the process.
  - o Review the monitoring plan implementation, as detailed in **Section 6.3**.
  - Department will annually collect FDOH OSTDS data by county and by PFA areas to track new, repaired, and upgraded systems and will provide the information to stakeholders.
- Sharing New Information
  - o Report on results from water quality and biological monitoring and trend information.

- Provide updates on new management strategies in the basin that will help reduce nutrient loading.
- Identify and review new scientific developments in addressing nutrient loads and incorporate any new information into annual progress reports.
- Coordinating TMDL-Related Issues
  - Provide updates from the department on the basin cycle and activities related to any impairments, TMDLs, and BMAP.
  - Obtain reports from other basins where tools or other information may be applicable to the Upper Wakulla River and Wakulla Springs TMDL.

Covering all of these topics is not required for the annual meetings, but this list provides examples of the types of information that should be considered for the agenda to assist with BMAP implementation and improve coordination among the agencies and stakeholders.

### **6.2** ADAPTIVE MANAGEMENT MEASURES

Adaptive management involves setting up a mechanism for making adjustments in the BMAP when circumstances change or feedback indicates the need for a more effective strategy. Adaptive management measures include the following:

- Procedures to determine whether additional cooperative strategies are needed.
- Criteria/processes for determining whether and when plan components need revision due to changes in costs, environmental impacts, social effects, watershed conditions, or other factors.
- Descriptions of stakeholders' role after BMAP completion.

Key components of adaptive management to share information and expertise are tracking plan implementation, monitoring water quality and pollutant loads, and holding periodic meetings. BMAP execution will be a long-term process, and some projects will extend beyond the first BMAP phase. For example, during the first iteration, the OSTDS Initiative will be implemented to identify what strategies are most applicable to the basin to reduce nitrate loading, determine a timeline for future strategies, and identify which stakeholders are responsible for implementing the necessary strategies in the next BMAP iteration.

The department and stakeholders will track implementation efforts and monitor water quality to measure effectiveness and ensure BMAP compliance. The stakeholders will meet approximately every 12 months to discuss implementation issues, consider new information, and, if the basin is not projected to meet the TMDL, determine additional corrective actions. Information on the implementation of management strategies will be collected annually from the participating entities and organized into reports. The stakeholders will review these reports to assess progress towards meeting the BMAP goals.

### **6.3** WATER QUALITY MONITORING

### **6.3.1** Monitoring Objectives

Focused objectives are critical for a monitoring strategy to provide the information needed to evaluate implementation success. The primary objectives of the monitoring strategy for the Upper Wakulla River and Wakulla Springs Basin are described below, and will be used to evaluate the success of the BMAP:

- Track trends in nitrate concentrations and loads in the Upper Wakulla River and Wakulla Springs.
- Track trends in the biological communities in the Upper Wakulla River.

### 6.3.2 WATER QUALITY MONITORING PARAMETERS, FREQUENCY, AND NETWORK

To achieve the first objective above, the monitoring strategy focuses on collecting the suggested parameters included in **Table 32** for the river sites and **Table 33** for the spring vent and conduit sites. The core parameters are directly related to the impairment in the Upper Wakulla River and Wakulla Springs Basin. Supplemental parameters and field parameters are monitored primarily to support the interpretation of core water quality parameters. At a minimum, the core parameters will be tracked to determine progress towards meeting the TMDL.

TABLE 33: WATER QUALITY MONITORING PARAMETERS FOR THE RIVER SITES

PARAMETER TYPE	PARAMETER NAME	
	Nitrate + Nitrite (as N)	
Core	Ammonia (as N)	
	Kjeldahl Nitrogen	
	Chlorophyll-a	
	Total Organic Carbon	
	Total Phosphorus	
	Chloride	
	Sulfate	
	Fluoride	
	Calcium	
	Magnesium	
Supplemental	Sodium	
~ <b>- P </b>	Potassium	
	Alkalinity	
	Hardness	
	Turbidity (lab)	
	Specific Conductance (lab)	
	Color (true)	
	Total Suspended Solids	
	Total Dissolved Solids	
	Water Temperature	
	pН	
Field	Specific Conductance	
	Dissolved Oxygen	
	Sample Depth	
	Secchi Depth	

TABLE 34: WATER QUALITY MONITORING PARAMETERS FOR THE SPRING VENT AND CONDUIT SITES

PARAMETER TYPE	PARAMETER NAME		
	Nitrate + Nitrite (as N)		
Core	Ammonia (as N)		
	Kjeldahl Nitrogen		
	Sucralose		
	Nitrogen Isotopes		
	Oxygen Isotopes		
	Total Phosphorus		
	Ortho-Phosphate (as P)		
	Organic Carbon		
	Dissolved Solids		
	Suspended Solids		
	Turbidity		
Supplemental	Color (true)		
	Boron		
	Calcium		
	Magnesium		
	Sodium		
	Potassium		
	Chloride		
	Sulfate		
	Fluoride		
	Alkalinity		
	Water Temperature		
	pН		
Field	Specific Conductance		
	Dissolved Oxygen		
	Sample Depth		

**Table 35** lists the water quality stations in the BMAP monitoring network sampled by the NWFWMD and the department. The water quality monitoring will be conducted in accordance with the frequencies below.

In addition, flow stations (listed in **Table 35**) will help determine loads to the river to achieve the first objective. These flow stations are maintained by the USGS and FGS. **Figure 16** also shows the locations of the flow stations in the monitoring network. The Spring Creek flow station is included in the BMAP monitoring plan because it will be helpful in understanding the movement of water in the aquifer. This gage will allow Spring Creek Springs flow volumes and periods of reverse flows at Spring Creek to be correlated with flows and water chemistry at the Wakulla Springs vent. This could help stakeholders determine where to carry out management strategies in the future. The gage will also provide information expected to support the NWFWMD in setting MFLs for the Wakulla River.

TABLE 35: BMAP WATER QUALITY MONITORING NETWORK

Carry mag Engage	Cm a myo y ID	Cratory Natura	Cm a my o y Tymy	Ennovery	SITE
SAMPLING ENTITY	STATION ID	STATION NAME	STATION TYPE  Recorder –	FREQUENCY	ESTABLISHED
NWFWMD	S587	Spring Vent	discharge	15-minute	05/1997
NWFWMD	S587	Spring Vent	Water quality vent	Quarterly	04/2000
NWFWMD	S266	Upper Bridge	Water quality river	Monthly	08/2009
Department	S266	200 meters Downstream of Upper Bridge	Water quality river	Twice per year (with biology)	01/2014
Department	S98	Half Mile Downstream of Spring Vent @ Boat Maintenance Tram	Water quality river	Twice per year (with biology)	01/2014
NWFWMD	S556	Recreation Area Boat Dock	Water quality river	Monthly	10/2013
NWFWMD	S556	Recreation Area Boat Dock	Recorder – temperature, conductance	Hourly	03/1999
NWFWMD	S98	Boat Maintenance Tram	Recorder – stage	5-minute	12/1987
Department	9695	Spring Vent	Water quality vent	Quarterly	09/2001
Department	20383	B-Tunnel	Water quality conduit	Quarterly	04/2004
Department	20385	C-Tunnel	Water quality conduit	Quarterly	04/2004
Department	20387	D-Tunnel	Water quality conduit	Quarterly	04/2004
Department	20388	AD-Tunnel	Water quality conduit	Quarterly	04/2004
Department	20340	K-Tunnel	Water quality conduit	Quarterly	04/2004
Department	20381	AK-Tunnel	Water quality conduit	Quarterly	04/2004
Department	S556	Recreation Area Boat Dock	Nitrate meter	Continuous	12/2013
USGS	02327022	Wakulla River near Crawfordville, FL	Flow	Continuous	10/2004
Department	B_TUNNEL	B-Tunnel	Flow	15-Minute	12/2003
Department	C_TUNNEL	C-Tunnel	Flow	15-Minute	12/2003
Department	D_TUNNEL	D-Tunnel	Flow	15-Minute	02/2004
Department	AD_TUNNEL	AD-Tunnel	Flow	15-Minute	02/2004
Department	K_TUNNEL	K-Tunnel	Flow	15-Minute	02/2004
Department	AK_TUNNEL	AK-Tunnel	Flow	15-Minute	02/2004
USGS	02327031	Spring Creek Gage	Flow	Continuous	10/2013

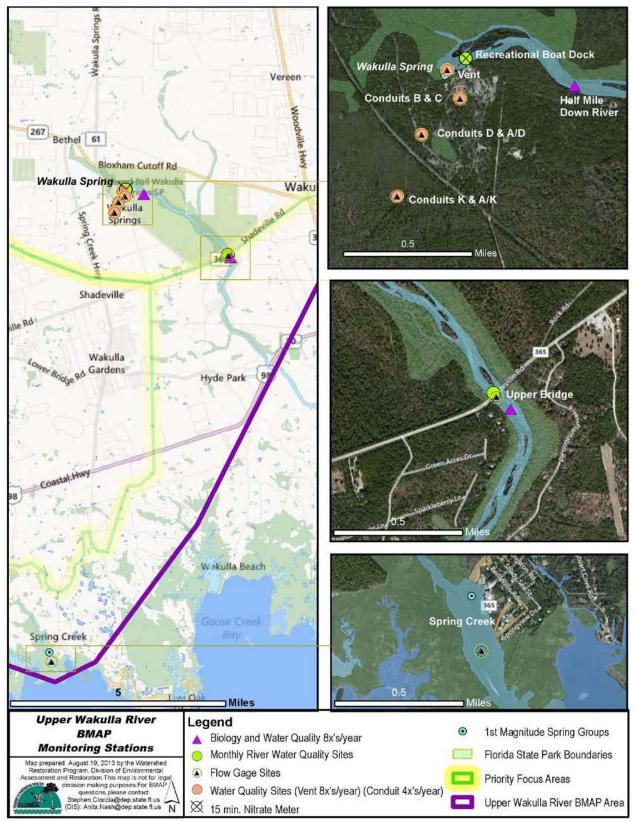


FIGURE 16: MONITORING NETWORK FOR THE UPPER WAKULLA RIVER AND WAKULLA SPRINGS

### 6.3.3 BIOLOGICAL MONITORING

To meet the second monitoring plan objective, several types of biological monitoring will be carried out to assess the health of the Upper Wakulla River. An RPS will be conducted to assess the abundance and variety of algae in the river. A Linear Vegetation Survey (LVS) will be conducted to assess the types and density of vegetation present in the river and to identify the native versus non-native species. An SCI will be conducted to measure the number of different organisms present in the river. In addition, Habitat Assessments (HA) will be conducted to assess the river conditions and habitat present to support the SCI evaluation. Water quality samples will also be collected with the biological monitoring. **Table** 36 summarizes the biological monitoring, and **Figure 16** shows the locations for this sampling.

TABLE 36: BIOLOGICAL MONITORING

SAMPLING ENTITY	TYPE OF MONITORING	STATION ID	LOCATION	FREQUENCY	START DATE
NWFWMD	RPS	S266	200 meters Downstream of Upper Bridge	Twice per year	10/2013
NWFWMD	LVS	S266	200 meters Downstream of Upper Bridge	Twice per year	10/2013
NWFWMD	SCI	S266	200 meters Downstream of Upper Bridge	Twice per year	10/2013
NWFWMD	НА	S266	200 meters Downstream of Upper Bridge	Twice per year	10/2013
Department	RPS	S266	200 meters Downstream of Upper Bridge	Twice per year	01/2014
Department	LVS	S266	200 meters Downstream of Upper Bridge	Twice per year	01/2014
Department	SCI	S266	200 meters Downstream of Upper Bridge	Twice per year	01/2014
Department	НА	S266	200 meters Downstream of Upper Bridge	Twice per year	01/2014
NWFWMD	RPS	S98	Half Mile Downstream of Spring Vent @ Boat Maintenance Tram	Twice per year	10/2013
NWFWMD	LVS	S98	Half Mile Downstream of Spring Vent @ Boat Maintenance Tram	Twice per year	10/2013
NWFWMD	SCI	S98	Half Mile Downstream of Spring Vent @ Boat Maintenance Tram	Twice per year	10/2013
NWFWMD	НА	S98	Half Mile Downstream of Spring Vent @ Boat Maintenance Tram	Twice per year	10/2013
Department	RPS	S98	Half Mile Downstream of Spring Vent @ Boat Maintenance Tram	Twice per year	01/2014
Department	LVS	S98	Half Mile Downstream of Spring Vent @ Boat Maintenance Tram	Twice per year	01/2014

SAMPLING ENTITY	TYPE OF MONITORING	STATION ID	LOCATION	Frequency	START DATE
Department	SCI	S98	Half Mile Downstream of Spring Vent @ Boat Maintenance Tram	Twice per year	01/2014
Department	НА	S98	Half Mile Downstream of Spring Vent @ Boat Maintenance Tram	Twice per year	01/2014

### 6.3.4 DATA MANAGEMENT AND ASSESSMENT

The Florida Storage and Retrieval (STORET) database serves as the primary repository of ambient water quality data for the state of Florida. The department pulls water quality data used for impaired water evaluations and TMDL development directly from the STORET database. Ambient water quality data collected as part of the BMAP will be uploaded into STORET for long-term storage and availability. Water quality data will be uploaded to STORET at least once every six months, upon completion of the appropriate quality assurance/quality control (QA/QC) checks.

The biological data will be stored in the Statewide Biological (SBIO) database, which is also a department database. The biological data will be uploaded at least once every six months, after the appropriate QA/QC checks.

The water quality and biological data will be analyzed during BMAP implementation to determine trends in water quality and the health of the biological community. To determine progress towards achieving the TMDL target for allowable nitrate-nitrogen concentrations in the impaired segment, the nitrate-nitrogen concentrations at the BMAP monitoring stations will be evaluated using a methodology similar to that used to develop the TMDL nitrate-nitrogen target. The month and monitoring station location with the highest average concentration will be compared with the TMDL target of 0.35 mg/L to determine the percent reduction achieved to date, and whether the target concentration has been achieved. The TMDL target for recovery of the biological impairment will be evaluated using the ability of the impaired segment to meet the department's Class III biology criteria.

### 6.3.5 QUALITY ASSURANCE/QUALITY CONTROL

Stakeholders participating in the monitoring plan must collect water quality data in a manner consistent with the department's standard operating procedures (SOPs) for QA/QC. The most <u>current version of these procedures</u> is available online. For BMAP-related data analyses, entities should use National Environmental Laboratory Accreditation Conference <u>National Environmental Laboratory Accreditation</u>

<u>Program (NELAP)</u>—certified laboratories or other labs that meet the certification and other requirements outlined in the SOPs.

### **6.4 RESEARCH STUDIES**

During the BMAP process, stakeholders identified several research items they would like to pursue, if funding becomes available. These research topics include the following:

- Determine the nitrate contributions to Wakulla Springs during the reverse flow scenario where portions of the Spring Creek springshed flow to Wakulla Springs using data collected by the NWFWMD and by potentially increasing the frequency of monitoring in the conduits that reverse flow.
- Conduct a dye trace study in Crawfordville to determine the contributions from septic systems during the reverse flow scenario where portions of the Spring Creek springshed flow to Wakulla Springs.
- Evaluate the drinking water well data to identify wells with high nitrate concentrations and conduct further research to determine the source(s) of these high concentrations.
- Update the potentiometric surface data for the basin to better define the boundary; this will likely be performed for NWFWMD's MFLs modeling.
- Run the AVA model for the entire BMAP basin, and incorporate the Light Detection and Ranging (LIDAR) data from Wakulla County.
- Verify the effectiveness of agricultural BMPs in the Upper Wakulla River and Wakulla Springs Basin.
- Monitor before and after project implementation, as desired, to determine the nitrate reduction benefits of the projects.
- Add nitrate data loggers to the river water quality sampling locations (Upper Bridge and Recreation Area Boat Dock) to obtain better information about how nitrate concentrations change in the river.

- Develop a water budget and nutrient transport model for the Upper Wakulla River and Wakulla Springs Basin.
- Determine the effects of saltwater intrusion and sea-level rise on the biological community in the Upper Wakulla River and Wakulla Springs.
- Measure color, using ultraviolet-visible light absorption spectrophotometry, in the Upper Wakulla River to determine the effects on water quality and the biological community.
- Create an Aquifer Watch Program for the Upper Wakulla River and Wakulla Springs
   Basin to gather additional water quality data on ground water in the basin.
- Assess the nitrate contributions to ground water from sinkholes in the basin.

### 6.5 COMMITMENT TO PLAN IMPLEMENTATION

Paragraph 403.067(7), F.S., lays out the mechanisms for BMAP implementation. While the BMAP is linked by statute to permitting and other enforcement processes that target individual entities, successful implementation mandates that local stakeholders willingly and consistently work together to attain adopted TMDLs. This collaboration fosters the sharing of ideas, information, and resources. The stakeholders have demonstrated their willingness to confer with and support each other in their efforts.

## **APPENDICES**

### APPENDIX A: RULE 62-304(2), F.A.C., THE UPPER WAKULLA RIVER TMDL

- (2) Upper Wakulla River. The nitrate TMDL to address the biological impairment is an in-stream monthly mean concentration of 0.35 mg/L and is allocated as follows:
- (a) The WLA for wastewater sources is not applicable.
- (b) The WLA for discharges subject to the department's NPDES Municipal Stormwater Permitting Program is not applicable.
- (c) The LAs for nonpoint sources are to address anthropogenic sources in the basin such that in-stream nitrate concentrations meet the TMDL target, which, based on the mean concentrations from the 2002-2007 period, will require a 56.2 percent reduction of nitrate at sources contributing to the observed biological impairment.
- (d) The Margin of Safety is implicit.
- (e) While the WLA and LAs for nitrate have been expressed as the concentration and percent reduction needed to attain the applicable Class III biology criterion, it is the combined reductions from both anthropogenic point and nonpoint sources that will result in the required reduction of in-stream nitrate concentrations. However, it is not the intent of the TMDL to abate natural background conditions.

# APPENDIX B: CITY OF TALLAHASSEE STORMWATER TREATMENT PROJECTS IN THE UPPER WAKULLA RIVER AND WAKULLA SPRINGS BASIN

TABLE B-1: SUMMARY OF THE CITY OF TALLAHASSEE'S STORMWATER TREATMENT PROJECTS

PROJECT NAME	STATUS	Project Type	MAP LABEL
Northeast Ditch At Lonnbladh Rd	Complete/Constructed	Channel Stabilization	SW01
Frenchtown SW Improvements Master Plan	Complete/Constructed	Wet Detention w/ Storm DrainImprovements	SW02
Campus Circle	Complete/Constructed	Wet Detention w/ Storm DrainImprovements	SW03
Connie Drive	Complete/Constructed	Channel Stabilization w/ Sd Improvements	SW04
Call Street & Cadiz Street	Complete/Constructed	Dry Detention w/ SdImprovements	SW05
SPI - Royal Oaks Channel Lining Phase 1B	Complete/Constructed	Conveyance Improvement	SW06
SPI - Salmon Dr Ditch Lining (1706 Salmon Drive)	Complete/Constructed	Conveyance Improvement	SW07
SPI - O'Brien Drive Drainage Improvements (Phase 1)	Complete/Constructed	Conveyance Improvement	SW08
Betton/Cline/Chamberlin	Complete/Constructed	Conveyance Improvement	SW09
SPI - Shamrock North Drng Imp	Complete/Constructed	Conveyance Improvement; Includes \$ From Spi.	SW10
SPI - Ivan Drive DrainageImprovements	Planned/Proposed	Conveyance Improvement	SW11
SPI - Hutchinson Road Drainage	Complete/Constructed	Conveyance Improvement	SW12
SPI - Arkansas Street Drainage Improvements	Planned/Proposed	Stormdrain Improvements	SW13
SPI - Shamrock-Foxford Drainage Improvements	Planned/Proposed	Conveyance Improvement	SW14
SPI - 2018 Lee Avenue	Planned/Proposed	Stormdrain Improvements	SW15
SPI - Glendale Neighborhood Drainage Improvements	Planned/Proposed	Stormdrain Improvements	SW16
Pickett Court Area Stormwater	Complete/Constructed	Will Be Revived At A Later Date.	SW17
Upper West Ditch Stormwater Facility	Planned/Proposed	Sedimentation Basin	SW18
Royal Oaks Creek Study (Royal Oaks Stormwater Imp)	Planned/Proposed	Channel Stabilization	SW19
Meginnis Creek at Sharer Road	Complete/Constructed	Channel Stabilization	SW20
Chapel Drive Stormwater Improvements	Complete/Constructed	Stormdrain Improvements	SW21
Emory Court & Dupont Drive Area Flood Relief	Complete/Constructed	Channel Stabilization	SW22
East Georgia St/Meridian St Stormwater Improvement	Complete/Constructed	Stormdrain Improvements	SW23
Upper Lake Lafayette NRF	Complete/Constructed	Alum	SW24
Ford Street Drainage Improvements	Complete/Constructed	Stormdrain Improvements	SW25
Lafayette Park Stormwater Outfall Phase II	Complete/Constructed	Stormdrain Improvements	SW26
Lafayette Park Stormwater Outfall Phase I	Complete/Constructed	Dry Detention	SW27
Park Avenue Tributary#1 Drainage Improvement	Complete/Constructed	Wet Detention & Channel Stabilization	SW28
Inglewood Neighborhood Drainage Improvements	Active/Designed	Stormdrain Improvements	SW29
Greenwood SWMF (part of Frenchtown Master Plan)	Active/Designed	Wet Detention	SW30
Killarney Way at Shamrock Stormwater Improvements	Complete/Constructed	Wet Detention w/ Storm DrainImprovements	SW31
Karen Lane Drainage Improvements	Complete/Constructed	Stormdrain Improvements	SW32
Lower CDD Erosion Control Project	Planned/Proposed	Channel Stabilization	SW33

PROJECT NAME	STATUS	Project Type	MAP LABEL
Concord Road Stormwater Facility	Complete/Constructed	Wet Detention w/ Storm DrainImprovements	SW34
College Jefferson St Stormwater Improvements	Complete/Constructed	Stormdrain Improvements	SW36
Gaines St Madison St. Supplemental SW Outfall-1	Design	Stormdrain Improvements	SW37
Gaines St Madison St. Supplemental SW Outfall-2	Under Construction	Stormdrain Improvements	SW38
Gaines St Madison St. Supplemental SW Outfall-3	Design	Stormdrain Improvements	SW39
South City/Country Club Creek Drainage Improve	Planned/Proposed	Channel Stabilization	SW40
Eastgate Flood Relief Project Phase II	Under Construction	Stormdrain Improvements	SW41
Eastgate Flood Relief Project Phase I	Complete/Constructed	Channel Stabilization w/SD Improvements	SW42
SPI - 4029 & 4033 Brandon Hill & 4036 Brandon Hill Dr (aka 2936 Edenderry Drive)	Complete/Constructed	Conveyance Improvement	SW43
SPI - Baldwin Drive Minor Drainage Improvements	Complete/Constructed	Conveyance Improvement	SW44
SPI - Runnymede Drainage Improvements	Complete/Constructed	Conveyance Improvement	SW45
SPI - Woodbern Lane Ditch Enclosure	Complete/Constructed	Conveyance Improvement	SW46
SPI - Richardson Road Drainage Improvements	Complete/Constructed	Conveyance Improvement	SW47
SPI - 2212 EastGate Way	Complete/Constructed	Conveyance Improvement	SW48
SPI - Copper Creek Dr. Minor Drainage Improvements	Complete/Constructed	Conveyance Improvement	SW49
SPI - 4052 Roscrea Drive	Complete/Constructed	Conveyance Improvement	SW50
SPI - Bay Shore Drive Stormwater Outfall Improvement	Complete/Constructed	Conveyance Improvement	SW51
SPI - Big Oak St Outfall Improvements	Complete/Constructed	Conveyance Improvement	SW52
SPI - 2945 Edenderry Drive	Complete/Constructed	Conveyance Improvement	SW53
SPI - 551 Stonehouse Road	Complete/Constructed	Conveyance Improvement	SW54
SPI - Spruce Avenue	Complete/Constructed	Conveyance Improvement	SW55
SPI - Villages of Killearn / Kinsail Drive Outfall	Complete/Constructed	Conveyance Improvement	SW57
SPI - Ravine Drive	Complete/Constructed	Conveyance Improvement	SW58
SPI - Mahoney Drive Drainage Improvements	Complete/Constructed	Conveyance Improvement	SW59
SPI - McGuire Pond (905 and 907 Alliegood Court)	Complete/Constructed	Pond Grading	SW60
SPI - O'Brien Drainage Improvements Phase 2 (O'Brien & Grey Abbey Ct.)	Complete/Constructed	Conveyance Improvement	SW61
SPI - Sandhurst Drive Bypass Outfall	Complete/Constructed	Conveyance Improvement	SW63
SPI - 708 East Jefferson Street	Complete/Constructed	Conveyance Improvement	SW66
SPI - 3700/3703 Mockingbird Drive	Complete/Constructed	Conveyance Improvement	SW67
SPI - Teal Lane	Complete/Constructed	Conveyance Improvement	SW68
SPI - 2925 Edenderry DitchEnclosure	Complete/Constructed	Conveyance Improvement	SW69
SPI - Millard Street Drainage Improvements	Complete/Constructed	Conveyance Improvement	SW70
SPI - 3742 Shamrock West Drainage Improvements	Complete/Constructed	Conveyance Improvement	SW71
SPI - Bonnie Drive Drainage Improvements (1103 Bonnie Dr)	Complete/Constructed	Conveyance Improvement	SW72
SPI - Winthrop Road	Complete/Constructed	Conveyance Improvement	SW74
SPI - 903 Beard St	Planned/Proposed	Conveyance Improvement	SW75

PROJECT NAME	STATUS	Project Type	MAP LABEL
SPI - Limerick Drive Stormwater Outfall Improvements	Under Construction	Conveyance Improvement	SW76
SPI - Devils Dip Drainage Improvements	Active/Designed	Conveyance Improvement	SW77
SPI - 2713 Bedford Way	Complete/Constructed	Conveyance Improvement	SW78
SPI - Armistead Road Drainage Maintenance	Complete/Constructed	Conveyance Improvement	SW79
SPI - Shannon Foxford Drainage Improvements	Planned/Proposed	Conveyance Improvement	SW80
SPI - Faringdon Drive (2764 Farringdon Dr)	Complete/Constructed	Conveyance Improvement	SW81
SPI - Shamrock North & Edenderry	Complete/Constructed	Conveyance Improvement	SW82
SPI - Short Street Improvements	Planned/Proposed	Conveyance Improvement	SW83
Killarney Way at Shamrock Stormwater Improvements	Complete/Constructed	Wet Detention w/ Storm DrainImprovements	SW84
SPI - Bradford Road Stormwater Outfall	Under Construction	Conveyance Improvement	SW85
Middlebrooks Circle ConveyanceImprovements	Complete/Constructed	Channel Stabilization	SW86
Pensacola-MLK Drainage Improvements	Complete/Constructed	Stormdrain Improvements	SW87

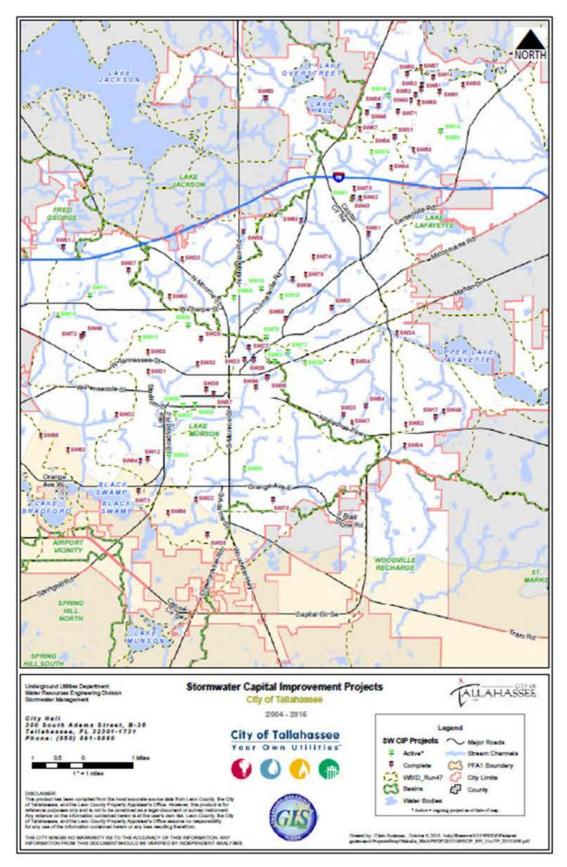


FIGURE B-1: LOCATION OF THE CITY OF TALLAHASSEE'S STORMWATER TREATMENT PROJECTS

### **APPENDIX C: POTENTIAL FUNDING SOURCES**

A BMAP must identify feasible funding strategies for implementing the management strategies presented. This appendix provides a list of potential funding sources.

The <u>Clean Water State Revolving Fund (SRF) loan program</u> provides low-interest loans to local governments to plan, design, and build or upgrade wastewater, stormwater, and nonpoint source pollution prevention projects. Certain agricultural best management practices may also qualify for funding. Discounted assistance for small communities is available. Interest rates on loans are below market rates and vary based on the economic wherewithal of the community. The Clean Water SRF is Florida's largest financial assistance program for water infrastructure.

The <u>Drinking Water SRF loan program</u> provides low-interest loans to local governments and certain private utilities to plan, design, and build or upgrade drinking water systems. Discounted assistance for small communities may be available. Interest rates on loans are typically 40 percent below market rates.

The <u>Small Community Wastewater Facilities Grants Program</u> provides grants to fund the construction of wastewater facilities in municipalities with 10,000 or fewer people and per capita income levels below Florida's average per capita income. A local match is required. The program is linked to the Clean Water SRF loan program outlined above, and is highly competitive.

Florida's <u>Section 319 grant program</u> administers funds received from the EPA to implement projects or programs that reduce nonpoint sources of pollution. Projects or programs must benefit Florida's priority watersheds ("impaired waters"), and local sponsors must provide at least a 40 percent match or in-kind contribution. Eligible activities include the demonstration and evaluation of urban and agricultural stormwater BMPs, stormwater retrofits, and public education.

TMDL water quality restoration grants for projects related to the implementation of TMDLs may be available through periodic legislative appropriations to the department. When funds are available, the program prioritizes stormwater retrofit projects to benefit impaired waters, somewhat along the lines of the Section 319 grant program listed above.

The Florida Legislature may solicit applications directly for **Community Budget Issue Request** projects, including water projects, in anticipation of upcoming legislative sessions. This process is an opportunity to secure legislative sponsorship of project funding through the state budget. The

Legislature may coordinate applications with the department. In other years, the Legislature will not solicit projects but may include them in the budget in any event. Contact your local legislative delegation to determine whether there are opportunities available to fund your project. <u>Information on contacting Senators and Representatives</u> is available online.

A number of other programs at both the state and federal levels offer the possibility of water infrastructure funding. These include the following:

Florida Department of Economic Opportunity <u>Small Cities Community Development Block Grant</u> <u>Program</u> funds are available annually for water and sewer projects that benefit low- and moderate-income persons. Monies also may be available for water and sewer projects that serve a specific "job-creating entity" as long as most of the jobs created are for people with low or moderate incomes. <u>More information</u> is available online.

The <u>Florida Rural Water Association Loan Program</u> provides low-interest bond or bank financing for community utility projects in coordination with the department's SRF programs discussed above. Other financial assistance may also be available. ook for the links to "Funding" and "Long-Term Financing."

The <u>Enterprise Florida</u> program is a resource for a variety of public and private projects and activities, including those in rural communities, to facilitate the creation, capital investment, and strengthening and diversification of local economies by promoting tourism, trade, and economic development. The various Enterprise Florida programs and financial incentives are intended, among other things, to provide additional financial assistance to enable communities to better access other infrastructure funding programs. Contact information is available from the "Contact Us" link at the top of the web page.

Florida's **five regional water management districts** also offer financial assistance for a variety of water-related projects, for water supply development, water resource development, and surface water restoration. Assistance may be provided from ad valorem tax revenues or from periodic legislative appropriations for Alternative Water Supply Development and Surface Water Improvement and Management projects. The amount of funding available, matching requirements, and types of assistance may vary from year to year. For information on funding opportunities, contact the <u>water management district with jurisdiction in your area</u>—a map and links to each of the districts are available online.

The United States Department of Commerce <u>Economic Development Administration Public Works</u> <u>and Development Facilities Program</u> provides funding to help distressed communities in economic decline revitalize, expand, and upgrade their physical infrastructure to attract new industry, encourage business expansion, diversify local economies, and generate or retain long-term, private sector jobs and investment. The program focuses on redeveloping existing infrastructure.

The USDA <u>Rural Development Rural Utilities Service Guaranteed and Direct Loans and Grants</u>

<u>Program</u> provides a combination of loans and grants for water, wastewater, and solid waste projects to rural communities and small incorporated municipalities. Some nonprofit entities also may be eligible.

Congress's **State and Tribal Assistance Grant Program** provides the opportunity to secure Congressional sponsorship of project funding, including water project funding, through the annual federal budget process. The program's stated purpose is to strengthen state, local governments, and tribal abilities to address environmental and public health threats while furthering environmental compliance. You may want to consider <u>contacting your Representatives or Senators</u> for assistance in pursuing funding.

<u>Grants.gov</u> is the official federal website for information on more than 1,000 federal grant programs. The site includes an automatic email notification system for keeping apprised of federal grant opportunities.

The <u>Catalog of Federal Domestic Assistance</u> provides a database of all federal programs available to state and local governments; public, quasipublic, and private profit and nonprofit organizations and institutions; specialized groups; and individuals. There are a variety of sources of niche funding that may be appropriate to your situation. There are also private funding sources (endowments, private trusts, *etc.*) that may, on occasion, fund water-related projects; a variety of sources to investigate these opportunities are available on the web.

The <u>Florida Resource Directory</u> provides a searchable directory of information about and links to many state and federal programs with resources available to help local communities. Funding for water-related projects is just one of many types of assistance identified here.

If you are interested in **disaster relief**, your first contacts should be to Florida's **Division of Emergency**Management or your county emergency management agency, and the Federal Emergency

<u>Management Agency</u> at 1.800.621.FEMA (3362), where the process for securing disaster-related infrastructure assistance begins.

### APPENDIX D: DETAILS ON THE SCI

The SCI is a biological assessment procedure that measures the degree to which flowing fresh waters support a healthy, well-balanced biological community, as indicated by benthic macroinvertebrates. A balanced faunal community is achieved if the average score of at least two temporally independent SCIs is 40 or higher, with neither of the two most recent SCI scores less than 35.

When the SCI bioregions were initially developed in 1992, there were relatively few data available for some of the bioregions, particularly the eastern portion of the Panhandle region. The department has subsequently collected thousands of new SCIs throughout the state. In addition, better GIS tools now available allow more accurate spatial resolution. In 2012 the department undertook a reanalysis of the SCI regions to better define the macroinvertebrate expectations across the state. The reanalysis of the SCI regionalization indicated that the Panhandle bioregion should be divided into the Panhandle West and Big Bend bioregions because they have significantly different taxa at reference sites .During the SCI reevaluation, the bioregion boundaries were also redrawn to be consistent with watershed boundaries. The original bioregion boundaries bisected watersheds, which meant that the biological expectation in some streams changed upstream or downstream of an imaginary line across the stream. Greater detail concerning the reanalysis of the SCI bioregions and the results of that evaluation are provided in Appendix B of the Technical Support Document. As part of the reassessment, the SCI equations were also updated and SCI scores were recalculated. The original listing of the Wakulla River was based on earlier versions of the SCI. This report uses the revised regions and equations for what is now referred to as the SCI-2012 (Figure D-1).

<sup>&</sup>lt;sup>1</sup> Florida Department of Environmental Protection. March 2013. *Technical Support Document: Derivation of dissolved oxygen criteria to protect aquatic life in Florida's fresh and marine waters.* DEP-SAS-001/13. Tallahassee, FL.

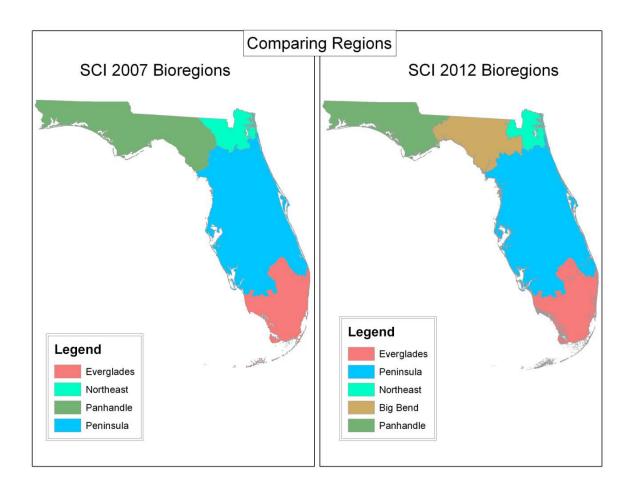


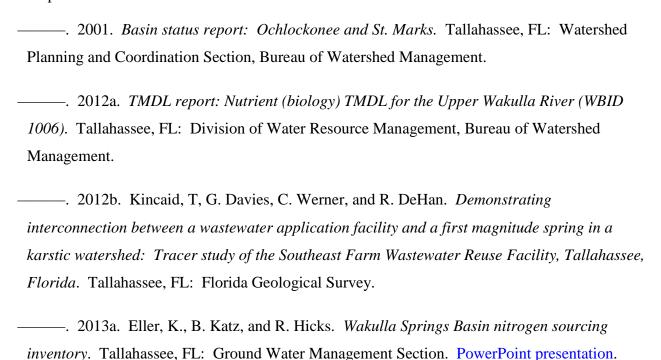
FIGURE D-1. COMPARISON OF THE SCI 2007 BIOREGIONS WITH THE NEW 2012 BIOREGIONS

### APPENDIX E: BIBLIOGRAPHY OF KEY REFERENCES AND WEBSITES

### **KEY REFERENCES**

- Baker, A.E., A.R. Wood, J.R. Cichon, and J.L. Johnson. July 2007. *The Leon County Aquifer Vulnerability Assessment*. Prepared for the Leon County Board of County Commissioners in fulfillment of Leon County Project No. BC-06-21-06-53.
- Baker, A.E., A.R. Wood, and J.R. Cichon. September 2009. *The Wakulla County Aquifer Vulnerability Assessment*. Prepared for the Florida Department of Environmental Protection as part of the Florida Aquifer Vulnerability Assessment (FAVA) Phase II Project, Contract No. RM059.
- Chelette, A., T.R. Pratt, and B.G. Katz. April 2002. *Nitrate loading as an indicator of nonpoint source pollution in the Lower St. Marks-Wakulla Rivers watershed*. Water Resources Special Report 02-1. Northwest Florida Water Management District.
- Davis, J.H., B.G. Katz, and D.W. Griffin. 2010. Nitrate-N movement in groundwater from the land application of treated municipal wastewater and other sources in the Wakulla Springs springshed, Leon and Wakulla Counties, Florida, 1966-2018. United States Geological Survey Scientific Investigations Report 2010-5099.

Florida Department of Environmental Protection:



- 2013b. Jackson, J. Wakulla River biological assessments. Tallahassee, FL: Standards and Assessment Section. PowerPoint presentation.
   2013c. Katz, B. Using nitrogen isotopes to identify sources of nitrogen in the Wakulla Springs Basin. Tallahassee, FL: Ground Water Management Section. PowerPoint presentation.
   2013d. Maddox, G. Summary of water quality data and the existing monitoring network: Current & recent nitrate trends in Wakulla Springs and River. Tallahassee, FL: Ground Water Management Section. PowerPoint presentation.
- ———. July 2014. Eller, K., and B. Katz. *Nitrogen source inventory and loading estimates for the Wakulla Spring Contributing Area*. Tallahassee, FL: Ground Water Management Section.
- Florida Department of Health. 2009. Hall, P., and S.J. Clancy. *The Florida statewide inventory of onsite sewage treatment and disposal systems (OSTDS): Final draft report and database*. Prepared for the Florida Department of Health, Bureau of Onsite Sewage Programs, by EarthSTEPS and GlobalMind. Available: <a href="http://www.doh.state.fl.us/environment/ostds/research/07">http://www.doh.state.fl.us/environment/ostds/research/07</a>
- Harden, H., B. Katz, D. Griffin, P. McMahon, E. Wade, R. Hicks, and J. Chanton. March 18, 2010. Fate of effluent-borne contaminants beneath septic tank drainfields overlying a karst aquifer. *Journal of Environmental Quality*.
- Kincaid, T. 2010. *Understanding Florida's karst results & lessons learned from the Woodville Karst Plain research*. GeoHydros LLC, 27 Keystone Ave., Reno, NV 89503. PowerPoint presentation.
- Lombardo Associates, Inc. November 2011. <u>Onsite sewage treatment and disposal and management options Final report for Wakulla Springs, Leon County, Wakulla County & City of Tallahassee, FL.</u> 188 Church St., Newton, MA 02458.
- Peer Review Committee. December 2005. *Degradation of water quality at Wakulla Springs, Florida:*Assessment and recommendations. Report of the Peer Review Committee on the Workshop Solving water pollution problems in the Wakulla springshed of north Florida, May 12-13, 2005, Tallahassee, FL.

### STORMWATER AND WATER QUALITY PROTECTION WEBSITES

## TABLE E-1: LIST OF LOCAL AND REGIONAL STORMWATER AND WATER QUALITY PROTECTION WEBSITES AND EMBEDDED LINKS

### **NWFWMD**

### TABLE E-2: LIST OF STATE STORMWATER AND WATER QUALITY PROTECTION WEBSITES

**General Portal for Florida** 

**Department** 

**Watershed Management** 

TMDL Program

BMPs, Public Information, and Environmental Education Resources

NPDES Stormwater Program

Nonpoint Source Funding Assistance

**Surface Water Quality Standards** 

**Identification of Impaired Surface Waters Rule** 

**STORET Program** 

**Criteria for Surface Water Quality Classifications** 

**FDACS Office of Agricultural Water Policy** 

FDACS Adopted Agricultural BMPs

City of Tallahassee and Leon County Comprehensive Plan

Wakulla County Comprehensive Plan

### TABLE E-3: LIST OF NATIONAL STORMWATER AND WATER QUALITY PROTECTION WEBSITES

**Center for Watershed Protection** 

**EPA Office of Water** 

**EPA Region 4 (Southeast United States)** 

Clean Water Act History

**USGS: Florida Waters** 

## BOARD OF COUNTY COMMISSIONERS

### INTER-OFFICE MEMORANDUM

TO:

Honorable Chairman and Members of the Board of County Commissioners

FROM:

Herbert W.A. Thiele, County Attorney

DATE:

November 18, 2015

SUBJECT:

Wakulla Springs Basin Management Action Plan

As you are aware, the Leon County Staff, in conjunction with our outside consultants, have been working with the Florida Department of Environmental Protection and other "stakeholders" in the development of a Basin Management Action Plan for the Wakulla Springs Basin. On October 30, 2015, Leon County received via electronic mail the final version of the BMAP as approved by the FDEP Secretary.

After an initial review of the final BMAP document, there were a number of concerns and questions which arose based upon the final language set forth in the BMAP document. In order for the Staff to have sufficient time to do a more thorough review, and for an agenda item to be presented to the Board of County Commissioners for further direction as to whether the County will accept the BMAP as written or seek a challenge to the BMAP, the County Attorney's Office has requested an extension of time to file a Petition for Formal Administrative Proceeding (the manner by which such an agency action is challenged under Chapter 120, Florida Statutes). A copy of our Petition is attached hereto for your reference.

It is the intention of the County Attorney's Office and County Administration to place an item on your agenda for the Commission meeting of December 8, 2015 for review and direction to Staff. In the interim, if you have any questions, or if you would like to view the BMAP document itself (which is voluminous), please contact the County Attorney's Office and we would be glad to provide you the information and/or the document.

### HWAT/kam

### Attachment

cc:

Vincent S. Long, County Administrator

Alan Rosenzweig, Deputy County Administrator Katherine Burke, Director, Engineering Services Theresa Heiker, Chief of Stormwater Engineering

David McDevitt, Director, Development Support & Environmental Management

John Kraynak, Director of Environmental Services Division

RECEIVED
Attachment #2
November 417, 2015

Dept. of Environmental Protection
Office of General Counsel

# STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

In re: UPPER WAKULLA RIVER BASIN MANAGEMENT ACTION PLAN OGC Case No. 15-0625

# LEON COUNTY, FLORIDA'S REQUEST FOR EXTENSION OF TIME TO FILE PETITION FOR FORMAL ADMINISTRATIVE PROCEEDING

Leon County, Florida ("Leon County"), pursuant to Florida Administrative Code Rule 28-106.111(3), requests an extension of the time to file a petition for a formal administrative proceeding and states:

- 1. On October 27, 2015, the Florida Department of Environmental Protection ("Department") entered its Final Order Establishing the Upper Wakulla River Basin Management Action Plan ("Wakulla BMAP").
- 2. Leon County, an identified stakeholder in the Wakulla BMAP, has participated in and commented extensively on the development of the Wakulla BMAP. The Department, as part of the Wakulla BMAP, established an initiative and an advisory committee for the purpose of developing and implementing management strategies to reduce nutrient loading from Onsite Sewage Treatment and Disposal Facilities ("OSTDS"). Leon County participated extensively in the development of the initiative and will have a representative on the advisory committee.
- Leon County received notice of the Wakulla BMAP Final Order by electronic mail on October 30, 2015. This request for extension of time is timely filed within 21 days of Leon County's receipt of notice of the Wakulla BMAP Final Order.
- 4. Leon County has been reviewing the final Wakulla BMAP since receipt and has concerns about some of the requirements and obligations inappropriately imposed upon Leon

County in the BMAP, particularly concerning the OSTDS initiative and potential management strategies and funding sources.

