

# BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

## AGENDA

### REGULAR MEETING

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

**Tuesday, April 4, 2017  
3:00 p.m.**

### COUNTY COMMISSIONERS

John E. Dailey, Chairman  
District 3

Bill Proctor  
District 1

Bryan Desloge  
District 4

Mary Ann Lindley  
At-Large



Jimbo Jackson  
District 2

Kristin Dozier  
District 5

Nick Maddox, Vice Chair  
At-Large

Vincent S. Long  
County Administrator

Herbert W. A. Thiele  
County Attorney

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

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

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

# Board of County Commissioners

Leon County, Florida

## Agenda

Regular Public Meeting

Tuesday, April 4, 2017, 3:00 p.m.

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

Invocation and Pledge of Allegiance by Commissioner Nick Maddox

### **AWARDS AND PRESENTATIONS**

- Proclamation Recognizing the Accomplishments of Nims Middle School's Sole Cheerleader, Tianiya Hall-Scales.  
(Commissioner Proctor)
- Proclamation Recognizing the Accomplishments of the FAMU Developmental Research School Girls' Basketball Team  
(Commissioner Proctor)
- Proclamation Recognizing April 4, 2017 as National Service Recognition Day  
(Commissioner Desloge)
- Presentation by the Tallahassee Adventure Club  
(Jeremy Rogers, Founder of the Tallahassee Adventure Club)

### **CONSENT**

1. Minutes: February 7, 2017 Workshop on the Impact of the Passage of the Medical Marijuana Amendment, and March 7, 2017 Regular Meeting  
(Clerk of the Court/ Finance/ Board Secretary)
2. Annual Investment Report for Fiscal Year 2015-2016  
(Clerk of the Court/ Finance/ Treasury Manager)
3. Payment of Bills and Vouchers  
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
4. 2016 Status Report on the Leon County Real Estate Portfolio  
(County Administrator/ Office of Financial Stewardship/ Real Estate)
5. Commissioner Appointments to the Human Services Grant Review Committee  
(County Administrator/ County Administration)
6. Proposed 2017 Board Calendar and FY 17/18 Budget Calendar Modification  
(County Administrator/ County Administration)
7. Repeal of the Strategic Team for Amphitheater Grand Entertainment (STAGE) Advisory Committee  
(County Administrator/ Tourism Development)

8. Ratification of Workshop on Tourism and Cultural Grant Funding Efforts  
(County Administrator/ Tourism Development)
9. Cooperative Forest Road Agreement with the United States Department of Agriculture Forest Service National Forests in Florida  
(County Administrator/ Public Works)
10. BearWise Award from the Florida Fish and Wildlife Conservation Commission  
(County Administrator/ Public Works/ Solid Waste Management)

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

11. Status Report on Alternative Septic Tank Technology for the Wakulla Springs Basin Management Action Plan Implementation  
(County Administrator/ Public Works/ Stormwater Management)

### **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**

12. Department of Development Support and Environmental Management 2017 “Upgrade”  
(County Administrator/ Development Support & Environmental Management)
13. Fords Arm South Water Quality Improvement Project Status Update  
(County Administrator/ County Attorney/ Development Support & Environmental Management / Public Works)
14. Voluntary Annexation Proposal from Golden Oak Land Group, LLC to Annex Property Located at 1051 March Road  
(County Administrator/ Development Support & Environmental Management)
15. Full Board Appointments to the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee, and the Tallahassee Sports Council  
(County Administrator/ County Administration)

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

**This public hearing is being held at City Hall, 300 S. Adams Street, in the 2nd Floor Commission Chambers.**

16. Joint City-County Commissions Transmittal Hearing on the 2017 Cycle Comprehensive Plan Amendments  
(County Administrator/ PLACE / Planning)

**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**

- none

**ADJOURN**

*The next Regular Board of County Commissioner's Meeting is scheduled for  
**Tuesday, April 25, 2017 at 3:00 p.m.***

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

**2017**  
**Leon County Board of County Commissioners**  
**Meeting Schedule**

**JANUARY**

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				

**FEBRUARY**

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**MARCH**

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**APRIL**

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**MAY**

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**JUNE**

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**JULY**

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30	31					

**AUGUST**

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**SEPTEMBER**

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**OCTOBER**

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**NOVEMBER**

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**DECEMBER**

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**PUBLIC NOTICE**  
**Leon County Board of County Commissioners**  
**2017 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 preceding the Commission meeting.