5. Leon County counsel and staff need additional time to complete review of the final Wakulla BMAP and to bring their concerns over the final BMAP language before the Leon County Board of County Commissioners. Due to public noticing requirements, Leon County will not be able to bring the final BMAP before the County Commission before its December 8, 2015 meeting, which occurs after the filing deadline for challenging the Wakulla BMAP. Thus, an extension of the time period for filing a petition is necessary.

WHEREFORE, Leon County respectfully requests that the Department extend the time to file a petition for a formal administrative proceeding until December 23, 2015.

Respectfully submitted this 17th day of November, 2015.

/s/ Herbert W. A. Thiele
Herbert W. A. Thiele
Florida Bar No. 0261327
LEON COUNTY ATTORNEY'S OFFICE
301 S. Monroe Street, Suite 202
Tallahassee, Florida 32301
Telephone: (850) 606-2500
Facsimile: (850) 606-2501
thieleh@leoncountysl.gov

Edwin A. Steinmeyer
Florida Bar No. 883920
LEWIS, LONGMAN & WALKER, P.A.
315 South Calhoun Street, Suite 830
Tallahassee, Florida 32301
Telephone: (850) 222-5702
Facsimile: (850) 224-9242
esteinmeyer@llw-law.com

William B. Graham Florida Bar No.0359068 CARR ALLISON 305 S. Gadsden St. Tallahassee, Florida 32301 Telephone: (850) 222-2107 Facsimile: (850) 222-8475

bgraham@carrallison.com

Attorneys for Leon County, Florida

### CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing has been filed by electronic mail with the Office of General Counsel, Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000, this 17th day of November, 2015.

/s Edwin A. Steinmeyer Attorney

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #25** 

# **Leon County Board of County Commissioners**

#### Cover Sheet for Agenda #25

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Consideration of Full Board Appointments to the Minority, Women, and

Small Business Enterprise Program Evaluation Committee

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Cristina Paredes, Director, Office of Economic Vitality Christine Coble, Agenda Coordinator

#### **Fiscal Impact:**

This item has no fiscal impact to the County.

#### **Staff Recommendation:**

Option #1: The full Board ratifies the appointments of the following:

- a. Michael Roberts Big Bend Contractors' Association
- b. Harold Knowles Big Bend Minority Chamber of Commerce
- c. Terence Hinson Capital City Chamber of Commerce
- d. Alan Weekley Greater Tallahassee Chamber of Commerce
- e. Keith Bowers FAMU Small Business Development Center
- f. Jessica Lowe-Minor Leon County/Tallahassee Commission on the Status of Women and Girls
- g. Joanie Trotman Leon County MWSBE Advisory Committee

Option #2: The full Board makes two at-large appointments to the Minority, Women, and

Small Business Enterprise Program Evaluation Committee.

Title: Consideration of Full Board Appointments to the Minority, Women, and Small Business Enterprise Program Evaluation Committee

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

At its November 17, 2015 meeting, the Board ratified its actions taken at the October 27, 2015 Workshop Providing an Overview of the Minority, Women, and Small Business Enterprise Programs authorizing the Chairman to execute an enabling resolution establishing the MWSBE Program Evaluation Committee (Committee) for a period of six months from its establishment or completion of its report, whichever comes first. Staff was directed to contact each of the following stakeholders for nominations to the MWSBE Program Evaluation Committee to be approved by the Board:

- 1. Big Bend Contractors' Association
- 2. Greater Tallahassee Chamber of Commerce
- 3. Capital City Chamber of Commerce
- 4. Big Bend Minority Chamber of Commerce
- 5. FAMU Small Business Development Center
- 6. Leon County/Tallahassee Commission on the Status of Women and Girls
- 7. Leon County MWSBE Advisory Committee
- In addition, two at-large members appointed by the Board and two at-large members appointed by the City of Tallahassee.

In regards to the charge of the Committee, the Board directed the Committee to provide feedback to the Board on the existing program, consider how the program is working and not working, and any ways to grow and expand minority and women businesses.

#### **Analysis:**

On November 18, 2015, staff began outreach efforts for nominations to the stakeholders listed above regarding the MWSBE Program Evaluation Committee to be approved by the Board. In addition, staff issued a news advisory regarding the nomination process for the two at-large appointees from the County. Included in the outreach efforts was the charge of the Committee, which is to provide feedback to the Board on the existing program, identify its strengths and weaknesses, and suggest opportunities to grow and expand local minority and women-owned businesses.

Finally, as discussed during the Board meeting, staff is working with City regarding their participation in the Committee process. The City Manager was notified on November 18, 2015 regarding Board's actions on the MWSBE Evaluation Committee. It is anticipated that the City will be discussing this issue during their December 9<sup>th</sup> meeting.

Title: Consideration of Full Board Appointments to the Minority, Women, and Small Business Enterprise Program Evaluation Committee

December 8, 2015

Page 3

### Minority, Women, and Small Business Enterprise Program Evaluation Committee (Committee)

The following table reflects the appointing authority and list of eligible applicants.

<b>Appointing Authority</b>	Nominee	Recommended Action
Big Bend Contractors' Association	Mike Roberts (Attachment #1)	Full Board to ratify nominee.
Big Bend Minority Chamber of Commerce	Harold Knowles (Attachment #2)	Full Board to ratify nominee.
Capital City Chamber of Commerce	Terence Hinson (Attachment #3)	Full Board to ratify nominee.
Greater Tallahassee Chamber of Commerce	Alan Weekley (Attachment #4)	Full Board to ratify nominee.
FAMU Small Business Development Center	Keith Bowers (Attachment #5)	Full Board to ratify nominee.
Commission on the Status of Women and Girls	Jessica Lowe-Minor (Attachment #6)	Full Board to ratify nominee.
Leon County MWSBE Advisory Committee	Joanie Trotman (Attachment #7)	Full Board to ratify nominee.
County Commission At-large (2)	Haley Cutler (Attachment #8) Christi Hale (Attachment #9) Antonio Jefferson (Attachment #10) Eduardo Gonzalez Loumiet (Attachment #11) Barbara Westcott (Attachment #12)	Full Board makes two appointments.
	Frank Williams (Attachment #13)	

Title: Consideration of Full Board Appointments to the Minority, Women, and Small Business Enterprise Program Evaluation Committee

December 8, 2015

Page 4

#### **Options:**

- 1. The full Board ratifies the appointments of the following:
  - a. Michael Roberts Big Bend Contractors' Association
  - b. Harold Knowles Big Bend Minority Chamber of Commerce
  - c. Terence Hinson Capital City Chamber of Commerce
  - d. Alan Weekley Greater Tallahassee Chamber of Commerce
  - e. Keith Bowers FAMU Small Business Development Center
  - f. Jessica Lowe-Minor Leon County/Tallahassee Commission on the Status of Women and Girls
  - g. Joanie Trotman Leon County MWSBE Advisory Committee
- 2. The full Board makes two at-large appointments to the Minority, Women, and Small Business Enterprise Program Evaluation Committee.
- 3. Board direction.

#### **Recommendation:**

Options #1, a-g, and #2.

#### **Attachments:**

- 1. Application Mike Roberts
- 2. Application Harold Knowles
- 3. Application Terence Hinson
- 4. Application Alan Weekley
- 5. Application Keith Bowers
- 6. Application Jessica Lowe-Minor
- 7. Application Joanie Trotman
- 8. Application Haley Cutler
- 9. Application Christi Hale
- 10. Application Antonio Jefferson
- 11. Application Eduardo Gonzalez Loumiet
- 12. Application Barbara Westcott
- 13. Application Frank Williams

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. michaerroperts					Date. 11/10/2013 3.42.44FW		
Home Phone: (850) 251-6804	Work Ph	one:850)576-	-3610X85057	Email:	mroberts@robertssand.com		
Occupation: PRESIDENT	Employer: ROBERTS SAND CO.						
Preferred mailing location: Work	Address						
Work Address: 1712 SILVER LAKE	RD						
City/State/Zip: TALLAHASSEE,FL	32310						
Home Address 3038 LAKE SHORE							
nome Address 3036 LAKE SHORE	: DK						
City/State/Zip: TALLAHASSEE,FL	32312						
Do you live in Leon County? Yes	If yes,	do you live v	vithin the City li	mits?	No		
Do you own property in Leon County?	Yes	If yes, is it	t located within	the City	limits? No		
For how many years have you lived in	and/or own	ed property in	n Leon County?	?	59 years		
Are you currently serving on a County	Advisory Co	ommittee?	No				
If yes, on what Committee(s) are you a	a member?						
Have you served on any previous Leo	n County co	mmittees?	No				
If yes, on what Committee(s) are you a	a member?						
If you are appointed to a Committee	, you are ex	pected to at	tend regular m	eetings			
How many days permonth would you l	be willing to	commit for C	ommittee work	?	4 or more		
And for how many months would you l	be willing to	commit that	amount of time	?	6 or more		
What time of day would be best for yo	u to attend (	Committee m	eetings?	Day			
(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain							
	Sex: Male	e /	Age:				
Disabled? No	District:						

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.

LEON COUNTY EXCAVATION CONTRACTORS LICENSE #LCEX00036 24 YEARS
GREATER TALLAHASSEE CHAMBER OF COMMERCE EXECUTIVE COMMITTEE AND BOARD MEMBER
TALLAHASSEE BUILDERS ASSOCIATION (TBA) EXECUTIVE COMMITTEE AND BOARD MEMBER
ASSOCIATED BUILDERS AND CONTRACTORS (ABC)BOARD MEMBER
BIG BEND CONTRACTORS ASSOCIATION (BBCA)BOARD CHAIR

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

Name: DIANE CURLEE Telephone: 850-519-0512

Address: 8 SAN MARCOS DR

Telephone:

#### 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?

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If yes, from whom?

Name:

Address:

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County?

If yes, please explain. MATERIAL SALES TO LEON CO

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee?

No

If yes, please explain.

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

Signature: Michael W Roberts

This application was electronically sent: 11/16/2015 3:42:44PM

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: Harold Knowles					Date:	11/24/2015 10:41:44AM
Home Phone: (850) 222-	Work Phor	ne: (850)222	-X85022	Email:	hknow	les@knowlesandrandolph.cc
Occupation: ATTORNEY		Employer:	KNOWLE	S & RANDO	DLPH	
Preferred mailing location: Work A	Address					
Work Address: 3065 HIGHLAND O	AKS TERRA	ACE				
City/State/Zip: TALLAHASSEE,FL						
Home Address 235 ROSEHILL DRI	VE N					
City/State/Zip: TALLAHASSEE,FL						
Do you live in Leon County? Yes	•	do you live w		•	No	
Do you own property in Leon County?		-	located with	-		No
For how many years have you lived in		<u> </u>		ity?	6	8 years
Are you currently serving on a County	•	ommittee?	No			
If yes, on what Committee(s) are you a		:#0	N			
Have you served on any previous Leo	,	mmittees?	No			
If yes, on what Committee(s) are you a	a member?					
If you are appointed to a Committee,					i	
How many days permonth would you be	•				1	
And for how many months would you be	•			ne?	6 or ı	more
What time of day would be best for you	u to attend (	Committee me	etings?	Day		
(OPTIONAL) Leon County strives to n maintaining a membership in its Advisor strictly optional for Applicant, the follow	ory Committ	tees that refle	cts the dive	rsity of the o	ommun	ity. Although
those goals. Race: African American	Sex: Male	. Α	.ge:	68.00		
Disabled? No	District:					
In the space below briefly describe	or list the f	ollowing: an	v previous	experience	on oth	er
Committees; your educational back		_		-		
Committee; any of your profession			-	-		
		_			_	

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: RB HOLMES
Address: 224 MLK BLVD

Name: Telephone:

#### 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? No

If ves. from whom?

Address:

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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. CONTRACT LEGAL WORK

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee?

No

If yes, please explain.

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

Signature: Harold M. Knowles

This application was electronically sent: 11/24/2015 10:41:44AM

### ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT MWSBE PROGRAM EVALUATION COMMITTEE

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.

Home Phone: (850) 574-9137   Work Phone: (850)224-4775X   Email: Trhinson@aol.com  Occupation: REAL ESTATE BROKER   Employer: HINSON REALTY  Preferred mailing location: Work Address Work Address: 1600 SOUTH MONROE STREET  City/State/Zip: TALLAHASSEE,FL 32301  Home Address
Preferred mailing location: Work Address Work Address: 1600 SOUTH MONROE STREET  City/State/Zip: TALLAHASSEE,FL 32301
Work Address: 1600 SOUTH MONROE STREET  City/State/Zip: TALLAHASSEE,FL 32301
Work Address: 1600 SOUTH MONROE STREET  City/State/Zip: TALLAHASSEE,FL 32301
Work Address: 1600 SOUTH MONROE STREET  City/State/Zip: TALLAHASSEE,FL 32301
City/State/Zip: TALLAHASSEE,FL 32301
,
Home Address 107 YOUNG STREET
Home / Iddies - 10/ 1 Out Out Out Clark
City/State/Zip: TALLAHASSEE,FL 32301
Do you live in Leon County? Yes If yes, do you live within the City limits? Yes
Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes
For how many years have you lived in and/or owned property in Leon County? 24 years
Are you currently serving on a County Advisory Committee?
If yes, on what Committee(s) are you a member?
Have you served on any previous Leon County committees? Yes
If yes, on what Committee(s) are you a member? SALES TAX COMMITTEE, BLUEPRINT 2000, PLANNING COMM
If you are appointed to a Committee, you are expected to attend regular meetings.
How many days permonth would you be willing to commit for Committee work?
And for how many months would you be willing to commit that amount of time? 3 to 5
What time of day would be best for you to attend Committee meetings?  Day
(ORTIONAL) Land County strings to most its made and those contained in unique federal and state laws of
(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of
maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although
strictly optional for Applicant, the following information is needed to meet reporting requirements and attain
those goals. Race: African American Sex: Male Age: 54.00
Disabled? No District: District 1
In the space below briefly describe or list the following: any previous experience on other

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: STEVE BEASLEY Telephone: 850-575-4752

Address: POTTSDAMER DRIVE

Name: FRANK WILLIAMS Telephone:

Address: HILLSGATE DRIVE

#### IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable?

Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

Yes

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? If yes, please explain.

No

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: Terence Hinson

This application was electronically sent: 11/25/2015 11:43:16AM

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: Keith Bowers	Date: 11/22/2015 11:17:57PM
Home Phone: (850) 385-8063 Work Phone: (850)56	61-2392X Email: keith.bowers@famu.edu
Occupation: REGIONAL DIRECTOR - Employer:	FLORIDA A&M UNIVERSITY
SBDC	
Preferred mailing location: Work Address	
Work Address: 2035 E. PAUL DIRAC DRIVE	
SUITE 130 MORGAN BLDG	
City/State/Zip: TALLAHASSEE,FL 32310	
Home Address 432 W. CAROLINA ST	
Tione Address 452 W. CANCEINA ST	
City/State/Zip: TALLAHASSEE,FL 32301	
Do you live in Leon County? Yes If yes, do you live	within the City limits? Yes
Do you own property in Leon County? Yes If yes, is i	it located within the City limits? Yes
For how many years have you lived in and/or owned property i	in Leon County? 21 years
Are you currently serving on a County Advisory Committee?	Yes
If yes, on what Committee(s) are you a member? CITIZE	ZENS ADVISORY COMMITTEE CRA
Have you served on any previous Leon County committees?	Yes
If yes, on what Committee(s) are you a member? ENTE	ERPRISE ZONE
If you are appointed to a Committee, you are expected to at	uttend regular meetings.
How many days permonth would you be willing to commit for C	
And for how many months would you be willing to commit that	t amount of time? 6 or more
What time of day would be best for you to attend Committee m	meetings? Day
(OPTIONAL) Leon County strives to meet its goals, and those	e contained in various federal and state laws, of
maintaining a membership in its Advisory Committees that refle	
strictly optional for Applicant, the following information is neede	led to meet reporting requirements and attain
those goals. Race: African American Sex: Male	Age: 48.00

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.

District 2

District:

Disabled?

I CURRENTLY SERVE ON THE BOARD OF GOVERNORS FOR LEON COUNTY RESEARCH DEVELOPMENT AUTHORITY, BOARD OF DIRECTORS FOR ELDER CARE SERVICE, NORTHWEST FLORIDA BLACK BUSINESS INVESTMENT BOARD OF DIRECTORS, CITIZENS ADVISORY COMMITTEE COMMUNITY RE-INVESTMENT AREA AND BOARD OF GOVERNORS FOR THE TALLAHASSEE- LEON ENTERPRISE ZONE. THROUGHOUT MY CAREER OF MORE THAN 25 YEARS, I HAVE WORKED IN THE AREA OF ECONOMIC AND COMMUNITY DEVELOPMENT. I HAVE WORKED AS A COMMERCIAL LOAN OFFICER AND A COMMUNITY RE-INVESTMENT ACT OFFICER AT A REGIONAL COMMUNITY BANK. I CURRENTLY SERVE AS THE REGIONAL DIRECTOR OF THE FSBDC AT FAMU WHERE OUR DEPARTMENT PROVIDES SERVICES AIMED TO ASSIST SMALL BUSINESSES IN GROWING THEIR

COMPANIES. AS THE DIRECTOR OF THE CONSTRUCTION MANAGEMENT DEVELOPMENT AND BOND GUARANTEE PROGRAM FOR THE FLORIDA DEPARTMENT OF TRANSPORTATION, OUR DEPARTMENT WORKED EXCLUSIVELY WITH WOMEN AND MINORITY OWNED BUSINESSES TO PROVIDE TECHNICAL ASSISTANCE IN IDENTIFYING OPPORTUNITIES FOR GOVERNMENT CONTRACTING. OUR SERVICES HELPED BUSINESSES BUILD THE APPROPRIATE INFRASTRUCTURE TO SUCCESSFULLY COMPETE FOR FDOT CONTRACTS.

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

Name: SHAWNTA FRIDAY-STROUD Telephone: 850-599-3545

Address: 500 GAMBLE STREET

Name: MARK BALDINO Telephone: 850-245-5927

Address: 2518 WEST TENNESSEE ST

#### 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? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? If yes, please explain.

No

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: Keith Bowers

This application was electronically sent: 11/22/2015 11:17:57PM

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: Jessica Lowe-Minor	Date: 11/25/2015 8:30:20AM
Home Phone: (850) 228-3646 Work Phone: (850)201-9766X	Email: jessica.a.lowe@gmail.com
Occupation: EXECUTIVE DIRECTOR Employer: INSTITUTE EXCELLER	E FOR NONPROFIT INNOVATION AND NCE
Preferred mailing location: Home Address	
Work Address: 300 W. PENSACOLA STREET	
City/State/Zip: TALLAHASSEE,FL 32301	
Home Address 407 VINNEDGE RIDE	
City/State/Zip: TALLAHASSEE,FL 32303	
Do you live in Leon County? Yes If yes, do you live within the City	/ limits? Yes
Do you own property in Leon County? Yes If yes, is it located within	
For how many years have you lived in and/or owned property in Leon Count	ty? 14 years
Are you currently serving on a County Advisory Committee? Yes	
7 /	ON COUNTY COMMISSION ON THE STATL
Have you served on any previous Leon County committees?	
If yes, on what Committee(s) are you a member?	
If you are appointed to a Committee, you are expected to attend regular	meetings.
How many days permonth would you be willing to commit for Committee wor	rk? 2 to 3
And for how many months would you be willing to commit that amount of tim	ne? 6 or more
What time of day would be best for you to attend Committee meetings?	Day, Night
(OPTIONAL) Leon County strives to meet its goals, and those contained in maintaining a membership in its Advisory Committees that reflects the divers strictly optional for Applicant, the following information is needed to meet rep	sity of the community. Although
those goals. Race: Caucasian Sex: Female Age: 3 Disabled? No District: District 3	32.00

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: MARILYNN WILLS Telephone: 8505706237 Address: 2326 KILKENNY DRIVE WEST, TALLAHASSEE, FLORIDA 32309-3156

Name: HALEY CUTLER Telephone: 9542605601

Address: 317 E CALL STREET, TALLAHASSEE, FL 32301

#### 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? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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: Jessica Lowe-Minor

This application was electronically sent: 11/25/2015 8:30:20AM

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: Joanie Trotman				Date:	11/23/2015	1:28:15PM
Home Phone: (850) 727-7335	Work Phone: ()-X				n@myflorida	hoa.com
Occupation: CAM	Employ				ROPERTY	
		MANAGEME	NT, INC			
Preferred mailing location: Work	Address					
Work Address: POST OFFICE BO						
City/State/Zip: TALLAHASSEE,FL	. 32302					
Home Address 16893 SUNRAY Ro	OAD					
City/State/Zip: TALLAHASSEE,FL						
Do you live in Leon County? Yes		ve within the City lir		No		
Do you own property in Leon County?	·	is it located within	•		No	
For how many years have you lived in		· · · · · · · · · · · · · · · · · · ·	1	12	2 years	
Are you currently serving on a County	•					
If yes, on what Committee(s) are you		VSBE				
Have you served on any previous Led	•		A D) (100	DV 001	4N 41TTCC	
If yes, on what Committee(s) are you	a member? BA	NNERMAN ROAD	ADVISO	RY CON	/IMITTEE	
If you are appointed to a Committee	e, you are expected to	o attend regular m	eetings.	•		
How many days permonth would you	be willing to commit for	or Committee work	?	1		
And for how many months would you	be willing to commit the	nat amount of time?	?	2		
What time of day would be best for yo	ou to attend Committee	e meetings?	Day			
(OPTIONAL) Leon County strives to	meet its goals, and the	ose contained in va	rious fed	leral and	state laws o	of
maintaining a membership in its Advis						
strictly optional for Applicant, the follo	•	•				
those goals. Race:	0					
	Sex:	Age:				
Disabled? No	District:					
In the space below briefly describe	e or list the following	: any previous exp	perience	on othe	r	
Committees; your educational bac	_					
Committee; any of your profession	nal licenses and/or de	esignations and in	dicate h	ow long	you have	
held them and whether they are ef	fective in Leon Coun	ty; any charitable o	or comm	nunity ac	ctivities in	
which you participate; and reason	s for your choice of t	he Committee indi	cated or	n this Ap	plication.	

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

Name: BILL MARVIN Telephone: 8505087364

Address: 2102 TRESCOTT, TALLAHASSEE

Name: Telephone:

Address:

#### IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable?

Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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: Joanie Trotman

This application was electronically sent: 11/23/2015 1:28:15PM

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: Haley Cutler					Date:	11/24/2015	5:53:03PM
Home Phone: (954) 260-5601	Work Phone	: (850)222	2-2747X	Email:	haley.d	cutler@theoa	siscenter.net
Occupation: EXECUTIVE DIRECTOR	₹	Employer:	THE OAS	IS CENTER	R FOR V	VOMEN & GI	RLS,
			INC.				
Preferred mailing location: Work	L Address						
Work Address: 317 E. CALL STREI	ET						
City/State/Zip: TALLAHASSEE,FL	32301						
Home Address 2804 STARMOUNT	LANE						
City/State/Zip: TALLAHASSEE,FL							
Do you live in Leon County? Yes		lo you live w		,	Yes		
Do you own property in Leon County?		•	located with	•		Yes	
For how many years have you lived in		· · ·		ity?	;	3 years	
Are you currently serving on a County	•	nmittee?	No				
If yes, on what Committee(s) are you a		:44 0	N.1.				
Have you served on any previous Leo	•	imittees?	No				
If yes, on what Committee(s) are you a	a member?						
If you are appointed to a Committee,	, you are exp	ected to att	end regular	r meetings.			
How many days permonth would you l	•				2 to 3	3	
And for how many months would you l	•			ne?	6 or r	more	
What time of day would be best for you	u to attend Co	ommittee me	eetings?	Day			
(OPTIONAL) Leon County strives to n	neet its goals.	and those	contained in	various fed	leral and	d state laws.	of
(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although							
strictly optional for Applicant, the following information is needed to meet reporting requirements and attain							
those goals. Race: Caucasian	Cov. Forsal	lo ^		20.00			
	Sex: Femal	ie A	\ge:	29.00			
Disabled? No	District:						

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

I AM EXCITED TO APPLY TO THE MINORITY, WOMEN & SMALL BUSINESS ENTERPRISE COMMITTEE THAT WILL BE RESPONSIBLE FOR REVIEWING AND MAKING RECOMMENDATIONS TO IMPROVE THE MWSBE PROGRAMS. AS THE EXECUTIVE DIRECTOR OF THE OASIS CENTER FOR WOMEN & GIRLS, THE AGENCY CONTRACTED TO STAFF THE TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS, I AM VERY FAMILIAR WITH THE IMPACT THAT SUCH CITIZENS ADVISORY COMMITTEES CAN HAVE ON CREATING REAL CHANGE IN OUR COMMUNITY. I BELIEVE STRONGLY THAT OUR COMMUNITY SHOULD WORK HARD TO EMPOWER AND INCLUDE BUSINESS OWNERS WHO ARE WOMEN, PEOPLE OF COLOR AND OTHER HISTORICALLY MARGINALIZED GROUPS. I HAVE A PERSONAL AND PROFESSIONAL COMMITMENT TO INCLUSION AND

COLLABORATION THAT I BELIEVE WILL BE BENEFICIAL AND HELPFUL TO THIS COMMITTEE'S WORK. FURTHERMORE, AS A DIRECT SERVICE PROVIDER SERVING WOMEN FROM ALL WALKS OF LIFE, I BELIEVE THAT MY AGENCY'S PERSPECTIVE WILL BE VALUABLE TO THE PROCESS. MY PROFESSIONAL AND EDUCATIONAL CREDENTIALS ARE ENCLOSED IN MY RESUME. THANK YOU FOR YOUR CONSIDERATION.

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

Name: KELLY OTTE Telephone: 850-510-9748

Address: 1344 CROSS CREEK CIRCLE, TALLAHASSEE, FL 32301

Name: Telephone:

Address:

#### IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable?

Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County?

If yes, please explain.

MY EMPLOYER IS A CHSP GRANT RECIPIENT, WE ALSO HAVE A JOINT CITY/COUNTY CONTRACT TO STAFF THE TALLAHASSEE/LEON COUNTY

Yes

Yes

Do you have any employment with relations Air With Edword Inthe Mat Greate a continuing or frequently recurring conflict with regard to your participation on a Committee?

No
If yes, please explain.

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

Signature: Haley Cutler

This application was electronically sent: 11/24/2015 5:53:03PM

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: Christi Hale					Date:	11/24/2015	4:32:52PM
Home Phone: (850) 508-5950	Work Phor	ne: ()-X		Email:	C.hale	@halecontra	cting.net
Occupation: CONTRACTOR		Employer:	HALE C	ONTRACTIN	G, INC.		
Preferred mailing location: Work	Address						
Work Address: 1736 COMMERCE							
City/State/Zip: MIDWAY,FL 32343							
Home Address 5716 FARNSWORT	H DRIVE						
City/State/Zip: TALLAHASSEE,FL							
Do you live in Leon County? Yes	•	,	within the C	•	Yes		
Do you own property in Leon County?		•		thin the City	limits?	Yes	
For how many years have you lived in		<u> </u>		inty?	39	9 years	
Are you currently serving on a County	,		Yes				
If yes, on what Committee(s) are you a			BE COMMI	ITEE			
Have you served on any previous Leo	,	mmittees?	No				
If yes, on what Committee(s) are you a	a member?						
If you are appointed to a Committee	, you are ex	pected to a	ttend regula	ar meetings.			
How many days permonth would you					2 to 3	3	
And for how many months would you l	be willing to	commit that	amount of t	ime?	6 or r	nore	
What time of day would be best for yo	u to attend C	Committee r	neetings?	Day			
(OPTIONAL) Leon County strives to r	neet its goal	s and those	e contained	in various fed	leral and	l state laws (	of
maintaining a membership in its Advis	•						
strictly optional for Applicant, the follow	•			•			
those goals.	•						
	Sex: Fem	ale	Age:	39.00			
Disabled? No	District:						

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.

CURRENTLY SERVING ON THE MWSBE COMMITTEE. CERTIFIED WBE AND DBE. KNOWLEDGABLE IN THE CURRENT MWSBE POLICY AND PROCUREMENT PROCESS WITH THE COUNTY AND CITY AS A PRIME AND SUB CONTRACTOR.

No

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

Name: CHUCK ROBERTS Telephone: 850-545-2360

Address: 1538 METROPOLITIAN BLVD., TALLAHASSEE, FLORIDA

Name: DANIEL MANAUSA Telephone: 850-597-7616

Address: 1701 HERMITAGE BLVD., TALLAHASSEE, FL

#### 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?

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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. HALE CONTRACTING ACTIVELY BIDS CONSTRUCTION PROJECTS PUT OUT FOR BID BY THE COUNTY

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? No If yes, please explain.

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

Signature: Christi Hale

This application was electronically sent: 11/24/2015 4:32:52PM

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: Antonio Jefferson				Date: 11/24/2015	5 3:49:55PM
Home Phone: (850) 562-3286	Work Phone: (850)8	56-5257X	Email: a	ijefferson8@com	cast.net
Occupation: CITY MANAGER	Employer	CITY OF GR	ETNA		
Preferred mailing location: Home	Address				
Work Address:	/ tudi coo				
Work / tual coo.					
City/State/Zip: TALLAHASSEE,FL					
Home Address 3967 PINTA COUR	Т				
City/State/Zip: TALLAHASSEE,FL	32303				
Do you live in Leon County? Yes	If yes, do you live	within the City li	mits?	Yes	
Do you own property in Leon County?	Yes If yes, is	it located within	the City lim	nits? Yes	
For how many years have you lived in		in Leon County?		21 years	
Are you currently serving on a County	•	No			
If yes, on what Committee(s) are you					
Have you served on any previous Led	•	No			
If yes, on what Committee(s) are you	a member?				
If you are appointed to a Committee	, you are expected to a	ttend regular m	eetings.		
How many days permonth would you				4 or more	
And for how many months would you	be willing to commit tha	t amount of time	?	6 or more	
What time of day would be best for yo	u to attend Committee r	meetings?	Day, N	ight	
(OPTIONAL) Leon County strives to	meet its goals, and thos	e contained in va	rious foder	al and state laws	of
maintaining a membership in its Advis	•				
strictly optional for Applicant, the follo	,		•	, ,	
those goals	_	•			
Race: African American	Sex: Male	Age: 50	.00		ļ
Disabled? No	District: District 3				

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

I CURRENTLY SERVE ON THE BOARD FOR THE BIG BEND MINORITY CHAMBER AND OPPORTUNITY FLORIDA. THROUGH MY SERVICE ON BOTH OF THE MENTIONED BOARDS I HAVE ACHIEVED AN UNDERSTANDING OF THE CHALLENGES AND NEEDS OF MINORITY BUSINESSES. I HAVE A MASTER DEGREE IN BUSINESS ADMINISTRATION, AND A BACHELOR DEGREE IN PUBLIC ADMINISTRATION.

I WOULD LIKE TO SERVE ON THE MINORITY, WOMEN AND SMALL BUSINESS ENTERPRISE COMMITTEE TO SHARE MY KNOWLEDGE IN GROWING AND SUSTAIN MINORITY BUSINESSES IN LEON COUNTY.

Page 2 of 3

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

Name: DONALD PALM Telephone: 8503216246

Address: 168 SAND PINE TRAIL

Name: JAY REEVE Telephone: 8505233333

Address: 2634 CAPITAL CIRCLE NE

#### 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? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? If yes, please explain.

No

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: Antonio Jefferson

This application was electronically sent: 11/24/2015 3:49:55PM

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.

1.1	<b>7</b> · · ·
Name: Eduardo Gonzalez Loumiet	Date: 11/21/2015 5:39:29AM
Home Phone: (850) 766-5338 Work Phone: (850)254-7270X85025 Email:	eddie@uberops.com
Occupation: HEALTH TECHNOLOGY Employer: UBER OPERATIONS	, LLC
ENTREPRENEUR	
Preferred mailing location: Work Address	
Work Address: 400 CAPITAL CIRCLE SE	
SUITE 18299	
City/State/Zip: TALLAHASSEE,FL 32301	
Home Address 1934 WILLOW RUN DRIVE	
City/State/Zip: TALLAHASSEE,FL 32312	
Do you live in Leon County? Yes If yes, do you live within the City limits?	No
Do you own property in Leon County? Yes If yes, is it located within the City I	
For how many years have you lived in and/or owned property in Leon County?	2 years
Are you currently serving on a County Advisory Committee?	
If yes, on what Committee(s) are you a member?	
Have you served on any previous Leon County committees? No	
If yes, on what Committee(s) are you a member?	
If you are appointed to a Committee, you are expected to attend regular meetings.	
How many days permonth would you be willing to commit for Committee work?	4 or more
And for how many months would you be willing to commit that amount of time?	6 or more
What time of day would be best for you to attend Committee meetings? Day,	Night
(OPTIONAL) Leon County strives to meet its goals, and those contained in various fed	eral and state laws of
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 requ	
	mornonto ana attam
those goals. Race: Hispanic Sex: Age: 35.00	
Disabled? No District:	
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	
Committee; any of your professional licenses and/or designations and indicate he	
held them and whether they are effective in Leon County; any charitable or comm	<del>-</del> -
which you participate; and reasons for your choice of the Committee indicated on	
which you participate, and reasons for your choice of the committee indicated of	i tilis Application.

Page 2 of 5

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

Name: DYLAN RIVERS Telephone: (850)425-5495

Address: 123 SOUTH CALHOUN STREET

Name: FRANS DE WET Telephone: 8502547270

Address: 400 CAPITAL CIRCLE SE

#### 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? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? If yes, please explain.

No

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.

Eduardo Gonzalez Loumiet

This application was electronically sent: 11/21/2015 5:39:29AM

### ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT CAREERSOURCE CAPITAL REGION

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: Eduardo Gonzalez Loumi	Date: 11/21/2015 5:39:29AM					
	eddie@uberops.com					
Occupation: HEALTH TECHNOLOGY Employer: UBER OPERATIONS	S, LLC					
ENTREPRENEUR						
Preferred mailing location: Work Address						
Work Address: 400 CAPITAL CIRCLE SE						
SUITE 18299						
City/State/Zip: TALLAHASSEE,FL 32301						
Home Address 1934 WILLOW RUN DRIVE						
City/State/Zip: TALLAHASSEE,FL 32312						
Do you live in Leon County? Yes If yes, do you live within the City limits?	No					
Do you own property in Leon County? Yes If yes, is it located within the City	limits? Yes					
For how many years have you lived in and/or owned property in Leon County?	2 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?						
If yes, on what Committee(s) are you a member?						
If you are appointed to a Committee, you are expected to attend regular meetings.						
How many days permonth would you be willing to commit for Committee work?	4 or more					
And for how many months would you be willing to commit that amount of time?	6 or more					
	Night					
(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 community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain						
	urements and attain					
those goals. Race: Hispanic Sex: Age: 35.00						
Disabled? No District:						
In the space below briefly describe or list the following: any previous experience	on other					

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.

Page 4 of 5

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

Name: DYLAN RIVERS Telephone: (850)425-5495

Address: 123 SOUTH CALHOUN STREET

Name: FRANS DE WET Telephone: 8502547270

Address: 400 CAPITAL CIRCLE SE

#### 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? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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.

Eduardo Gonzalez Loumiet

This application was electronically sent: 11/21/2015 5:39:29AM

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.

Home Phone: (850) 385-0150   Work Phone: (850)321-8144X   Email:	Name: Barbara Wescott					Date:	11/20/2015	1:58:20AM
Preferred mailing location: Work Address Work Address: 914 RAILROAD AVE	Home Phone: (850) 385-0150	Work Pho	ne: (850)	321-8144X	Email:			
Work Address: 914 RAILROAD AVE C/O DOMI STATION City/State/Zip: TALLAHASSEE,FL 32310 Home Address 3012 WINDSOR WAY  City/State/Zip: TALLAHASSEE,FL 32312  Do you live in Leon County? Yes If yes, do you live within the City limits? Yes Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 20 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?  ### You are appointed to a Committee, you are expected to attend regular meetings. How many days permonth would you be willing to commit for Committee work? 4 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day  #### OPTIONAL* Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	Occupation: CEO, FOUNDER		Employer:	SELF (POI	NTCATCH	IER)		
Work Address: 914 RAILROAD AVE C/O DOMI STATION City/State/Zip: TALLAHASSEE,FL 32310 Home Address 3012 WINDSOR WAY  City/State/Zip: TALLAHASSEE,FL 32312  Do you live in Leon County? Yes If yes, do you live within the City limits? Yes Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 20 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?  ### You are appointed to a Committee, you are expected to attend regular meetings. How many days permonth would you be willing to commit for Committee work? 4 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day  #### OPTIONAL* Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00								
C/O DOMI STATION  City/State/Zip: TALLAHASSEE,FL 32310  Home Address 3012 WINDSOR WAY  City/State/Zip: TALLAHASSEE,FL 32312  Do you live in Leon County? Yes If yes, do you live within the City limits? Yes Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 20 years  Are you currently serving on a County Advisory Committee? No If yes, on what Committee(s) are you a member?  Have you served on any previous Leon County committees? No If yes, on what Committee(s) are you a member?  If you are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work? 4 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	Preferred mailing location: Work	Address						
City/State/Zip: TALLAHASSEE,FL 32312  Do you live in Leon County? Yes If yes, do you live within the City limits? Yes Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 20 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 you are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit that amount of time? 6 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	Work Address: 914 RAILROAD A	<b>/</b> Ε						
City/State/Zip: TALLAHASSEE,FL 32312  Do you live in Leon County? Yes If yes, do you live within the City limits? Yes Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 20 years  Are you currently serving on a County Advisory Committee? No If yes, on what Committee(s) are you a member?  Have you served on any previous Leon County committees? No If yes, on what Committee(s) are you a member?  If you are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work? 4 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	C/O DOMI STATIO	ON						
City/State/Zip: TALLAHASSEE,FL 32312  Do you live in Leon County? Yes If yes, do you live within the City limits? Yes Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 20 years  Are you currently serving on a County Advisory Committee? No If yes, on what Committee(s) are you a member?  Have you served on any previous Leon County committees? No If yes, on what Committee(s) are you a member?  If you are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work? 4 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	City/State/Zip: TALLAHASSEE,F	_ 32310						
Do you live in Leon County? Yes If yes, do you live within the City limits? Yes Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 20 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?  ### You are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work? 4 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day  ### OPTIONAL*  Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	Home Address 3012 WINDSOR V	/AY						
Do you live in Leon County? Yes If yes, do you live within the City limits? Yes Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 20 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?  ### You are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work? 4 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day  ### OPTIONAL*  Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00								
Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 20 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?  How many days permonth would you be willing to commit for Committee work? 4 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals. Race: Caucasian Sex: Female Age: 52.00								
For how many years have you lived in and/or owned property in Leon County?  Are you currently serving on a County Advisory Committee?  No If yes, on what Committee(s) are you a member?  Have you served on any previous Leon County committees?  No If yes, on what Committee(s) are you a member?  If you are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work?  And for how many months would you be willing to commit that amount of time?  What time of day would be best for you to attend Committee meetings?  Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	l	•	•	•				
Are you currently serving on a County Advisory Committee? No  If yes, on what Committee(s) are you a member?  Have you served on any previous Leon County committees? No  If yes, on what Committee(s) are you a member?  If you are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work? 4 or more  And for how many months would you be willing to commit that amount of time? 6 or more  What time of day would be best for you to attend Committee meetings? Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00			•		•			
If yes, on what Committee(s) are you a member?  Have you served on any previous Leon County committees? No  If yes, on what Committee(s) are you a member?  If you are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work? 4 or more  And for how many months would you be willing to commit that amount of time? 6 or more  What time of day would be best for you to attend Committee meetings? Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00					/?	20	) years	
Have you served on any previous Leon County committees? No  If yes, on what Committee(s) are you a member?  If you are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work? 4 or more  And for how many months would you be willing to commit that amount of time? 6 or more  What time of day would be best for you to attend Committee meetings? Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	, ,	,	nmittee?	No				
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?  And for how many months would you be willing to commit that amount of time?  Optional Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00								
If you are appointed to a Committee, you are expected to attend regular meetings.  How many days permonth would you be willing to commit for Committee work? 4 or more  And for how many months would you be willing to commit that amount of time? 6 or more  What time of day would be best for you to attend Committee meetings? Day  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	1 ,	,	nmittees?	No				
How many days permonth would you be willing to commit for Committee work?  And for how many months would you be willing to commit that amount of time?  What time of day would be best for you to attend Committee meetings?  OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	If yes, on what Committee(s) are you	a member?						
How many days permonth would you be willing to commit for Committee work?  And for how many months would you be willing to commit that amount of time?  What time of day would be best for you to attend Committee meetings?  OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian  Sex: Female  Age: 52.00	If you are appointed to a Committe	e, you are exp	ected to at	tend regular i	meetings.			
What time of day would be best for you to attend Committee meetings?  (OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00							nore	
(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	And for how many months would you	be willing to c	ommit that	amount of time	e?	6 or r	nore	
maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	<u> </u>	-						
maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.  Race: Caucasian Sex: Female Age: 52.00	(OPTIONAL) Lean County strives to	meet its goals	and those	contained in v	arious foo	loral and	l etate lawe i	of.
strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals. Race: Caucasian Sex: Female Age: 52.00	1 '	•						
those goals. Race: Caucasian Sex: Female Age: 52.00								
Race: Caucasian Sex: Female Age: 52.00	1	,goau	511 10 1100d0	a to moot top	orang roqu	01110110	o ana attain	
The state of the s	Race: Caucasian	Sex: Fema	le A	Age: 5	2.00			
Disabled? No District:	Disabled? No	District:						

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

I AM CURRENTLY ONE OF THE VERY FEW SOLE FEMALE FOUNDER TECH TEAMS LOCATED AT DOMI STATION, AND THE ONLY FEMALE FOUNDER TO COMPLETE THEIR INCUBATION PROGRAM. WHILE WOMEN ARE THE FASTEST GROWING GROUP OF SUCCESSFUL ENTREPRENEURS, AND TECHNOLOGY THE FASTEST GROWING FIELDS FOR OPPORTUNITY, WOMEN-OWNED TECH COMPANIES ARE VASTLY UNDER-REPRESENTED, AND RECEIVE LITTLE FUNDING AND SUPPORT. AND THIS IS DESPITE BEING STATISTICALLY MORE PROFITABLE THAN MALE COUNTERPARTS IN TECHNOLOGY. THIS DISCONNECT IS A PROBLEM, AND HINDERS ALL IMPORTANT OPPORTUNITIES FOR WOMEN. AND IT IS EVER MORE PROMINENT IN FIELDS WHERE WOMEN ARE OUTNUMBERED. I HAVE FIRST HAND EXPERIENCE IN THIS ALL-IMPORTANT REALM, AND BELIEVE I CAN OFFER

VALUABLE INSIGHT, ENERGY AND PASSION THAT IS RELEVANT IN TECHNOLOGY AND ELSEWHERE.

Page 2 of 3

Name: MICAH WIDEN Telephone: 850-688-0707

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

Address: 914 RAILROAD AVE

Name: LORA HOLCOMBE Telephone: 850-545-8929

Address: LIMERICK DRIVE

#### IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? No

Are you willing to complete a financial disclosure form and/or a background check, if applicable? No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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: Barbara J. Wescott

This application was electronically sent: 11/20/2015 1:58:20AM

### ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT MWSBE PROGRAM EVALUATION COMMITTEE

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: Frank Williams			Date: 11/30/2015 12:50:14PM
Home Phone: (850) 385-8081	Work Phone: (	()850-224X6002	Email: frank@fldevelopers.com
Occupation: C E O	Emp	ployer: FLORIDA DE	EVELOPERS INC.
Preferred mailing location: Work	Address		
Work Address: 630 WEST BREVA	RD ST.		
City/State/Zip: TALLAHASSEE,FL			
Home Address 630 WEST BREVA	RD ST.		
City/State/Zip: TALLAHASSEE,FL			
Do you live in Leon County? Yes		ou live within the City lir	
Do you own property in Leon County?	-	yes, is it located within	•
For how many years have you lived in	•	<u> </u>	60 years
Are you currently serving on a County	•	ttee? No	
If yes, on what Committee(s) are you			
Have you served on any previous Leo	•		
If yes, on what Committee(s) are you	a member?	LEON COUNTY M W	S B E ADVISORY BOARD
If you are appointed to a Committee	, you are expecte	ed to attend regular m	eetings.
How many days permonth would you			
And for how many months would you	be willing to comn	mit that amount of time?	6 or more
What time of day would be best for yo	u to attend Comm	nittee meetings?	Day
(OPTIONAL) Leon County strives to r	meet its goals, and	d those contained in va	rious federal and state laws, of
maintaining a membership in its Advis	•		
strictly optional for Applicant, the follow	wing information is	s needed to meet repor	ting requirements and attain
those goals.	_		
	Sex: Male	Age:	
Disabled? No	District:		

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.

LEON COUNTY M W S B E ADVISORY COMMITTEE, CITY OF TALLAHASSEE MINORITY ADVISORY COMMITTEE, BLUE PRINT 2000 COMMITTEE, CAPITAL AREA COMMUNITY AREA ACTION BOARD, TALLAHASSEE CHAMBER OF COMMERCE,

CAPITAL CITY CHAMBER OF COMMERCE, ROTARY INTERNATIONAL, BUFFALO SOLDIERS TALLAHASSEE CHAPTER.

MERRITT COLLEGE, OAKLAND, CALIFORNIA

U C BERKELEY, BERKELEY, CALIFORNIA

I HAVE BEEN IN BUSINESS HERE IN TALLAHASSEE OVER 40 YEARS AND CLEARLY BASED ON EXPERIENCE OF WORKING AND SERVING THIS COMMUNITY UNDERSTAND THE MINORITY AND BUSINESS COMMUNITY.

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

Name: ED ANTHONY Telephone: 850-519614

Address: 8919 WINGFOOT

Name: TERRENCE HINSON Telephone: 850-224-4775

Address: 1600 S. MONROE ST.

#### 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? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

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. CONTRACTOR

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: Frank W. Williams

This application was electronically sent: 11/30/2015 12:50:14PM

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #26** 

## **Leon County Board of County Commissioners**

### Cover Sheet for Agenda #26

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Consideration of Full Board Appointments to the Joint City/County Bicycle

Working Group and Tourist Development Council

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: The full Board reappoints George Desloge, Kathy McDaris, and Dennis Scott to

the Joint City/County Bicycle Working Group for terms of three years.

Option #2: The full Board appoints John Kelly to the Tourist Development Council for a

term of four years.

Title: Consideration of Full Board Appointments to the Joint City/County Bicycle Working Group and Tourist Development Council

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

At its August 23, 2011 meeting, the Board approved the revised process for full Board appointments to Authorities, Boards, Committees, and Councils by having a General Business item prepared.

#### **Analysis:**

#### Joint City/County Bicycle Working Group

<u>Purpose:</u> The Workgroup provides recommendations (through the Planning staff) regarding proposed cycling-related projects, improvements, events, and ordinances, that are considered to be of community interest and for the betterment of the Tallahassee-Leon County community.

<u>Composition:</u> The Workgroup has 12 members; six members are appointed by the City Commission and six members are appointed by the Board. Members serve three-year terms, expiring December 31, and are representatives of cycle-related non-profit organizations, state/local agencies, bicycle groups, and local bicycle businesses.

<u>Vacancies:</u> Three members' terms expire December 31, 2015 and all are eligible for reappointment (Attachment #1).

	Table 1.	Joint City/County	Bicvcle	Working Groun
--	----------	-------------------	---------	---------------

Term Expirations	Eligible Applicant	Recommended Action
George Desloge	George Desloge	Full Board to make reappointment.
Kathy McDaris	Kathy McDaris	Full Board to make reappointment.
Dennis Scott	Dennis Scott	Full Board to make reappointment.

#### **Tourist Development Council (TDC)**

<u>Purpose:</u> The TDC develops plans for tourist development; makes recommendations for operation of special projects or for uses of tax revenue; and, reviews expenditures of revenue from the Tourist Development trust fund.

<u>Composition:</u> There are nine members of the TDC: two City Commissioners; three owners or operators of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County; three persons involved in the tourist industry and who have demonstrated an interest in tourist development; and, the Board Chairman or Commissioner designee.

Vacancies: There is a vacancy in the hotelier category. Table 2 lists the eligible applicant.

Table 2. Tourist Development Council

Vacancy	Eligible Applicants	<b>Recommended Action</b>
Sam McKay (resigned)	John Kelly	Full Board to make appointment.
	(Attachmepta#2)1014 of 1175	Posted at 8:30 p.m. on November 30, 2015

Title: Consideration of Full Board Appointments to the Joint City/County Bicycle Working Group and Tourist Development Council

December 8, 2015

Page 3

#### **Options:**

- 1. The full Board reappoints George Desloge, Kathy McDaris, and Dennis Scott to the Joint City/County Bicycle Working Group for terms of three years.
- 2. The full Board appoints John Kelly to the Tourist Development Council for a term of four years.
- 3. Board direction.

#### **Recommendation:**

Options #1 and #2.

#### Attachments:

- 1. Email from Artie White regarding Joint City/County Bicycle Working Group members
- 2. Application John Kelly Tourist Development Council

From: "White, Artie" <Artie.White@talgov.com>

To: CobleC@leoncountyfl.gov

**Date:** 9/10/15 9:21 AM

Subject: Joint Bicycle Working Group

#### Christine,

Three members of the Joint City/County Bicycle Working Group have terms that expire in December. The members are George Desloge, Kathy McDaris, and Dennis Scott. They will likely want to be reappointed for a second term. If they do want to be reappointed, is this consistent with the direction the County would want to go?

Kind regards, Artie

Artie White, AICP, CNU-A
Transportation Planner
Tallahassee-Leon County Planning Department
435 North Macomb Street (Mail: 300 South Adams)
Tallahassee, Florida 32301
Artie.White@Talgov.com<mailto:Artie.White@Talgov.com> | (850) 891-6432

## ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TOURIST DEVELOPMENT COUNCIL

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: John Kelly			Date: 11/16/2015 4:06:42PM
Home Phone: (352) 874-2426	Work Phone: ()-X	Emai	: john.kelly@hilton.com
Occupation: GENERAL MANAGER	Employer:	IB TALLAHASSEE	INK BRIDGE
Preferred mailing location: Work	A ddra a a		
Work Address: 101 SOUTH ADAM	Address S		
City/State/Zip: TALLAHASSEE,FL			
Home Address 101 SOUTH ADAM	SSIREEI		
City/State/Zip: TALLAHASSEE,FL			
Do you live in Leon County? Yes	-	within the City limits?	Yes
Do you own property in Leon County?	_	t located within the Ci	
For how many years have you lived in			6 years
Are you currently serving on a County If yes, on what Committee(s) are you	-	No	
Have you served on any previous Leo		No	
If yes, on what Committee(s) are you	•	140	
Please indicate your area of expertise	. If you have experience	in more than one field	, please check all that apply.
X Owner or Operator of hotels, mo	otels, recreational vehicle	e parks, or other touris	accommodations in the
Person involved in the tourist inc	dustry and who have den	nonstrated an interest	in tourist development
If you are appointed to a Committee	you are expected to at	ttond rogular mooting	e e
ii you are appointed to a committee		iteriu regulai illeetiilg	J.
How many days permonth would you	be willing to commit for C	Committee work?	4 or more
	be willing to commit for C be willing to commit that	Committee work? amount of time?	4 or more 6 or more
How many days permonth would you And for how many months would you What time of day would be best for yo	be willing to commit for C be willing to commit that u to attend Committee m	Committee work? amount of time? seetings? Da	4 or more 6 or more y
And for how many months would you What time of day would be best for yo (OPTIONAL) Leon County strives to r	be willing to commit for Cobe willing to commit that u to attend Committee made its goals, and those	Committee work? amount of time? leetings?  contained in various to	4 or more 6 or more  y ederal and state laws, of
How many days permonth would you And for how many months would you What time of day would be best for yo	be willing to commit for Cobe willing to commit that u to attend Committee momeet its goals, and those ory Committees that refle	committee work? amount of time? eetings?  contained in various the diversity of the	4 or more 6 or more  y ederal and state laws, of e community. Although
How many days permonth would you And for how many months would you What time of day would be best for yo (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow	be willing to commit for Cobe willing to commit that u to attend Committee momeet its goals, and those ory Committees that refleving information is needed.	committee work? amount of time? eetings?  contained in various the diversity of the diversity of the ded to meet reporting re-	4 or more 6 or more  y ederal and state laws, of e community. Although
How many days permonth would you hand for how many months would you what time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals. Race: Caucasian	be willing to commit for Cobe willing to commit that u to attend Committee momeet its goals, and those ory Committees that refleving information is needed.  Sex: Male	committee work? amount of time? eetings?  contained in various the diversity of the	4 or more 6 or more  y ederal and state laws, of e community. Although
How many days permonth would you hand for how many months would you had time of day would be best for you (OPTIONAL) Leon County strives to remaintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No	be willing to commit for Cobe willing to commit that u to attend Committee momeet its goals, and those ory Committees that refleving information is needed.  Sex: Male District:	committee work? amount of time? neetings?  contained in various fects the diversity of the	4 or more 6 or more y ederal and state laws, of e community. Although quirements and attain
How many days permonth would you hand for how many months would you had time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No  In the space below briefly describe	be willing to commit for Cobe willing to commit that u to attend Committee meet its goals, and those ory Committees that refleving information is needed.  Sex: Male District:	committee work? amount of time? aeetings? Da contained in various feets the diversity of the ded to meet reporting re Age: 68.00  ny previous experien	4 or more 6 or more y ederal and state laws, of e community. Although quirements and attain
How many days permonth would you hand for how many months would you what time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals. Race: Caucasian Disabled? No  In the space below briefly describe Committees; your educational back	be willing to commit for Committing to commit that u to attend Committee maked its goals, and those ory Committees that refleving information is needed.  Sex: Male District:  For list the following: a kground; your skills and	committee work? amount of time? aeetings?  contained in various feets the diversity of the	4 or more 6 or more  y ederal and state laws, of community. Although quirements and attain  ce on other Id contribute to a
How many days permonth would you hand for how many months would you had time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No  In the space below briefly describe	be willing to commit for Committing to commit that up to attend Committee make the second committees that refleving information is needed.  Sex: Male District:  For list the following: a kground; your skills and al licenses and/or designed.	committee work? amount of time? aeetings?  contained in various the ects the diversity of the ed to meet reporting reads.  Age: 68.00  The previous experience described and indicate and i	4 or more 6 or more  y ederal and state laws, of e community. Although quirements and attain  ce on other Id contribute to a how long you have
How many days permonth would you hand for how many months would you what time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No  In the space below briefly describe Committees; your educational back Committee; any of your profession	be willing to commit for Cobe willing to commit that u to attend Committee maneet its goals, and those ory Committees that refleving information is needed Sex: Male District:  Or list the following: a kground; your skills and al licenses and/or designective in Leon County;	committee work? amount of time? aeetings?  contained in various teets the diversity of the det to meet reporting read to meet reporting read to meet reporting read experience you cougnations and indicate any charitable or contained to the conta	4 or more 6 or more  y ederal and state laws, of community. Although quirements and attain  ce on other Id contribute to a how long you have munity activities in
How many days permonth would you hand for how many months would you what time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No  In the space below briefly describe Committees; your educational back Committee; any of your profession held them and whether they are effective to the control of the committee.	be willing to commit for Cobe willing to commit that u to attend Committee maneet its goals, and those ory Committees that refleving information is needed Sex: Male District:  Or list the following: a kground; your skills and al licenses and/or designective in Leon County;	committee work? amount of time? aeetings?  contained in various teets the diversity of the det to meet reporting read to meet reporting read to meet reporting read experience you cougnations and indicate any charitable or contained to the conta	4 or more 6 or more  y ederal and state laws, of community. Although quirements and attain  ce on other Id contribute to a how long you have munity activities in
How many days permonth would you hand for how many months would you what time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No  In the space below briefly describe Committees; your educational back Committee; any of your profession held them and whether they are eff which you participate; and reasons	be willing to commit for Cobe willing to commit that u to attend Committee maneet its goals, and those ory Committees that refleving information is needed Sex: Male District:  Or list the following: a kground; your skills and al licenses and/or designective in Leon County;	committee work? amount of time? aeetings?  contained in various teets the diversity of the det to meet reporting read to meet reporting read to meet reporting read experience you cougnations and indicate any charitable or contained to the conta	4 or more 6 or more  y ederal and state laws, of community. Although quirements and attain  ce on other Id contribute to a how long you have munity activities in
How many days permonth would you hand for how many months would you what time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No  In the space below briefly describe Committees; your educational back Committee; any of your profession held them and whether they are eff which you participate; and reasons	be willing to commit for Cobe willing to commit that u to attend Committee maneet its goals, and those ory Committees that refleving information is needed Sex: Male District:  Or list the following: a kground; your skills and al licenses and/or designective in Leon County;	committee work? amount of time? aeetings?  contained in various teets the diversity of the det to meet reporting read to meet reporting read to meet reporting read experience you cougnations and indicate any charitable or contained to the conta	4 or more 6 or more  y ederal and state laws, of community. Although quirements and attain  ce on other Id contribute to a how long you have munity activities in
How many days permonth would you hand for how many months would you what time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No  In the space below briefly describe Committees; your educational back Committee; any of your profession held them and whether they are eff which you participate; and reasons	be willing to commit for Cobe willing to commit that u to attend Committee maneet its goals, and those ory Committees that refleving information is needed Sex: Male District:  Or list the following: a kground; your skills and al licenses and/or designective in Leon County;	committee work? amount of time? aeetings?  contained in various teets the diversity of the det to meet reporting read to meet reporting read to meet reporting read experience you cougnations and indicate any charitable or contained to the conta	4 or more 6 or more  y ederal and state laws, of community. Although quirements and attain  ce on other Id contribute to a how long you have munity activities in
How many days permonth would you hand for how many months would you what time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No  In the space below briefly describe Committees; your educational back Committee; any of your profession held them and whether they are eff which you participate; and reasons	be willing to commit for Cobe willing to commit that u to attend Committee maneet its goals, and those ory Committees that refleving information is needed Sex: Male District:  Or list the following: a kground; your skills and al licenses and/or designective in Leon County;	committee work? amount of time? aeetings?  contained in various teets the diversity of the det to meet reporting read to meet reporting read to meet reporting read experience you cougnations and indicate any charitable or contained to the conta	4 or more 6 or more  y ederal and state laws, of community. Although quirements and attain  ce on other Id contribute to a how long you have munity activities in
How many days permonth would you hand for how many months would you what time of day would be best for you (OPTIONAL) Leon County strives to maintaining a membership in its Advis strictly optional for Applicant, the follow those goals.  Race: Caucasian Disabled? No  In the space below briefly describe Committees; your educational back Committee; any of your profession held them and whether they are eff which you participate; and reasons	be willing to commit for Cobe willing to commit that u to attend Committee maneet its goals, and those ory Committees that refleving information is needed Sex: Male District:  Or list the following: a kground; your skills and al licenses and/or designective in Leon County;	committee work? amount of time? aeetings?  contained in various teets the diversity of the det to meet reporting read to meet reporting read to meet reporting read experience you cougnations and indicate any charitable or contained to the conta	4 or more 6 or more  y ederal and state laws, of community. Although quirements and attain  ce on other Id contribute to a how long you have munity activities in

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

Name: JT BURNETTE Telephone: 850-339-7879

Address: 2410 ALLEN RD

Name: KIM RIVERS Telephone: 850-508-0261

Address: 2410 ALLEN RD

#### 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? No

If ves. from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?

No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? If yes, please explain.

No

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: John Kelly

This application was electronically sent: 11/16/2015 4:06:42PM

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #27** 

## **Leon County Board of County Commissioners**

### Cover Sheet for Agenda #27

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

**Title:** Consideration of Full Board Appointments of Commissioners to Authorities,

Boards, Committees and/or Councils

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 appointment of a Commissioner to:

- a. Apalachee Regional Planning Council for a term of two years.
- b. Big Bend Continuum of Care Board for a term of two years.
- c. Educational Facilities Authority for a term of two years.
- d. Joint City/County/School Board Coordinating Committee for a term of four years.

Option #2: Appoint a Commissioner as a Substitute Member to the Canvassing Board and

appoint a Commissioner as an Alternate Substitute Member to the Canvassing

Board.

Option #3: Appoint two Commissioners to the Economic Development Council for terms of

two years.

Title: Consideration of Full Board Appointments of Commissioners to Authorities, Boards,

Committees and/or Councils

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

Policy No. 11-2, "Membership on Boards, Committees, Councils, and Authorities", was written to delineate the authority to appoint members of the Board of County Commissioners to various boards, committees, councils, and authorities (collectively, Committees), and the terms of those appointments (Attachment #1). The Policy, revised April 8, 2014, represents those Committees that require County Commission membership be appointed by the full Board.

#### **Analysis:**

Policy 11-2 provides that for calendar year 2016, the full Board make Commissioner appointments to the Apalachee Regional Planning Council, Big Bend Continuum of Care Board (CoC Board), Canvassing Board, Economc Development Council, Educational Facilities Authority, and Joint City/County/School Board Coordinating Committee.

Apalachee Regional Planning Agency – Geographically, Leon County has three appointments: one County Commissioner, appointed by the full Board; one City Commissioner, selected by the City Commission; and, the Governor appoints the third representative. The appointees will serve a two-year term. Currently, Commissioner Sauls is the Commission's representative.

Full Board to make one Commissioner appointment for a two-year term.

Big Bend Continuum of Care (CoC Board) - The CoC Board serves 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 is to develop and implement strategies to end homelessness in the Big Bend through planning, needs analysis, coordination, standard setting, and education. The CoC Board includes a representative of the Leon County Board of County Commissioners serving a two-year term.

Full Board to make one Commissioner appointment for a two-year term.

Canvassing Board - Section 102.141, Florida Statutes (2010) identifies the Chairman as a member of the Canvassing Board, unless ineligible. If the Chair of the Board of County Commissioners is unable to serve or is disqualified, the Board would appoint, as a substitute member, one of its members who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed. The County designees serve a one-year term. The Board needs to appoint a Commissioner as a substitute member to the Canvassing Board; and, appoint a Commissioner as an alternate substitute to the Canvassing Board.

Currently, Vice-Chairman Dailey serves as the Substitute Member, and Commissioner Dozier serves as the Alternate Substitute. Commissioners seeking reelection who have opposition in the election being canvassed (November 2016) would be ineligible: Commissioner Desloge and Lindley. Commissioners Dailey, Dozier, and Maddox are eligible to serve.

Full Board to make one appointment of a Commissioner as a Substitute Member of the Canvassing Board.

Full Board to make one appointment of a Commissioner as an Alternate Substitute Member of the Canyassing Board.

Posted at 8:30 p.m. on November 30, 2015

Title: Consideration of Full Board Appointments of Commissioners to Authorities, Boards,

Committees and/or Councils

December 8, 2015

Page 3

■ Economic Development Council (EDC) –Two Commissioners are appointed by the full Board to serve on the EDC for a term of two years. Currently, Commissioners Dailey and Dozier serve on the EDC.

Full Board to make two Commissioner appointments for terms of two years.

Educational Facilities Authority (EFA) - The purpose of the EFA is to assist institutions for higher education in the construction, financing, and refinancing of projects. The EFA consists of seven members appointed by the full Board and one County Commissioner, appointed by the full Board, serves as a liaison for a two-year term. Currently, Commissioner Lindley serves on the EFA.

Full Board to make one Commissioner appointment, as liaison, for a two-year term.

Joint City/County/School Board Coordinating Committee - Fosters the coordination of comprehensive planning and school facilities planning programs by addressing evaluation and any suggested changes to the process for sharing information on planned school facilities and the City and County participation in the School District's Five-Year Capital Facilities Plan, monitoring of the school concurrency management system. The Coordinating Committee is composed of six members, who serve terms of four years, including one member from the Board of County Commissioners. Currently, Commissioner Dozier serves on the Corrdinating Committee.

Full Board to make one Commissioner appointment for a term of four years.

#### **Options:**

- 1. Make appointment of a Commissioner to:
  - a. Apalachee Regional Planning Council for a term of two years.
  - b. Big Bend Continuum of Care Board for a term of two years.
  - c. Educational Facilities Authority for a term of two years.
  - d. Joint City/County/School Board Coordinating Committee for a term of four years.
- 2. Appoint a Commissioner as a Substitute Member to the Canvassing Board and appoint a Commissioner as an Alternate Substitute Member to the Canvassing Board.
- 3. Appoint two Commissioners to the Economic Development Council for terms of two years.
- 4. Board direction.

#### **Recommendation:**

Options #1a-d, #2, and #3.

#### Attachments:

1. Policy No. 11-2, "Membership on Boards, Committees, Councils, and Authorities," revised April 8, 2014

### **Board of County Commissioners** Leon County, Florida

#### Policy No. 11-2

Title: Membership on Boards, Committees, Councils, and Authorities

Date Adopted: April 8, 2014

Effective Date: April 8, 2014

Reference: See Footnotes for references

Policy Superseded: Policy No. 93-13, Membership by the Board of County Commissioners on

Boards, Committees, Councils and Authorities, adopted January 12, 1993; Policy No. 98-6, Membership by the Board of County Commissioners on Boards, Committees, Councils, Authorities, and Liaison, adopted October 13, 1998; revised February 26, 2008; revised July 13, 2010; revised November 16, 2010; revised December 14, 2010; Policy No. 11-2, Membership on Boards, Committees, Councils, and Authorities, adopted April 12, 2011; revised August 23, 2011; revised

April 23, 2013;

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 11-2, revised by the Board of County Commissioners on April 23, 2013, is hereby repealed and superseded, and a revised policy is hereby adopted in its place, to wit:

- 1. The following table represents the Boards, Committees, Councils, and Authorities, which require County Commission membership and appointments of some, but not all, Commissioners who shall serve on the basis of their position. In addition, the table establishes the appointing authority, the eligibility for appointment, and term of appointment for such membership. The table also reflects the appointing authority, the eligibility for appointment, and term of appointment for the other members of such Boards, Committees, Councils, and Authorities.
- Full Board (Appointing Authority) appointments shall be made at the first regularly scheduled meeting of the Board of County Commissioners during the month of December or as soon thereafter as possible.
- 3. The administration and maintenance of the list of Chairman and Full Board appointments is assigned to the Agenda Coordinator.
- 4. Each Commissioner appointee shall endeavor to keep the Board of County Commissioners advised of those significant actions taken within their area of appointment.

Name	Type	Eligibility	Term	Appointing Authority
Apalachee Regional Planning Council <sup>1</sup>	Member	One Commissioner	Two Years	Full Board
	Member	One City Commissioner	One Year	Full Board
Big Bend Continuum of Care Board <sup>2</sup>	Member	One Commissioner	Two Years	Full Board
Canopy Roads Citizen Advisory Committee <sup>3</sup>	Liaison (not a member)	One Commissioner	Two Years	Full Board
	Members	Four Citizens*	Three Years	Full Board
Canvassing Board <sup>4</sup>	Member	Chairman	Concurrent w/ term as Chair	Chairman
	Member (Substitute)	One Commissioner	Two Years	Full Board
	Member (Alternate Substitute)	One Commissioner	Two Years	Full Board
Challenger Learning Center Board <sup>5</sup>	Member	One Commissioner	Two Years	Chairman
Civic Center Authority <sup>6</sup>	Member	One Commissioner	Four Years	Chairman
	Member	One Citizen or One Commissioner	Four Years	Chairman
Community Redevelopment Agency (CRA) <sup>7</sup>	Members	Four Commissioners	Two Years	Full Board
Council on Culture & Arts <sup>8</sup>	Member (Ex Officio voting)	One Commissioner	Four Years	Full Board
	Members	Eight Citizens*	Four Years	Full Board
	Members	Seven Citizens*	Four Years	Mayor
	Member (Ex Officio voting)	One City Commissioner	Four Years	Mayor
Criminal Justice Coordinating Council <sup>9</sup>	Member	One Commissioner	Two Years	Chairman
Downtown Improvement Authority (DIA) <sup>10</sup>	Member (Ex Officio voting)	One Commissioner	Two Years	Chairman
Downtown Merchants & Business Association	Member	One Commissioner	Two Years	Chairman

Name	Type	Eligibility	Term	Appointing Authority
Economic Development Council (EDC) <sup>11</sup>	Members	Two Commissioners	Two Years	Full Board
	Member	County Administrator or Employee designee	N/A	County Administrator
Educational Facilities Authority <sup>12</sup>	Liaison (not a member)	One Commissioner	Two Years	Full Board
	Members	Seven Citizens	Five Years	Full Board
Enterprise Zone Development Agency (EZDA) <sup>13</sup>	Member	One Commissioner (Chairman or Chairman's designee)	Four Years	Full Board
	Member	One Commissioner (Vice Chairman or Vice Chairman's designee)	Four Years	Full Board
	Members	Nine Citizens*	Four years	Full Board
	EZDA Chair	Current EZDA Members	Concurrent w/ term as Chair	Chairman
	EZDA Vice Chair	Current EZDA Members	Concurrent w/ term as Vice-Chair	Vice-Chairman
Geo-based Information Systems <sup>14</sup>	Member	One Commissioner	Two Years	Chairman
ICLEI – Local Governments for Sustainability <sup>15</sup>	Elected Official Liaison	One Commissioner	Concurrent w/ term of office	Full Board
	Staff Liaison	County Administrator or Employee	N/A	County Administrator
Joint City/County/School Board Coordinating Committee <sup>16</sup>	Member Member	One Commissioner One Citizen*	Four Years Four Years	Full Board Full Board
Joint Planning Board (CHSP) <sup>17</sup>	Member Member	One Commissioner One Citizen*	Two Years Two Years	Chairman Full Board
Juvenile Justice Circuit Advisory Board <sup>18</sup>	Member	One Commissioner	No term limits.	Full Board
Palmer Munroe Youth Center Community Executive Committee <sup>19</sup>	Member Member	One Commissioner One Citizen*	Three Years Three Years	Full Board Full Board

Name	Type	Eligibility	Term	Appointing Authority
Public Safety Coordinating Council <sup>20</sup>	Member	One Commissioner	Two Years	Chairman
	Member	County Probation Director	Four years	County Administrator
	Members, at Chairman's Discretion	Representatives from county and state jobs programs and other community groups who work with offenders and victims	Four Years	Chairman
Research and Development Authority <sup>21</sup>	Member	One Commissioner	Four Years	Full Board (By Resolution)
	Members	Four Citizens*	Four Years	Full Board (By Resolution)
Tallahassee Sports Council <sup>22</sup>	Member	One Commissioner	Three Years	Chairman
	Members	Six Citizens	Three Years	Full Board
	Members	Twelve Members, specified by position	Three Years	Full Board
Tourist Development Council <sup>23</sup>	Member (Serves as TDC Vice Chair)	One Commissioner (Chairman or Chairman's designee)	Two Years	Chairman
	Members	Six Citizens* (consistent with Leon County Code)	Four Years Four Years	Full Board Full Board
	Members	Two City Commissioners	rour rears	run boaid
Transportation Disadvantaged Coordinating Board <sup>24</sup>	Member (Serves as TDCB Chair)	One Commissioner	Two Years	Chairman
Value Adjustment Board <sup>25</sup>	Members (one selected as VAB Chair)	Two Commissioners	Two Years	Full Board
	Member	One Citizen*	Two Years	Full Board
Workforce Region 5 Consortium <sup>26</sup>	Member	One Commissioner	Two Years	Full Board

#### Foot Notes:

- \* Leon County Citizen shall be a qualified elector residing in Leon County and shall complete a Committee Application prior to Board consideration for appointment.
- 1. Apalachee Regional Council: Section 186.504 F.S.; FL Admin Code 29-L
- 2. Big Bend Continuum of Care Board: Required as part of a \$1 million grant that the Big Bend Homeless Coalition received through the federal HEARTH Act; CoC Governance Charter
- 3. Canopy Road Committee Bylaws
- 4. Section 102.141 F.S.; Canvassing Board members must not be a candidate with opposition in the election being canvassed, or an active participant in the campaign or candidacy of any candidate who has opposition in the election being canvassed (Disqualified to Serve) Substitute Member serves if Chairman is unable or Disqualified to Serve; and Alternate Substitute Member serves if the Chairman and Substitute Member are unable or Disqualified to Serve.
- 5. Challenger Learning Center Board Bylaws
- 6. Civic Center Authority: Laws of FL, Chapter 2004-435
- 7. Community Redevelopment Agency: City Code of Law, Chapter 6, Art. II, Div 2; Terms shall be consistent with City of Tallahassee Ordinance No. 07-O-35AA, which currently stipulates terms are concurrent with term of office; however, the County has requested a revision to provide for bi-annual appointments
- 8. Sec. 265.32, F.S.; Res. R85-46, 10/29/1985; Interlocal Agreement, 10/18/1985; COCA Bylaws; During Board's meeting of October 14, 2003, the Board voted to fill seven positions on the COCA Board through the Mayor, and that COCA adopt revisions to its Bylaws consistent with the Board's vote. COCA members selected from list of three candidates submitted by COCA for each Citizen Appointment vacancy, consistent with Sec. 265.32, F.S.
- 9. Criminal Justice Coordinating Council: Admin Order 2002-10
- 10. Downtown Improvement Authority: Laws of FL Chapter 2003-356 Sec. 5(1)
- 11. Economic Development Council Bylaws
- 12. Sec. 243.21(4) F.S.; Resolutions R90-42, Resolution R07-65; Term for Educational Facilities Authority (members is five years; one of such members shall be a trustee, director, officer, or employee of an institution for higher education. (Sec. 243.21, F.S., and Resolution Resolutions R90-42; members required to file financial disclosures (R07-65)
- 13. Leon County Code of Laws Chapter 2, Art. III, Div. 4; Selection Criteria for EZDA members: One representative from each of the following: 1. Chamber of Commerce, 2. A local financial or insurance entity, 3. A business operating within the proposed EZ area, 4. A resident residing within the proposed EZ area, 5. Non-profit, community-based organization operating within the proposed EZ area, 6. Local Workforce Development Board, 7. Local Code Enforcement Board, 8. Local Law Enforcement, 9. Chairperson of the Board of County Commissioners or Commissioner designee, 10. Vice-chairperson of the Board of County Commissioners or Commissioner designee, and, 11. Mayor of the City of Tallahassee or designee
- 14. Geo-based Information Systems: Interlocal Agreement, May 1990
- 15. ICLEI Leon County is a member of ICLEI and entitled to a representative
- 16. Joint City/County/School Board Coordinating Committee: Interlocal Agreement, September 2006
- 17. Joint Planning Board: Leon County Board Policy No. 01-04; October 23, 2013, Agenda Item #7, Revised JPB Bylaws
- 18. Juvenile Justice Circuit Advisory Board HB 617 (2013); F.S.
- 19. Palmer Munroe Youth Center Community Executive Committee Memorandum of Understanding (MOU) Between City of Tallahassee and Leon County; Palmer Munroe Youth Center Bylaws
- 20. Public Safety Coordinating Council: Sec. 951.25 F.S.; PSCC membership shall be consistent with Sec. 951.26, F.S. and include "... representatives from county and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the board of county commissioners to 4-year terms."

- 21. Research and Development Authority: Sec. 159.703 F.S.; Leon County Code of Laws Chapter 2, Art. III, Div. 2; Resolution Nos. R10-100, R11-07; members required to file financial disclosures (R07-65)
- 22. Tallahassee Sports Council; Enabling Resolution No. R12-05– February 28, 2012
- 23. Sec. 125.0104(4)(e) F.S.; Ordinance No. 2011-10; Leon County Code of Laws Chapter 11, Art. III, Sec. 11-48; Appointments to Tourist Development Council (TDC) shall be consistent with Ordinance No. 2011-10, Leon County Code, Chapter 11, III; and Sec. 125.0104(4)(e), F.S. Selection Criteria for TDC members: One member of the Council shall be the current Chairman of the Board of County Commissioners of Leon County, or any other member of the Board as designated by the Chairman, who shall serve as Vice Chairman of the Tourist Development Council. Two members of the Council shall be Elected Municipal Officials. Three (3) members of the Council shall be owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax. Three (3) members of the Council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax.
- 24. Transportation Disadvantaged Coordinating Board: Section 427.0157 F.S.; 41-2.012(1) FL Administrative. Code
- 25. Sec. 194.015 F.S.; FAC Code 12D-9.004; Selection Criteria for Value Adjustment Board (VAB Citizen Appointment: (1) Person above the age of 18; (2) Owns homestead property within Leon County (3) Is not a member or employee of any taxing authority (4) Does not represent property owners in any administrative or judicial review of property taxes; and (5) Is not engaged in litigation against any County in the State of Florida. The Citizen will be appointed for a one-year Value Adjustment Board Cycle, and appointments will be made as soon as possible after the prior cycle has been completed.
- 26. Sec. 445.007, F. S.; 2013 Interlocal Agreement between Workforce plus, Leon County, Gadsden County, and Wakulla County

Revised 4/8/2014

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #28** 

## Joint City/County 2015 Out-of-Cycle Comprehensive Plan Amendments Adoption Public Hearing

# 2015 Out of Cycle Comprehensive Plan Amendments Cover Sheet for Agenda #28

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

Mayor and City Commissioners

From: Vincent S. Long, County Administrator

Anita Favors Thompson, City Manager

Title: Joint City/County Adoption Public Hearing on 2015 Out-of-Cycle

Comprehensive Plan Amendments

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wayne Tedder, Director, PLACE Cherie Bryant, Planning Manager
Lead Staff/ Project Team:	Barry Wilcox, Division Manager Megan Doherty, Principal Planner

#### **Statement of Issue:**

#### **Recommendation:**

Option #1: Conduct the public hearing and adopt one map amendment (Attachment #2)and

one text amendment (Attachment #4) to the Tallahassee-Leon County Comprehensive Plan and submit to the Florida Department of Economic

Opportunity.

Title: Joint City/County Adoption Hearing on 2015 Out of Cycle Comprehensive Plan

Amendments
December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

This item provides information on the two proposed amendments to the Tallahassee-Leon County Comprehensive Plan. The purpose of the Joint Adoption Public Hearing is to allow the elected officials for both the City and County to receive public comments at this second and final public hearing on adoption of the proposed amendments. The packet includes the two amendments (one map and one text amendment) initiated by the City Commission at its May 27, 2015 meeting. Planning staff was directed by the City Commission to proceed with these amendments outside of the annual amendment cycle. This packet includes the agenda, updated staff reports and attachments, and public comments received for the two amendments through November 6, 2015.

#### **Analysis:**

This is the second and final public hearing on the 2015 out-of-cycle amendments. The full public outreach and meeting schedule for the 2015 out-of-cycle amendments is as follows:

#### Full 2015 Out of Cycle Amendment Schedule:

Meeting with Killearn Estates Board
Notices Mailed to Residents (within 1000 feet)

Public Open House
Local Planning Agency Workshop
Local Planning Agency Public Hearing
Joint City-County Transmittal Public Hearing
Joint City-County Adoption Public Hearing
December 8, 2015
December 8, 2015

#### **Options:**

- 1. Conduct the public hearing and adopt one map amendment and one text amendment to the Tallahassee-Leon County Comprehensive Plan and submit to the Florida Department of Economic Opportunity.
- 2. Conduct the public hearing and do not adopt one map amendment and one text amendment to the Tallahassee-Leon County Comprehensive Plan.
- 3. City Commission and Board of County Commissioners direction.

#### **Recommendation:**

Option #1.

Title: Joint City/County Adoption Hearing on 2015 Out of Cycle Comprehensive Plan Amendments
December 8, 2015
Page 3

#### **Attachments:**

- 1. Agenda for the December 8, 2015 Joint City-County Transmittal Public Hearing
- 2. PCM150107 Staff Report Killearn Estates Map Amendment
- 3. Public Comments received through November 6, 2015, 2015 for PCM150107 Killearn Estates Map Amendment
- 4. PCT150108 Staff Report Urban Residential and Urban Residential 2 Text Amendment
- 5. Board of County Commissioners 2015 Out-of-Cycle Plan Amendment Ordinance
- 6. Tallahassee City Commission Cycle 2015 Out-of- Cycle Plan Amendment Ordinance
- 7. City of Tallahassee Rezoning Item: First of Two Public Hearing on Ordinance No. 15-Z-41AA: Proposed Amendment to the Official Zoning Map to Change the Zoning Classification from the Residential Preservation-2 (RP-2) Zoning District to Medium Density Residential (MR) Zoning District
- 8. City of Tallahassee Rezoning Item: First of Two Public Hearing on Ordinance No. 15-Z-44: Proposed Amendment to the Official Zoning Map to Change the Zoning Classification from the Residential Preservation-2 (RP-2) Zoning District to the R-4 Urban Residential (R-4) Zoning District
- 9. City of Tallahassee Rezoning Item: First of Two Public Hearing on Ordinance No. 15-Z-45: Proposed Amendment to theOfficial Zoning Map to Change the Zoning Classification from the Residential Preservation-2 (RP-2) Zoning District to Medium Density Residential (MR) Zoning District

#### JOINT CITY-COUNTY COMMISSIONS ADOPTION PUBLIC HEARING AGENDA 2015 OUT OF CYCLE AMENDMENTS DECEMBER 8, 2015 6:00 PM

Fifth Floor, Leon County Courthouse, 301 South Monroe Street

#### 1. Public Hearing for the 2015 Out of Cycle Comprehensive Plan Amendments

- A. Introductory Comments by Staff
- B. Public Comments on Consent Agenda
- C. Consent Agenda: Consistent with recommendations from the Board of County Commissioners and the Tallahassee City Commission at the October 27, 2015 Transmittal Public Hearing:
  - 1. PCM150107: Killearn Estates (Attachment #2)
  - 2. PCT150108: Urban Residential and Urban Residential-2 (Attachment #4)

**Staff Recommendation:** Adoption of the amendments as approved for Transmittal to the State Planning Agency on October 27, 2015.

- D. County Adoption of 2015 Out of Cycle Plan Amendment Ordinance (Attachment #5)
- E. City Adoption of 2015 Out of Cycle Plan Amendment Ordinance (Attachment #6)

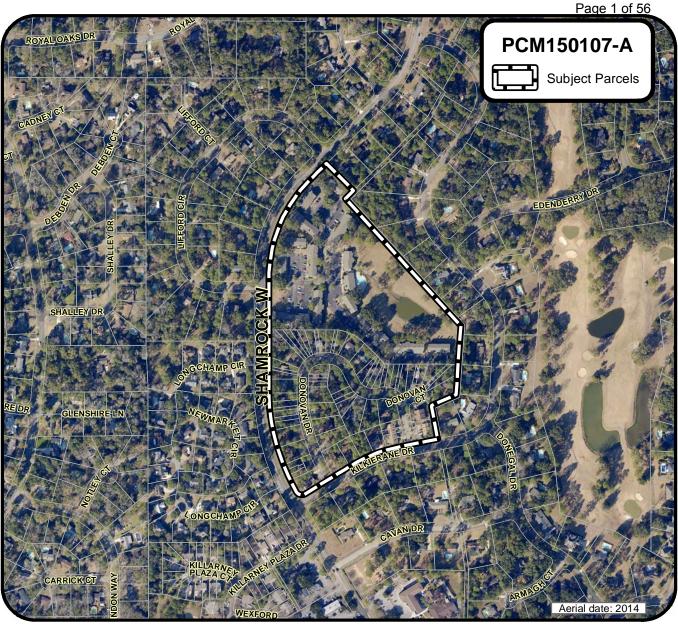
#### 2. City Rezoning Public Hearings

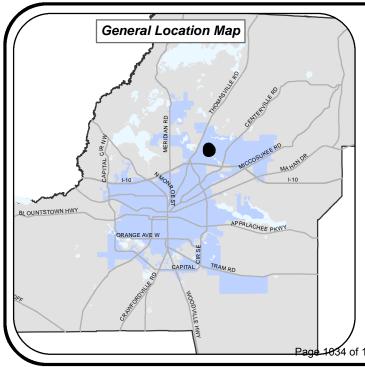
- A. Public Comments on Rezoning Items
- B. First of Two Public Hearing on Ordinance No. 15-Z-41AA: Proposed Amendment to the Official Zoning Map to Change the Zoning Classification from the Residential Preservation-2 (RP-2) Zoning District to Medium Density Residential (MR) Zoning District (Attachment #7)
- C. First of Two Public Hearing on Ordinance No. 15-Z-44: Proposed Amendment to the Official Zoning Map to Change the Zoning Classification from the Residential Preservation-2 (RP-2) Zoning District to the R-4 Urban Residential (R-4) Zoning District (Attachment #8)
- D. First of Two Public Hearing on Ordinance No. 15-Z-45: Proposed Amendment to the Official Zoning Map to Change the Zoning Classification from the Residential Preservation-2 (RP-2) Zoning District to Medium Density Residential (MR) Zoning District (Attachment #9)

## 3. Closure of Second and Final Public Hearing for the 2015 Out of Cycle Comprehensive Plan Amendments Public Hearing

#### 4. Adjournment

If you have a disability requiring accommodations, please contact the Tallahassee-Leon County Planning Department. The Planning Department telephone number is (850) 891-6400. The telephone number of the Florida Relay TDD Service is # 1-800-955-8771.