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>January 2017</b>	<b>Monday 2</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY Observed</b>
	<b>Tuesday 10</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<b>Monday 16</b>	<b>Offices Closed</b>	<b>MARTIN LUTHER KING, JR. DAY</b>
	Tuesday 17	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 19	5:30 – 8 p.m.	Leon County Legislative Delegation Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 24	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First & Only Public Hearing to Consider an Ordinance Amending Chapter 10 of the Leon County Code of Laws to Correct Scrivener's Errors and Inadvertent Inconsistencies
	Thursday 26	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
<b>February 2017</b>	<del>Tuesday 31</del> Wednesday 1	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<i>Wednesday 1 &amp; Thursday 2</i>	<i>FAC New Commissioner Workshop</i>	<i>Seminar for Newly Elected Commissioners Alachua County; Gainesville, FL</i>
	<i>Thursday 2 &amp; Friday 3</i>	<i>FAC Advanced County Commissioner Program</i>	<i>Seminar 2 of 3 Alachua County; Gainesville, FL</i>
	Tuesday 7	12:00 – 1:30 p.m.	Workshop on the Impact of the Passage of the Medical Marijuana Amendment
		1:30 – 3:00 p.m.	Workshop on the Tourism & Cultural Grant Funding Efforts
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Consider Proposed Ordinance Amending Chapter 2, Article III, Division 3 of the Leon County Code of Laws Regarding the Housing Finance Authority
		6:00 p.m.	First & Only Quasi-Judicial Public Hearing on a Proposed Ordinance Amending Official Zoning Map to change Zoning Classification from Office Residential (OR-2) Zoning District to Commercial Pkwy (CP) Zoning District

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>February 2017 (cont.)</b>	<del>Tuesday 21</del> Cancelled	<del>1:00 p.m.</del>	<del>Capital Region Transportation Planning Agency City Commission Chambers</del>
	Tuesday 21	3:00 – 6:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	<i>Saturday 25 – Wed., March 1</i>	<i>NACO Legislative Conference</i>	<i>Washington, DC</i>
<b>March 2017</b>	Tuesday 7	1:30 – 2:45 p.m.	Joint City/County Workshop on Cycle 2017 Comprehensive Plan Amendments City Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First & only Public Hearing to consider an Ordinance amending Chapter 5, 6, 10, and 14 to streamline the Nuisance Abatement Process, reorganize & rename Chapter 14, and make consistent with Florida Law
		6:00 p.m.	First of Two Public Hearings to Consider Proposed Amendments to Chapter 10 Article VI, Division 8, Entitled “Supplementary Regulations for Specific Uses” to Add a New Section 10-6.819, Entitled “Medical Marijuana Dispensing Facilities”
	Tuesday 21	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 23	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	Tuesday 28	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>April 2017</b>	Tuesday 4	1:30 - 3:00 p.m.	Workshop on Establishing the Citizens Charter Review Committee
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2017 Comprehensive Plan Amendments <b><u>City Commission Chambers</u></b>
	<i>Wednesday 5</i>	<i>FAC Legislative Day</i>	<i>FSU Turnbull Conference Center Tallahassee, FL</i>
	<del>Tuesday 18</del> Cancelled	<del>9:00 a.m. – 11:00 a.m.</del>	<del>Capital Region Transportation Planning Agency Workshop / Retreat; TBD</del>
	Tuesday 25	9:00 a.m. – 3:00 p.m.	Budget Policy Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Second Public Hearing to Consider Proposed Amendments to Chapter 10 Article VI, Division 8, Entitled “Supplementary Regulations for Specific Uses” to Add a New Section 10-6.819, Entitled “Medical Marijuana Dispensing Facilities”