## Kilkierane Enclave PCM150107-A (Out of Cycle Amendment)

Killearn Estates Non-conforming Residential

> SITE TAX ID: See attachment #1

> > ACRES: 27 ±





Posted at 8:30 p.m. on November 30, 2015





Attachment #2 Page 2 of 56

## Future Land Use

## Legend



UR-2

**SUB** 

Open Space



Subject Parcel

Kilkierane Enclave PCM150107-A (Out of Cycle Amendment)

Kilearn Estates Non-conforming Residential

## **Existing Residential Preservation**

## **Proposed**

**Urban Residential 2** 

SITE TAX ID: See attachement #1

ACRES: 27 ±





**EXISTING PUD** 65

Page 3 of 56

## **ZONING**

Legend



Subject Parcel



zoning

Kilkierane Enclave PCM150107-A (Out of Cycle Amendment)

Kilearn Estates Non-conforming Residential

## **Existing**

**Residential Preservation 2** 

## **Proposed**

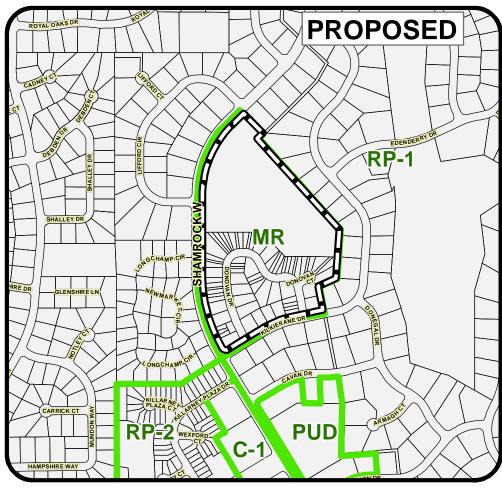
**Medium Residential** 

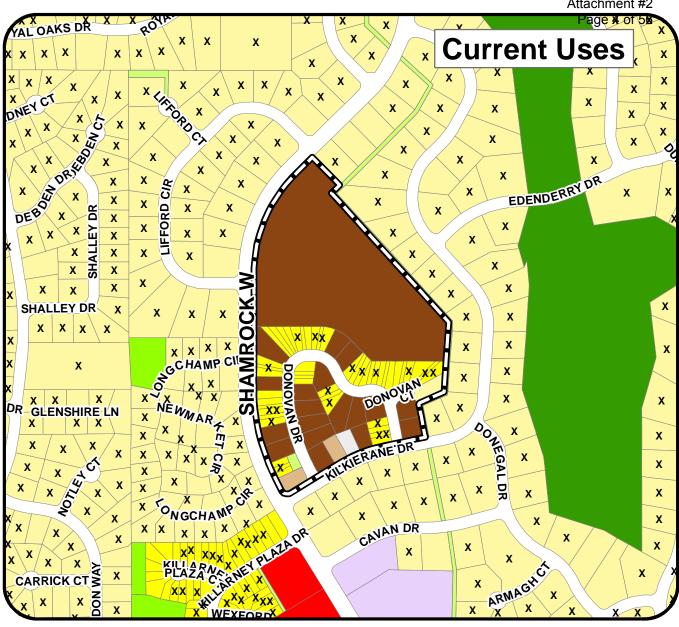
SITE TAX ID: See attachement #1

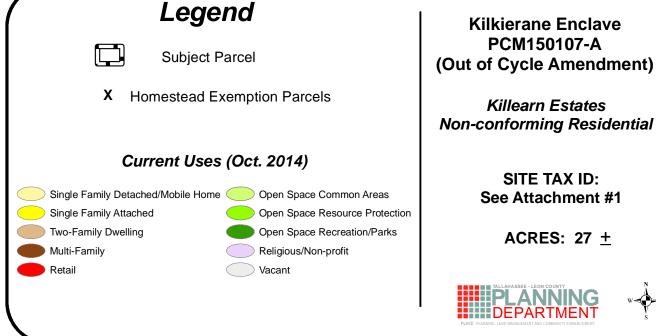
**ACRES: 27 ±** 



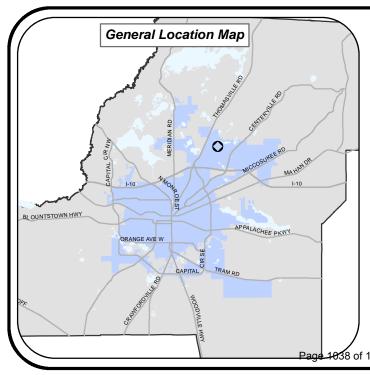












# Edenderry Drive PCM150107-B (Out of Cycle Amendment)

Killearn Estates Non-conforming Residential

> SITE TAX ID: 11-02-50- AM-0010 11-02-50- AM-0020

> > ACRES: 1.09 ±





Posted at 8:30 p.m. on November 30, 2015

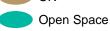
**Proposed** REACT 

Attachment #2 Page 6 of 56

## Future Land Use

### Legend







Subject Parcel

Edenderry Drive PCM150107-B (Out of Cycle Amendment)

Kilearn Estates Non-conforming Residential

## **Existing**Residential Preservation

## **Proposed**

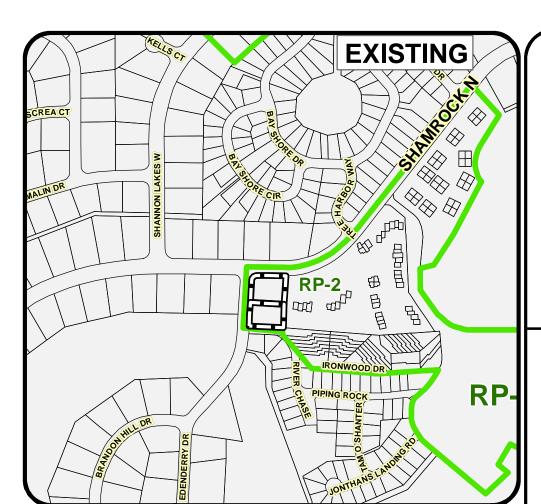
**Urban Residential** 

SITE TAX ID: 11-02-50- AM-0010 11-02-50- AM-0020

**ACRES:** 1.09 ±







**ZONING** 

Legend



Subject Parcel



zoning

**Edenderry Drive** PCM150107-B (Out of Cycle Amendment)

Kilearn Estates Non-conforming Residential

## **Existing**

**Residential Preservation 2** 

## **Proposed**

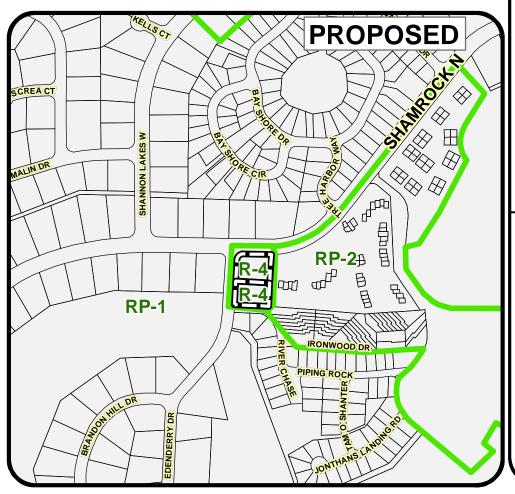
**R-4 Urban Residential** 

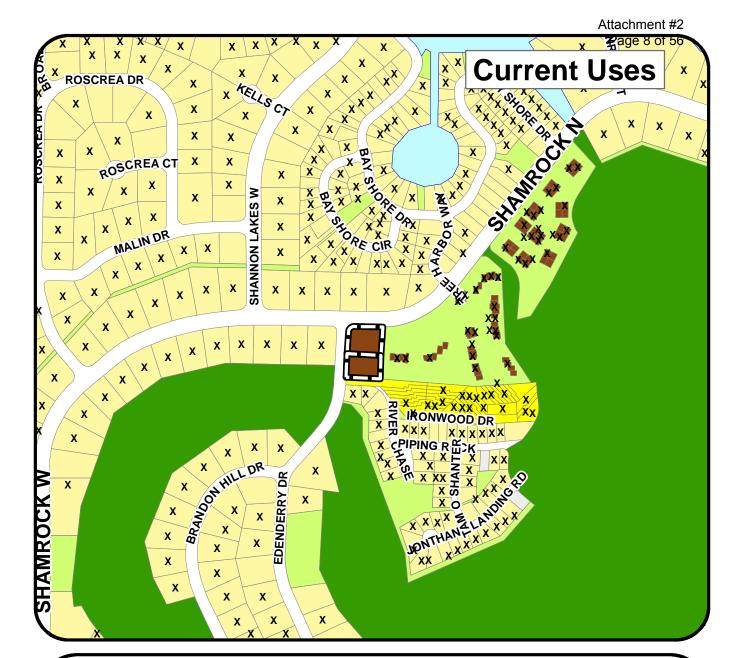
SITE TAX ID: 11-02-50- AM-0010 11-02-50- AM-0020

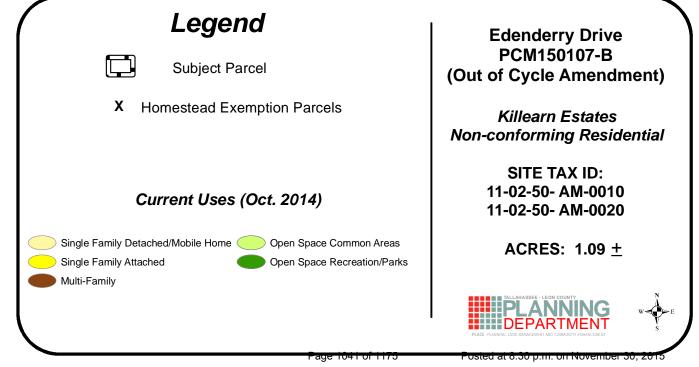
ACRES: 1.09 ±

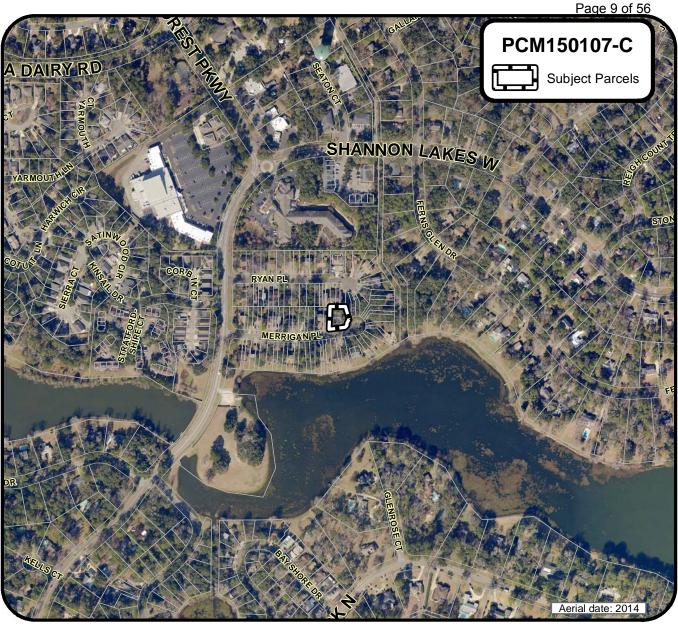


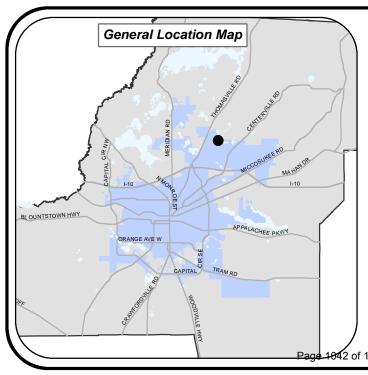












## Merrigan Place PCM150107-C (Out of Cycle Amendment)

Killearn Estates Non-conforming Residential

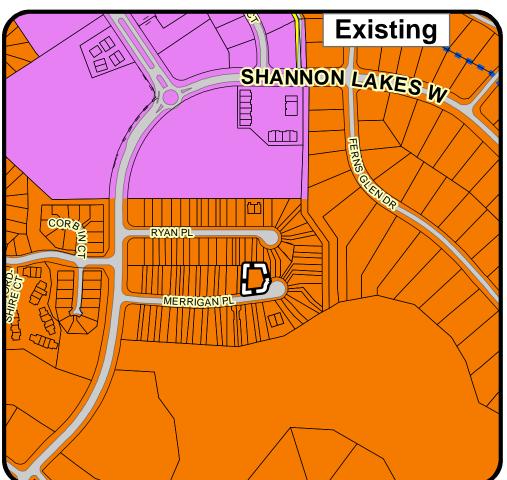
> SITE TAX ID: 11-02-50- CT-0130

**ACRES: 0.24 ±** 





Posted at 8:30 p.m. on November 30, 2015



**Proposed** SHANNON LAKES W CORS

Attachment #2 Page 10 of 56

## Future Land Use

## Legend

RΡ

UR-2

**SUB** Open Space



Subject Parcel

**Merrigan Place** PCM150107-C (Out of Cycle Amendment)

Kilearn Estates Non-conforming Residential

### **Existing Residential Preservation**

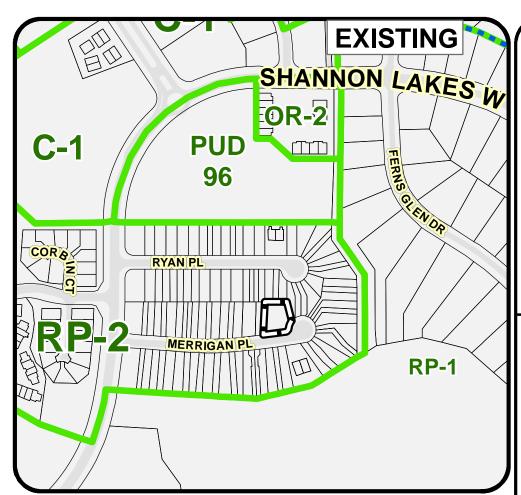
## **Proposed**

**Urban Residential 2** 

SITE TAX ID: 11-02-50- CT-0130

ACRES: 0.24 +





**ZONING** 

Legend



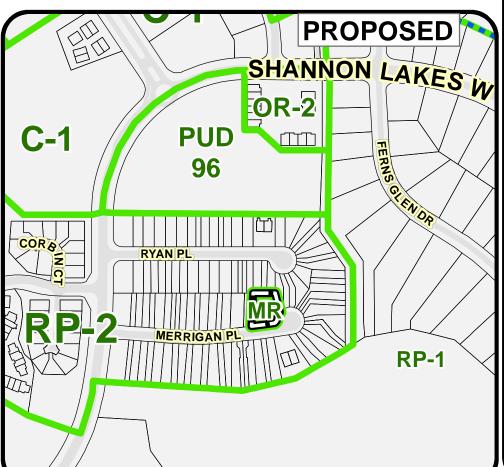
Subject Parcel



zoning

**Merrigan Place** PCM150107-C (Out of Cycle Amendment)

Kilearn Estates Non-conforming Residential



## **Existing**

**Residential Preservation 2** 

## **Proposed**

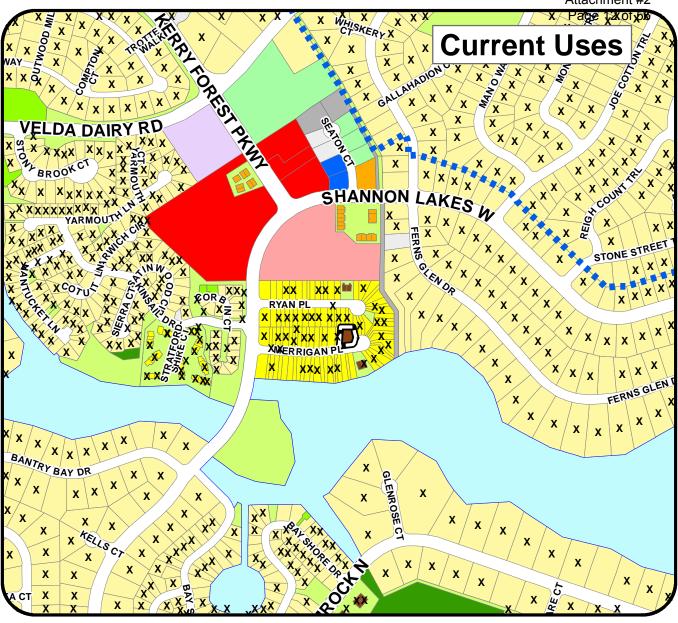
**Medium Residential** 

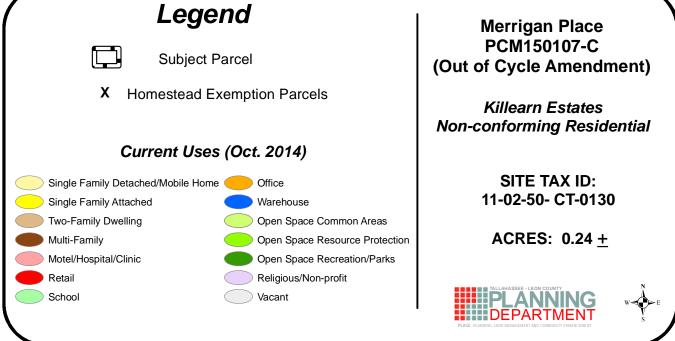
SITE TAX ID: 11-02-50- CT-0130

ACRES: 0.24 ±









**MAP AMENDMENT #:** PCM150107 (Out of Cycle Amendment)

**APPLICANT:** Tallahassee City Commission

**TAX I.D. # s:** Multiple Parcels (28.25 acres) See Attachment # 2

CITY X COUNTY

**CURRENT DESIGNATION:** Residential Preservation (RP)

**REQUESTED DESIGNATION:** Site A - Urban Residential- 2; Site B – Urban Residential;

Site C – Urban Residential- 2

**DATE:** September 17, 2015

Preliminary Staff Recommendation: Approve Amendment PCM150107

#### A. SUMMARY:

This amendment has been initiated by the Tallahassee City Commission to address legal non-conforming residential uses and densities in Killearn Estates (Attachment # 1). The proposed Future Land Use Map (FLUM) amendments will reestablish certain properties as legal conforming uses (see Attachment #2). Provided below is the current and proposed future land use and zoning for the subject sites.

Table 1. Summary of Proposed Land Use and Zoning Changes

Subject Site	<b>Current Land Use</b>	<b>Proposed Land Use</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>
Site A	Residential	Urban Residential -2	Residential	Medium
(Kilkierane	Preservation	(20 units per acre)	Preservation-2	Residential (MR)*
Enclave)	(6 units per acre)	(20 units per acre)	(6 units per acre)	(12 units per acre)
Site B	Residential	Urban Residential	Residential	R-4 Urban
(Edenderry	Preservation		Preservation-2	Residential
Drive)	(6 units per acre)	(10 units per acre)	(6 units per acre)	(10 units per acre)
Site C	Residential	Urban Residential- 2	Residential	Medium
(Merrigan	Preservation	(20 units per acre)	Preservation-2	Residential (MR)*
Place)	(6 units per acre)	(20 units per acre)	(6 units per acre)	(12 units per acre)

<sup>\*</sup>Staff will process at a later date a text amendment to the Land Development Code to increase the maximum density of the MR zoning district to 16 dwelling units per acre.

It should be noted that prior to the adoption of the Comprehensive Plan in 1990, the subject sites and surrounding areas were zoned RM-2, which allowed for single-family, two-, three-, and four-family dwellings, multiple-family dwellings, townhomes, and cluster development at a density of up to 29.4 dwelling units/acre (see Attachment # 3).

#### B. REASONS FOR RECOMMENDATIONS TO APPROVE:

- 1. The subject sites' adopted future land use designation of Residential Preservation does not recognize existing development patterns, resulting in a significant number of nonconformities. The multi-family use would be an allowable use in the proposed Urban Residential and Urban Residential -2 categories.
- 2. The subject sites are currently comprised of a variety of housing types, including single-family attached, single family detached, and multi-family units, and present a development pattern consistent with the intent and standards of the proposed Urban Residential and Urban Residential-2 future land use designations.
- 3. The proposed amendment is consistent with action taken by the City Commission to address existing legal non-conforming uses within Killearn Estates through a Comprehensive Plan Map Amendment and rezoning.
- 4. The current provision of medium-density single-family, townhome, and multi-family housing in the subject areas reduces urban sprawl, and ensures the efficient provision of infrastructure within the Urban Service Area (USA).

#### C. APPLICANT'S REASON FOR THE AMENDMENT:

This amendment was initiated by the Tallahassee City Commission to address existing legal non-conforming residential uses and densities within Killearn Estates neighborhood.

#### D. STAFF ANALYSIS:

The complete text of the Comprehensive Plan Objectives, Policies and Future Land Use Categories referenced in this report are provided in Attachment # 4.

### Historical Context of the Existing Uses

Established in the mid-1960s, Killearn was the first planned community in the City of Tallahassee and today contains several of the county's largest subdivisions - Killearn Estates, Killearn Acres and Killearn Lakes. Consisting of approximately 3,800 acres, the land was originally owned by the Coble family and known as Velda Farms. It was unusual and unique for its time, in that it had underground utilities, preserving a natural appearance. Throughout the years, various neighborhoods have been developed within Killearn so that people would have choices in the way they live – large yards for the gardeners, no yards for those that don't want the upkeep, condos, apartments, townhomes, on the lakes, on the golf course, or not. Thus, Killearn Estate's original design included distinctive neighborhoods that would appeal to a variety of homeowners such as first-time home buyers, empty-nesters, and retirees. (*Source: Killearn HA website*).

#### Planning Issues

#### Background

This amendment was initiated by the City Commission to address existing legal, nonconforming residential uses and densities within the Killearn Estates neighborhood. This issue was brought to the City's attention when a property owner inquired about building a multi-unit residential structure on a lot in Killearn Estates. While the site was located in an enclave comprised primarily of attached single family and multi-family units (see Attachment # 5), the owner was limited to the construction of a detached single home due to subsequent changes to the areas future land use and zoning over the previous 20 years. These changes not only impacted the ability to develop this previously undeveloped lot, it had also made much of the existing development within the area nonconforming (see Attachment # 6). It is important to note that, while legal, nonconforming residential uses are allowed to remain in their current state, if more than 50% of the structure is damaged (fire, weather, etc.), the Land Development Code prohibits rebuilding the structure.

Prior to the adoption of the Comprehensive Plan in 1990, the subject sites were zoned "RM-2, which allowed single-family, two-, three-, and four-family dwellings, multiple-family dwellings, townhomes, cluster development and a density of 29.4 dwelling units/acre. The City of Tallahassee rezoned the subject parcel and surrounding parcels from RM-2 to Residential Preservation-2 (RP-2) pursuant to the adoption of the revised Tallahassee-Leon County Comprehensive Plan. The RP-2 zoning district allows single-family, two-family dwellings, and community facilities.

The proposed amendment would bring the three (3) subject areas into conformity. It would also provide relief for the property owners seeking to build a multi-family unit on the only remaining vacant lot in the subject area.

#### Subject Sites

#### **Site A: Kilkierane Enclave (71 Parcels)**

To address the legal, nonconforming residential uses and densities in the Kilkierane Enclave, staff is proposing to change the subject area from the Residential Preservation future land use category to the Urban Residential-2 category with Medium Residential (MR) zoning. This recommendation will bring the legal nonconforming uses and densities in the enclave into conformity, while having the least amount of impact on the surrounding neighborhood. This proposed solution requires an amendment to the UR-2 FLUM category and a subsequent rezoning of the enclave to the MR.

Text defining the UR-2 FLUM category states that is not to be applied within the interior of an existing neighborhood. The enclave is located within an existing neighborhood (Killearn

Estates); therefore a text amendment to the FLUM category is required to modify this language. The proposed modified language is as follows; "The category is not to be applied within the interior of an existing neighborhood, unless to correct existing legal non-conforming uses and/or densities (see companion Text Amendment PCT150108)."

The current MR zoning district allows a density of 12 dwelling units/acre and also allows two-and three-unit structures on the subject parcel; however, 6 lots in the enclave would still exceed the allowable density. Therefore, in order to accommodate the existing density of the parcels in the enclave, the MR zoning district would require a text amendment to the Land Development Code (LDC) to increase the maximum density from 12 to 16 dwelling units/acre. Because the MR-1 zoning district's current maximum density is 16 dwelling units/acre, in order to differentiate the MR and the MR-1 districts, an amendment to the MR-1 zoning district is also recommended to increase its maximum density to 20 dwelling units/acre.

The MR zoning district requires access to a collector or arterial. The streets within and surrounding the enclave are classified as local; therefore an amendment to allow access to a local street is required. Staff does not anticipate any significant impacts from removing this restriction from MR, since the denser MR-1 zoning district currently allows access to local streets (proposed density for MR is 16 dwelling units/acre, the same as the current MR-1).

## Site B: Edenderry Drive (2 Parcels) & Site C: Merrigan Place (1 Parcel)

In addition to the Kilkierane Enclave, there are two other small areas, totaling 3 parcels, in the Killearn Estates neighborhood that contain legal non-conforming uses and densities. Two of the parcels ("Site B") are located on Edenderry Drive and contain quadraplexes with development at a density of 8 dwelling units per acre.

The remaining parcel ("Site C") is located on Merrigan Place and contains a triplex with a density of 12.5 dwelling units per acre. To bring Sites B and C into conformity, staff recommends a UR FLUM designation and R-4 zoning for Site B, and a the UR-2 FLUM designation and MR zoning for Site C.

#### Text Amendment PCT150108

As noted previously, the UR and UR-2 FLUM categories state that the designations are not to be applied within the interior of an existing neighborhood. To provide a remedy for the subject sites and other legal, nonconforming sites that may exist in other areas of the City/County, a text amendment (PCT150108) to modify the UR and UR-2 future land use categories to provide an exception to the UR and UR-2 location prohibition is being proposed. This exception would allow the placement of UR and UR-2 internal to neighborhoods where past development regulations and practices have resulted in existing legal non-conforming uses and/or densities.

The proposed text amendment is consistent with Land Use Objective 2.1 and corresponding Policy 2.1.8 which seek to maintain a viable mix of available residential densities to accommodate a variety of housing types and choices.

#### E. ENVIRONMENTAL FEATURES & IMPACT ON INFRASTRUCTURE:

#### **Environmental Features**

The parcels included in this amendment, with the exception of one 1/4 acre parcel, are previously developed. They are all located within the Lake Lafayette drainage basin. County environmentally sensitive features indicate a potential karst area surrounding a waterbody (currently used as a stormwater facility) on Parcel #1103202010000, and there are significant and severe grades (possibly manmade) surrounding this waterbody. There are no other known protected environmentally sensitive features on the subject sites.

#### Water/Sewer

City water and sewer are available to subject areas.

#### **Transportation**

*Roadways*: The subject areas are presently developed with the exception of ¼ acre parcel, and it is not anticipated that the proposed FLUM change and rezoning will result in significant impacts to the roadway system. If the subject areas were to redevelop in the future, they would be subject to transportation concurrency regulations.

*Transit Availability*: The closest available transit service is StarMetro's Dogwood bus route which runs along Thomasville Road from Kerry Forest Parkway to Southwood.

*Bicycle/Pedestrian Facilities Availability:* There are sidewalks presently along the major roadways, Shamrock and Shannon Lakes. There are presently no bicycle lanes along the roadways in the vicinity of the subject areas.

#### Schools

The subject areas are zoned for Gilchrist Elementary, Montford Middle School, and Lincoln High School. Since the subject areas are already developed with the exception of ¼ acre parcel, it is not anticipated that the proposed amendments would have a significant impacts on school capacity. The School Board has been consulted regarding the proposed amendment and has stated that there is no significant impact to Leon County Schools.

#### F. PUBLIC OUTREACH AND NOTIFICATION:

Since initiation of the proposed amendment by the City Commission, staff has met twice (2) with constituents of Killearn Estates neighborhood. The first meeting was held July 7, 2015 with Killearn Homes Association (KHA) Board. At that meeting, staff provided information on the proposed amendment and the reason it had been initiated by the City Commission. Staff left the meeting with verbal support from the Board for the proposed amendments.

On July 28, 2015, an Open House event was held to provide an opportunity for wider public input regarding the proposed amendments. Approximately 814 notices were mailed to residents within 1,000 feet of the subject sites. Eleven (11) residents attended the Open House. While there were some concerns at the meeting for the increases in density in the subject areas, overall, the residents were generally receptive of the proposed changes.

#### G. STAFF REPORT UPDATE

Below is a summary of actions that have taken place subsequent to the publication of the original staff report.

Local Planning Agency Public Hearing - September 8, 2015

The Local Planning Agency voted unanimously to approve staff's recommendation.

#### H. CONCLUSION:

Based on the above data and analysis, staff concludes the following:

- 1. The subject sites' adopted future land use designation of Residential Preservation does not recognize existing development patterns, resulting in a significant number of nonconformities. The multi-family use would be an allowable use in the proposed Urban Residential and Urban Residential -2 categories.
- 2. The subject sites are currently comprised of a variety of housing types, including single-family attached, single family detached, and multi-family units, and present a development pattern consistent with the intent and standards of the proposed Urban Residential and Urban Residential-2 future land use designations.
- 3. The proposed amendment is consistent with action taken by the City Commission to address existing legal non-conforming uses within Killearn Estates through a Comprehensive Plan Map Amendment and rezoning.
- 4. The current provision of medium-density single-family, townhome, and multi-family housing in the subject areas reduces urban sprawl and ensures the efficient provision of infrastructure within the Urban Service Area (USA).

#### I. ATTACHMENTS:

- Attachment # 1 Killearn Estates Agenda Item May 27, 2015 Tallahassee City Commission Short Range Target Issue Committee.
- Attachment # 2 Parcels Identification Numbers for Subject Sites
- Attachment #3 Map of the Pre-Comprehensive Plan 1990 Zoning of the Subject Sites.
- Attachment # 4 Complete Text of the following Comprehensive Plan Policies and Objectives from the Land Use Element referenced in report:

  Land Use Policy 2.2.23 Urban Residential (Future Land Use Category)

  Land Use Policy 2.2.24 Urban Residential 2 (Future Land Use Category)

  Land Use Policy 2.2.3 Residential Preservation (Future Land Use Category)

  Land Use Objective 2.1 (Provision for future mixed residential areas that provide a wide choice of housing types)
  - Land Use Policy 2.1.8 (Maintain a viable mix of available residential densities to accommodate a variety of housing types).
- Attachment # 5 Map of Building Types in Site A (Enclave off Kilkierane Drive).
- Attachment # 6 Density Map for Site A (Enclave off Kilkierane Drive).

# **CITY OF TALLAHASSEE**

# Short Range Community Based Planning

# TARGET ISSUE AGENDA ITEM

ACTION REQUESTED ON:	May 27, 2015
SUBJECT/TITLE:	Kilkierane Zoning Issues
TARGET ISSUE:	Short Range Community Based Planning

#### STATEMENT OF ISSUE

This agenda item requests the Short Range Community Based Planning Target Issue Committee (SRTI) to provide direction on how to address legal non-conforming uses and densities that currently exist in a residential enclave located in Killearn Estates.

#### RECOMMENDED ACTIONS

- 1.
  - a. Comprehensive Plan FLUM Amendment from RP to UR-2.
  - b. Comprehensive Plan Text Amendment to the UR-2 FLUM category to modify language that states UR-2 FLUM not to be applied within the interior of an existing neighborhood.
  - c. Text Amendment to the MR Zoning District to increase the maximum density from 12 to 16 dwelling units/acre.
  - d. Text Amendment to the MR Zoning District to remove street access restriction to collector or arterial.
  - e. Text Amendment to the MR-1 Zoning District to increase the maximum density from 16 to 20 dwelling units/acre.

#### **FISCAL IMPACT**

N/A

For information, please contact: Russell Snyder/Mary Jean Yarbrough, 891-6400.

<u>Item Title</u>: Kilkierane Zoning Issues. May 27, 2015 Page 2 of 7

## SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS

#### **BACKGROUND**

The property owner of 2814 Kilkierane Drive contacted the City to inquire about constructing a multi-unit residential structure in late 2014. Staff informed him that he was only allowed to construct a single family (1-unit) structure because more than one dwelling unit would exceed the density allowed in the RP-2 district. The subject lot is the only unbuilt lot located in an enclave (Unit 22 of Killearn Estates, 71 lots) of residential structures. Further analysis revealed that a large number of the lots contain legal non-conforming residential structures (triplex, quadruplex, and multi-family), and also exceed the allowed density of the RP-2 zoning district. The zoning has changed since these structures were built and the zoning history is provided below:

**Original Zoning:** Prior to adoption of the City of Tallahassee Zoning, Site Plan and Subdivision Regulations in 1992, the subject parcel and surrounding parcels in the enclave were zoned RM-2, which allowed single-family, two-, three-, and four-family dwellings, multiple-family dwellings, townhomes, cluster development and a density of 29.4 dwelling units/acre.

**1992:** The City of Tallahassee rezoned the subject parcel and surrounding parcels from RM-2 to Residential Preservation-2 (RP-2) pursuant to the adoption of the revised Tallahassee-Leon County Comprehensive Plan in 1990. The RP-2 zoning district allows single-family, two-family dwellings, community facilities and a density of 6 dwelling units/acre.

**2003:** The City Commission terminated the vested rights review ordinance and vesting rights for the subject parcel expired on October 1, 2003 unless a request was submitted and approved for an extension of vested rights. An extension was also granted if a building or site development permit had been submitted. The subject property owner did not submit any of the required documentation and therefore, was not granted an extension.

**2015:** Currently, the subject parcel and surrounding parcels are zoned RP-2 and the future land use designation is Residential Preservation (RP). See Attachments 1 and 2.

# <u>Analysis</u>

#### <u>Legal Non-Conforming Uses</u>

As previously mentioned, after a property owner inquired about building a multi-unit residential structure on a lot in Killearn Estates, staff discovered that it was located in an enclave comprised of several lots containing residential structures that are legal non-conforming uses (triplex, quadruplex, and multi-family) as shown on Attachment 3. The RP-2 zoning district allows only single-family, two-family dwellings, and community facilities.

<u>Item Title</u>: Kilkierane Zoning Issues. May 27, 2015 Page 3 of

Legal non-conforming residential uses are allowed to remain in this situation, but if more than 50% of the structure is damaged (fire, weather, etc.), the Land Development Code prohibits rebuilding the structure.

#### <u>Density</u>

The RP-2 zoning district allows a maximum density of 6 dwelling units/acre. Several of the lots (19 of 71 lots) within the enclave exceed the maximum allowed density (see Attachment 4). The Land Development Code allows a property owner to construct one single-family dwelling unit on a lot; therefore the lots that reflect the number 1 are conforming to uses because one unit is allowed regardless of the lot size (see Attachment 4).

The Land Development Code defines density as the number of dwelling units per gross acre being developed and the allowable density is determined by the zoning designation. In a new subdivision the density is based on the number of dwelling units per acre of land developed when subdivided; typically one dwelling unit per parcel, unless further specified, such as a duplex subdivision. For instance, 30 dwelling units on 30 acres yields a density of 1 dwelling unit per acre. On individual properties developed for more than one dwelling unit, the density is based on the number of dwelling units and the acreage of the property and may not exceed the density allowed in the zoning district. In this scenario, 2 dwelling units on one-half acre yields 4 dwelling units per acre.

#### Potential Solutions

Staff further investigated potential solutions to allow the subject property owner to construct more than a single family dwelling unit on the parcel and to bring the other enclave parcels into a legal conforming status with regards to use and density. The minimum requirement would be a future land use map (FLUM) change and a rezoning; however, each potential solution would require other action(s) as reflected in Attachment 5 and explained below.

The proposed solutions discussed below are summarized in the following table, which also reflects staff's recommendation in order of priority:

<u>Item Title</u>: Kilkierane Zoning Issues. *May 27, 2015* 

Page 4 of 7

Staff Recommendation	Zoning District	Implementing FLUM	Recommended Comprehensive Plan Text Amendment		Recommended Zoning District ext Amendment(s)	Remaining Non- Conformities	Maximum density for 2814 Kilkierane
1	MR (6-12 du/ac)	Urban Residential-2	Modify* language that states UR-2 FLUM not to be applied within the interior of an existing neighborhood.	2.	Increase the maximum density from 12 to 16 dwelling units/acre. Remove street access restriction to only a collector or arterial.	6 lots would exceed allowable density (unless density increased to 16 du/acre via code amendment) All lots exceed minimum density.	2 units @ .24 acre; 3 units @ .25 acre
2	MR-1 (8-16 du/ac)	Urban Residential-2	Modify* language that states UR-2 FLUM not to be applied within the interior of an existing neighborhood.	2.	Increase the maximum density from 16 to 20 dwelling units/acre. Decrease the minimum density from 8 to 6 dwelling units/acre.	1 lot would not meet minimum density	3 units @ .24 acre; 4 units @ .25 acre
3	R-4 (4-8 du/ac, local road); (4-10 du/ac, collector or arterial)	Urban Residential	Modify* language that states UR FLUM not to be applied within the interior of an existing development.	2.	Modify language that states R-4 not to be applied within the interior of an existing neighborhood. Remove language that prohibits vehicular access to a local road if 10 du/ac.	19 lots would exceed allowable density  All lots exceed minimum density.	1 unit @ .24 acre; 2 units @ .25 acre

<sup>\*</sup> The new language would be as follows: "The category is not to be applied within the interior of an existing neighborhood, unless to correct existing legal non-conforming uses and/or densities."

Staff's first recommendation will bring the legal non-conforming uses and densities in the enclave to a conforming status, while having the least amount of impact on the surrounding neighborhood. This proposed solution requires an amendment to the UR-2 FLUM category (see Attachment 6) and a rezoning of the enclave to the MR zoning district (See Attachment 7). The UR-2 FLUM category stipulates that it is not to be applied within the interior of an existing neighborhood. The enclave is located within an existing neighborhood (Killearn Estates); therefore a text amendment to the FLUM category is required to modify this language. The proposed modified language is as follows; "The category is not to be applied within the interior

<u>Item Title</u>: Kilkierane Zoning Issues. May 27, 2015 Page 5 of 7

of an existing neighborhood, unless to correct existing legal non-conforming uses and/or densities."

The current MR zoning district allows a density of 12 dwelling units/acre and also allows two-and three-unit structures on the subject parcel; however, 6 lots in the enclave would still exceed the allowable density. Therefore, in order to accommodate the existing density of the parcels in the enclave, the MR zoning district would require a text amendment to increase the maximum density from 12 to 16 dwelling units/acre. Because the MR-1 zoning district's current maximum density is 16 dwelling units/acre, in order to differentiate the MR and the MR-1 districts, an amendment to the MR-1 zoning district is also recommended to increase its maximum density to 20 dwelling units/acre (See Attachment 8). An amendment to the minimum density is not required, as all the lots in the enclave meet the minimum density of 6 dwelling units/acre.

Regarding the implications of these proposed changes, there is only one MR zoning district. It was established in 2005 to correct a legal non-conformity on an 8.2-acre site in the Belmont Trace area located on Belmont Road (see Attachment 9). The area was comprised of duplexes, triplexes, and quadraplexes at a density of 10 dwelling units/acre, and was non-conforming under its previous zoning of R-4. However, a text amendment to the R-4 zoning district in 2006, which established a minimum density of 4 dwelling units/acre and increased the maximum density to 10 dwelling units/acre, would now make the non-conforming area conforming under R-4. If the maximum density of MR was increased to 16 dwelling units/acre, in conjunction with increasing the MR-1 density to 20 as discussed above, this subdivision could potentially be rezoned back to the R-4 zoning to avoid making the Belmont Trace area too dense.

The MR zoning district requires access to a collector or arterial. The streets within and surrounding the enclave are classified as local; therefore an amendment to allow access to a local street is required. Staff does not anticipate any significant impacts from removing this restriction from MR, since the denser MR-1 zoning district currently allows access to local streets (proposed density for MR is 16 dwelling units/acre, the same as the current MR-1).

Staff's second recommendation (a text amendment to the UR-2 FLUM with a rezoning of the enclave to the MR-1 zoning district) would allow the greatest amount of density without a land development regulation amendment (16 dwelling units/acre), as well as three- or four-unit structures on the subject parcel. However, one lot in the enclave would still not meet the minimum density of 8 dwelling units/acre required by MR-1 zoning. The FLUM text amendment is the same as what is required for the MR zoning district, which is modifying the language prohibiting the UR-2 FLUM from being applied within the interior of an existing neighborhood. As previously mentioned, one lot does not meet the minimum density standard and staff recommends a text amendment to the MR-1 zoning district that would reduce the minimum density standard from 8 to 6 dwelling units/acre. Since reducing the minimum density could potentially result in less density overall within the enclave, no significant impacts are identified by staff.

Staff's third recommendation requires an amendment to the UR FLUM (see Attachment 6) with a rezoning of the enclave to the R-4 zoning district (see Attachment 10). Again, the FLUM text

<u>Item Title</u>: Kilkierane Zoning Issues. May 27, 2015 Page 6 of 7

amendment is the same as what is required for the MR and MR-1 zoning district options as discussed above. While this zoning district will allow a single-family or two- unit structures on the subject parcel, 19 of the 71 lots would still be non-conforming because they would exceed the maximum density of 10 dwelling units/acre (after the text amendment concerning access discussed immediately below). Additionally, two amendments to the zoning district are required. The first is to modify language that states R-4 is not to be applied within the interior of an existing development. The proposed modified language is as follows; "The district is not intended to be applied within the interior of an existing development, unless to correct currently existing legal non-conforming uses and/or densities." The second amendment is to remove language that prohibits vehicular access to a local road if the development is between 8 and 10 dwelling units/acre. Since the existing development that comprises the enclave already has access to local streets, staff does not anticipate any impacts from removing this prohibition.

#### Potential Impacts of Proposed Comprehensive Plan and Code Amendments in Other Areas

The proposed modification to the UR and UR-2 FLUM categories could potentially allow higher densities within existing neighborhoods. However, the proposed text amendment to the FLUM categories would only allow them to be applied within the interior of a neighborhood where past development regulations and practices have resulted in existing legal non-conforming uses and/or densities. If a property owner(s) approached staff regarding an area of legal non-conforming uses and/or densities, staff would conduct an analysis to confirm its eligibility before recommending a map amendment changing the FLUM to UR or UR-2.

The text amendment to increase the MR and MR-1 zoning district's maximum density to 16 and 20 dwelling units/acre, respectively, could potentially allow properties that currently have MR and MR-1 zoning to redevelop at greater densities that may have impacts on nearby neighborhoods. Attachment 11 is comprised of four quadrant maps which reflect the current location of all MR and MR-1 zoning districts and their location in relationship to nearby neighborhoods. If a proposed redevelopment application was submitted to staff, applicable buffering requirements would be applied per the Land Development Code.

The second text amendment to the MR-1 zoning district is to reduce the minimum density from 8 to 6 dwelling units/acre. Since the amendment would be reducing the minimum density required resulting in potentially less dense developments, staff does not foresee any impacts with this revision.

Revising the R-4 zoning district intent language to only allow it to be applied within the interior of a neighborhood could also potentially allow higher densities within existing neighborhoods. However, similarly to the text amendments to the UR and UR-2 FLUM categories, the proposed text amendment only allows it to be applied if it is correcting existing legal non-conforming uses and densities as a result of past development regulations and practices. As part of staff's analysis, potential impacts resulting from an increase of density would be reviewed and considered for any proposed rezoning to the R-4 zoning district category.

**Item Title**: Kilkierane Zoning Issues.

May 27, 2015 Page 7 of 7

The second text amendment to the R-4 zoning district proposes to remove language that prohibits vehicular access to a local road if the development is between 8 and 10 dwelling units/acre. Removing this language will allow developments with a density of 10 dwelling units/acre to access any type of streets, including local streets. This amendment will not affect the properties that are currently zoned R-4, as all but one R-4 property has access to a collector or an arterial and the one property that does access a local street has a density of 8 dwelling units/acre, which meets the current access standards.

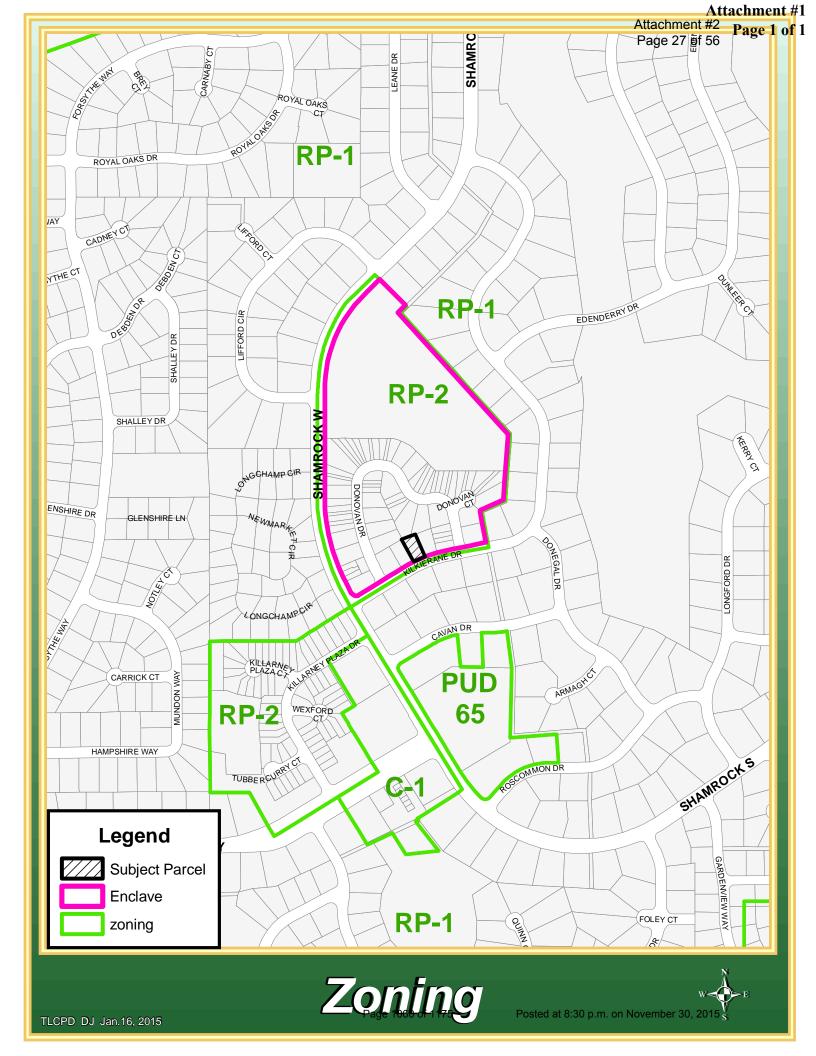
It should be noted that staff is proposing a text amendment to the R-4 zoning district in conjunction with a proposed FLUM map amendment that is part of the current Comprehensive Plan amendment cycle. The revision would be similar to the second text amendment discussed above except it would only exempt properties that are located in the MMTD from meeting the access requirements for a local street (8 or less dwelling units/acre) and collector street or above (8 to 10 dwelling units/acre).

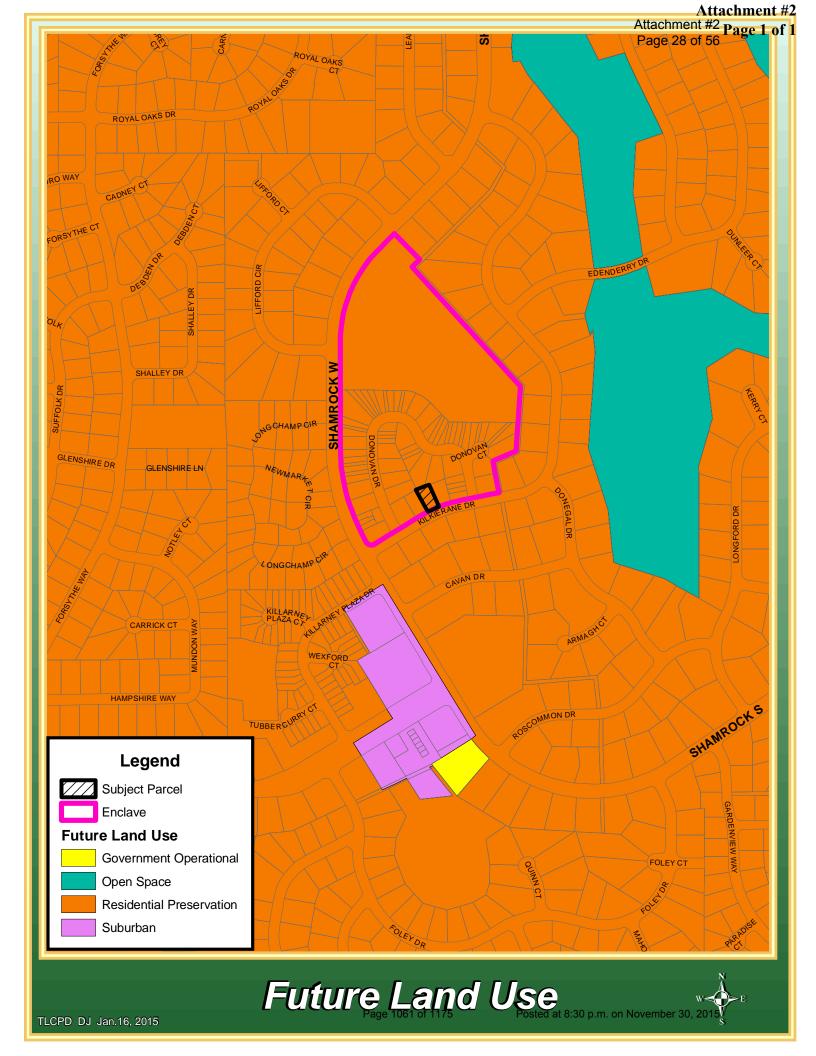
#### Legal Non-Conforming Uses and Densities Elsewhere in Killearn Estates

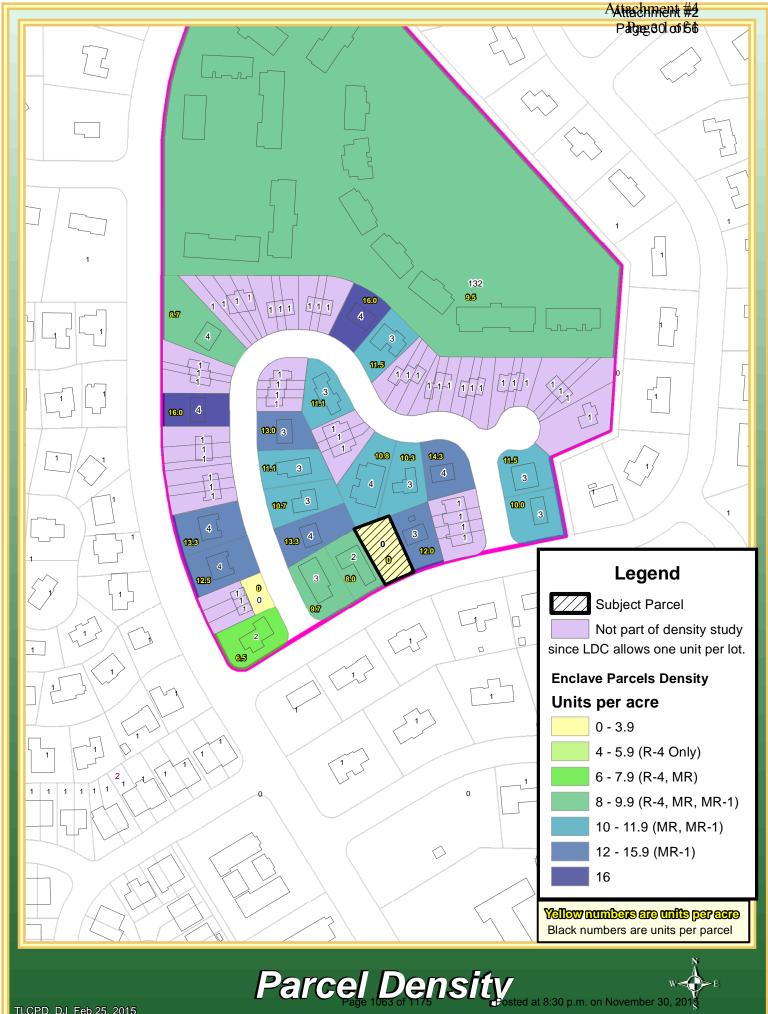
There are two other small areas, totaling 3 parcels, in the Killearn Estates neighborhood that contain non-conforming uses and densities as shown on Attachment 12. Two of the parcels contain quadraplexes with densities under 10 dwelling units/acre. The other parcel contains a triplex with a density of 12.5 dwelling units/acre. If it is the desire of the commission to bring these properties into conforming status, staff recommends the UR FLUM category with the proposed text amendment and the R-4 zoning district with the proposed text amendments for the first two parcels, and the UR-2 FLUM category with the proposed text amendment and the MR zoning district with the proposed text amendment for the third parcel (see Table above).

#### Attachments/References

- 1. Zoning Map.
- 2. Future Land Use Map.
- 3. Building Type Map.
- 4. Parcel Density Map.
- 5. 2814 Kilkierane Zoning and Future Land Use Category Options.
- 6. Policies 2.2.3 and 2.2.24 of the Land Use Element, *Tallahassee-Leon County Comprehensive Plan*: Urban Residential and Urban Residential-2 Future Land Use Category Descriptions.
- 7. MR Zoning District.
- 8. MR-1 Zoning District.
- 9. Belmont Trace Area and MR Zoning Map.
- 10. R-4 Zoning District.
- 11. MR and MR-1 Zoning & Future Land Use Quadrant Maps.
- 12. Killearn Area Parcel Density Map.







# 2814 Kilkierane Zoning and Future Land Use Category Options

Zoning District	Allowable Density	Implementing FLUMs	FLUM Densities	Remaining Non- Conformities	Other Restrictions	Maximum density for 2814 Kilkierane
R-4	4-8 du/ac (local road); 4-10 du/ac (collector or arterial)	Urban Residential; Urban Residential-2; Suburban (Low Density Residential Development Pattern)	UR: 4-10 du/ac; UR-2: 4-20 du/ac; Suburban: 0-8 du/ac	19 lots would exceed allowable density	UR and UR-2 FLUMs not to be applied within the interior of an existing neighborhood	1 unit @ .24 acre; 2 units @ .25 acre
MR	6-12 du/ac	Urban Residential-2; Suburban (Medium Density Residential Development Pattern)	UR-2: 4-20 du/ac; Suburban: 8-16 du/ac	6 lots would exceed allowable density	Zoning District only allowed on collector or arterial; UR-2 FLUM not to be applied within the interior of an existing neighborhood	2 units @ .24 acre; 3 units @ .25 acre
MR-1	8-16 du/ac	Urban Residential-2; Suburban (Medium Density Residential Development Pattern)	UR-2: 4-20 du/ac; Suburban: 8-16 du/ac	1 lot would not meet minimum density	UR-2 FLUM not to be applied within the interior of an existing neighborhood	3 units @ .24 acre; 4 units @ .25 acre

#### **Allowable FLUM Uses**

Urban Residential: Townhouses, single-family detached, two-family and multiple-family dwelling units, and community facilities related to residential uses.

Urban Residential-2: Townhouses, single-family detached, two-family and multiple-family dwelling units, open space/recreation, and community facilities related to residential uses.

Suburban (Low and Medium Density Residential Development Patterns): Residential, recreation, light infrastructure and community service.

Land Use Element

under a common plan of development are permitted up to 10,000 square feet of non-residential gross building floor area per parcel and 20,000 square feet per acre except when located only on the ground floor of a structure also containing residential uses in which case there is no size limitation on non-residential uses.

#### Policy 2.2.23: [L]

URBAN RESIDENTIAL (Effective 7/20/05; Revision Effective 7/26/06; Renumbered 3/14/07)

The primary intent of the Urban Residential land use category, which is to be applied only within the Urban Services Area, is to encourage medium density (4-10 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The implementing zoning district shall contain design standards as well as locational criteria in order to accomplish these goals. The Urban Residential category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing neighborhood. The maximum residential density within the Urban Residential is 10 du/ac and the minimum is 4 du/ac.

Policy 2.2.24: [L] (Revision Effective 7/26/06; Revision Effective 3/14/07)

#### **URBAN RESIDENTIAL 2**

The primary intent of the Urban Residential 2 land use category, which is to be applied only within the Urban Services Area, is to encourage a range of density (4-20 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The implementing zoning district(s) shall contain design standards as well as locational criteria in order to accomplish these goals. The Urban Residential category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as open space/recreation and community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing designated residential preservation area. The maximum residential density within the Urban Residential 2 category is 20 units per acre.

Section 10-267. MR Medium Density Residential District.

	PERMITTED USES	
1. District Intent	2. Principal Uses	3. Accessory Uses
The MR district is intended to be located in areas designated Mixed Use-A,	(1) Community facilities related to residential uses, including religious facilities, libraries, police/fire stations, and	(1) A use or structure on the same
B, or C on the Future Land Use Map of the Comprehensive Plan, in close	elementary, middle, and high schools. Vocational schools are prohibited. Other community facilities may be	lot with, and of a nature customarily
proximity to more intensive non-residential uses, including commercial and	allowed in accordance with Section 18.1 of these regulations.	incidental and subordinate to, the
office uses; and to residentially compatible public facilities such as schools,	(2) Day care centers.	principal use or structure and which
parks, and transit facilities. The MR district is intended to achieve densities	(3) Golf courses.	comprises no more than 33 percent
consistent with urban development, use of public transit, and efficient use of	(4) Multiple-family dwellings.	of the floor area or cubic volume of
public infrastructure. Off-street parking facilities in the MR district shall be	(5) Nursing homes and other residential care facilities.	the principal use or structure, as
located and designed to promote convenient access to pedestrian and mass	(6) Passive and active recreational facilities.	determined by the Land Use
transit facilities. The MR district shall provide for a wide range of	(7) Rooming Houses.	Administrator.
residential housing types. The maximum gross density allowed for new	(8) Single-family attached dwellings.	(2) Light infrastructure and/or utility
residential development in the MR district is 12 dwelling units per acre,	(9) Single-family detached dwellings.	services and facilities necessary to
while the minimum gross density allowed is 6 dwelling units per acre,	(10) Two-family dwellings.	serve permitted uses, as determined
unless constraints of concurrency or preservation and/or conservation	(11) Zero-lot line single-family detached dwellings.	by the Land Use Administrator.
features preclude the attainment of the minimum densities. Certain		
community and recreational facilities related to residential uses and day care		
centers are also permitted.		
	DEVELOPMENT STANDARDS	

				DEVE	LOPMENT STANDARDS				
	4. Minimum Lot or Site Size				Building Setbacks	-		6. Maximum Building Restrictions	
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side- Interior Lot	c. Side- Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Single-Family Detached Dwellings	5,000 square feet	50 feet	100 feet	15 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	not applicable	3 stories
Zero-Lot Line Single-Family Detached Dwellings	3,750 square feet	30 feet interior lot: 40 feet corner lot	100 feet	20 feet	0 feet one side; 5 feet other side	15 feet	25 feet	not applicable	3 stories
Two-Family Dwellings	7,000 square feet	70 feet	100 feet	15 feet	Same as single-family dwellings above	15 feet	25 feet	not applicable	3 stories
Single-Family Attached Dwellings	1,600 square feet minimum; average of 2,000 square feet	16 feet	none	20 feet	none	15 feet	25 feet	maximum length: 8 units	3 stories
Rooming Houses	5,000 square feet	50 feet	100 feet	15 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	not applicable	3 stories
Multiple-Family Dwellings	10,000 square feet	80 feet	100 feet	15 feet	15 feet on each side	15 feet	25 feet	not applicable	3 stories
Any Permitted Principal Non-	12,000 square feet	80 feet	100 feet	15 feet	15 feet on each side	15 feet	25 feet	20,000 square feet of gross building	3 stories
Residential Use		11 4 1				]		floor area per acre	
1. Access Criteria: The MR district shall l	nave access to an arterial or c	ollector roadway.							

<sup>1.</sup> If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policies 3.1.6. and 3.1.7. of the Comprehensive Plan for additional requirements.

<sup>2.</sup> Refer to chapter 5, environmental management for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

<sup>3.</sup> Refer to chapter 4, concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

<sup>4.</sup> For cluster development standards, refer to Section 10-426.

# Section 10-250. MR-1 Medium Density Residential District.

The following applies to the MR-1 Medium Density Residential District:

	PERMITTED USES	
1. District Intent	2. Principal Uses	3. Accessory Uses
The MR-1 district is intended to be located in areas designated	(1) Community facilities related to residential uses, including religious	(1) A use or structure on
Urban Residential 2 or Suburban on the Future Land Use Map of	facilities, police/fire stations, and elementary, middle, and high schools.	the same lot with, and of
the Comprehensive Plan, in close proximity to more intensive	Libraries or vocational schools are prohibited. Other community	a nature customarily
non-residential uses, including commercial and office uses; and	facilities may be allowed in accordance with Section 10-413 of these	incidental and
to residentially compatible public facilities such as schools,	regulations.	subordinate to, the
parks, and transit facilities. The MR-1 district is intended to	(2) Day care centers.	principal use or structure
achieve densities consistent with urban development, use of	(3) Golf courses.	and which comprises no
public transit, and efficient use of public infrastructure. Off-	(4) Multiple-family dwellings.	more than 33 percent of
street parking facilities in the MR-1 district shall be located and	(5) Nursing homes and other residential care facilities.	the floor area or cubic
designed to promote convenient access to pedestrian and mass	(6) Passive and active recreational facilities.	volume of the principal
transit facilities. The MR-1 district shall provide for a wide range	(7) Rooming Houses.	use or structure, as
of residential housing types. The maximum gross density	(8) Single-family attached dwellings.	determined by the Land
allowed for new residential development in the MR-1 district is	(9) Single-family detached dwellings.	Use Administrator.
16 dwelling units per acre, while the minimum gross density	(10) Two-family dwellings.	(2) Light infrastructure
allowed is 8 dwelling units per acre, unless constraints of	(11) Zero-lot line single-family detached dwellings.	and/or utility services and
concurrency or preservation and/or conservation features		facilities necessary to
preclude the attainment of the minimum densities. Certain		serve permitted uses, as
community and recreational facilities related to residential uses		determined by the Land
and day care centers are also permitted.		Use Administrator.
Development standards for properties located within the		
MMTD are established within Division 4 of this Code.		

				DEVELOR	PMENT STANDARDS				
	4. Minimum Lot	or Site Size	5. Minimum Building Setbacks					6. Maximum Building Restrict	ions
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side- Interior Lot	c. Side- Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Single-Family Detached Dwellings	5,000 square feet	50 feet	100 feet	15 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	not applicable	3 stories
Zero-Lot Line Single- Family Detached Dwellings	3,750 square feet	30 feet interior lot: 40 feet corner lot	100 feet	20 feet	0 feet one side; 5 feet other side	15 feet	25 feet	not applicable	3 stories
Two-Family Dwellings	7,000 square feet	70 feet	100 feet	15 feet	Same as single-family dwellings above	15 feet	25 feet	not applicable	3 stories
Single-Family Attached Dwellings	1,600 square feet minimum; average of 2,000 square feet	16 feet	none	20 feet	none	15 feet	25 feet	maximum length: 8 units	3 stories
Rooming Houses	5,000 square feet	50 feet	100 feet	15 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	not applicable	3 stories
Multiple-Family Dwellings	10,000 square feet	80 feet	100 feet	15 feet	15 feet on each side	15 feet	25 feet	not applicable	3 stories
Any Permitted Principal Non-Residential Use	12,000 square feet	80 feet	100 feet	15 feet	15 feet on each side	15 feet	25 feet	20,000 square feet of gross building floor area per acre	3 stories

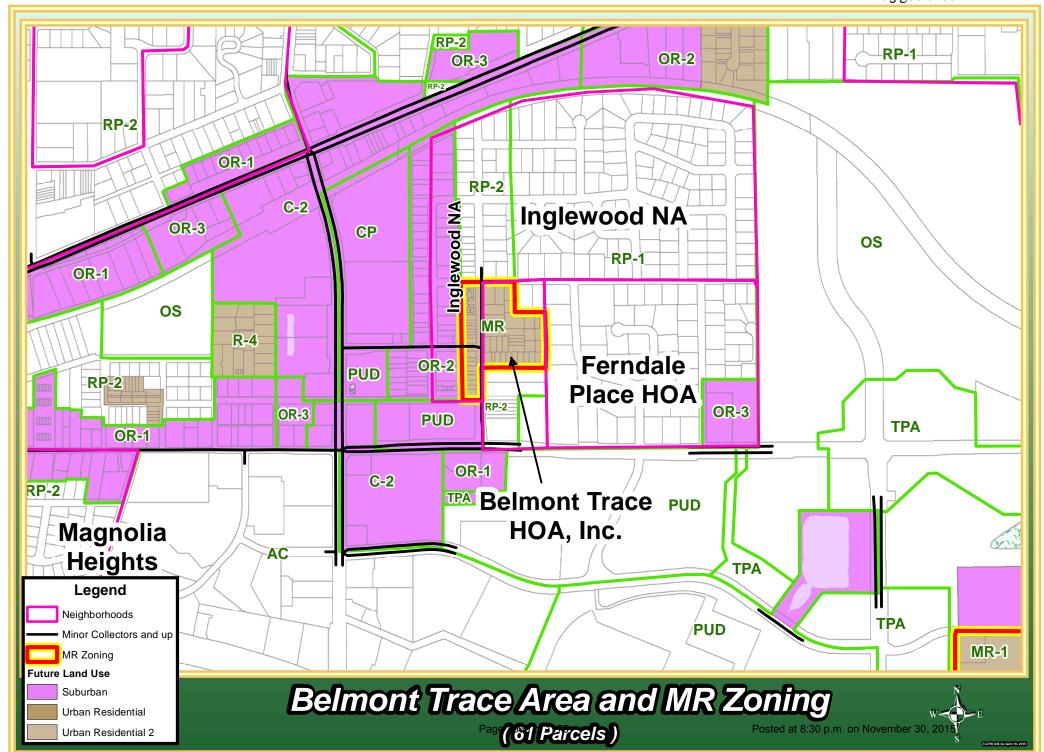
#### **GENERAL NOTES:**

<sup>1.</sup> If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.

<sup>2.</sup> Refer to chapter 5, environmental management for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

<sup>3.</sup> Refer to chapter 4, concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

<sup>4.</sup> For cluster development standards, refer to Section 10-426.



## Section 10-247. R-4 Urban Residential District.

The following applies to the R-4 Urban Residential District:

	PERMITTED USES	
1. District Intent	2. Principal Uses	3. Accessory Uses
The R-4 district is intended to be located in areas designated Urban Residential, Urban Residential 2 or Suburban on the Future Land Use Map of the Comprehensive Plan which contain or are anticipated to contain a wide range of single-family, two-family, and multi-family housing types. The maximum gross density allowed for new residential development in the R-4 district is 10 dwelling units per acre, with a minimum gross density of 4 dwelling units per acre when applied to the urban residential future land use category, unless constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum densities.  R-4 districts are intended to achieve densities consistent with urban development and to promote infill development. Certain community and recreational facilities related to residential uses are also permitted. This district may serve as a transition between low density residential and higher density residential, office development, collector and arterial streets. The district is not intended to be applied within the interior of an existing development. Non-residential uses shall be compatible in scale and design with adjoining residential neighborhoods.  Development standards for properties located within the MMTD are established within the Division 4 of this Code.	<ol> <li>Community facilities related to residential uses including religious facilities, police/fire stations, and elementary and middle schools. Libraries, vocational, and high schools are prohibited. Other community facilities may be allowed in accordance with Section 10-413.</li> <li>Golf courses.</li> <li>Multiple-family dwellings.</li> <li>Nursing homes and other residential care facilities.</li> <li>Passive and active recreational facilities.</li> <li>Rooming houses.</li> <li>Single-family attached dwellings.</li> <li>Two-family detached dwellings.</li> <li>Two-family dwellings.</li> <li>Zero-lot line single-family detached dwellings.</li> </ol>	(1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the Land Use Administrator.  (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the Land Use Administrator.

DEVELOPMENT STANDARDS											
	4. Minimum Lo	ot or Site Si	ze	5. Minim	um Building Setbacks			6. Maximum Building Restrictions			
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side- Interior Lot	c. Side- Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)		
Single-Family Detached Dwellings	* (Flag lots are prohibited)		(Minimum building area of 35 ft. between front and rear setbacks.)	15 feet	3 feet each side and 6-foot separation between buildings	15 feet	25 feet	not applicable	3 stories		
Single-Family Attached Dwellings	* (Flag lots are prohibited)		(Minimum building area of 35 ft. between front and rear setbacks.)	20 feet	not applicable	15 feet	25 feet	maximum length: 8 units	3 stories		
Rooming Houses	5,000 square feet	50 feet	100 feet	20 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet.	15 feet	25 feet	not applicable	3 stories		
Zero-Lot Line Single- Family Detached Dwellings	* (Flag lots are prohibited)		(Minimum building area of 35 ft. between front and rear setbacks.)	15 feet	0 feet one side; 5 feet perimeter side	15 feet	25 feet	not applicable	3 stories		
Two-Family Dwellings	* (Flag lots are prohibited)		(Minimum building area of 35 ft. between front and rear setbacks.)	Maxim um:20 feet Minimu m: 0 feet	same as for single- family detached dwellings	15 feet	25 feet	not applicable	3 stories		

	DEVELOPMENT STANDARDS										
	4. Minimum Lo	ot or Site Si	ze	5. Minim	um Building Setbacks			6. Maximum Building Restrictions			
Multiple-Family Dwellings	10,890 square feet	70 feet	100 feet	Maxim um:20 feet Minimu m: 0 feet	15 feet on each side	20 feet	25 feet	not applicable	3 stories		
Any Permitted Principal Non-Residential Use	12,000 square feet	80 feet	100 feet	Minimu m: 15 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet.	15 feet	25 feet	10,000 square feet of gross building floor are per acre	3 stories		

7. Off-Street Parking Requirements: To further promote the compatibility among permitted residential uses in the R-4 district, off-street parking facilities associated with the construction of new multiple-family dwellings or nursing homes or other residential care facilities shall not be located on the perimeter of the site between a street right-of-way and the proposed buildings. Instead, the off-street parking facilities shall be located on the interior of the site.

#### 8. Reserved

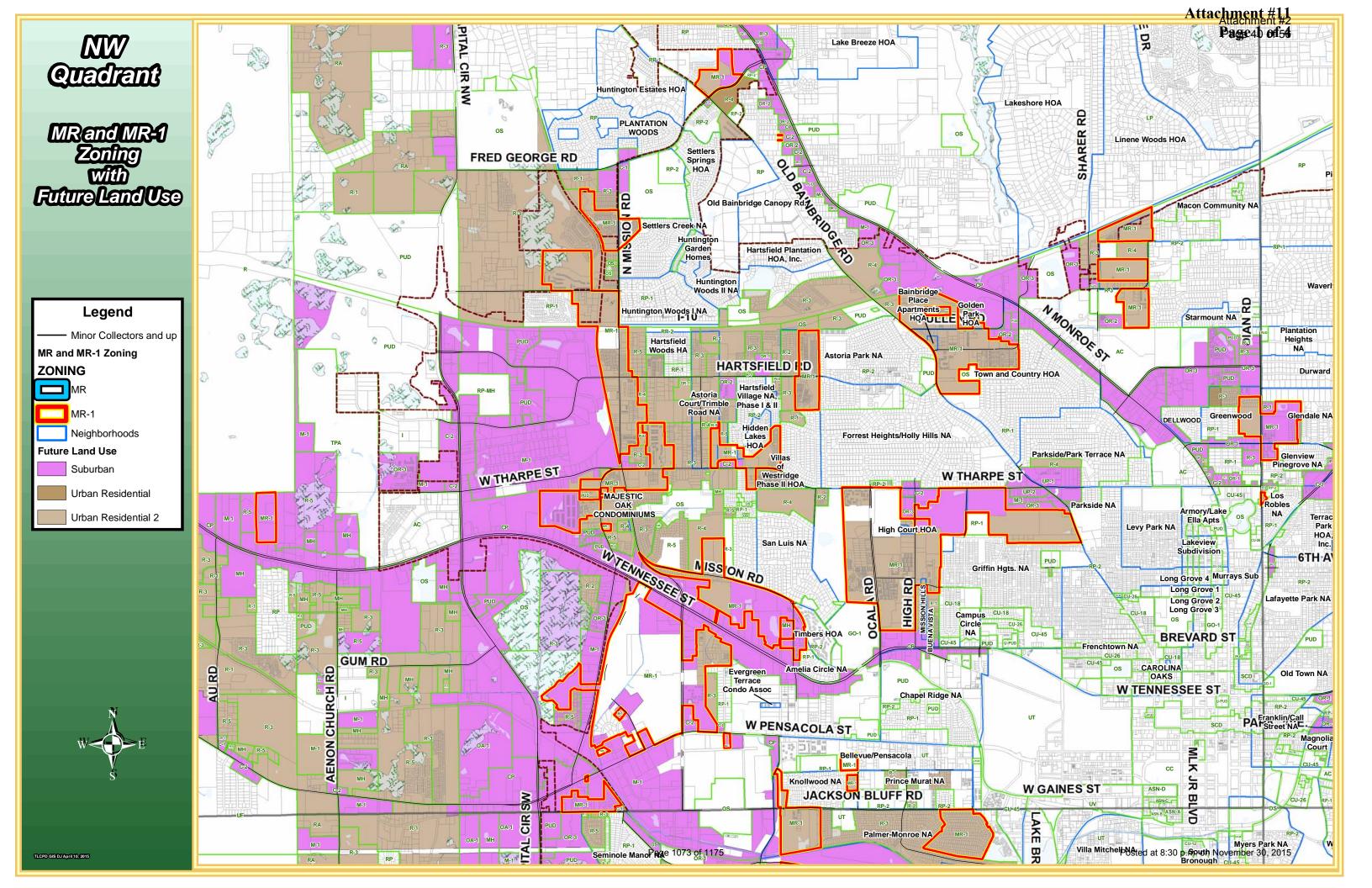
9. Lighting Criteria for Non-Residential Uses: Lighting shall be directed toward the interior of the site and away from adjacent properties.

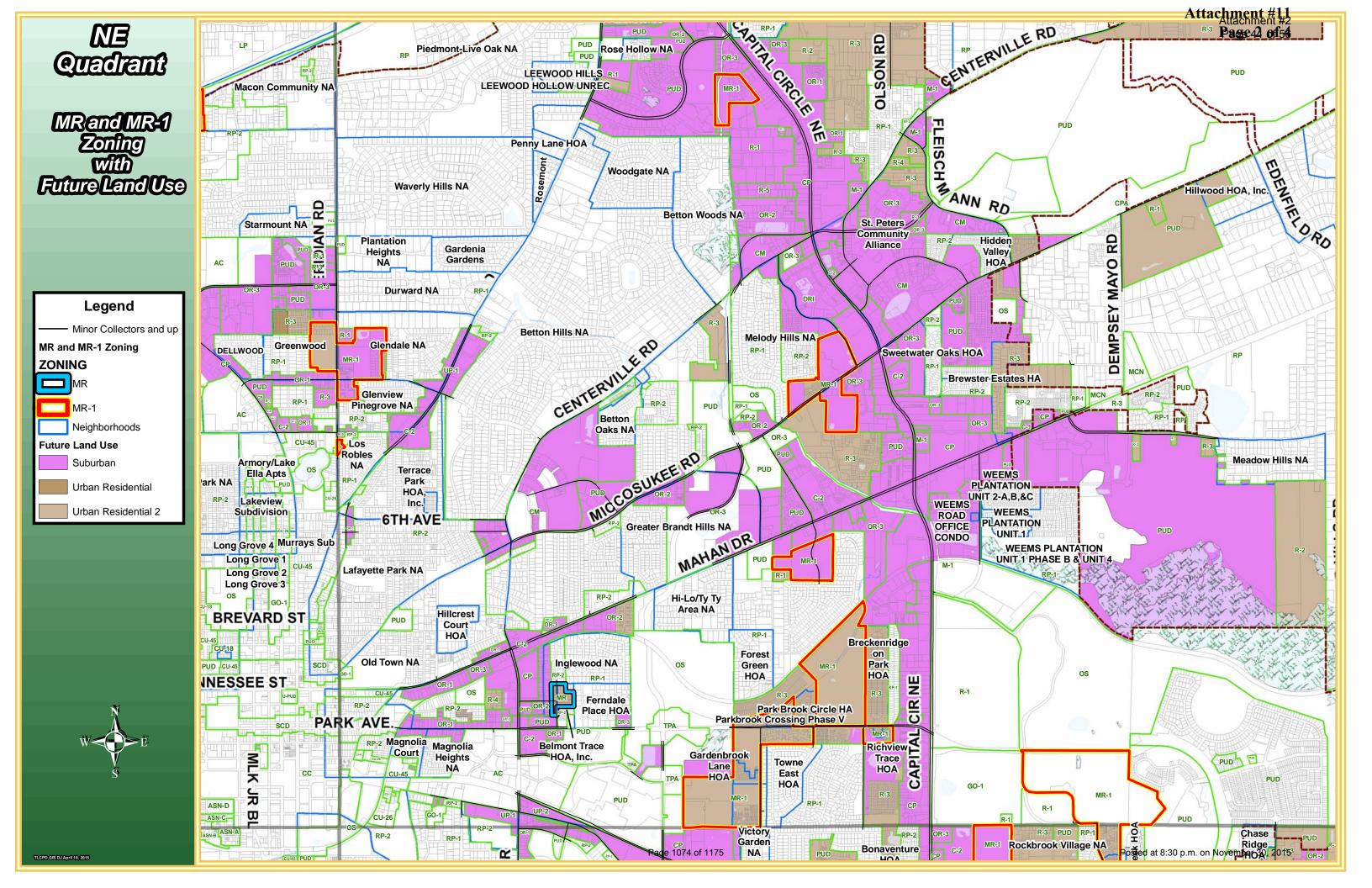
#### 10. Criteria for Non-Residential Buildings:

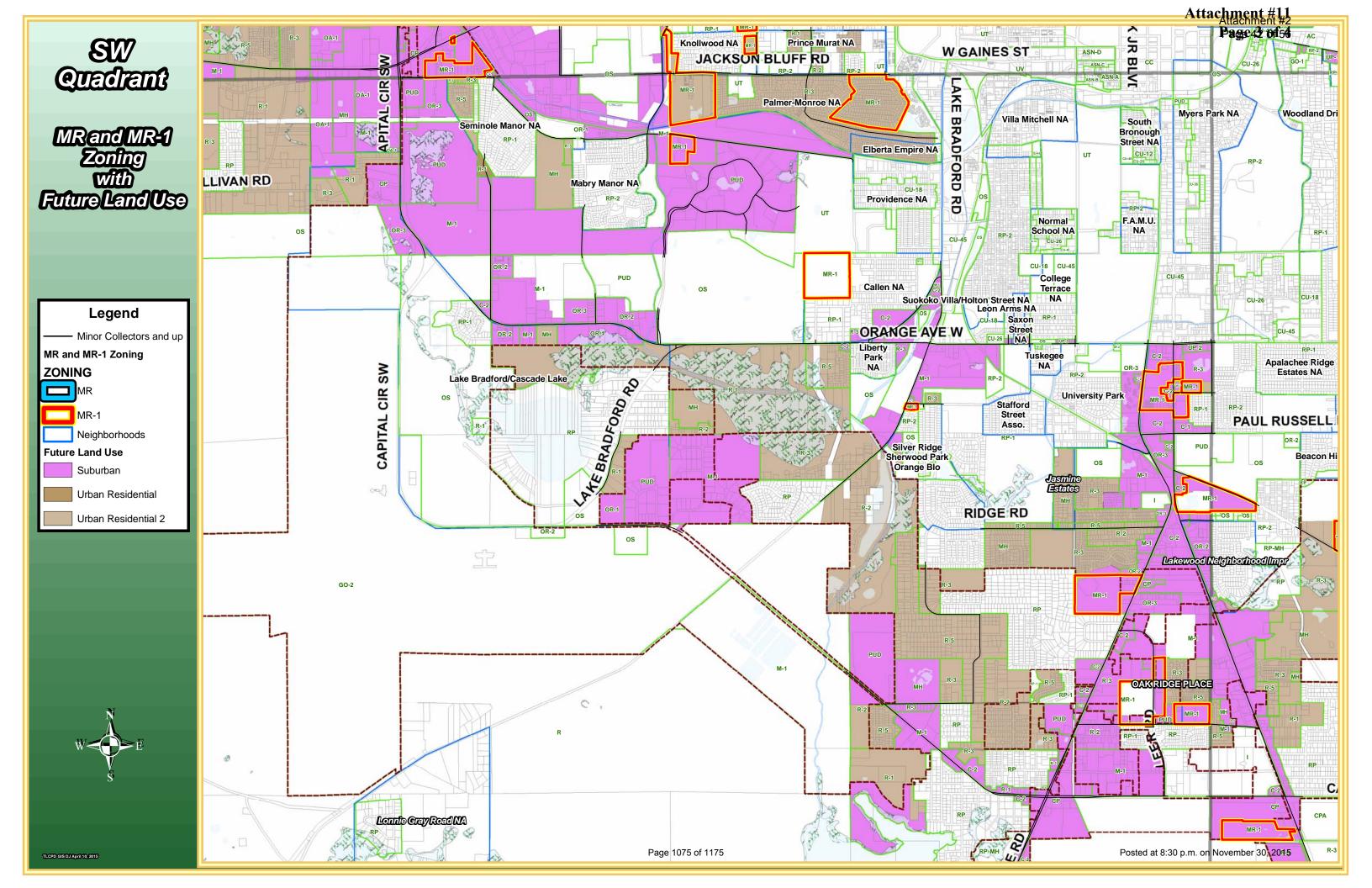
- a. Roofs shall be designed with a minimum pitch of four in 12 (four feet rise per 12 feet of run). Flat roofs are prohibited.
- b. Non-residential buildings shall be in character with surrounding area.
- c. All exterior walls of new non-residential buildings shall be furnished with the same material.
- d. Exterior walls at street frontages shall be 50 percent transparent with clear or lightly tinted glass, or stained glass. Reflective glass is prohibited.
- e. Exterior window shading devices such as awnings or canopies are required.
- f. Solid waste facilities and mechanical equipment serving non-residential facilities shall be screened with a material consistent with the principle structure.
- 11. Street Vehicular Access Restrictions: Properties in the R-4 zoning district may have vehicular access to a local street if the density is eight or less dwelling units per acre. If the density is more than eight dwelling units per acre and 10 or less dwelling units per acre, the site must have vehicular access to a collector or arterial street. Passive recreational uses may front on any classification of street. Active recreation, community facilities (except elementary schools), nursing homes and other residential care facilities are required to have access to a collector or arterial street.

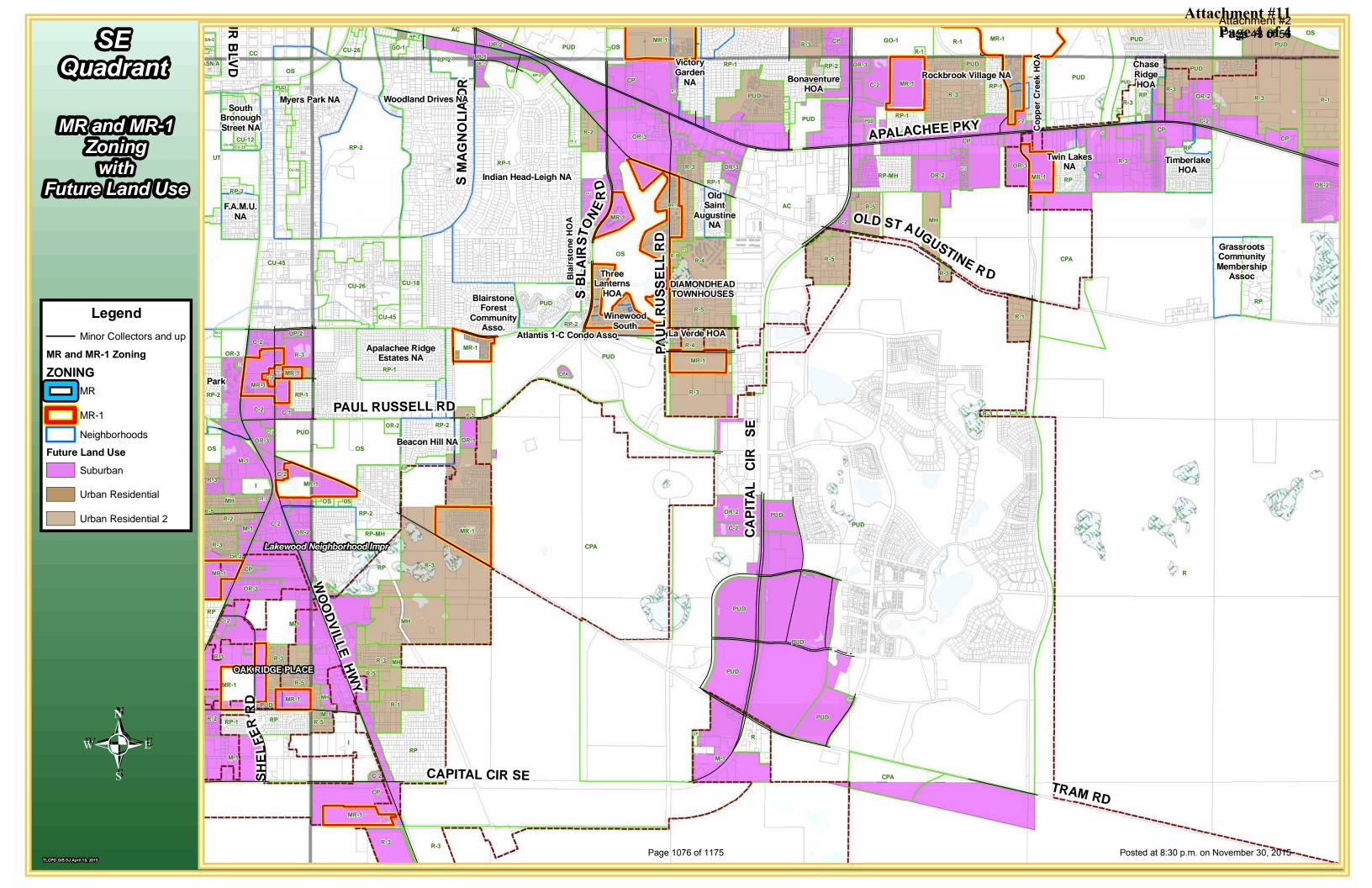
#### **GENERAL NOTES:**

- \* Cannot exceed the maximum density of 10 units per acre.
- 1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.
- 2. Refer to chapter 5, environmental management for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
- 3. Refer to chapter 4, concurrency management for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).
- 4. For cluster development standards, refer to Section 10-426.









Killearn Area
Parcel Density

Note: Single Family Dwellings are not

included in this density study because

they are allowed on any residentially

zoned lot.

R-3

RP RP-



PUD 109

PUD PUD

# Map Amendment PCM150107 (Out of Cycle) Addressing Killearn Estates Legal Non-conforming Residential Uses

Site A (KilKierane Dr./Donovan Dr. Area) 71 Parcels; 26.92 acres

110250 AD0423

110250 CA0081

110250 CA0060

110250 AD0351

110250 CA0070

110250 AD0310

110250 AD0370

110250 CA0030

110250 AD0320

110250 AD0330

110250 AD0362

110250 CA0061

110250 AD0402

110250 CA0050

110250 AD0372

110250 AD0401

110250 AD0342

110250 CA0020

110250 AD0361

110250 CA0040

110250 AD0412

110250 AD0300

110250 AD0332

110250 AD0360

110250 AD0341

110250 AD0422

110250 CA0080

110250 AD0480

110250 CA0150

110250 AD0460

110250 AD0430

110250 AD0441

110250 AD0461

110250 AD0462 110250 AD0490

110250 CA0140

110250 AD0411

110250 AD0410

110250 AD0340 110250 AD0350 110250 CA0122 110250 CA0090 110250 CA0110 110250 CA0100 110250 CA0120 110250 CA0130 110250 AD0380 110250 CA0121 110250 AD0390 110250 AD0352 110250 AD0400 110250 AD0371 110250 AD0420 110250 AD0331 110250 CA0082 110250 AD0510 110250 AD0421 110250 AD0470 110250 CA0010 110250 AD0471 110250 AD0472 110250 AD0450 1103202010000 110250 AD0440 110250 AD0442 110350 0001 (Front Common Area) 11035000000C0 11035000000A0 11035000000B0

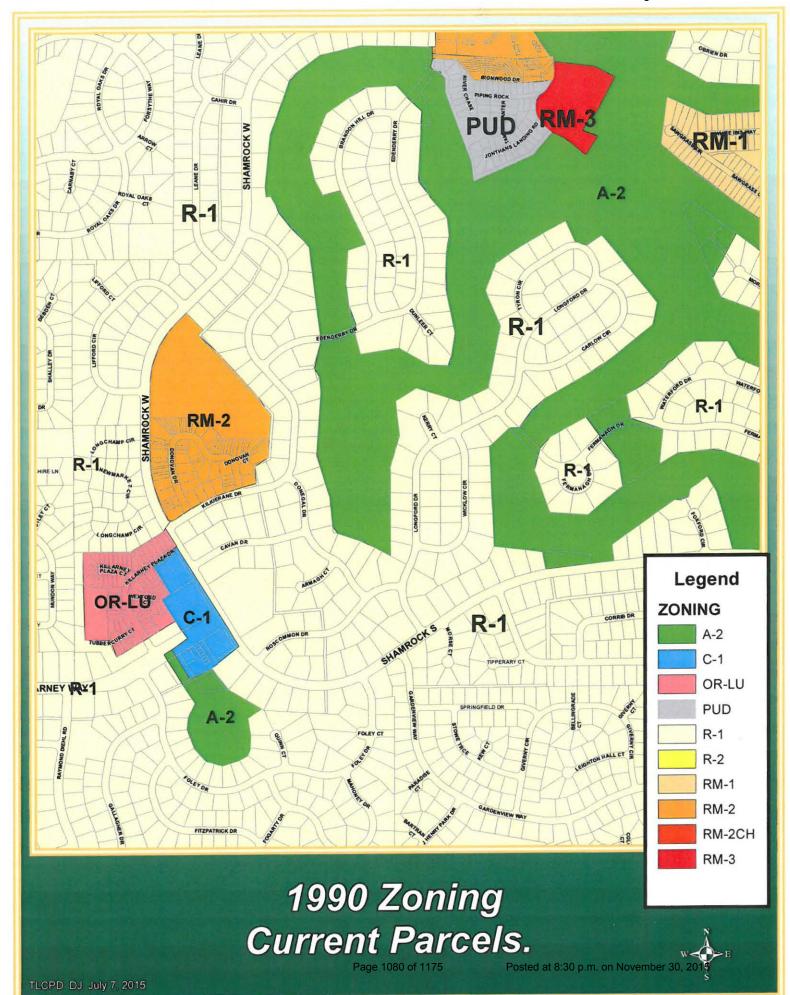
Site B (Edenderry Dr./River Chase Area ) 2 parcels; 1.09 acres

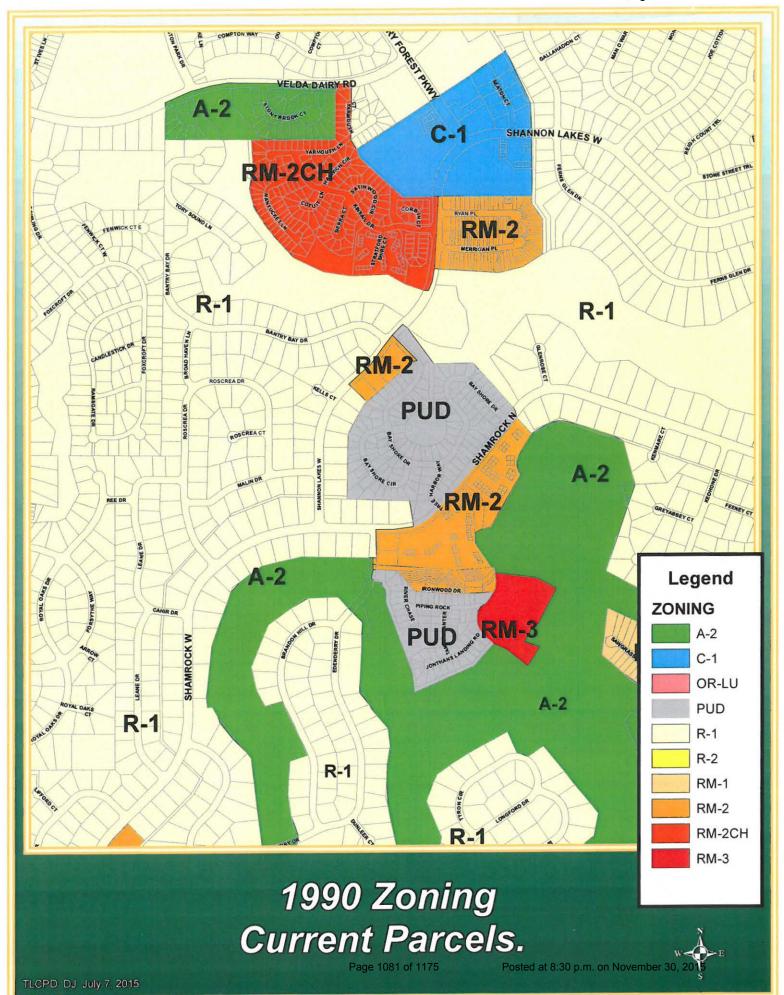
110250 AM0010 110250 AM0020

110250 CA0063 110250 CA0062 110250 CA0123

Site C (Merrigan Place/Shannon Lake West) 1parcel; .24 acres

110250 CT0130





# Complete Text of Comprehensive Plan Policies Referenced in Report

#### Land Use Policy 2.2.23: [L]

**URBAN RESIDENTIAL** (Effective 7/20/05; Revision Effective 7/26/06; Renumbered 3/14/07)

The primary intent of the Urban Residential land use category, which is to be applied only within the Urban Services Area, is to encourage medium density (4-10 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The implementing zoning district shall contain design standards as well as locational criteria in order to accomplish these goals. The Urban Residential category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing neighborhood. The maximum residential density within the Urban Residential is 10 du/ac and the minimum is 4 du/ac.

# <u>Land Use Policy 2.2.24:</u> [L] (Revision Effective 7/26/06; Revision Effective 3/14/07) <u>URBAN RESIDENTIAL 2</u>

The primary intent of the Urban Residential 2 land use category, which is to be applied only within the Urban Services Area, is to encourage a range of density (4-20 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The implementing zoning district(s) shall contain design standards as well as locational criteria in order to accomplish these goals. The Urban Residential category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as open space/recreation and community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing designated residential preservation area. The maximum residential density within the Urban Residential 2 category is 20 units per acre.

#### Land Use Policy 2.2.3: [L]

RESIDENTIAL PRESERVATION (Effective 7/16/90; Revision Effective 7/26/06; Revision Effective 4/10/09)

Characterized by existing homogeneous residential areas within the community which are predominantly accessible by local streets. The primary function is to protect existing stable and viable residential areas from incompatible land use intensities and density intrusions. Future development primarily will consist of infill due to the built out nature of the areas. Commercial, including office as well as any industrial land uses, are prohibited. Future arterial and/or expressways should be planned to minimize impacts within this category. Single family, townhouse and cluster housing may be permitted within a range of up to six units per acre. Consistency with surrounding residential type and density shall be a major determinant in granting development approval.

For Residential Preservation areas outside the Urban Service area the density of the residential preservation area shall be consistent with the underlying land use category.

The Residential Preservation category shall be based on the following general criteria. For inclusion, a residential area should meet most, but not necessarily all of these criteria.

- 1) Existing land use within the area is predominantly residential
- 2) Majority of traffic is local in nature
  - a) Predominance of residential uses front on local street
  - b) Relatively safe internal pedestrian mobility
- 3) Densities within the area generally of six units per acre or less
- 4) Existing residential type and density exhibits relatively homogeneous patterns
- 5) Assessment of stability of the residential area, including but not limited to:
  - a) Degree of home ownership
  - b) Existence of neighborhood organizations

In order to preserve existing stable and viable residential neighborhoods within the Residential Preservation land use category, development and redevelopment activities in and adjoining Residential Preservation areas shall be guided by the following principles:

a) The creation of transitional development area (TDA) for low density residential developments. Higher density residential developments proposed for areas adjoining an established neighborhood within the residential preservation land use category shall provide a transitional development area along the shared property line in the higher density residential development. The development density in the transitional development area shall be the maximum density allowed in the Residential Preservation land use category. Development within the transitional development area shall be designed, sized and scaled to be compatible with the adjoining residential preservation area.

Transitional development areas shall be non-mapped areas and shall be approved at the time of site plan approval. The factors cited in paragraph (e) below shall be considered when determining the size of transitional development areas. The land development regulations shall specify development thresholds for the implementation of transitional development areas.

b) Limitation on future commercial intensities adjoining low density residential preservation neighborhoods.

New or redeveloped commercial uses adjoining residential preservation designated areas shall mitigate potential impacts by providing a transitional development area between the commercial uses and residential preservation uses and only those commercial activities which are compatible with low density residential development in terms of size and appearance shall be allowed. The factors cited in paragraph (e) below shall be used when determining the compatibility, design techniques and the size of transitional development areas. The design and layout of adjoining commercial uses shall be oriented to place the section of the development with the least potential negative impacts next to the residential preservation area.

c) Limitations on existing light industry adjoining residential preservation neighborhoods.

New, expanding or redeveloped light industrial uses adjoining low density residential areas within the residential preservation land use category shall mitigate potential negative impacts by providing a transitional development area between the light industrial uses and the low and medium density residential uses. The factors cited in paragraph (e) below shall be considered when determining compatibility, design techniques and the size of the transitional development area.

The design and layout of adjoining light industrial uses shall be oriented to place the section of the development with the least potential negative impacts in the area next to the existing and/or future low density residential area in the residential preservation land use category. New light industrial land uses shall not be designated next to a residential preservation area.

- d) Additional development requirements for allowed community facilities when adjoining low density residential areas, except for cemeteries or religious facilities to be used solely for religious functions. Such development requirements will also apply to ancillary facilities when proposed in conjunction with religious facilities, and are to result in effective visual and sound buffering (either through vegetative buffering or other design techniques) between the community facilities and the adjoining residential preservation area.
- e) Land use compatibility with low density residential preservation neighborhoods

A number of factors shall be considered when determining a land use compatible with the residential preservation land use category. At a minimum, the following factors shall be considered to determine whether a proposed development is compatible with existing or proposed low density residential uses and with the intensity, density, and scale of surrounding development within residential preservation areas: proposed use(s); intensity; density; scale; building size, mass, bulk, height and orientation; lot coverage; lot size/ configuration; architecture; screening; buffers, including vegetative buffers; setbacks; signage; lighting; traffic circulation patterns; loading area locations; operating hours; noise; and odor. These factors shall also be used to determine the size of transitional development areas.

f) Limitations on Planned Unit Developments in the Residential Preservation land use category.

Planned Unit Developments proposed within the interior of a Residential Preservation designated recorded or unrecorded subdivisions shall be generally consistent with the density of the existing residential development in the recorded or unrecorded subdivision. Parcels abutting arterial roadways and/or major collectors may be permitted to achieve six dwelling units per acre.

The existing predominant development density patterns in Residential Preservation are listed in paragraph (g) below. Within 18 months of adoption, the PUD regulations shall be amended to include provisions addressing the preservation of established residential preservation designated areas. Said provisions shall address any proposed increase in density and the factors cited in paragraph (e) above.

g) Limitations on resubdivision of lots within established Residential Preservation designated areas.

To protect established single family neighborhoods from density intrusions, consistency within the recorded or unrecorded subdivision shall be the primary factor in granting approval for development applications. Consistency for the purposes of this paragraph shall mean that parcels proposed for residential development shall develop consistent with the lot size and density of the recorded or unrecorded subdivision.

Guidance on the resubdivision of lots in recorded and unrecorded single family subdivisions shall be provided in the Land Development Code.

Parcels proposed for residential development shall develop at densities generally consistent with the density of existing residential development in the recorded or unrecorded subdivision with the exception of parcels abutting arterial and/or major collector roadways which may be permitted up to six dwelling units per acre.

There may be two distinct density patterns in the Residential Preservation land use category as shown below:

Existing land use character of the subdivision	Gross residential density
Homogenous, very low density single family detached units	0-3.6 dwelling units per acre (generally
(City Only)	consistent with density of the subdivision)
Low density single family detached and/or non-single	0-6.0 dwelling units per acre (generally
family detached units (including but not limited to	consistent with density of the subdivision)
townhomes and duplexes)	

This section shall not be construed as to restrict the development of building types allowed by the applicable zoning district.

#### Land Use Objective 2.1: [L] (Revision Effective 7/20/05)

Enhance the livability of existing neighborhoods and in new neighborhoods provide for future mixed residential areas which will accommodate growth and provide a wide choice of housing types, densities and prices as well as commercial opportunities based on performance criteria. In furtherance of this, maintain a system of land development regulations and ordinances which will facilitate the implementation of the policies adopted in relation to residential land use. These shall include but not be limited to:

- 1) Setback requirements from natural waterbodies and wetlands
- 2) Buffering requirements
- 3) Open space requirements
- 4) Landscape requirements
- 5) Tree protection
- 6) Stormwater management requirements

# Land Use Policy 2.1.8: [L] (Revision Effective 7/26/06; Revision Effective 1/7/10)

Maintain a viable mix of available residential densities to accommodate a variety of housing types. Current residential densities are summarized below:

RESIDENTIAL DENSITIES RANGE (Revision Effective 12/15/11; Rev. Eff. 7/19/13)

<b>RESIDENTIAL DENSITIES RANGE</b> (Revision Effective 12/15/11; Rev. Eff. 7/19/13)			
Future Land Use Category	Maximum Gross	Minimum Gross	
	Density - Dwelling	Density Dwelling	
	Units (DU)/Acre (Ac) <sup>1</sup>	Units (DU)/Acre (Ac)	
Rural	1 DU/10 Ac	No minimum	
Urban Fringe	1 DU/3 Ac (standard) or 1DU/3 Ac (Conservation subdivision)	No minimum	
Urban Residential	10 DU/AC	4 DU/Ac	
Urban Residential 2	20 DU/Ac <sup>2</sup>	No minimum	
Village Mixed Use	20 DU/Ac <sup>2</sup>	No minimum	
Suburban	20 DU/Ac <sup>2</sup>	No minimum	
Planned Development	20 DU/Ac <sup>2</sup>	No minimum	
Bradfordville Mixed Use <sup>2</sup>	20 DU/Ac	No minimum	
Central Urban 2,3	45 DU/Ac	No minimum	
Activity Center 2,3	45 DU/Ac	No minimum	
University Transition 2,3	50 DU/Ac	No minimum	
Central Core <sup>2,3</sup> (Eff. 1/7/10)	150 DU/Ac (Eff. 1/19/02)	No minimum	
Rural Community	4 DU/Ac	No minimum	
Residential Preservation <sup>2</sup>	6 DU/Ac	No minimum	
Lake Talquin Recreation/Urban Fringe <sup>4</sup>	1 DU/3 Ac (standard)	No minimum	
Lake Protection <sup>4</sup>	1 DU/2 Ac (standard)	No minimum	

Notes:

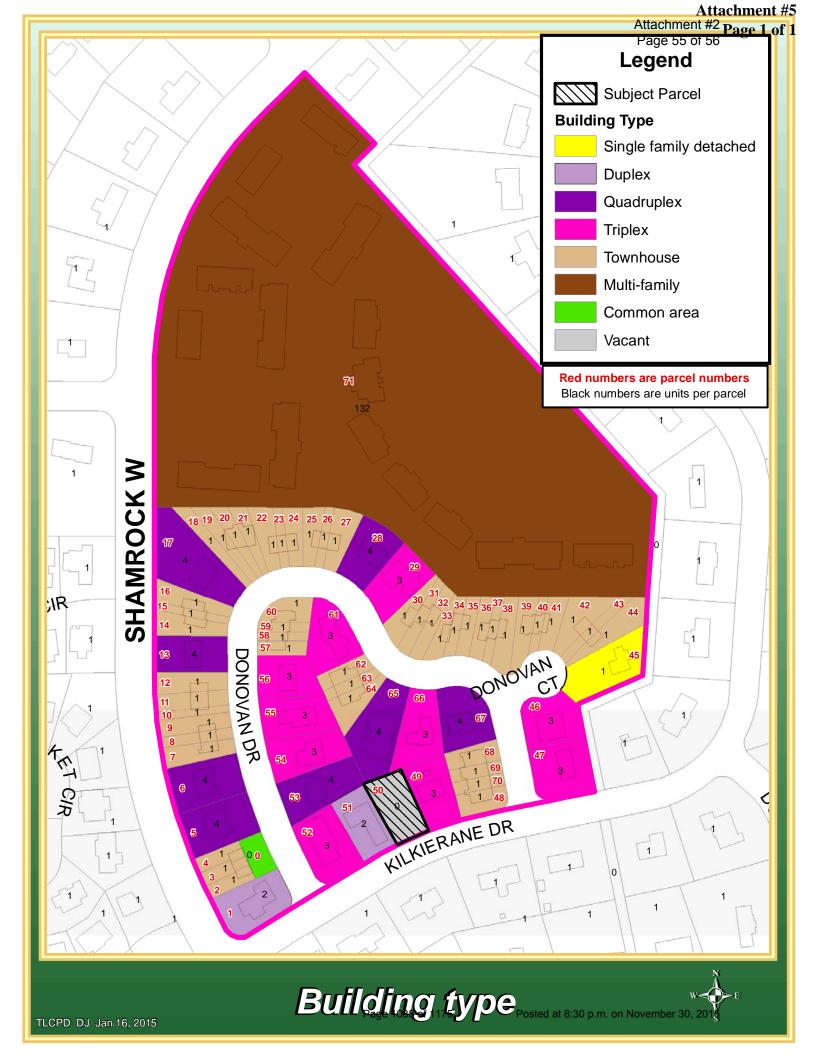
Attachment #2 Page 54 of 56 Attachment # 4 Page 6 of 6

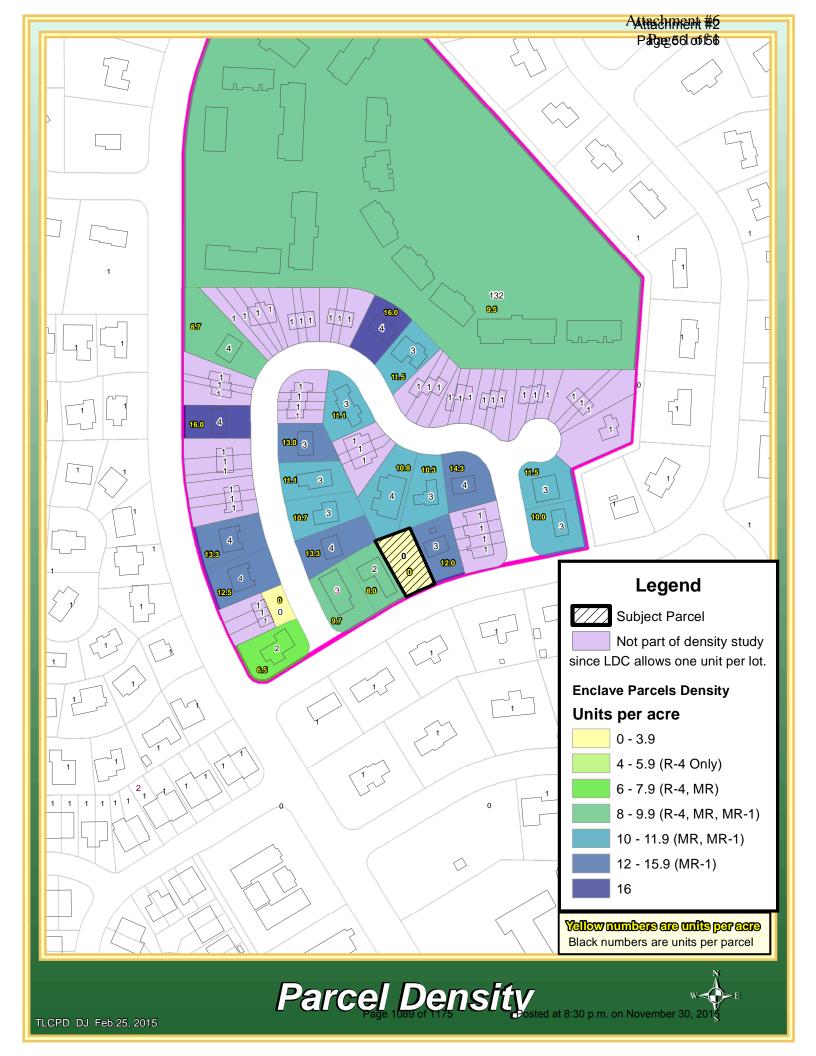
<sup>&</sup>lt;sup>1</sup> Maximum gross density is based on the gross acreage of the site and may not be achievable after addressing applicable land development regulations (e.g., parking, stormwater, and other regulations that may limit maximum development potential).

<sup>&</sup>lt;sup>2</sup> Density ranges can be increased up to 25% above the maximum limits listed above for the purpose of providing affordable housing units, consistent with Policy 2.1.14 [LU].

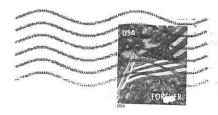
<sup>&</sup>lt;sup>3</sup> Density ranges can be increased up to 35% above the maximum limits listed above for the purpose of encouraging infill development and redevelopment, consistent with Mobility Element Policy 1.1.10 [M] (Effective 12/15/11). (Revision Effective 7/19/13)

<sup>&</sup>lt;sup>4</sup> Clustering Option Available









Planning Department city Holl 300 S. Adams St Tollahassee FL 32301

32301+1737

 $1.[l_1[l_1]_{11},[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}[l_1]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}[l_1]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}[l_1]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1[l_1]_{1}]_{1}[l_1$ 

#### Amendment # PCM150107

I(We as owner(s) of property at this address: 3729 Mundon Way, Tallahassee wish the information below to be considered by the Local Planning Agency and the City/County Commissions: 32309

We have no objection to development with single family homes. We do
heartily object to multi family development to any mance. In every ed

done, by results in street parking, congestion and devalue & neighborhood.

SIGNED: Botty Dodsey.

TALLAHASSEEZLEON COUNT

MIZ TOT SI & & SO

#### Amendment # PCM150107

I/We as owner(s) of property at this address:

to be considered by the Local Planning Agency and the City/County Commissions:

wish the information below

ese notices would

WORLEY CONSTRUCTION, INC. Puck Point Rd. ee, FL 32312

WORLEY CONSTRUCTION, INC. 10080 Buck Point Pd. Tallahassee, FL 32312

EY CONSTRUCTION, INC. 10080 Buck Point Rd. Fallahassee, FL 32312

TALLAHASSEE FL 323 05 AUG 2015 PM 1 T

Tallahassee-Leon County Planning Department ATTN: Comprehensive Planning Division 300 South Adams Street Tallahassee, Florida 32301

D

GEGOISITG!

ուվ][ուվոլ]հովյուկըՍի[հու]]]]][իրդՍի]յ]իրՍՍիրդիդոլ

rondon Hill Dr hosse FL 32309

ORLANDO FL 328

11 AUS 2015 PM 3 L

HELP PIND MISSING CHI

Attachment #3

Page 3 of 3

Jallchassee-Lern Courly Planning Oept ATTN: Comprehensive Planning Division 300 South Adams St TANAHASSEE FL 32301

92901179900

Telephone: (80.

1001-0464

#### Amendment # PCM150107

I/We as owner(s) of property at this address: 4060 Brandon All DRwish the information below to be considered by the Local Planning Agency and the City/County Commissions:

I respect July Submits a derive regular of the increase in Francisco Cano Parling.

And is now, residents put on the street, also then it home resident, also the street.

SIGNED: Julian Holling SIGNED: INSTANCE ORDINAL TO THE STORY OF T

**TEXT AMENDMENT #:** PCT150108 (Out of Cycle Amendment)

**APPLICANT:** Tallahassee City Commission

TEXT/ POLICY I.D. #: Urban Residential & Urban Residential 2 Future Land Use Categories

**DATE:** September 17, 2015

## PRELIMINARY STAFF RECOMMENDATION: Approve Amendment PCT150108.

#### A. SUMMARY:

This proposed policy amendment was authorized by Tallahassee City Commission at a Commission meeting on May 27, 2015. The amendment provides an exception to a location prohibition contained in the Urban Residential and Urban Residential 2 Future Land Use (FLUM) categories to address existing, legal non-conforming uses and/or densities. This amendment is a companion amendment to Map Amendment PCM150107.

#### **B. REASONS FOR RECOMMENDATION FOR APPROVAL:**

- 1. The proposed amendment is consistent with action taken by the City Commission to address legal-nonconforming residential uses and densities that currently exist within Killearn Estates.
- 2. The proposed amendment would provide an avenue by which legally established, nonconforming uses could become conforming uses.

#### C. PROPOSED TEXT/POLICIES:

Modify Land Use Element Policies 2.2.23 Urban Residential and 2.2.24 Urban Residential 2 as highlighted and underlined.

## **Policy 2.2.23:** [L]

**URBAN RESIDENTIAL** (Effective 7/20/05; Revision Effective 7/26/06; Renumbered 3/14/07)

The primary intent of the Urban Residential land use category, which is to be applied only within the Urban Services Area, is to encourage medium density (4-10 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The implementing zoning district shall contain design standards as well as

locational criteria in order to accomplish these goals. The Urban Residential category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing neighborhood, unless to correct, legal non-conforming uses and/or densities. The maximum residential density within the Urban Residential is 10 du/ac and the minimum is 4 du/ac

# **Policy 2.2.24:** [L] (Revision Effective 7/26/06; Revision Effective 3/14/07) **URBAN RESIDENTIAL 2**

The primary intent of the Urban Residential 2 land use category, which is to be applied only within the Urban Services Area, is to encourage a range of density (4-20 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The implementing zoning district(s) shall contain design standards as well as locational criteria in order to accomplish these goals. The Urban Residential 2 category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as open space/recreation and community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing designated residential preservation area, unless to correct, legal nonconforming uses and/or densities. The maximum residential density within the Urban Residential 2 category is 20 units per acre.

#### D. APPLICANT'S REASON FOR THE AMENDMENT:

This amendment was initiated by the City Commission to address legal non-conforming residential uses and densities that currently exist in the Killearn Estates neighborhood. This amendment is a companion amendment to Map Amendment PCM150107.

#### **E. STAFF ANALYSIS:**

As noted above, this amendment is a companion amendment to map amendment PCM150107. In order to implement the proposed map amendment, the Urban Residential and Urban Residential 2 future land use categories must be modified to provide an exception to the location prohibition criteria. The proposed amendment would differentiate previously developed areas with existing nonconforming uses and densities from new development. In doing so, it would allow for the Urban Residential and Urban Residential 2 categories to be applied within the interior of existing neighborhoods; thereby providing a remedy for legal but nonconforming residential properties.

#### F. STAFF REPORT UPDATE

Below is a summary of actions that have taken place subsequent to the publication of the original staff report.

Local Planning Agency Public Hearing - September 8, 2015

The Local Planning Agency voted unanimously to approve staff's recommendation. There were no public speakers on this item.

#### **G. CONCLUSIONS:**

- 1. The proposed amendment is consistent with action taken by the City Commission to address legal-nonconforming residential uses and densities that currently exist within Killearn Estates.
- 2. The proposed amendment would provide an avenue by which legally established, nonconforming uses could become conforming uses.

1	ORDINANCE NO. 15
2 3 4 5 6 7 8 9 10 11 12 13	AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE FUTURE LAND USE MAP AND LAND USE ELEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.
14	WHEREAS, Chapters 125 and 163, Florida Statutes, empower the Board of County
15	Commissioners of Leon County to prepare and enforce comprehensive plans for the development
16	of the County; and
17	WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community
18	Planning Act, empower and require the Board of County Commissioners of Leon County to: (a)
19	plan for the County's future development and growth; (b) adopt and amend comprehensive
20	plans, or elements or portions thereof, to guide the future growth and development of the
21	County; (c) implement adopted or amended comprehensive plans by the adoption of appropriate
22	land development regulations; and (d) establish, support, and maintain administrative
23	instruments and procedures to carry out the provisions and purposes of the Act; and
24	WHEREAS, Ordinance 90-30 was enacted on July 16, 1990, to adopt the Tallahassee-
25	Leon County 2010 Comprehensive Plan for the unincorporated area of Leon County. The City
26	of Tallahassee also adopted a plan for its municipal area by separate ordinance; and
27	WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is
28	now 2030 and the Comprehensive Plan is now known as the Tallahassee-Leon County 2030
29	Comprehensive Plan pursuant to the latest Evaluation and Appraisal Report; and
30	WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
31	Commissioners of Leon County has held several public work sessions, public meetings, and
32	public hearings on proposed amendments to the Comprehensive Plan, with due public notice

Τ	naving been provided, to obtain public comment, and has considered all written and oral
2	comments received during said work sessions, public meetings and public hearings; and
3	WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
4	Commissioners of Leon County transmitted copies of the proposed amendments of the
5	comprehensive plan to the Department of Economic Opportunity as the State Land Planning
6	Agency and other state and regional agencies for written comment; and
7	WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
8	Commissioners of Leon County held a public hearing with due public notice having been
9	provided on these amendments to the comprehensive plan; and
10	WHEREAS, the Board of County Commissioners of Leon County further considered all
11	oral and written comments received during such public hearing, including the data collection and
12	analyses packages, and the recommendations of the Planning Commission; and
13	WHEREAS, in exercise of its authority, the Board of County Commissioners of Leon
14	County has determined it necessary and desirable to adopt these amendments to the
15	comprehensive plan to preserve and enhance present advantages; encourage the most appropriate
16	use of land, water and resources, consistent with the public interest; overcome present handicaps;
17	and deal effectively with future problems that may result from the use and development of land
18	within Leon County, and to meet all requirements of law;
19	BE IT ORDAINED by the Board of County Commissioners of Leon County, Florida,
20	that:
21	Section 1. Purpose and Intent.
22	This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the
23	authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida
24	Statutes, as amended.

	Section 2. Map Amendment.
	The Ordinance does hereby adopt the following portion of the text attached hereto as
	Exhibit "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030
	Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030
	Comprehensive Plan," as amended, in accordance therewith, being an amendment to the
	following Plan element:
	Map Amendments PCM150107A, PCM150107B, and PCM150107C, which relate to the Future Land Use Map.
	Section 3. Text Amendment.
	The Ordinance does hereby adopt the following portion of the text attached hereto as
	Exhibit "A," and made a part hereof, an amendment to the Tallahassee-Leon County 2030
(	Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030
(	Comprehensive Plan," as amended, in accordance therewith, being an amendment to the
	following Plan element:
	Text Amendment PCT150108, which relates to the Land Use Element.
	Section 4. Applicability and Effect.
	The applicability and effect of this update to the 2030 Comprehensive Plan shall be as
	provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida
	Statutes, and this Ordinance, and shall apply to all properties under the jurisdiction of Leon
	County.
	Section 5. Conflict with Other Ordinances and Codes.
	All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in
	conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

1	Section 6. Severability.		
2	If any provision or	portion of thi	s Ordinance is declared by any court of competent
3	jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and		
4	portions of this Ordinance shall remain in full force and effect.		
5	Section 7. Copy on File.		
6	To make the Tallaha	ssee-Leon Cou	anty 2030 Comprehensive Plan available to the public,
7	a certified copy of the enac	cting ordinance	e, as well as certified copies of the Tallahassee-Leon
8	County 2030 Comprehens	ive Plan and	these updates thereto, shall also be located in the
9	Tallahassee-Leon County P	lanning Depart	ment. The Planning Director shall also make copies
10	available to the public for a	reasonable pub	lication charge.
11	Section 8. Effective Date.		
12	The effective date of this Plan update shall be according to law and the applicable statute		te shall be according to law and the applicable statutes
13	and regulations pertaining th	nereto.	
14	DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon		
15	County, Florida, this	day of	, 2015.
16 17 18 19			LEON COUNTY, FLORIDA
20 21 22 23 24		В	Y: BILL PROCTOR, CHAIRMAN BOARD OF COUNTY COMMISSIONERS
25 26 27 28 29	ATTESTED BY: BOB INZER, CLERK OF T AND COMPTROLLER	THE COURT	
30 31	BY:CLERK		

 $F14-00125\\ D: \COMP\ PLAN\ DIVISION\ ACTIVE\ FILES\ 15-Out\ of\ Cycle\ Administration\ 12-8-15\ Jt.\ City\ County\ Adoption\ Public\ Hearing\ Att.\ 5\ County\ Adoption\ Ordinance. doc$ 

1	
2	
3	APPROVED AS TO FORM:
4	COUNTY ATTORNEY'S OFFICE
5	LEON COUNTY, FLORIDA
6	
7	
8	BY:
9	HERBERT W.A. THIELE, ESQ.
10	COUNTY ATTORNEY

1 2		
3 4 5 6 7 8 9	AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING AMENDMENTS TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.	
10	WHEREAS, Chapters 163 and 166, Florida Statutes, empower the City Commission of	
11	the City of Tallahassee to prepare and enforce comprehensive plans for the development of the	
12	City; and,	
13	WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community	
14	Planning Act, empower and require the City Commission of the City of Tallahassee to (a) plan for	
15	the City's future development and growth; (b) adopt and amend comprehensive plans, or element	
16	or portions thereof, to guide the future growth and development of the City; (c) implement	
17	adopted or amended comprehensive plans by the adoption of appropriate land developmen	
18	regulations; and (d) establish, support, and maintain administrative instruments and procedures to	
19	carry out the provisions and purposes of the Act; and,	
20	WHEREAS, Ordinance No. 90-O-0076 was enacted on July 16, 1990, to adopt the	
21	Tallahassee-Leon County 2010 Comprehensive Plan for the incorporated area of Tallahassee.	
22	Leon County also adopted a plan for the unincorporated area of Leon County by separate	
23	ordinance; and,	
24	WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is	
25	now 2030 and the Comprehensive Plan is now known as the Tallahassee-Leon County 2030	
26	Comprehensive Plan pursuant to the latest Evaluation and Appraisal Report; and	

27

1	WHEREAS, pursuant to Section 163.3184, Florida Statutes, the City Commission of the	
2	City of Tallahassee has held several public work sessions, public meetings and several public	
3	hearings with due public notice having been provided, on these amendments to the	
4	Comprehensive Plan; and,	
5	WHEREAS, on October 27, 2015, pursuant to Section 163.3184, Florida Statutes, the	
6	City Commission of the City of Tallahassee transmitted copies of the proposed amendments of the	
7	comprehensive plan to the Department of Economic Opportunity and other state and regional	
8	agencies for written comment; and,	
9	WHEREAS, the City Commission of the City of Tallahassee considered all oral and	
10	written comments received during public hearings, including the data collection and analyses	
11	packages, the recommendations of the Planning Commission; and,	
12	WHEREAS, in exercise of its authority, the City Commission of the City of Tallahassee	
13	has determined it necessary and desirable to adopt these amendments to the comprehensive plan	
14	to preserve and enhance present advantages; encourage the most appropriate use of land, water	
15	and resources, consistent with the public interest; overcome present handicaps; and deal	
16	effectively with future problems that may result from the use and development of land within the	
17	City of Tallahassee, and to meet all requirements of law.	
18	NOW THEREFORE, BE IT ENACTED by the People of the City of Tallahassee, Florida,	
19	as follows, that:	
20	Section 1. Purpose and Intent.	
21	This ordinance is hereby enacted to carry out the purpose and intent of, and exercise the	
22	authority set out in, Sections 163.3161 through 163.3215, Florida Statutes, the Community	
23	Planning Act.	

1	Section 2. Map Amendment.	
2	The ordinance does hereby adopt the following portion of the text attached hereto as	
3	Exhibit "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030	
4	Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030	
5	Comprehensive Plan," as amended, in accordance therewith, being an amendment to the following	
6	Plan element:	
7	Map Amendments PCM150107A, PCM150107B, and PCM150107C which relate to the	
8	Future Land Use Map.	
9	Section 3. Text Amendment.	
10	The ordinance does hereby adopt the following portion of the text attached hereto as	
11	Exhibit "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030	
12	Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030	
13	Comprehensive Plan," as amended, in accordance therewith, being an amendment to the following	
14	Plan element:	
15	Text Amendment PCT 150108 related to the Land Use Element.	
16	Section 4. Conflict With Other Ordinances and Codes.	
17	All ordinances or parts of ordinances of the Code of Ordinances of the City of Tallahassee,	
18	Florida, in conflict with the provisions of this ordinance are hereby repealed to the extent of such	
19	conflict.	
20	Section 5. Severability.	
21	If any provision or portion of this ordinance is declared by any court of competent	
22	jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and	

portions of this Ordinance shall remain in full force and effect.

23

1	Section 6. Copy on File.	
2	To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a	
3	certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon 2030	
4	Comprehensive Plan and these amendments thereto, shall also be located in the Tallahassee-Leon	
5	County Planning Department. The Planning Director shall also make copies available to the	
6	public for a reasonable publication charge.	
7	Section 7. Effective Date.	
8	The effective date of these Plan amendments shall be according to law and the applicable	
9	statutes and regulations pertaining thereto.	
10	INTRODUCED in the City Commission on the day of November, 2015.	
11	PASSED by the City Commission on the day of, 2015.	
12 13 14 15 16	CITY OF TALLAHASSEE	
17 18 19 20 21	By:Andrew D. Gillum Mayor	
22 23 24 25	ATTEST: APPROVED AS TO FORM:	
26 27 28 29	By: By: By: Lewis E. Shelley City Treasurer-Clerk City Attorney	

CITY OF TALLAHASSEE <u>CITY COMMISSION AGENDA ITEM</u>	
SUBJECT/TITLE:	First of Two Public Hearing on Ordinance No. 15-Z-41AA: Proposed Amendment to the Official Zoning Map from the Residential Preservation- 2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District. Second and Final Public Hearing Scheduled for January 27, 2016
TARGET ISSUE:	N/A

#### **STATEMENT OF ISSUE**

This application requests a change to the Official Zoning Map from the Residential Preservation-2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District (see Attachment # 1). This rezoning implements Comprehensive Plan map amendment PCM150107, initiated by the Tallahassee City Commission to address legal non-conforming residential uses and densities in Killearn Estates. The proposed amendment is proposed for adoption on December 8, 2015 and will reestablish certain properties as legal conforming uses.

#### **RECOMMENDED ACTION**

Option 1: Conduct the first public hearing on proposed Ordinance No. 15-Z-41AA amending the Official Zoning Map from the Residential Preservation -2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District. Schedule the second and final public hearing for January 27, 2016 at 6 PM in the City Commission Chambers at City Hall.

#### **FISCAL IMPACT**

Costs associated with local and state advertising requirements.		
Cherie Bryant, Planning Manager Planning Department	Rick Fernandez City Manager	

For information, please contact: Debra Thomas at (850) 891-6400.

**ITEM TITLE:** First of Two Public Hearing on Ordinance No. 15-Z-41AA: Proposed Amendment to the Official Zoning Map from the Residential Preservation- 2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District. Second Public Hearing Scheduled for January 27, 2016.

Page 2

# SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS

# **HISTORY/FACTS & ISSUES**

The proposed Ordinance will rezone the subject parcels from the Residential Preservation-2 (RP-2) Zoning District to the MR Medium Density Residential (MR) Zoning District. The parcels (shown on Attachment #1) are also the subject of a Future Land Use Map (FLUM) amendment (PCM150107). The City Commission and the Leon County Board of County Commissioners will vote on an ordinance adopting the amendment (Map PCM150107) on December 8, 2015. Should the Comprehensive Plan amendment be adopted by the City and County Commissions, it will become effective in the later part of January 2016. The second and final public hearing for the rezoning is proposed for January 27, 2016.

This amendment requires City Commission action. The Planning Department and City Treasurer-Clerk's Office advertised the application consistent with State Statutes and the Land Development Code.

#### **OPTIONS**

- 1. Conduct the first public hearing on proposed Ordinance No. 15-Z-41AA amending the Official Zoning Map from the Residential Preservation-2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District. Schedule the second and final public hearing for January 27, 2016 at 6 PM in the City Commission Chambers at City Hall.
- 2. Provide staff alternative direction.

#### **ATTACHMENTS/REFERENCES**

1. Ordinance No. 15-Z-41AA

#### ORDINANCE NO. 15-Z-41AA

AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA DESIGNATING AND INCLUDING ADDITIONAL TERRITORY AS AND IN THE MR MEDIUM DENSITY RESIDENTIAL ZONING DISTRICT ON THE OFFICIAL ZONING MAP OF THE CITY OF TALLAHASSEE ADOPTED AND ESTABLISHED BY THE CITY COMMISSION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE, FLORIDA, AS FOLLOWS:

SECTION 1: On December 8, 2015, the City Commission approved an Ordinance which adopted Comprehensive Amendment #PCM150107. To implement plan amendment #PCM150107 the properties, which are the subject of that amendment, as shown in Exhibit A, attached hereto, must be rezoned. Accordingly, the following described part or area of the City of Tallahassee and the same is hereby changed from Residential Preservation - 2 (RP-2) Zoning District and hereby designated and established as MR Medium Density Residential Zoning District on the official zoning map of the City of Tallahassee adopted and established by the City Commission.

PRZ150011: From Residential Preservation -2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District (Exhibit A):

The properties shown as Residential Preservation - 2 on the map attached hereto as Exhibit A.

**SECTION 2.** The Mayor and City Treasurer-Clerk are hereby directed to designate and include the above-described area in the City of Tallahassee on the official zoning map of the

City of Tallahassee adopted and established by the City Commission.

**SECTION 3.** All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 4. If any provision or portion of this ordinance is declared by any court of

competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

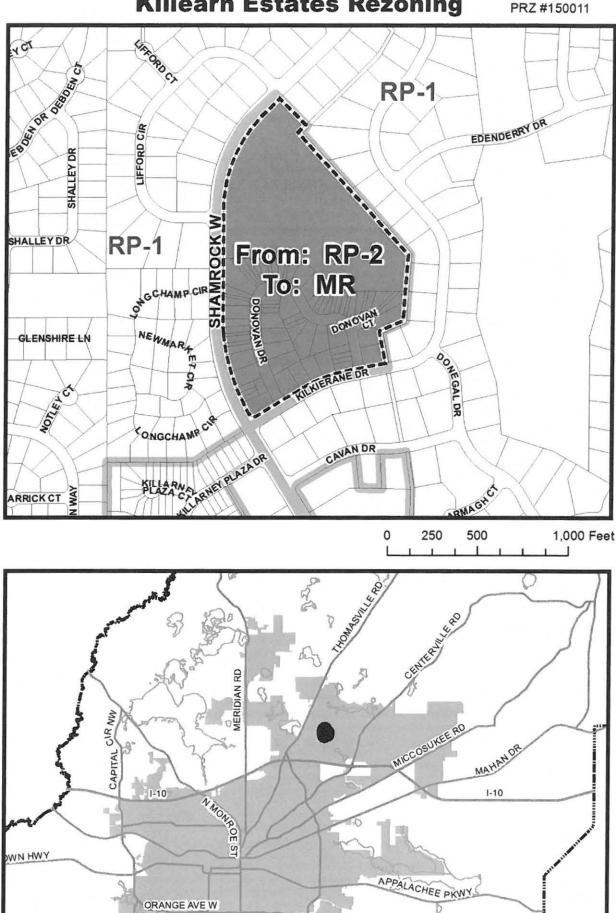
**SECTION 5.** The effective date of this ordinance shall be the effective date of comprehensive plan amendment PCM150107.

INTRODUCED to the	he City Commission on the	10th day of Noven	nber 2015.
PASSED by the City	Commission on the	day of	2016.
	CITY OF TALI	LAHASSEE, FLO	RIDA
	Andrew Gillum,	Mayor	
ATTEST:	APPROVED AS	TO FORM:	
James O. Cooke, IV	Lewis E. Shelley	, City Attorney	
City Treasurer Clerk			

# **Exhibit A**

Attachtischmen##7
Page 5 of 5
Page 3 of 3

Killearn Estates Rezoning



CITY OF TALLAHASSEE <u>CITY COMMISSION AGENDA ITEM</u>		
SUBJECT/TITLE:	First of Two Public Hearing on Ordinance No. 15-Z-44: Proposed Amendment to the Official Zoning Map from the Residential Preservation- 2 (RP-2) Zoning District to the R-4 Urban Residential Zoning District. Second and Final Public Hearing Scheduled for January 27, 2016	
TARGET ISSUE:	N/A	

#### **STATEMENT OF ISSUE**

This application requests a change to the Official Zoning Map from the Residential Preservation-2 (RP-2) Zoning District to the R-4 Urban Residential Zoning District (see Attachment # 1). This rezoning implements Comprehensive Plan map amendment PCM150107, initiated by the Tallahassee City Commission to address legal non-conforming residential uses and densities in Killearn Estates. The proposed amendment is proposed for adoption on December 8, 2015 and will reestablish certain properties as legal conforming uses.

#### RECOMMENDED ACTION

Option 1: Conduct the first public hearing on proposed Ordinance No. 15-Z-44 amending the Official Zoning Map from the Residential Preservation-2 (RP-2) Zoning District to the R-4 Urban Residential Zoning District. Schedule the second and final public hearing for January 27, 2016 at 6 PM in the City Commission Chambers at City Hall.

#### FISCAL IMPACT

Costs associated with local and state advertisin	g requirements.
Cherie Bryant, Planning Manager	Rick Fernandez
Planning Department  For information, please contact: Debra Thomas	City Manager s at (850) 891-6400.

<u>ITEM TITLE</u>: First of Two Public Hearing on Ordinance No. 15-Z-44: Proposed Amendment to the Official Zoning Map from the Residential Preservation- 2 (RP-2) Zoning District to the R-4 Urban Residential Zoning District. Second Public Hearing Scheduled for January 27, 2016.

Page 2

# SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS

#### **HISTORY/FACTS & ISSUES**

The proposed Ordinance will rezone the subject parcels from the Residential Preservation-2 (RP-2) Zoning District to the R-4 Urban Residential Zoning District. The parcels (shown on Attachment #1) are also the subject of a Future Land Use Map (FLUM) amendment (PCM150107). The City Commission and the Leon County Board of County Commissioners will vote on an ordinance adopting the amendment (Map PCM150107) on December 8, 2015. Should the Comprehensive Plan amendment be adopted by the City and County Commissions, it will become effective in the later part of January 2016. The second and final public hearing for the rezoning is proposed for January 27, 2016.

This amendment requires City Commission action. The Planning Department and City Treasurer-Clerk's Office advertised the application consistent with State Statutes and the Land Development Code.

# **OPTIONS**

- 1. Conduct the first public hearing on proposed Ordinance No. 15-Z-44 amending the Official Zoning Map from the Residential Preservation -2 (RP-2) Zoning District to the R-4 Urban Residential Zoning District. Schedule the second and final public hearing for January 27, 2016 at 6 PM in the City Commission Chambers at City Hall.
- 2. Provide staff alternative direction.

#### ATTACHMENTS/REFERENCES

1. Ordinance No. 15-Z-44

#### **ORDINANCE NO. 15-Z-44**

AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA DESIGNATING AND INCLUDING ADDITIONAL TERRITORY AS AND IN THE R-4 URBAN RESIDENTIAL ZONING DISTRICT ON THE OFFICIAL ZONING MAP OF THE CITY OF TALLAHASSEE ADOPTED AND ESTABLISHED BY THE CITY COMMISSION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE, FLORIDA, AS FOLLOWS:

SECTION 1: On December 8, 2015, the City Commission approved an Ordinance which adopted Comprehensive Amendment #PCM150107. To implement plan amendment #PCM150107 the properties, which are the subject of that amendment, as shown in Exhibit A, attached hereto, must be rezoned. Accordingly, the following described part or area of the City of Tallahassee and the same is hereby changed from Residential Preservation - 2 ( RP-2 ) Zoning District and hereby designated and established as R-4 Urban Residential Zoning District on the official zoning map of the City of Tallahassee adopted and established by the City Commission.

PRZ150012: From Residential Preservation -2 (RP-2) Zoning District to the R-4 Urban Residential Zoning District (Exhibit A):

The properties shown as Residential Preservation - 2 on the map attached hereto as Exhibit A.

**SECTION 2.** The Mayor and City Treasurer-Clerk are hereby directed to designate and include the above-described area in the City of Tallahassee on the official zoning map of the

City of Tallahassee adopted and established by the City Commission.

**SECTION 3.** All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

**SECTION 4.** If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining

provisions and portions of this ordinance shall remain in full force and effect.

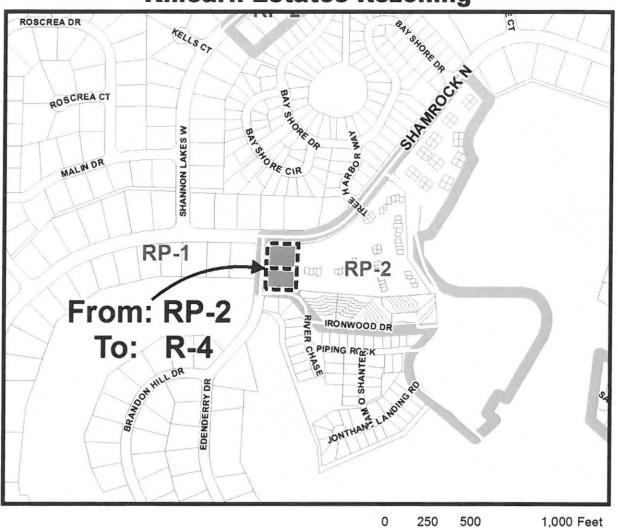
**SECTION 5.** The effective date of this ordinance shall be the effective date of comprehensive plan amendment PCM150107.

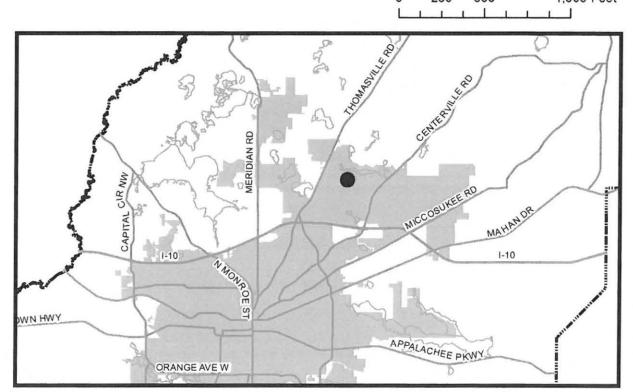
INTRODUCED to the	he City Commission on the 2nd day of December 2015.
PASSED by the City	Commission on the day of 2016.
	CITY OF TALLAHASSEE, FLORIDA
	Andrew Gillum, Mayor
ATTEST:	APPROVED AS TO FORM:
James O. Cooke, IV City Treasurer Clerk	Lewis E. Shelley, City Attorney

PRZ #150012

# **Exhibit A**

# **Killearn Estates Rezoning**





CITY OF TALLAHASSEE <u>CITY COMMISSION AGENDA ITEM</u>		
SUBJECT/TITLE:	First of Two Public Hearing on Ordinance No. 15-Z-45: Proposed Amendment to the Official Zoning Map from the Residential Preservation- 2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District. Second and Final Public Hearing Scheduled for January 27, 2016	
TARGET ISSUE:	N/A	

#### **STATEMENT OF ISSUE**

This application requests a change to the Official Zoning Map from the Residential Preservation-2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District (see Attachment # 1). This rezoning implements Comprehensive Plan map amendment PCM150107, initiated by the Tallahassee City Commission to address legal non-conforming residential uses and densities in Killearn Estates. The proposed amendment is proposed for adoption on December 8, 2015 and will reestablish certain properties as legal conforming uses.

#### **RECOMMENDED ACTION**

Option 1: Conduct the first public hearing on proposed Ordinance No. 15-Z-45 amending the Official Zoning Map from the Residential Preservation -2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District. Schedule the second and final public hearing for January 27, 2016 at 6 PM in the City Commission Chambers at City Hall.

#### **FISCAL IMPACT**

Costs associated with local and state advertising requirements.			
Cherie Bryant, Planning Manager Planning Department	Rick Fernandez City Manager		

For information, please contact: Debra Thomas at (850) 891-6400.

**ITEM TITLE:** First of Two Public Hearing on Ordinance No. 15-Z-45: Proposed Amendment to the Official Zoning Map from the Residential Preservation- 2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District. Second Public Hearing Scheduled for January 27, 2016.

Page 2

# SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS

## HISTORY/FACTS & ISSUES

The proposed Ordinance will rezone the subject parcel from the Residential Preservation- 2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District. The parcel (shown on Attachment #1) is also the subject of a Future Land Use Map (FLUM) amendment (PCM150107). The City Commission and the Leon County Board of County Commissioners will vote on an ordinance adopting the amendment (Map PCM150107) on December 8, 2015. Should the Comprehensive Plan amendment be adopted by the City and County Commissions, it will become effective in the later part of January 2016. The second and final public hearing for the rezoning is proposed for January 27, 2016.

This amendment requires City Commission action. The Planning Department and City Treasurer-Clerk's Office advertised the application consistent with State Statutes and the Land Development Code.

#### **OPTIONS**

- 1. Conduct the first public hearing on proposed Ordinance No. 15-Z-44 amending the Official Zoning Map from the Residential Preservation -2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District. Schedule the second and final public hearing for January 27, 2016 at 6 PM in the City Commission Chambers at City Hall.
- 2. Provide staff alternative direction.

#### **ATTACHMENTS/REFERENCES**

1. Ordinance No. 15-Z-45

#### **ORDINANCE NO. 15-Z-45**

AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA DESIGNATING AND INCLUDING ADDITIONAL TERRITORY AS AND IN THE MR MEDIUM DENSITY RESIDENTIAL ZONING DISTRICT ON THE OFFICIAL ZONING MAP OF THE CITY OF TALLAHASSEE ADOPTED AND ESTABLISHED BY THE CITY COMMISSION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE, FLORIDA, AS FOLLOWS:

SECTION 1: On December 8, 2015, the City Commission approved an Ordinance which adopted Comprehensive Amendment #PCM150107. To implement plan amendment #PCM150107 the properties, which are the subject of that amendment, as shown in Exhibit A, attached hereto, must be rezoned. Accordingly, the following described part or area of the City of Tallahassee and the same is hereby changed from Residential Preservation - 2 (RP-2) Zoning District and hereby designated and established as MR Medium Density Residential Zoning District on the official zoning map of the City of Tallahassee adopted and established by the City Commission.

PRZ150013: From Residential Preservation -2 (RP-2) Zoning District to the MR Medium Density Residential Zoning District (Exhibit A):

The properties shown as Residential Preservation - 2 on the map attached hereto as Exhibit A.

**SECTION 2.** The Mayor and City Treasurer-Clerk are hereby directed to designate and include the above-described area in the City of Tallahassee on the official zoning map of the

City of Tallahassee adopted and established by the City Commission.

**SECTION 3.** All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

Attachment # 1 Page 2 of 3

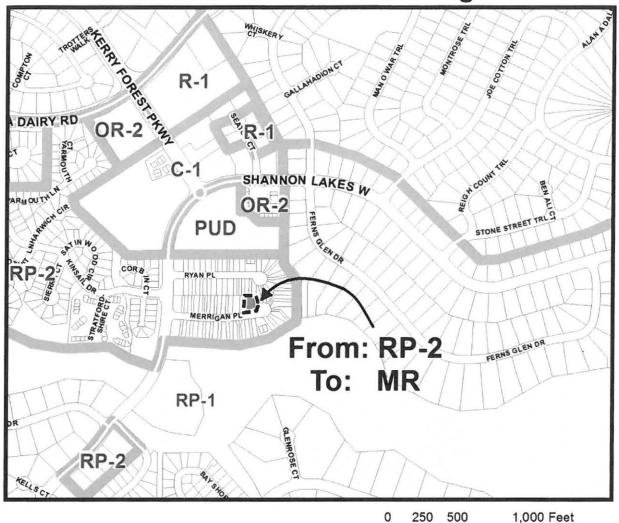
**SECTION 4.** If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

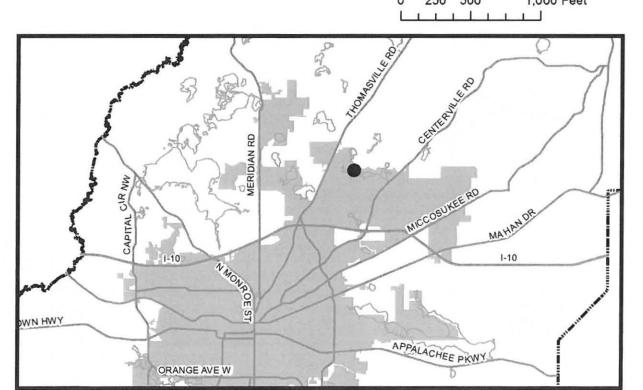
**SECTION 5.** The effective date of this ordinance shall be the effective date of comprehensive plan amendment PCM150107.

INTRODUCED to the	he City Commission on the	2 <sup>nd</sup> day of Decemb	er 2015.		
PASSED by the City	PASSED by the City Commission on the				
	CITY OF TALI	CITY OF TALLAHASSEE, FLORIDA			
	Andrew Gillum,	Mayor			
ATTEST:	APPROVED AS	PPROVED AS TO FORM:			
James O. Cooke, IV City Treasurer Clerk	Lewis E. Shelley,	, City Attorney			

# Exhibit A

Killearn Estates Rezoning PRZ #150013





# **Leon County Board of County Commissioners**

**Notes for Agenda Item #29** 

# **Leon County Board of County Commissioners**

# Cover Sheet for Agenda # 29

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing on Adoption of the Annual Update to the

Tallahassee-Leon County Comprehensive Plan Capital Improvements

Schedule

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wayne Tedder, Planning, Land Management and Community Enhancement (PLACE)
Lead Staff/ Project Team:	Dan Lucas, Senior Planner

#### **Fiscal Impact:**

This item has been budgeted and adequate funding is available.

#### **Staff Recommendation:**

Option #1: Conduct first and only public hearing and adopt the Ordinance updating the

Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule

(Attachment #1).

Title: First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

The annual update to the Five-Year Schedule of Capital Improvements in the Tallahassee-Leon County Comprehensive Plan comes before the Board for consideration following the budget hearings for FY 2015/16. Updating the five-year Capital Improvement Schedule (CIS) in the Comprehensive Plan is adopted by ordinance and, since statutory changes made in 2011, may not be deemed to be amendments to the local comprehensive plan. Capital improvements required to be included in the Schedule are: sanitary sewer, solid waste, drainage, potable water, and transportation facilities, including mass transit.

#### **Analysis:**

Pursuant to §163.3177(3)(b), F.S., the capital improvements element (CIE) must be reviewed by the local government on an annual basis. The CIS consists of excerpts from the County's (and City's) adopted Capital Improvements Programs, the five-year capital plans from Capital Region Transportation Planning Agency (CRTPA), and any Significant Benefit projects funded by proportionate share payments.

Additionally, the CIS includes the School District's adopted five-year Work Program, adopted by reference into the Comprehensive Plan. As part of the annual capital improvements update, staff also recommends updating Capital Improvements Element Policy 1.2.8 to adopt by reference Leon County Schools' 2015-2016 five-year District Facilities Work Program into the five-year Schedule of Capital Improvements:

#### **Capital Improvements Element Policy 1.2.8**

Leon County Schools' 20145-20156 five-year District Facilities Work Program (as adopted by Leon County Schools on September 239, 20145) is hereby adopted by reference into the five-year Schedule of Capital Improvements. The five-year Schedule of Capital Improvements will be evaluated and updated annually to reflect existing and future public school facility needs to ensure that the School District's five-year capital plan is financially feasible and that the adopted level-of service standard for public schools is achieved and maintained.

Policy 1.2.1 of the adopted Public School Facilities Element calls for the School District's annual education facilities report and plan to contain the School Board's capital improvement plan, including a financially feasible plan for acquisition, expansion, and construction of facilities with funding for the five-year planning period, and the educational facilities representing the district's unmet need. This plan addresses identified needs and how level of service will be maintained.

Leon County Schools has confirmed the Work Plan adopted by the School Board on October 13, 2015 will maintain level of service for the five-year planning period.

Title: First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule December 8, 2015

Page 3

The 2015 CIS update is now before the Board for consideration incorporating portions of the County's Capital Improvements Program adopted by the Board during the FY 2015/2016 budget hearings. The request has been noticed and advertised in accordance with the provisions of the *Leon County Land Development Code* (Attachment #2). Staff recommends adoption of the update to the Capital Improvements Schedule.

#### **Options:**

- 1. Conduct first and only public hearing and adopt the Ordinance updating the Capital Improvements Schedule in the Comprehensive Plan (Attachment #1).
- 2. Conduct first and only public hearing and do not adopt the Ordinance updating the Capital Improvements Schedule in the Comprehensive Plan.
- 3. Board direction.

#### **Recommendation:**

Option #1.

#### Attachments:

- 1. Proposed Ordinance
- 2. Notice of Public Hearing

1	ORDINANCE NO. 2015
2 3 4 5 6 7 8 9 10 11 12	AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN; UPDATING CAPITAL IMPROVEMENTS ELEMENT POLICY 1.2.8; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.
13	WHEREAS, Chapters 125 and 163, Florida Statutes, empower the Board of County
14	Commissioners of Leon County, Florida, to prepare and enforce comprehensive plans for the
15	development of the County; and
16	WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Local
17	Government Comprehensive Planning and Land Development Regulation Act, empower and
18	require the Board of County Commissioners of the County of Leon to (a) plan for the county's
19	future development and growth; (b) adopt and amend comprehensive plans, or elements or
20	portions thereof, to guide the future growth and development of the county; (c) implement
21	adopted or amended comprehensive plans by the adoption of appropriate land development
22	regulations; and (d) establish, support, and maintain administrative instruments and procedures
23	to carry out the provisions and purposes of the Act; and
24	WHEREAS, Ordinance 90-30 was enacted on July 16, 1990, to adopt the Tallahassee-
25	Leon County 2010 Comprehensive Plan for the unincorporated area of Leon County. The City
26	of Tallahassee also adopted a plan for its municipal area by separate ordinance; and
27	WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is
28	now 2030 and the Comprehensive Plan is now known as the "Tallahassee-Leon County 2030
29	Comprehensive Plan" pursuant to the latest Evaluation and Appraisal Report; and
30	WHEREAS, Section 163.3177(3)(b), Florida Statutes, requires Leon County to perform
31	an annual review and modification, as necessary, of the Capital Improvements Element of the
32	Comprehensive Plan; and

WHEREAS, pursuant to Section 163.3177(3)(b), Florida Statutes, modifications to
update the 5-year capital improvements schedule may be accomplished by ordinance and may
not be deemed to be amendments to the local comprehensive plan; and
WHEREAS, pursuant to Section 163.3187(1)(c), Florida Statutes, the Board of County
Commissioners of Leon County held a public hearing with due public notice having been
provided on this update to the comprehensive plan; and
WHEREAS, the Board of County Commissioners of Leon County further considered all
oral and written comments received during such public hearing, including the data collection and
analyses packages and the recommendations of the Tallahassee-Leon County Local Planning
Agency; and
WHEREAS, in exercise of its authority the Board of County Commissioners of Leon
County has determined it necessary and desirable to adopt this update to the comprehensive plan
to preserve and enhance present advantages; encourage the most appropriate use of land, water
and resources, consistent with the public interest; overcome present handicaps; and deal
effectively with future problems that may result from the use and development of land within
Leon County, and to meet all requirements of law;
BE IT ORDAINED by the Board of County Commissioners of Leon County, Florida,
that:
Section 1. Purpose and Intent.
This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the
authority set out in, the Local Government Comprehensive Planning and Land Development
Regulation Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.
Section 2. Capital Improvements Element Update.
The Ordinance does hereby adopt the following portion of the text attached hereto as

26

27

Exhibit "A," and made a part hereof, as an update to the Tallahassee-Leon County 2030

Comprehensive Plan, as amended, and does hereby update "The Tallahassee-Leon County 2030

1	Comprehensive Plan," as amended, in accordance therewith, being an annual update to the
2	following Plan element:
3 4	FY 2015/16 – Capital Improvements Schedule, which relates to the Capital Improvements Element.
5 6	Section 3. Capital Improvements Element Policy 1.2.8.
7 8	The Ordinance does hereby adopt the following portion of the text attached hereto as
9	Exhibit "A," and made a part hereof, as an update to the Tallahassee-Leon County 2030
10	Comprehensive Plan, as amended, and does hereby update "The Tallahassee-Leon County 2030
11	Comprehensive Plan," as amended, in accordance therewith, being an annual update to the
12	following Plan element:
13 14	FY 2015/16 – Capital Improvements Element Policy 1.2.8, which relates to the Capital Improvements Element.
15 16	Section 4. Applicability and Effect.
17	The applicability and effect of this update to the 2030 Comprehensive Plan shall be as
18	provided by the Local Government Comprehensive Planning and Land Development Regulation
19	Act, Sections 163.3161 through 163.3215, Florida Statutes, this Ordinance, and shall apply to all
20	properties under the jurisdiction of Leon County.
21	Section 5. Conflict with Other Ordinances and Codes.
22	All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in
23	conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.
24	Section 6. Severability.
25	If any provision or portion of this Ordinance is declared by any court of competent
26	jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and
27	portions of this Ordinance shall remain in full force and effect.

28

1	Section 7. Copy on File.	
2	To make the Tallahassee-Leon Co	unty 2030 Comprehensive Plan available to the public,
3	a certified copy of the enacting ordinanc	e, as well as certified copies of the Tallahassee-Leon
4	County 2030 Comprehensive Plan and	these updates thereto, shall also be located in the
5	Tallahassee-Leon County Planning Depar	tment. The Planning Director shall also make copies
6	available to the public for a reasonable pub	blication charge.
7	Section 8. Effective Date.	
8	The effective date of this Plan update	ate shall be according to law and the applicable statutes
9	and regulations pertaining thereto.	
10	DULY PASSED AND ADOPTE	D BY the Board of County Commissioners of Leon
11	County, Florida, this day of	, 2015.
12		A DOM GOAD WILL BY OR IN
13 14		LEON COUNTY, FLORIDA
15		
16	F	BY:
17		MARY ANN LINDLEY, CHAIRMAN
18		BOARD OF COUNTY COMMISSIONERS
19		
20	ATTESTED BY:	
21	BOB INZER, CLERK OF THE COURT	
22 23	AND COMPTROLLER	
24		
25	BY:	
26	CLERK	
27		
28	APPROVED AS TO FORM:	
29	COUNTY ATTORNEY'S OFFICE	
30	LEON COUNTY, FLORIDA	
31		
32 33	BY:	
34	HERBERT W.A. THIELE, ESQ.	-
35	COUNTY ATTORNEY	

F14-00125 U:\CIS FY15-16\county\00043262.DOC

# **EXHIBIT A**

# TEXT UPDATE FY 2016 – FY 2020 CAPITAL IMPROVEMENTS ELEMENT POLICY 1.2.8 AS ADOPTED:

# **Capital Improvements Element Policy 1.2.8**

Leon County Schools' 20145-20156 five-year District Facilities Work Program (as adopted by Leon County Schools on September 239, 20145) is hereby adopted by reference into the five-year Schedule of Capital Improvements. The five-year Schedule of Capital Improvements will be evaluated and updated annually to reflect existing and future public school facility needs to ensure that the School District's five-year capital plan is financially feasible and that the adopted level-of service standard for public schools is achieved and maintained

# TEXT UPDATE FY 2016 – FY 2020 CAPITAL IMPROVEMENTS SCHEDULE AS ADOPTED:

# **LEON COUNTY**

## **CAPITAL IMPROVEMENTS SCHEDULE**



### **Components of the Schedule of Capital Improvements:**

- Leon County 5-year Capital Improvements Program excerpts
- CRTPA 5-year Transportation Improvement Program, Major Capacity
- CRTPA Regional Mobility Plan (RMP) Priority Project List
- Significant Benefit Project Priority List

75,000

1,416,450

2,276,650

600,000

60,000

995,194

2,082,535

4,072,929

168,000

100,000

600,000

1,430,225

2,483,425

50,000

100,000

400,000

1,444,475

2,334,675

1,374,000

1,459,200

4,368,400

100,000

500,000

Old Bainbridge Road Safety Improvements

Sidewalk Program

**GRAND TOTAL** 

Public Works: Design and Engineering Services

Transportation and Stormwater Improvements

100,000

500,000

1,473,925

2,259,125

1,592,000

8,219,469

4,682,535

17,795,204

535,000

**Budget** 

1,704,398

1.704.398

Comprehensive Plan Capital Improvements: Transportation Elements

Capital Improvement Projects Not Related to the Comprehensive Plan:

341 North Monroe Turn Lane

NONE

**GRAND TOTAL** 

1,704,398

1,704,398

The following intersections will be addressed in response to concurrency requirements: Blairstone Road/Old St. Augustine Road, Chaires Crossroad/Capitola; Geddie Road/State Road 20; Aenon Church/State Road 20; North Monroe Street/Crowder; Old Bainbridge Road/Capital Circle NW; Miles Johnson Road/Miccosukee Road; Old Bainbridge Road/Capital Circle NW; and Old Bainbridge/Knots Lane.

<sup>2.</sup> Intersection and Safety Improvements: Total Project Funding 6,788,353 5,682,499 355,854 750,000

#### SR 261 (US 319) CAP CIR FROM SR 363 TO CR 259 TRAM RD LANDSCAPING



**Project #:** 2196893

Work Summary: LANDSCAPING SIS?: No

**Lead Agency:** Managed by FDOT **Length:** 2.250

County: LEON

Total	2019/20	2018/19	2017/18	2016/17	2015/16	Fund Source	Phase
11,994	0	0	0	11,994	0	DIH	CST
777,114	0	0	0	777,114	0	DDR	CST

**Prior Cost < 2015/16:** 0 **Future Cost > 2019/20:** 0

**Total Project Cost:** 789,108

**Project Description:** Provides landscape funds for Capital Circle (Woodville Highway to Tram Road).

#### SR 263 (US 319) C.C. FROM SR 61 CRAWFORDVILLE TO CR 2203 SPRINGHILL RD



Project #: 2197492

**Work Summary:** PRELIM ENG FOR FUTURE CAPACITY SIS?: No

Lead Agency: Managed by FDOT Length: 2.341

County: **LEON** 

Total	2019/20	2018/19	2017/18	2016/17	2015/16	Fund Source	Phase
14,417,200	0	14,417,200	0	0	0	LF	ROW
24,386,578	24,386,578	0	0	0	0	LF	CST

2,713,017 **Prior Cost < 2015/16:** 

**Future Cost > 2019/20:** 0

**Total Project Cost:** 41,516,795

**Project Description:** Identifies local funding for right-of-way and construction phases for Capital Circle (Crawfordville Road to Springhill Road).

#### CRTPA RESERVE BOX FOR FUTURE PROJECTS USING URBAN FUNDS



**Project #:** 2197935

Work Summary: FUNDING ACTION SIS?: No

**Lead Agency:** Managed by FDOT **Length:** .000

County: LEON

Total	2019/20	2018/19	2017/18	2016/17	2015/16	Fund Source	Phase
4,725	0	0	0	0	4,725	ACTU	CST
3,040,502	0	1,524,928	1,037,564	0	478,010	SU	CST

**Prior Cost < 2015/16:** 1,056,233

Future Cost > 2019/20:

**Total Project Cost:** 4,101,460

#### **CAPITAL REGION TPA PLANNING SECTION 5303 GRANT**



**Project #:** 4217162

Work Summary: MODAL SYSTEMS SIS?: No

PLANNING

Lead Agency: MANAGED BY Length: .000

CAPITAL REGION

County: LEON

Phase	Fund Source	2015/16	2016/17	2017/18	2018/19	2019/20	Total
PLN	DU	105,000	0	0	0	0	105,000
PLN	DPTO	13,126	0	0	0	0	13,126
PLN	LF	131,226	0	0	0	0	131,226

**Prior Cost < 2015/16:** 590,866

Future Cost > 2019/20:

**Total Project Cost:** 840,218

#### **CRTPA UPWP ACTIVITIES SUPPORT**



Project #: 4225442

**Work Summary:** PLANNING MODELS/ SIS?: No

DATA UPDATE

Responsible Agency Not Length: Available Lead Agency: .000

County: LEON

Total	2019/20	2018/19	2017/18	2016/17	2015/16	Fund Source	Phase
1,170,785	0	0	870,785	200,000	100,000	SU	PLN

**Prior Cost < 2015/16:** 525,000

**Future Cost > 2019/20:** 

**Total Project Cost:** 1,695,785

#### **CRTPA LONG RANGE TRANSPORTATION PLAN UPDATE - 2040**



Project #: 4225443

**Work Summary:** PLANNING MODELS/ SIS?: No

DATA UPDATE

Responsible Agency Not Length: Available Lead Agency: .000

County: LEON

Total	2019/20	2018/19	2017/18	2016/17		Fund Sourc	Phase
375,000	0	375,000	0	0	0	D	PLN

**Prior Cost < 2015/16:** 497,908

**Future Cost > 2019/20:** 

**Total Project Cost:** 872,908

#### SR 363 WOODVILLE HWY FROM SR 263 (US 319) C.C. TO GAILE AVENUE



**Project #:** 4240094

Work Summary: RIGHT OF WAY - SIS?: No

**FUTURE CAPACITY** 

**Lead Agency:** Managed by FDOT **Length:** 1.640

County: LEON

Fund Phase Source 2015/16 2016/17 2017/18 2018/19 2019/20 **Total** 1,200,000 **ROW** SA 0 0 1,200,000 0 0

**Prior Cost < 2015/16:** 1,493,594

Future Cost > 2019/20:

Total Project Cost: 2,693,594

**Project Description:** Provides right-of-way funding associated with widening Woodville Highway (Capital Circle to Gaile Avenue).

#### **CRTPA FY 17-18 UPWP**



Project #: 4317421

TRANSPORTATION PLANNING **Work Summary:** SIS?: No

Responsible Agency Not Length: Available Lead Agency: .000

County: LEON

Total	2019/20	2018/19	2017/18	2016/17		Fund Source	Phase
975,552	0	0	487,776	487,776	0	PL	PLN

**Prior Cost < 2015/16:** 0 **Future Cost > 2019/20:** 0

**Total Project Cost:** 975,552

#### **CAPITAL REGION TPA FY 18-19**



Project #: 4348791

TRANSPORTATION PLANNING **Work Summary:** SIS?: No

Responsible Agency Not Length: Available Lead Agency: .000

County: LEON

Total	2019/20	2018/19	2017/18	2016/17		Fund Source	Phase
975,552	487,776	487,776	0	0	0	PL	PLN

**Prior Cost < 2015/16:** 0 **Future Cost > 2019/20:** 0

**Total Project Cost:** 975,552

Updated November 17, 2014

Attachunent 2#1 Page 20 of 26

				Opulieu November 17, 20							Page 20	0 01 20
#		Identi	ified Projects		Tier 1: 20	16 - 2020	Tier 2: 20	21 - 2025	Tier 3: 20	026 - 2030	Tier 3: 20	31 - 2035
ect		1	TEDMINI									
Project	NAME		TERMINI	PROPOSED IMPROVEMENT	Funded Project	<b>Project Cost</b>	Funded Project	Project Cost	Funded Project	Project Cost	Funded Project	<b>Project Cost</b>
Ь	TATAL	FROM	то	TROTOSED IVII ROVENIENT	Phase	Troject Cost	Phase	Troject Cost	Phase	110jeet Cost	Phase	Troject Cost
	W 1: D:			C:1 11	D : /G	Φ 2200207						
	Magnolia Drive	Lafayette Street	Adams Street	Sidewalks	Design/Const	\$ 2,390,305						
+		SR 12	US 90	Capacity/Safety	Construction	15700000						
2	Crawfordville Road Express Bus Satellite Transfer Center	Tallahassee Southwood	Crawfordville	Express Bus Transfer Center	Implement Implement	\$ 2,136,872 \$ 1,873,300						
3	Franklin Boulevard	Cascade Park	Tennessee Street	Bike Lanes/Sidewalks	Construction	5 1,873,300 513716:5						
5	Bannerman Road	Thomasville Road	Tekesta Drive	Sidewalks	Design/Const	\$ 901,935						
6	Orange Avenue	Capital Circle, Southwest	Lake Bradford Road	Sidewalks	Design/Const	1300652						
7	Havana Express Bus Service	Havana	Tallahassee	Express Bus	Implement	\$ 2,136,872						
8		Monticello	Tallahassee	Express Bus	Implement	\$ 2,136,872						
9	Park and Ride - Midway	Near City Hall		Park and Ride	Implement	\$ 306,100						
10		Duval Street		Shared-use path	Design/Const	\$ 725,233						
- 11	7th Avenue	Colonial Drive		Bike Lanes/Sidewalks	Design/Const	\$ 300,000						
12	Barbourville Drive	Adams Street		Sidewalks	Design/Const	\$ 116,721						
13	Brevard Street	Woodward Street	Miccosukee Road/Wilson Avenue	Bike Lanes	Design/Const	\$ 838,880						
14	Clay Street	Alabama Street	Preston Street	Sidewalks	Design/Const  Design/Const	132637.5						
15	Coleman Street Crawfordville Road	Walcott Street In Crawfordville	Lake Bradford Road	Sidewalks Sidewalks	8 8 1 1 1 1	\$ 73,277						
17	Duval Street	Gaines Street	Tharpe Street	Bike Lanes	Design/Const Design/Const	\$ 1,878,137 \$ 1,133,158						
18	Eisenhower Road	McElroy Road	Orange Avenue	Sidewalks	Design/Const  Design/Const	\$ 307,719						
19	Gibbs Drive	Tharpe Street	E	Sidewalks	Design/Const	\$ 307,719						
20	Madison Street	Woodward Street	Macomb Street	Bike/Ped Improvements	Design/Const	\$ 538,235						
21	Meridian Street	Van Buren Street		Bicycle Route	Design/Const	\$ 3,096						
22	Orange Avenue	Lake Bradford Road	Monroe Street	Bike Lanes/Sidewalks	Design/Const	\$ 1,559,830						
23	Palmer Avenue	Monroe Street		Sidewalks	Design/Const	\$ 37,139						
23	Palmetto Street	MLK Jr. Boulevard		Bike Lanes/Sidewalks	Design/Const	\$ 230,259						
24	Pasco Street	Wies Street	Orange Avenue	Sidewalks	Design/Const	\$ 138,553						
25	Pottsdamer Street	Orange Avenue	Paul Dirac Road	Sidewalks	Design/Const	\$ 393,312	D CVV			A		
26	Quincy Loop	US 90 South	SR 12	Capacity/Safety	PDE/Design	7 7	ROW	\$ 17,016,975	Construction	\$ 15,000,000		
27	Woodward Avenue	Jefferson Street Old Bainbridge Road	Gaines Street	Bike/Ped Improvements	Design/Const	\$ 307,012 \$ 265,275						
20	Volusia Street Wies Street	Holton Street	Joe Louis Street Pasco Street	Sidewalks Sidewalks	Design/Const Design/Const	\$ 263,273						
T-1	Capital Circle	Apalachee Parkway	End of exist. Sidepath/Hill Lane	Trail Adjacent to Road	Design/Const	\$ 333,872						
T-2	Sharrow Projects	Aparaence I arkway	End of exist. Sidepatii/Tiii Eaile	Trail Adjacent to Road	Implement	\$ 10,000						
		9th Street (East)	Meridian Road	Sharrow		Ψ 10,000						
	US 90/Washington Drive (West)	Mahan Drive	MLK Jr Avenue	Sharrow								
	S Water Street	Williams Street	US 90/Washington Street (West)	Sharrow								
	Crawford Street	US 90/Jefferson Street (West)	Eames Street	Sharrow								
	Main Street	Holly Street	Main St (North)/Azalea Drive	Sharrow								
	Holly Drive	US 90/Washington Street (West)	Main Street	Sharrow								
	Main Street (North)	Main Street/Azalea Drive	US 90/Washington Street (West)	Sharrow								
20	Meridian Road	SR 61/Thomasville Road	Henderson Road	Sharrow	T 1	A 1007165						
30	Tram Road Belle Vue Way	Local Bus Service		Bus Service Expansion	Implement	\$ 1,207,165	DOW/Comet	e 2.126.957				
31	Innovation Park Trail	Mabry Street  Along Poberts Pond Jamonia Stre		Shared-use path Shared-use path	Design	\$ 130,398	ROW/Const ROW/Const	\$ 2,136,857 \$ 5,135,631				
	Magnolia Drive	Lafavette Street	North of Apalachee Parkway	Intersection Improvements	Design/Const	<del>1102758</del>		\$ 3,133,031				
34		Stadium Drive		Bike Lanes	Design/Const	\$ 813,924						
35	Tram Road	Gaile Avenue		Bike Lanes	Design/Const	\$ 50,933						
36		Page Road		Sidewalks	Design/Const	\$ 530,550						
T-3	Maclay Boulevard	Maclay Commerce Drive	Maclay Road	Trail Adjacent to Road	Design/Const	\$ 2,507,238						
T-3	MLK Jr Boulevard/Brickyard Road	Knight Road	Easement East of Midway/S of RR	Bike Lanes	Design/Const	\$ 1,658,136						
T-5	MLK Jr Boulevard	Pat Thomas Parkway	Camilla Avenue	Trail Adjacent to Road	Design/Const	\$ 879,567						
T-6	MLK Jr Boulevard	Camilla Avenue	Atlanta Street (South)	Bike Lanes	Design/Const	\$ 323,330						
T-7	On easement/Market Square area (E-W power transmission line)	E-W from easement	Maclay Boulevard	Trail on Easement	Design/Const	\$ 377,395						
T-8	Pepper Drive	Lake Bradford	Lipona Road	Bike Lanes	Design/Const	\$ 337,077						
	Lipona Road	Pepper Drive	Pensacola Street (West)	Bike Lanes	Design/Const	362188.8						
T-10	Dover Road	MLK Jr Boulevard/Brickyard		Bike Lanes	Design/Const	\$ 305,597						
T-11	Tennessee Street (West)	Easment West of SR 263		Bike Lanes	Design/Const	\$ 186,754						
37	5th Avenue	Thomasville Road		Sidewalks	Design/Const	\$ 79,583						
38	Adams Street	Gaines Street		Bike Lanes	Design/Const	\$ 605,533						
39	Basin Street	Tennessee Street	Alabama Street	Sidewalks	Design/Const	\$ 265,275				Posted of 8:30	n m. on November	30 2015
				Page 1143 of 1175						Posted at 8:30	p.m. on November 3	30, 2015

Updated November 17, 2014

Attachment 2#1
Page 21 of 26

		Updated November 12		)14						Page 2	1 of 26	
#		Identif	ïed Projects		Tier 1: 20	16 - 2020	Tier 2: 20	21 - 2025	Tier 3: 20	26 - 2030	Tier 3: 20	31 - 2035
		I Tuentii		_	1101 1. 20	710 2020	1101 21 20	21 2020	1101 01 20	20 2000	1101 01 20	2000
Project	27.125		TERMINI		Funded Project		Funded Project		Funded Project		<b>Funded Project</b>	
Pr	NAME	FROM	ТО	PROPOSED IMPROVEMENT	Phase	Project Cost	Phase	<b>Project Cost</b>	Phase	Project Cost	Phase	Project Cost
		FROM	10									
40	Belmont Road	Park Avenue	Nugent Drive	Sidewalks	Design/Const	\$ 217,526						
41	Bloxham Street		Myers Park Drive	Bicycle Route	Design/Const	\$ 1,730						
42	Bloxham Street	Monroe Street	Myers Park Drive	Sidewalks	Design/Const	\$ 111,316						
43	Boone Boulevard		Monticello Drive	Sidewalks	Design/Const	\$ 35,097						
44		Wheatly Street	Rackley Road	Sidewalks	Design/Const	\$ 68,972						
45	Bronough Street	10th Avenue	Gaines Street	Bike Lanes	Design/Const	\$ 1,018,656						
46	Broward Street	Apalachee Parkway	Park Avenue	Sidewalks	Design/Const	\$ 112,988						
47			Tartary Drive	Sidewalks	Design/Const	\$ 68,972						
48	Chocksacka Nene		Jim Lee Road	Sidewalks	Design/Const	\$ 233,332						
49	Chowkeebin Nene		Apakin Nene	Sidewalks	Design/Const	\$ 253,663						
50	Chowkeebin Nene	Chinnapakin Nene Copeland Street	Hasosaw Nene Bronough Street	Sidewalks	Design/Const	\$ 327,623						
51	College Avenue Floral Street	Disston Street	Russell Street	Bike/Ped Improvements Sidewalks	Design/Const Design/Const	\$ 26,528						
52	Gadsden Street		Magnolia Drive	Sidewalks	Design/Const  Design/Const	\$ 266,651						
54	Gaile Avenue	Crawfordville Road	Tram Road	Bike Lanes	Design/Const  Design/Const	\$ 322,993						
55	Holton Street		Wies Street	Sidewalks	Design/Const  Design/Const	\$ 116,721						
56	Iamonia Street		Roberts Avenue	Sidewalks	Design/Const	\$ 126,536						
57	Indianhead Drive East	Lafayette Street	Apakin Nene	Sidewalks	Design	*	Construction	\$ 153,077				
58	Ingleside Avenue		Marion Avenue	Sidewalks	Design		Construction	\$ 77,039				
59	Monticello Drive		John Knox Road	Sidewalks	Design/Const	\$ 228,137						
60	Oakland Avenue	Monroe Street/Adams Street	Meridian Street	Sidewalks	Design/Const	\$ 333,237						
61	Parkridge Drive	Bragg Drive	Ryco Drive	Sidewalks	Design/Const	\$ 79,583						
62	Paul Russell Road		Jim Lee Road	Bike Lanes/Sidewalks	Design/Const	\$ 1,096,370						
63	Perkins Street	Gadsden Street	Meridian Street	Sidewalks	Design/Const	73277						
64	Trail extension		Jefferson County High School	Shared-use path	PDE/Design/ROV	·	Construction	\$ 1,630,389				
65	Call Street	Copeland Street	Satsuma Street	Bicycle Route	Design/Const	\$ 3,204						
66	Southwood Plantation Drive	Apalachee Parkway	Southwood	Bicycle Route	Design/Const	\$ 2,769						
67	Shumard Oak Boulevard			Bicycle Route	Design/Const	\$ 1,868	D CVV		D O W	A		Φ 0.000.000
68	Capital City to the Sea Trail	Capital Region		Shared-use path	PDE/Design	+	ROW	\$ 12,031,568	ROW	\$ 12,031,568	Construction	\$ 9,000,000
69	Satellite Transfer Center	Southside Tallahassee	OHD: 1:1 D I	Super Stop/Transfer Center	Implement	\$ 1,873,300						
71	Alabama Street	Arkansas Street	Old Bainbridge Road Roberts Avenue	Sidewalks	Design/Const	\$ 382,801 \$ 239,359						
72		McElroy Road Meridian Street	Bloxham Street	Sidewalks Sidewalks	Design/Const Design/Const	\$ 239,339						
72	Airport Express Bus Service	Airport	Tallahassee	Express Bus	Implement	\$ 1,388,300						
74	Satellite Transfer Center	NW Tallahassee	Tananassec	Transfer Center	Implement	\$ 3,986,375						
75	Indian River Street	Levy Avenue	Stuckey Avenue	Sidewalks	Design/Const	\$ 106,110						
76	Levy Street	Alumni Village	Lake Bradford Road	Bike/Ped Improvements	Design/Const	\$ 1,036,773						
77	Joyner Drive	Voncile Avenue	Watt Avenue	Sidewalks	Design/Const	\$ 221,356						
78	Indianhead Drive West		Mountbatten Road	Sidewalks	Design/Const	\$ 525,235						
79	Tanner Drive	Rackley Drive	Wheatley Road	Sidewalks	Design/Const	\$ 159,165						
T-12	Martin Road	US 19/Jefferson Street (South)	Ike Anderson Bike Trail	Trail Adjacent to Road	Design/Const	\$ 219,132						
T-13			N and W to end of Goose Pond Trail	Trail on Easement	Design/Const	\$ 1,283,931						
T-13		_ 0.00000000000000000000000000000000000	Mahan Drive	Bike Lanes	Design/Const	\$ 169,776						
	Park and Ride - Woodville	Intersection of Woodville Highway	<u>c</u>	Park and Ride			Implement	\$ 365,500				
		Downtown near intersection of Jeff		Transfer Center			Implement	\$ 2,061,500				
	Park and Ride - Crawfordville	Intersection of Crawfordville Road		Park and Ride			Implement	\$ 365,500				
83	Satellite Transfer Center - TCC	Appleyard Road near TCC Campus		Transfer Center			Implement	\$ 2,202,200				
84	Jackson Bluff Road		Lake Bradford Road	Bike Lanes/Sidewalks			Design/Const	2758317.2 \$ 1.177.536				
		Stadium Drive Monroe Street	Orange Avenue Meridian Street	Bike Lanes Sidewalks			Design/Const	\$ 1,177,536 \$ 118,503				
80 <del>87</del>	Laura Lee Avenue Lipona Road/Pepper Drive	Pensacola Street	Lake Bradford Road	Bike Lanes			Design/Const  Design/Const	938033.8				
			Monroe Street	Bike Lanes			Design/Const	\$ 803,989				
		West side of Woodville Highway a		Bike/Ped Overpass			Design/Const  Design/Const	\$ 6,313,000				
		South side of Capital Circle across		Bike/Ped Overpass			Design/Const	\$ 3,158,000				
89		Magnolia Drive	Connor Boulevard	Bike/Ped Improvements			PDE/Design	\$ 703,632			Construction	\$ 5,603,966
90	Tennessee Street		Magnolia Drive	Bike Lanes			Design/Const	\$ 399,168				, , , , , , ,
91	Rankin Avenue		Jackson Bluff Road	Sidewalks			Design/Const	\$ 831,995				
92			Tupelo Drive	Sidewalks			Design/Const	\$ 323,323				
93	Magnolia Drive	Lafayette Street	Adams Street	Bike Lanes/Sidewalks			Design/Const	3029103				
94	Meridian Road		Tharpe Street	Sidewalks			Design/Const	\$ 270,963				
95	Meridian Street		Magnolia Drive	Sidewalks			Design/Const	\$ 318,780				
96	Mission Road	White Drive	Mission Road	Bike Lanes/Sidewalks 1144 of 1175			Design/Const	\$ 1,087,030		Posted at 8:30	o.m. on November	30. 2015

Updated November 17, 2014

Attachment 2/41
Page 22 of 26

											Page 2	2 01 20
ıt #		Ide	ntified Projects		Tier 1: 20	016 - 2020	Tier 2: 20	21 - 2025	Tier 3: 20	26 - 2030	Tier 3: 20	31 - 2035
Project	NAME		TERMINI	DDODOGED IMPROVEMENT	Funded Project	D : 4G 4	Funded Project	D : 40 4	Funded Project	D : 4G 4	Funded Project	D : 4G 4
Pr	NAME	FROM	то	PROPOSED IMPROVEMENT	Phase	Project Cost	Phase	Project Cost	Phase	Project Cost	Phase	Project Cost
97	San Luis Road	Mission Road	Tharpe Street	Sidewalks			Design/Const	\$ 555,093				
	Preston Street	Clay Lane	Basin Street	Sidewalks			Design/Const	\$ 212,058				
99	Tennessee Street	Ocala Road	Franklin Boulevard	Bike/Ped Improvements			D corgin const	Ψ 212,000	Design/Const	\$ 3,120,718		
100	Tharpe Street	Ocala Road	Monroe Street	Access Management/Median					Design/Const	\$ 5,882,319		
101	Ranch Road (Selman Road)	US 90	End	Sidewalks					Design/Const	\$ 1,038,262		
T-17	Pat Thomas Parkway	MLK Jr Boulevard	Clark Street (West)	Trail Adjacent to Road					Design/Const	\$ 3,197,334		
T-18	Atlanta Street (South)	MLK Jr Boulevard	US 90/Blue Star Highway	Trail Adjacent to Road					Design/Const	\$ 2,826,386		
102	Tennessee Street (West) Bus Rapid Transit			BRT					PDE/Design	\$ 13,200,000		
103	Capital Circle East Express Bus Service	Capital Circle		Express Bus					Implement	\$ 2,952,372		
104	Mitchell Avenue	7th Avenue	Betton Road	Sidewalks					Design/Const	\$ 339,830		
105	MLK Jr. Boulevard	St Francis Street	Palmetto Drive	Bike Lanes/Sidewalks					Design/Const	\$ 1,530,120		
106	US 319 @ Martin Luther King			Intersection Improvements					Design/Const	\$ 598,023		
107	US 319 @ Ivan Church Road			Intersection Improvements					All	\$ 2,378,050		
108	US 319 @ Wakulla Arran Road			Intersection Improvements					Design/Const	\$ 598,023		
109	Trimble Road	Tharpe Street	Hartsfield Road	Sidewalks					Design/Const	\$ 331,711		
110	Tupelo Terrace	Alder Drive	Rosemary Terrace	Sidewalks					Design/Const	\$ 533,833		
111	Voncile Avenue	Joyner Drive	Old Bainbridge Road	Sidewalks					Design/Const	\$ 69,012		
112	Wahnish Way	FAMU Way	Osceola Avenue	Sidewalks					Design/Const	\$ 1,265,795		
113	West Call Street	Copeland Street	Dewey Street	Bike/Ped Improvements					Design/Const	\$ 231,532		
114	Yaupon Avenue	Old Bainbridge Road	Redbud Avenue	Sidewalks					Design/Const	\$ 250,169		
115	Monroe Street	Virginia Street	Apalachee Parkway	Bike Lanes					Design/Const	\$ 353,022		
116	Otter Creek Road	South of US 98	North of US 98	Sidewalks					Design/Const	\$ 388,518		
117	Glenview Drive	Thomasville Road	Monroe Street	Sidewalks					Design/Const	\$ 1,510,626		
118	Gray Street	Jefferson Street (West)	University Way	Bike/Ped Improvements					Design/Const	\$ 136,337		
119	Gadsden Street	6th Avenue	9th Street	Sidewalks					Design/Const	\$ 197,923		
	Greenwood Drive	Glenview Drive	Bradford Road	Sidewalks					Design/Const	\$ 109,958		
	US 98	Otter Creek Road	P A Sandera Road	Sidewalks					Design/Const	\$ 233,576		
	US 319	Ivan Church Road	Arran Road	Service Roads							All	\$ 36,675,000
	US 90/Blue Star Highway	Atlanta Street	Casey Lane	Trail Adjacent to Road							Design/Const	\$ 3,365,025
	Gaines/Myers Park/Circle	Meridian Street	Magnolia Drive	Bike Lanes/Sidewalks							Design/Const	\$ 2,013,575
	Beech Ridge Trail	Kinhega Drive	Chiles High School	Sidewalks							Design/Const	\$ 612,382
T-20	SR 61/Thomasville Road	9th Street (East)	Existing Bike lanes/S of Interstate 10	Trail Adjacent to Road							Design/Const	\$ 3,361,939

Studies/Programs/Coordination

Diau	ies/110g1ams/Cooramation									
125	Bicycle Map	CRTPA area	Bicycle system map	\$ 75,000		\$ 15,000		\$ 15,000		\$ 15,000
126	Trails and Greenways Implementation	CRTPA area	Trails and Greenways	SPEC	FIC PROJECTS	IDENTIFIED ANI	INCLUDED IN	COST FEASIBLE	PLAN	
127	Duval/Bronough and Gadsden/Calhoun	One way pairs	Operational development	\$ 350,000						
128	Gadsden County Sector Plans	Gretna, Greensboro, Chattahoochee	Sector Plans	\$ 105,000						
T	Trail Coordination Efforts									
	Coordination with Woodville Corridor	Study Recommendations								
	Coordination among involved agencies	and advocacy groups to take advantage of opportu								
	Tallahassee Leon County Planning Dep	portation Opportunities								
	Additional Opportunities for Sharrows									

Updated November 17, 2014

Attachment 2<sub>#1</sub>
Page 23 of 26

t #		Identif	Identified Projects		Tier 1: 20	016 - 2020	Tier 2: 20	21 - 2025	Tier 3: 20	26 - 2030	Tier 3: 20	
rojec	NAME		TERMINI	PROPOSED IMPROVEMENT	Funded Project	Project Cost	Funded Project	Project Cost	Funded Project	Project Cost	Funded Project	Project Cost
P		FROM	ТО		Phase	. <b>.</b>	Phase	. <b>y</b>	Phase	. <b>.</b>	Phase	3
				G .	Tier 1 Cost	\$ 56,360,733	Tier 2 Cost	\$ 59,464,305	Tier 3 Cost	\$ 70,320,016	Tier 3 Cost	\$ 60,646,887
				Costs	Transit Non-Transit	\$ 17,045,156 \$ 39,315,577	Transit Non-Transit	\$ 6,690,700 \$ 52,773,605	Transit Non-Transit	\$ 2,952,372 \$ 67,367,644	Transit Non-Transit	
					Tier 1 Revenues	\$ 109,181,152	Tier 2 Revenues	\$ 90,381,152	Tier 3 Revenues	\$ 65,181,152	Tier 3 Revenues	\$ 50,381,152
				Revenues	Transit Non-Transit	\$ 54,590,576 \$ 60,793,030	Transit Non-Transit	\$ 45,190,576 \$ 63,219,802	Transit Non-Transit	\$ 32,590,576 \$ 68,162,331	Transit Non-Transit	\$ 25,190,576 \$ 71,739,052
				Surplus/Deficit	Tier 1 S/D	\$ 52,820,419	Tier 2 S/D	\$ 30,916,847	Tier 3 S/D	\$ (5,138,864)	Tier 3 S/D	\$ (10,265,735)
				Sur prus/Denett	Transit Non Transit	\$ 37,545,420 \$ 15,274,999	Transit Non Transit	\$ 38,499,876 \$ (7,583,029)	Transit Non Transit	\$ 29,638,204 \$ (34,777,068)	Transit Non Transit	\$ 25,190,576 \$ (35,456,311)
				<b>Total Balancing All Tier</b>	s - Non Trar	nsit Projects	\$ (62,541,409)					

Potential Transit Funding

 129 Transit Capital\*
 Available for Additional Service Development and Expansion
 \$ 37,545,420
 \$ 38,499,876
 \$ 29,638,204
 \$ 25,190,576

\* - On the surface it would appear as though these funds are available for the introduction of new projects. However, there is no operational funds to balance Note: Transit expenditures include the operation of the Nova2010 system as well as the continuing operating expenses for the new transit projects

Projects	with	Other	<b>Funding</b>	(Public)

M1A	Capital Circle, Southwest	US 90	Orange Avenue	SIS - Widen			
				PD&E/Design			\$ 9,550,381
		Modified at the November 26, 2012	CDTDA Meeting	ROW			\$ 33,500,000
		Modified at the November 20, 2012	2 CKTFA Meeting	Construction			\$ 66,583,754
				Total			\$ 109,634,135
M <sub>1</sub> B	Capital Circle, Southwest	Orange Avenue	Springhill Road	Right-of-Way			\$ 30,000,000
		Modified at the November 26, 2012		Construction			\$ 36,300,000
M1C	Capital Circle, Southwest	Springhill Road	Crawfordville Road	Design	\$ 2,100,000		
		Modified at the November 26, 2012	2 CRTPA Meeting	Right-of-Way			\$ 31,000,000
		*	-	Construction			\$ 23,700,000
130	Interstate 10	West of US 90	East of Rest Area	SIS - Widen			
131	Tharpe Street	Ocala Road	Capital Circle, Northwest	Local - Widen			
132	FAMU Way Extension	Lake Bradford Road	Railroad Avenue	Local - New			
M3A	Crawfordville Road	Wakulla Springs Road	LL Wallace Road	Design			\$ 2,090,000 *
		•	•	Construction			\$ 5,603,380 *
		Modified at the November 17, 2014	4 CRTPA Meeting	Construction Support			\$ 950,688 *
				Environmental			\$ 275,000 *
МЗВ	Crawfordville Road	LL Wallace	Wakulla County Line	Design			\$ 1,760,000 *
		•		Right-of-Way			\$ 7,033,039 *
		M 10 1 41 N 1 17 201	A CDTDA M. A	Construction			\$ 8,063,893 *
		Modified at the November 17, 2014	4 CRIPA Meeting	Construction Support			\$ 1,361,137 *
				Environmental			\$ 553,915 *
M3C	Crawfordville Road	Leon County Line	SR 267	Right-of-Way	\$ 5,371,803		
			•	Construction			\$ 15,000,000 *
		Modified at the November 17, 2014	4 CRTPA Meeting	Construction Support			\$ 1,680,000 *
			<u> </u>	Environmental			\$ 120,000 *
M3D	Crawfordville Road	SR 267	East Ivan Road	Right-of-way	\$ 8,176,300		
		•	•	Construction			\$ 13,500,000 *
		Modified at the November 17, 2014	4 CRTPA Meeting	Construction Support			\$ 1,682,000 *
			<u> </u>	Environmental			\$ 120,000 *
МЗЕ	Crawfordville Road	East Ivan Road	Lost Creek Bridge	Design			\$ 3,850,000 *
		•	-	Right-of-Way			\$ 30,280,196 *
		Modified at the November 17, 2014	A CDTDA Mosting	Construction			\$ 30,500,000 *
		Mounted at the November 17, 2012	+ CKIFA Meeting	Construction Support			\$ 3,316,000 *
	<u> </u>			Environmental			\$ 55,000 *

Updated November 17, 2014

Attachment 2<sub>#1</sub>
Page 24 of 26

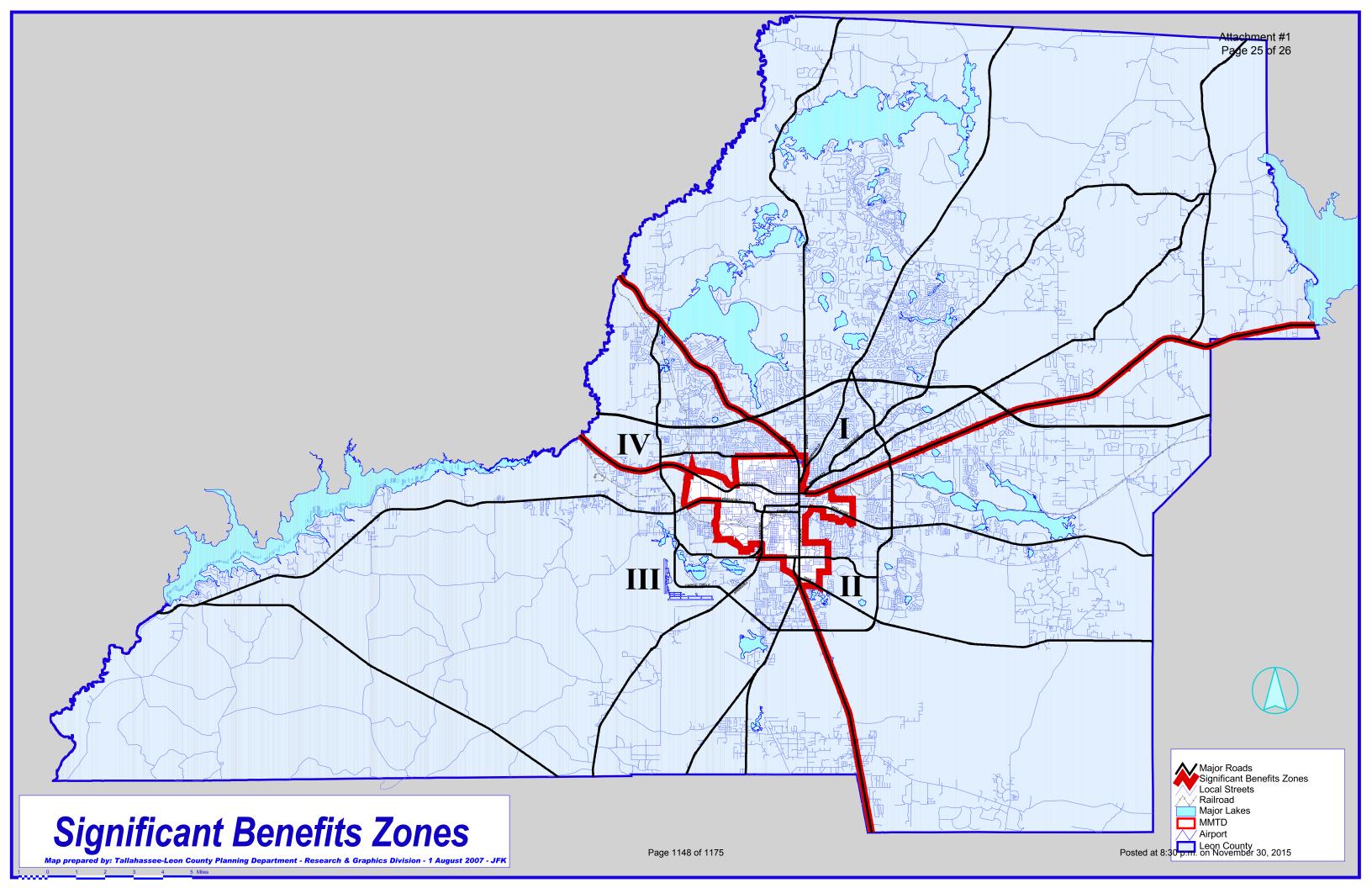
t #		Ident	fied Projects		Tier 1: 20	16 - 2020	Tier 2: 20	21 - 2025	Tier 3: 20	)26 - 2030	Tier 3: 20	
Projec	NAME		TERMINI	PROPOSED IMPROVEMENT	Funded Project	Project Cost	Funded Project	Project Cost	Funded Project	Project Cost	Funded Project	Project Cost
I		FROM	ТО		Phase		Phase		Phase	· ·	Phase	· ·
M3F	Crawfordville Road	Lost Creek Bridge	North of Alaska Way	Right-of-Way								\$ 6,331,000 *
	25.110			Construction								\$ 22,300,000 *
	Modifi	ied at the November 17, 2014 CRT	PA Meeting	Construction Support								\$ 2,523,380 *
M3G	Crawfordville Road	North of Alaska Way	US 98	Environmental Right-of-way		\$ 225,000						\$ 120,000 *
Mod		·	I.	Construction		\$ 5,512,000						
	Modifi	ied at the November 17, 2014 CRT	PA Meeting	Construction Support		\$ 935,001						
T	Alford Arms/Lafayette - Heritage Trail			Local								
T	Dr. Billings Greenway Trailhead			Local								
T	City of Tallahassee Trail and Greenway Imple	mentation\		Local								
<u>T</u>	Connector 1: Dr. Charles Billings Greenway			Local								
<u>T</u>	Connector 2: Goose Pond/Apalachee Parkway			Local								
T	Connector 3: Alford Arms Greenway to Micc			Local								
T	Connector 3: Miccosukee Greenway Trailhead			Local								
	Connector 5: Centerville Canopy Road to Ma		I - u	Local								
M2A	Woodville Highway	Paul Russell Road	Gaile Avenue	Design								
				Right-of-Way (local)				\$ 2,300,000				
	Mod	dified at the June 17, 2013 CRTPA	Meeting	Construction (local)				\$ 5,328,126				
		1	_	Total				\$ 7,628,126				
M2B	Woodville Highway	Gaile Avenue	Capital Circle, Southeast	Design	\$	1,976,099**						
				Right-of-Way (local)				\$ 1,200,000				
	Mod	dified at the June 17, 2013 CRTPA	Meeting	Construction (local)				\$ 15,295,775				
				Total				\$ 18,471,874				

<sup>\* -</sup> These phases are beyond the horizon year of the Regional Mobility Plan and are anticipated to occur between 2030 and 2060.

#### **Projects with Other Funding (Private)**

11	ujecis	is with Other Funding (111vate)							
1	33	Thornton Road Extension	Centerville Road	Miccosukee Road	Private - New				
1	34	Shamrock Extension	Centerville Road	Mahan Drive	Private - New				
1	35	Betton Road Extension	Centerville Road	Miccosukee Road	Private - New				
1	36	Welaunee	Fleischmann Road	US 319	Private - New				
1	37	Welaunee	@ Interstate 10		Private - New				

<sup>\*\* -</sup> Design Funding (\$1,976,099) is for both M2A and M2B.



# Significant Benefit Project Priority List

Significant Benefit i Toject i in	Significant Benefit Project Priority List								
	DISTRICT 1								
Tier A	Tier B	Tier C							
Mahan Drive Section: Dempsey Mayo to I-10 Jurisdiction: State Includes: construction, & ROW Estimated Cost: \$40 million Justification: #1 CRTPA Project Priority; SIS Connector *20% of funds will support transit/bike/pedestrian facilities	Bannerman (Phase 1) Section: Thomasville to Tekesta Jurisdiction: County Includes: TBD Estimated Cost: TBD Justification: Alternate route to relieve Thomasville, an SIS Collector *20% of funds will support transit/bike/pedestrian facilities  DISTRICT 2	Bannerman (Phase 2) Section: Tekesta to Preservation Point Jurisdiction: County Includes: TBD Estimated Cost: TBD Justification: Alternate route to relieve Thomasville, an SIS Collector *20% of funds will support transit/bike/pedestrian facilities							
Tier A	Tier B	Tier C							
Mahan Drive Section: Dempsey Mayo to I-10 Jurisdiction: State Includes: PD&E, construction, & ROW Estimated Cost: \$40 million Justification: - #1 CRTPA Project Priority; SIS Connector *20% of funds will support transit/bike/pedestrian facilities  Tier A  North South Connector Section: Orange to Jackson Bluff Jurisdiction: (City) Includes: PD&E, construction, & ROW Estimated Cost: \$15 million Justification: Relieve CCSW; In City 5- Year CIP *20% of funds will support	Woodville Highway Section: Gaile Avenue to 1000 feet north of Capital Circle SE Jurisdiction: State Includes: PD&E, Design, ROW & Construction Estimated Cost: \$53 million Justification: #5 CRTPA Project Priority *20% of funds will support transit/bike/pedestrian facilities  DISTRICT 3  Tie  Pensacola Street Section: Capital Cir SW to Appleyard Jurisdiction: (State) Includes: PD&E, construction, & ROW Estimated Cost: \$40 million Justification- #12 CRTPA Project Priority; Polymore *20% of funds will support transit/bike/pedestates								
transit/bike/pedestrian facilities	DISTRICT 4								
Tier A		er B							
There Street (Phase 1) Section: Blountstown Highway to Ocala Jurisdiction: (County) Includes: PD&E, construction, & ROW Estimated Cost: \$33 million Justification: In LRTP; Parallel I-10 & Tennessee; 60% design complete *20% of funds to support transit/bike/pedestrian facilities	Tharpe Street (Phase 1) Section: Blountstown Highway to Ocala Jurisdiction: (County) Includes: PD&E, construction, & ROW Estimated Cost: \$33 million Justification: In LRTP; Parallel I-10 & Tennessee; 60% design complete 20% of funds to support  Tharpe Street (Phase 2) Section: Blountstown Highway to Capital Circle Jurisdiction: (County) Includes: PD&E, construction, & ROW Estimated Cost: \$16 million Justification: In LRTP; Parallel I-10 & Tennessee; 60% design complete *20% of funds to support transit/bike/pedestrian facilities								
	<b>DISTRICT 5 (Multimodal District)</b>								
Tier A  80% - District Bike/Ped/Transit Facilities 20% - FAMU Way bike/ped facilities	Tie 100% - District Bike/Ped/Transit Facilities	er B							

#### **NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, December 8, 2015, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN; UPDATING CAPITAL IMPROVEMENTS ELEMENT POLICY 1.2.8; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

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

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of said ordinance may be inspected at the following locations during regular business hours:

Leon County Courthouse 301 S. Monroe St., 5th Floor Reception Desk Tallahassee, FL 32301

and

Leon County Clerk's Office 315 S. Calhoun Street, Room 426 Tallahassee, Florida 32301

Advertise: November 25, 2015

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #30** 

# **Leon County Board of County Commissioners**

# Cover Sheet for Agenda #30

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider Proposed Amendments to the

Stormwater Management System Ordinance

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Katherine G. Burke, P.E., Acting Director, Public Works
Lead Staff/ Project Team:	Theresa B. Heiker, P.E., Stormwater Management Coordinator

#### **Fiscal Impact:**

This item has a fiscal impact. Currently, 82 non-residential condominium parcels have common area impervious parking areas that are not included in the stormwater assessment. If the proposed amendments are adopted, the total stormwater assessment for the common area parcels would be \$11,000 annually.

#### **Staff Recommendation:**

Option #1: Conduct the first and only Public Hearing and adopt proposed amendments to the

Stormwater Management System Ordinance (Attachment #1).

Title: First and Only Public Hearing to Consider Proposed Amendments to the Stormwater Management System Ordinance

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

The Stormwater Management Assessment was first adopted in September 1991, with a rate of \$20 per single-family unit and a multiplier for non-residential properties based on the amount of impervious area on a parcel.

In May 2013, the Board adopted an Ordinance (Ord. 13-14) updating the stormwater management system to provide multiple residential tiers and increasing the rate to \$85 per single-family unit. The assessment imposed on non-residential property is the rate of one single-family unit (SFU) multiplied by the numerical factor obtained by dividing the total impervious area of the non-residential developed property by the SFU average impervious area. The average SFU impervious area in the unincorporated area of Leon County is 3,272 square feet. For example, a convenience store that has 32,720 square feet of impervious area equals 10 SFU and pays \$850. Impervious area includes buildings, sidewalks, and parking lots.

#### **Analysis:**

Annually, staff from Public Works and GIS review and audit the stormwater assessment roll to ensure accurate assessments are being assessed for non-residential properties based on the total impervious surface area. Last year's annual audit of the stormwater assessment roll identified certain non-residential condominium developments where the impervious area was calculated, based on the building areas only, and did not include any of the common parking and sidewalk areas. These condominium subdivisions have been sub-divided without inclusion of the common areas; the common areas are being established as separate stand-alone entities. Condominium subdivisions are not required to be reviewed through the Tallahassee-Leon County Planning Department or the County Development Support and Environmental Management Department. As a result, the parking and sidewalks needed to support the commercial use is not assessed consistently with other parcels, which are not subdivided in this manner.

Chapter 718, Florida Statutes, prohibits common elements of condominiums from being assessed separately if they are owned by a condominium association. The separate vehicular access and parking parcels, as described, are considered common elements.

Currently, 82 non-residential condominium parcels have common area impervious parking areas that are not included in the stormwater assessment. This results in lost revenue of approximately \$11,000 annually. Prior to these non-residential properties forming condominiums, these properties paid the assessment on all impervious areas including the common area parking.

Consequently, the Stormwater Management System Ordinance is proposed to be amended to assess common elements to the benefitting parcels on a *pro rata* share. This will allow the County to recoup stormwater assessments from the common area for the 82 non-residential condominium parcels, and prevent additional losses if more non-residential properties subdivide into condominiums.

Title: First and Only Public Hearing to Consider Proposed Amendments to the Stormwater Management System Ordinance
December 8, 2015
Page 3

#### **Options:**

- 1. Conduct the first and only Public Hearing and adopt the proposed amendments to the Stormwater Management System Ordinance (Attachment #1).
- 2. Conduct the first and only Public Hearing and do not adopt the proposed amendments to the Stormwater Management System Ordinance.
- 3. Board direction.

#### **Recommendation:**

Option #1.

#### Attachments:

- 1. Proposed Ordinance
- 2. Notice of Public Hearing

1 ORDINANCE NO. 15-2 3 AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 18, ARTICLE IV, 4 5 DIVISION 3 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA. 6 ENTITLED "STORMWATER MANAGEMENT SYSTEM"; AMENDING 7 SECTION 18-134.4, STORMWATER UTILITY FUNDING; PROVIDING 8 FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING 9 AN EFFECTIVE DATE. 10 11 WHEREAS, Chapter 18, Article IV, Division 3 of the Code of Laws of Leon County authorizes and provides procedures and standards for the imposition of stormwater assessments 12 under the constitutional and statutory power of the County; and 13 14 15 WHEREAS, Chapter 718, Florida Statutes, the "Condominium Act," provides that every 16 condominium created and existing in the state shall be subject to the provisions of the Act; and 17 18 WHEREAS, pursuant to Section 718.120, Florida Statutes, a taxing authority is prohibited from separately assessing common elements of condominiums if said common elements are owned 19 20 by the condominium association or are owned jointly by the owners of the condominium parcels; and 21 WHEREAS, pursuant to Section 718.120, Florida Statutes, a taxing authority can only 22 23 impose a lien upon the condominium parcel assessed and is prohibited from imposing a lien upon the common elements of the condominium property; and 24 25 26 WHEREAS, Chapter 193, Florida Statutes, sets forth various provisions pertaining to 27 assessments; and 28 29 WHEREAS, pursuant to Section 193.0235, Florida Statutes, a taxing authority is prohibited 30 from separately assessing common elements of a platted residential subdivision if said common elements are used exclusively for the benefit of the lot owners within the subdivision, regardless of 31 32 ownership; and 33 34 WHEREAS, pursuant to Section 193.0235, Florida Statutes, a taxing authority can only 35 impose a lien upon the lots within a subdivision as prorated by the property appraiser; and 36 37 WHEREAS, the Board desires to amend Section 18-134.4 of the Code of Laws of Leon County to comport with Sections 718.120 and 193.0235, Florida Statutes; 38 39 40 BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON 41 COUNTY, FLORIDA, that: 42 43 Section 1. Chapter 18, Article IV, Division 3, Section 18-134.4 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows: 44 45

#### Sec. 18-134.4. Stormwater utility funding.

- (a) Legislative determination of special benefit. It is hereby ascertained, found, and declared that the stormwater utility funding for the stormwater management system, providing stormwater management services and facilities, confers a special benefit to developed property based upon the following legislative determinations:
  - (1) The stormwater management system possesses a logical relationship to the use and enjoyment of developed property by treating and controlling stormwater generated by improvements constructed on developed property.
  - (2) Since developed property in the stormwater services area generates and contributes more stormwater runoff than does undeveloped property, developed property shall be benefitted by an adequately funded stormwater management system.
  - (3) The creation and maintenance of the stormwater management system is designed to implement federal and state policies mandating stormwater management programs by local governments.
  - (4) The special benefits provided by the stormwater management system to all developed property include, but are not limited to: (a) the provision of stormwater management services and the availability and use of stormwater facilities by the owners and occupants of developed property to properly and safely detain, retain, convey and treat stormwater discharged from developed property; (b) stabilization of or the increase in developed property values; (c) increased safety and better access to developed property; (d) alleviation of the burdens caused by stormwater runoff and accumulation attendant with the use of developed property; and (e) fostering the enhancement of environmentally responsible use and enjoyment of the natural resources within the stormwater services area.
  - (5) The cost of operating and maintaining the stormwater management system and financing of existing and future necessary repairs, replacements, improvements, and extensions thereof should, to the extent practicable, be allocated in relationship to the benefits enjoyed and services received by developed property from the stormwater management system.
  - (b) General authority.
    - (1) The Board is hereby authorized to impose stormwater assessments against property located within a stormwater services area. The cost of the stormwater management system may be assessed against developed property located within a stormwater service area at a rate of assessment based upon the special benefits accruing to such property from the stormwater

1

management services and facilities provided by the county, measured by the number of SFUs attributable to each parcel or classification of property.

- Stormwater assessments may be levied against the developed property within (2) common elements of residential and non-residential condominiums. For purposes of this subsection, the term "common element" shall have the meaning ascribed to it in F.S. § 718.108, as amended. The individual condominium parcel owners shall be responsible, jointly with other owners benefitting from the developed property within the common elements and based on a pro rata share, for payment of the stormwater assessment. A lien may be placed on the individual condominium parcel, and not upon the common element itself, should the individual condominium parcel owner fail to pay the stormwater assessment, and is subject to the sale of the tax deed.
- Stormwater assessments may be levied against the developed property within common elements of platted residential subdivisions used exclusively for the benefit of the lot owners. For purposes of this subsection, the term "common element" shall have the meaning ascribed to it in F.S. § 193.0235, as amended. The individual subdivision lot owners shall be responsible, jointly with other owners benefitting from the developed property within the common elements and based on a pro rata share, for payment of the stormwater assessment. A lien may be placed on the individual subdivision lot, and not upon the common element itself, should the individual lot owner fail to pay the stormwater assessment, and is subject to the sale of the tax deed.
- (42)All stormwater assessments shall be imposed in a subsequently adopted stormwater assessment rate resolution. Such stormwater assessment rate resolution shall determine the amount to be assessed against developed property pursuant to an apportionment methodology based upon a classification of property designed to provide a fair and reasonable apportionment of the stormwater management system costs among developed properties on a basis reasonably related to the benefit provided by stormwater management services and facilities.

37

38

39

40

41

Conflicts. All ordinances or parts of ordinances in conflict with the Section 2. provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

42 43 44

45

Section 3. 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

1	shall be deemed a separate and independent	provision and such holding shall not affect the validity
2	of the remaining portions thereof.	
3		
4	Section 4. Effective Date. This	ordinance shall have effect upon becoming law.
5		
6	DULY PASSED AND ADOPTED B	Y the Board of County Commissioners of Leon County,
7	Florida, this day of	
8	·	
9		LEON COUNTY, FLORIDA
10		
11		
12		BY:
13		MARY ANN LINDLEY, CHAIRMAN
14		<b>BOARD OF COUNTY COMMISSIONERS</b>
15		
16	ATTESTED BY:	
17	BOB INZER, CLERK OF THE CIRCUIT	
18	COURT AND COMPTROLLER	
19		
20		
21	BY:	
22	CLERK	
23		
24	APPROVED AS TO FORM:	
25	COUNTY ATTORNEY'S OFFICE	
26	LEON COUNTY, FLORIDA	
27		
28		
29	BY:	
30	HERBERT W.A. THIELE, ESQ.	
31	COUNTY ATTORNEY	

#### **NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, December 8, 2015, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 18, ARTICLE IV, DIVISION 3 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, ENTITLED "STORMWATER MANAGEMENT SYSTEM"; AMENDING SECTION 18-134.4, STORMWATER UTILITY FUNDING; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

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

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of said ordinance may be inspected at the following locations during regular business hours:

Leon County Courthouse 301 S. Monroe St., 5th Floor Reception Desk Tallahassee, FL 32301

and

Leon County Clerk's Office 315 S. Calhoun Street, Room 426 Tallahassee, Florida 32301

Advertise: November 25, 2015

# **Leon County Board of County Commissioners**

**Notes for Agenda Item #31** 

# **Leon County Board of County Commissioners**

### Sitting as the Leon County Energy Improvement District

### Cover Sheet for Agenda #31

**December 8, 2015** 

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Herbert W.A. Thiele, County Attorney

Title: First and Only Public Hearing to Adopt a Resolution on Intent to Use the

Uniform Method of Collecting Non-Ad Valorem Assessments for Qualifying Energy Efficiency, Renewable Energy Improvements, or Wind Resistance

**Improvements** 

County Administrator Review and Approval	Vincent S. Long, County Administrator
County Attorney Review and Approval:	Herbert W.A. Thiele, County Attorney
Department/Division Review:	Alan Rosenzweig, Deputy County Administrator Patrick T. Kinni, Deputy County Attorney
Lead Staff/ Project Team:	Robert Mills, Director, Resource Stewardship

#### **Fiscal Impact:**

This item has no direct budget impact, as the District authorized the issuance of revenue bonds not exceeding \$200,000,000, to be issued as a "draw down" when projects arise.

#### **Staff Recommendation:**

Option #1: Conduct first and only public hearing and adopt the Resolution on intent to use the uniform method of collecting non-ad valorem assessments for qualifying

energy efficiency, renewable energy improvements, or wind resistance improvements (Attachment #1), and authorize the Chairman to execute.

Option #2 Approve the Interlocal Agreements between Leon County Energy District and the

Leon County Tax Collector (Attachment #2), and between Leon County Energy District and the Leon County Property Appraiser (Attachment #3), and authorize

the Chairman to execute in a form approved by the County Attorney.

Title: First and Only Public Hearing on Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments for Qualifying Energy Efficiency, Renewable Energy Improvements, or Wind Resistance Improvements

December 8, 2015

Page 2

#### **Report and Discussion**

#### **Background:**

On April 22, 2010, the Board of County Commissioners of Leon County adopted an ordinance creating the Leon County Energy Improvement District, which, among other things, provides for property assessed clean energy ("PACE") and certain energy improvements and weatherization programs for both homes and businesses in Leon County. On July 21, 2010, the Board of County Commissioners sitting as the Leon County Energy Improvement District adopted an amended ordinance making certain technical changes to amend the ordinance to be consistent with recently enacted state legislation.

After efforts to launch a residential PACE program were thwarted by the Federal Housing and Finance Administration, the District actively pursued the commercial element of PACE. At the December 14, 2011 meeting, the District directed that the addition of commercial elements be added to the Leon PACE program and the underlying ordinance. On February 14, 2012, the District adopted an amended ordinance addressing the implementation of such commercial element provisions. As a result of the amended scope, staff immediately began exploring the design of a commercial PACE component to the program.

On November 19, 2013, the District adopted a resolution authorizing the bond validation proceedings in the amount not to exceed \$200,000,000. Such proceedings occurred March 10, 2014 in *Leon County Energy Improvement District v. State of Florida, et al*, Case No. 2013-CA-003396 Commercial Pace Program. The Honorable Kevin Carroll, Circuit Judge, entered Final Judgment in favor of the District.

Thereafter, on the 30th day following the entry of the Final Judgment, Robert R. Reynolds filed an Appeal to the Florida Supreme Court challenging the validity of the Bond issue. After significant further proceedings, including having counsel for Robert R. Reynolds removed from the case by Order of the Florida Supreme Court, the Court heard Oral Argument on the matter in February of 2015. Then, on October 1, 2015 the Florida Supreme Court entered its Per Curiam Order affirming the Circuit Court's decision to validate the Bonds, but requiring a remand with instruction for the Circuit Court to amend the financing agreement to remove all references to judicial foreclosure

Title: First and Only Public Hearing on Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments for Qualifying Energy Efficiency, Renewable Energy Improvements, or Wind Resistance Improvements

December 8, 2015

Page 2

#### **Analysis:**

Section 197.3632, Florida Statutes authorizes the placement of special assessments on the annual property tax notice as a non-ad valorem assessment. This method is currently used for storm water, solid waste, and fire services assessments, as well as on 2/3's paving projects. The amount of assessment imposed will be determined by the individual project cost being unique to each participating property and payable to the Tax Collector. The County intends to collect the energy efficiency, renewable energy, or wind resistance improvements assessments for the purposes of funding improvements for those qualifying properties located within Leon County, Florida participating in the voluntary PACE program. Section 197.3632(3)(a), Florida Statutes (2013) requires that a resolution of intent to utilize the uniform method of collecting such assessments be adopted at a public hearing prior to January 1, when a local government authorized to impose a non-ad valorem assessment elects to utilize this method for the first time.

Staff has prepared, for the District's approval, draft Interlocal Agreements between Leon County Energy District and the Leon County Tax Collector (Attachment #2), and between Leon County Energy District and the Leon County Property Appraiser (Attachment #3). Each of the Agreements will allow non-ad valorem assessments to be collected and levied on properties that qualify.

In order to comply with the requirements of sections 197.3632 and 163.08, Florida Statutes a notice of Pubic hearing was published in the Tallahassee Democrat on November 10, 17, and 24, 2015, as well as December 1, 2015. A copy of the Notice of Publication is attached hereto as Attachment #4

#### **Options:**

- 1. Conduct the first and only public hearing and adopt the Resolution of intent to use the uniform method of collecting non-ad valorem assessments for qualifying energy efficiency, renewable energy improvements, or wind resistance improvements (Attachment #1), and authorize the Chairman to execute.
- 2. Approve the Interlocal Agreements between Leon County Energy District and the Leon County Tax Collector (Attachment #2), and between Leon County Energy District and the Leon County Property Appraiser (Attachment #3), and authorize the Chairman to execute in a form approved by the County Attorney.
- 3. Conduct the first and only public hearing and do not adopt the Resolution of intent to use the uniform method of collecting non-ad valorem assessments for qualifying energy efficiency, renewable energy improvements, or wind resistance improvements.
- 4. Board direction.

#### **Recommendation:**

Options #1 and #2.

Title: First and Only Public Hearing on Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments for Qualifying Energy Efficiency, Renewable Energy Improvements, or Wind Resistance Improvements

December 8, 2015

Page 2

#### Attachments:

- 1. Proposed Resolution
- 2. Interlocal Agreement with Tax Collector
- 3. Interlocal Agreement with Property Appraiser
- 4. Public Notice

#### RESOLUTION NO. R15-

RESOLUTION OF INTENT OF THE LEON COUNTY ENERGY IMPROVEMENT DISTRICT TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS

WHEREAS, on April 13, 2010, the Board of County Commissioners of Leon County, Florida, enacted Ordinance No. 2010-12 which created the Leon County Energy Improvement District (hereinafter referred to as the "Energy Improvement District") as a dependent special district within the meaning of chapter 189, Florida Statutes; and

WHEREAS, Ordinance No. 2010-12, was codified at Chapter 15, Article I of the Leon County Code of Laws; and

WHEREAS, pursuant to Section 15-2, Leon County Code, the Energy Improvement District consists of and includes property within the geographical boundaries of Leon County, Florida, as set forth in Section 7.37, Florida Statutes; and

WHEREAS, pursuant to Section 15-3, Leon County Code, the membership of the board of the Energy Improvement District is identical to the Board of County Commissioners of Leon County, Florida; and

WHEREAS, pursuant to Sections 15-4 and 15-6, Leon County Code, the purpose of the Energy Improvement District is to accomplish energy efficiency, renewable energy improvements, and wind resistance improvements on residential and commercial properties by financing such improvements to be repaid through non-ad valorem assessments on the property owner's property taxes; and

WHEREAS, the Energy Improvement District wishes to utilize the Uniform Method for the levy, collection, and enforcement of non-ad valorem assessments to accomplish energy efficiency, renewable energy improvements, and wind resistance improvements on residential and commercial properties by financing such improvements to be repaid through non-ad valorem assessments on the property owner's property taxes; and

WHEREAS, pursuant to Section 197.3632(3)(a), Florida Statutes, the Energy Improvement District has published notice of its intent to use the Uniform Method for the levy, collection and enforcement of such assessments weekly in a newspaper of general circulation within Leon County for four consecutive weeks preceding the hearing.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Energy Improvement District, assembled in regular session this 8th day of December, 2015, and pursuant to Chapter 197, Florida Statutes, declares as follows:

- 1. The Energy Improvement District hereby states its intent to use the Uniform Method for the levy, collection, and enforcement of non-ad valorem assessments to accomplish the provision of energy efficiency, renewable energy improvements, and wind resistance improvements on residential and commercial properties located in Leon County, Florida, by financing such improvements to be repaid through non-ad valorem assessments on the property owner's property taxes; and
- 2. The Energy Improvement District hereby finds that there is a need for the levy, collection, and enforcement of non-ad valorem assessments to accomplish the provision of energy efficiency, renewable energy improvements, and wind resistance improvements on residential and commercial properties located in Leon County, Florida, by financing such improvements to be repaid through non-ad valorem assessments on the property owner's property taxes; and

3. The legal description of the boundaries of the real property subject to the levy of non-ad valorem assessments shall be the geographical boundary lines of Leon County as described in Section 7.37, Florida Statutes.

Proposed, presented and passed this 8th day of December, 2015.

LEON COUNTY ENERGY IMPROVEMENT DISTRICT

	BY:	
	_	_, CHAIRMAN
ATTESTED BY:		
BOB INZER, CLERK OF THE COURT & COMPTROLLER LEON COUNTY, FLORIDA		
BY:	_	
APPROVED AS TO FORM: COUNTY ATTORNEY'S OFFICE LEON COUNTY, FLORIDA		
BY:  HERBERT W.A. THIELE, ESQ.  COUNTY ATTORNEY	_	

#### AGREEMENT FOR TAX COLLECTOR SERVICES

THIS AGREEMENT FOR TAX COLLECTOR SERVICES, is made and entered into this 8th day of December, 2015, hereinafter referred to as the "Agreement", by and between the Leon County Energy Improvement District, a Dependent Special District within the meaning of Chapter 189, Florida Statutes, whose address is Leon County Courthouse, hereinafter referred to as "District," and the Leon County Tax Collector, a constitutional officer of the State of Florida, whose address is Leon County Courthouse Annex, 315 S. Calhoun Street, Suite 210, Tallahassee, Florida 32301, hereinafter referred to as "Tax Collector."

#### RECITALS

WHEREAS, the District was created pursuant to an ordinance of the Leon County Board of County Commissioners and qualifies as a "Local Government" as that term is defined in section 163.08(2)(a), Florida Statutes; and

WHEREAS, pursuant to section 163.08(2)(b), Florida Statutes, the District intends to levy voluntary non-ad valorem special assessments against commercial properties within the boundaries of the District area which include the boundaries of Leon County, Florida, for the purpose of recouping the costs of energy improvements or services financed through the District by the owners of the properties so benefited; and

WHEREAS, the office of the Tax Collector is established by Florida's Constitution as a separate entity from other county departments or agencies, and serves as an agent to Leon County for the collection and distribution of taxes and assessments; and

WHEREAS, the Tax Collector informs the public of tax obligations and available services, collects authorized taxes and fees from the people and businesses in a fair and professional manner, and efficiently distributes the proceeds in accordance with law; and

WHEREAS, the District intends to use the uniform method for the levy, collection and enforcement of the voluntary non-ad valorem assessments pursuant to section 163.08 and Chapter 197, Florida Statutes; and

WHEREAS, section 197.3632(2), Florida Statutes, provides that District shall enter into a written agreement with the Tax Collector for reimbursement of necessary administrative costs incurred in implementing the provisions of section 197.3632, Florida Statutes.

NOW, THEREFORE, for and in consideration of the foregoing recitals, including the mutual terms, covenants and conditions herein contained, the parties do contract and agree as follows:

#### ARTICLE I Purpose

The purpose of this Agreement is to establish the terms and conditions under which the Tax Collector shall collect and enforce the collection of those certain non-ad valorem assessments levied by the District to include reimbursement by the District to the Tax Collector for the costs of collection pursuant to section 197.3632, Florida Statutes.

### ARTICLE II Term and Termination

The term of this Agreement shall commence upon full execution hereof and shall continue until terminated in accord herewith. This Agreement shall terminate upon the District informing the Tax Collector, as well as the Property Appraiser and the Department of Revenue, by the 10<sup>th</sup> day of January of any calendar year in which the District intends to discontinue use of the uniform method of collecting any such non-ad valorem assessment previously collected by the uniform method.

### ARTICLE III Compliance with Laws and Regulations

The parties agree to abide by all statutes, rules and regulations pertaining to the levy, collection and enforcement of non-ad valorem assessments, and any rules and policies promulgated by the District not inconsistent with, nor contrary to, the provisions of sections 163.08, 197.3632 and 197.3635, Florida Statutes, and any subsequent amendments to said statutes, and any rules duly promulgated pursuant to these statutes by the Department of Revenue.

## ARTICLE IV <u>Duties and Responsibilities of District</u>

The District agrees, covenants and contracts to:

- (a) Be solely responsible for imposing and levying of constitutionally lienable non-ad valorem assessments, including the District's assessments. The District acknowledges that the Tax Collector has no duty, authority or responsibility in the valid assessment, imposition and levy of any non-ad valorem assessments, including the District's assessments authorized by general law or otherwise.
- (b) Reimburse the Tax Collector for the actual costs of collection incurred, as well as necessary administrative costs. The Tax Collector and District agree that \$10.00 will be assessed to the property owner at the time of payment for each full payment, installment payment or partial payment.
- (c) Pay for all programming costs associated with the collection of the applicable non-ad valorem assessments, in an amount not to exceed \$10,000.00.

- (d) To the best of its ability, provide the Tax Collector, thirty (30) days prior to presentation of certified rolls, with information regarding yearly billing, prepays, payoffs during term, payoffs after first billing (i.e., amortization) and other costs that may be added after prepays. The Parties mutually agree to negotiate a format to transfer the data that is acceptable to both Parties. The Tax Collector reserves the right to reject the proposed format of the data if it is not compatible with the current collection system and she has not been involved in the development of the format.
- (e) The District shall certify a non-ad valorem assessment roll on compatible electronic medium to the Tax Collector on or before September 15, 2016, and on or before September 15 of each subsequent year this Agreement is in effect. All information must be finalized and submitted in a format the Tax Collector can use by September 15. The assessment roll shall contain the posting of the non-ad valorem for each parcel and contain the following information for all real property located within the boundaries of the Project:
  - 1. the Leon County Property Appraiser's parcel number;
  - 2. the legal property description;
  - 3. and other information as may be mutually agreed to.

The roll certified to the Tax Collector shall be a separate assessment roll showing the amount of the special assessment applied to each parcel within the project, including any parcels for which no special assessment were levied. The certified special assessment roll shall show the total of all special assessments for the project. If any changes to the assessment roll need to be made, it shall be the responsibility of the District to file a corrected roll or a correction of the amount of any assessment.

(f) Pay for or, alternatively, reimburse the Tax Collector for any separate tax notice necessitated by the inability of the Tax Collector to merge the non-ad valorem assessment roll certified to the District pursuant to section 197.3632(7), Florida Statutes.

### ARTICLE V <u>Duties of the Tax Collector</u>

The Tax Collector agrees, covenants and contracts to:

(a) Perform all of its obligations and duties for non-ad valorem assessments for the District, pursuant to Florida law, and in particular and including but not limited to, sections 163.08, 197.3632 and 197.3635, Florida Statutes, and its successor provisions, and any applicable rules, and their successor rules, promulgated by the Department of Revenue, and in accordance with any specific ordinances or resolutions adopted by the County or District, provided they are not inconsistent

- with, or contrary to, the provisions of sections 163.08, 197.3632 and 197.3635, Florida Statutes, and their successor provisions, and any applicable rules.
- (b) Cooperate with the District and use her best efforts in implementation of the uniform method of collection of non-ad valorem assessments pursuant to sections 163.08, 197.3632 and 197.3635, Florida Statutes, and any successor provisions and applicable rules.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals by their duly authorized officers.

LEON COUNTY ENERGY IMPROVEMENT DISTRICT	LEON COUNTY TAX COLLECTOR
BY:, Chairman Leon County Energy Improvement District	BY:
ATTEST: Bob Inzer, Clerk of the Court & Comptroller Leon County, Florida	Approved as to Form: Leon County Tax Collector
BY:	BY: Timothy R. Qualls, Esq. General Counsel
Approved as to Form: Leon County Attorney's Office	
BY: Herbert W.A. Thiele, Esq. County Attorney	

#### AGREEMENT

THIS AGREEMENT, is made and entered into this 8th day of December, 2015, by and between the Leon County Energy Improvement District, a Dependent Special District within the meaning of Chapter 189, Florida Statutes, whose address is Leon County Courthouse, hereinafter referred to as "District," and the Leon County Property Appraiser, a constitutional officer of the State of Florida, whose address is Leon County Courthouse Annex, 315 S. Calhoun Street, Third Floor, Tallahassee, Florida 32301, hereinafter referred to as "Property Appraiser."

#### RECITALS

WHEREAS, the District is authorized to impose non-ad valorem assessments and by Resolution has expressed its intent to use the uniform method for the levy, collection and enforcement of such assessments, as authorized by sections 163.08 and 197.3632, Florida Statutes; and

WHEREAS, the uniform method, with its enforcement provisions including the use of tax certificates and tax deeds for enforcing against any delinquencies, is more fair to the delinquent property owner than traditional lien foreclosure methodology; and

WHEREAS, the uniform method will provide for more efficiency of collection by virtue of the assessment being on the tax notice issued by the Property Appraiser; and

WHEREAS, the uniform method will tend to eliminate confusion and promote local government accountability; and

WHEREAS, section 197.3632(2), Florida Statutes, provides that District shall enter into a written agreement with the Property Appraiser for reimbursement of necessary administrative costs incurred in implementing the provisions of section 197.3632, Florida Statutes.

NOW, THEREFORE, for and in consideration of the foregoing recitals, including the mutual terms, covenants and conditions herein contained, the parties do contract and agree as follows:

#### ARTICLE I Purpose

The purpose of this Agreement is to establish the terms and conditions under which the Property Appraiser shall collect and enforce the collection of those certain non-ad valorem assessments levied by the District to include reimbursement by the District to the Property Appraiser for the costs of collection pursuant to section 197.3632, Florida Statutes.

### ARTICLE II Term and Termination

The term of this Agreement shall commence upon full execution hereof and shall continue until terminated in accord herewith. This Agreement shall terminate upon the District informing the Property Appraiser, as well as the Tax Collector and the Department of Revenue, by the 10<sup>th</sup> day of January of any calendar year in which the District intends to discontinue use of the uniform method of collecting any such non-ad valorem assessment previously collected by the uniform method.

## ARTICLE III Compliance with Laws and Regulations

The parties agree to abide by all statutes, rules and regulations pertaining to the levy, collection and enforcement of non-ad valorem assessments, and any rules and policies promulgated by the District not inconsistent with, nor contrary to, the provisions of sections 163.08, 197.3632 and 197.3635, Florida Statutes, and any subsequent amendments to said statutes, and any rules duly promulgated pursuant to these statutes by the Department of Revenue.

## ARTICLE IV <u>Duties and Responsibilities of District</u>

The District agrees, covenants and contracts to:

Reimburse the Property Appraiser for necessary administrative costs for the collection of applicable non-ad valorem assessments by the Property Appraiser pursuant to section 197.3632(2), Florida Statutes, to include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming.

## ARTICLE V <u>Duties of the Property Appraiser</u>

The Property Appraiser agrees, covenants and contracts to:

(a) Perform all of its obligations and duties for non-ad valorem assessments for the District, pursuant to Florida law, and in particular and including, but not limited to, sections 163.08, 197.3632 and 197.3635, Florida Statutes, and its successor provisions, and any applicable rules, and their successor rules, promulgated by the Department of Revenue, and in accordance with any specific ordinances or resolutions adopted by the County or District, provided they are not inconsistent with, or contrary to, the provisions of sections 163.08, 197.3632 and 197.3635, Florida Statutes, and their successor provisions, and any applicable rules.

(b) Cooperate with the District and use his best efforts in implementation of the uniform method of collection of non-ad valorem assessments pursuant to sections 163.08, 197.3632 and 197.3635, Florida Statutes, and any successor provisions and applicable rules.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals by their duly authorized officers.

LEON COUNTY	LEON COUNTY PROPERTY		
ENERGY IMPROVEMENT DISTRICT	APPRAISER		
BY:	BY:		
Leon County Energy Improvement District			
Leon County Living, improvement District	2001 County Tropolty Applaison		
ATTEST: Bob Inzer, Clerk of the Court & Comptroller	Approved as to Form:		
Leon County, Florida	Leon County Property Appraiser		
, , , , , , , , , , , , , , , , , , ,			
BY:	BY:		
	Robert J. Sniffen, Esquire		
	General Counsel		
Approved as to Form:			
Leon County Attorney's Office			
BY:			
Herbert W.A. Thiele, Esq.			
County Attorney			

LEGAL NOTICE

Notice is hereby given, pursuant to Section 197.3632(3)(a), Florida Statutes, that the Leon County Energy Improvement District (the "District") Intends to use the Uniform Method for the levy, collection, and enforcement of non-advalorem assessments for providing energy efficiency, renewable energy improvements, and wind resistance improvements on property located within the incorporated and unincorporated area of Leon County, Florida.

Notice is also hereby given that the Leon County Energy Improvement District will conduct a public hearing on Tuesday, December 8, 2015, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the Leon County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider the adoption of a resolution electing to use the Uniform Method of levy, collection and enforcement of non-advalorem assessments for the purpose of imposing and collecting the assessments described above.

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

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

.

25

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8770 (Voice), or 711 via Florida Relay Service. PUBLICATION: November 10, 17, 24, 2015 December 1,2015.