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>April 2017 (cont.)</b>	<i>Thursday 27 &amp; Friday 28</i>	<i>FAC Advanced County Commissioner Program</i>	<i>Seminar 3 of 3: Alachua County; Gainesville, FL</i>
<b>May 2017</b>	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First & Only Quasi-Judicial Public Hearing on a Proposed Ordinance Amending Official Zoning Map to change Zoning Classification from Office Residential (OR-2) Zoning District to Commercial Pkwy (CP) Zoning District
<i>tentative</i>		<b><u>6:00 p.m.</u></b>	<b><u>First of Two Public Hearings to Consider Proposed Development Agreement for Fords Arm South Water Quality Improvement Project</u></b>
	Tuesday 16	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 23	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2017 Comprehensive Plan Amendments <b><u>City Commission Chambers</u></b>
	Thursday 25	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	<b>Monday 29</b>	<b>Offices Closed</b>	<b>MEMORIAL DAY</b>
<b>June 2017</b>	<b><u>Tuesday 20 13</u></b>	3:00 – 6:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	<b><u>Tuesday 20</u> <u>Monday 19</u> <i>rescheduled</i></b>	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b><u>Tuesday 13 20</u></b>	9:00 a.m. – 3:00 p.m.	Budget Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<i>tentative</i>		<b><u>6:00 p.m.</u></b>	<b><u>Second Public Hearing to Consider Proposed Development Agreement for Fords Arm South Water Quality Improvement Project</u></b>
	<b>Tuesday 27</b>	<b>No Meeting</b>	<b>NO MEETING</b>
	<i>Tuesday 27 - Friday 30</i>	<i>FAC Annual Conference &amp; Educational Exposition</i>	<i>Palm Beach County West Palm Beach, FL</i>
<b>July 2017</b>	<b>Tuesday 4</b>	<b>Offices Closed</b>	<b>JULY 4<sup>TH</sup> HOLIDAY OBSERVED</b>
	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>July 2017 (cont.)</b>	Thursday 13	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	<i>Friday 21 - Tuesday 24</i>	<i>NACo Annual Conference</i>	<i>Franklin County Columbus, OH</i>
	<b>Tuesday 25</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<i>Wednesday 26 – Saturday 29</i>	<i>National Urban League Annual Conference</i>	<i>St. Louis, MO</i>
<b>August 2017</b>			
	<b>Tuesday 8</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<i>Thursday 10 - Sunday 13</i>	<i>Chamber of Commerce Annual Conference</i>	<i>Amelia Island, FL</i>
	<b>Tuesday 22</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
<b>September 2017</b>			
	<b>Monday 4</b>	<b>Offices Closed</b>	<b>LABOR DAY HOLIDAY</b>
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 17/18*
	<i>Wednesday 13- Thursday 14</i>	<i>FAC Policy Committee Conference and County Commissioner Workshops</i>	<i>Central Florida - TBD</i>
	Tuesday 19	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
		5:00 – 9:00 p.m.	Blueprint Intergovernmental Agency Meeting & Public Hearing, City Commission Chambers
	<i>TBD (typically mid- September)</i>	<i>Congressional Black Caucus Annual Legislative Conference</i>	<i>Washington, D.C.</i>
	Tuesday 26	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Public Hearing on Adoption of Millage Rates and Budgets for FY 17/18*
	Thursday 28	4:00 p.m.	Community Redevelopment Agency Meeting & Public Hearing at 6 p.m., City Commission Chambers
<b>* These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings.</b>			
<b>October 2017</b>			
	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 17	9:00 a.m. - 11:00 a.m.	Capital Region Transportation Planning Agency Retreat / Workshop; TBD
	<i>Sunday 22 - Wednesday 25</i>	<i>ICMA Annual Conference</i>	<i>Bexar County San Antonio, Texas</i>

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>October 2017 (cont.)</b>	Tuesday 24	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>November 2017</b>	Thursday 9	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	<b>Friday 10</b>	<b>Offices Closed</b>	<b>VETERAN'S DAY OBSERVED</b>
	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<i>Wednesday 15 – Friday 17</i>	<i>FAC Legislative Conference</i>	<i>Sarasota County Sarasota, FL</i>
	Tuesday 21	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b>Thursday 23</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 24</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>December 2017</b>	Tuesday 5	3:00 – 6:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Monday 11	9:00 a.m. – 4:00 p.m.	Board Retreat TBD
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 19	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b>Monday 25</b>	<b>Offices Closed</b>	<b>CHRISTMAS DAY OBSERVED</b>
	<b>Tuesday 26</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
<b>January 2018</b>	<b>Monday 1</b>	<b>Offices Closed</b>	
	<b>Tuesday 9</b>	<b>No Meeting</b>	<b>Board Recess</b>
	Tuesday 23	3:00 p.m.	Regular Meeting

## **Citizen Committees, Boards, and Authorities** **2017 Expirations and Vacancies**

[www.leoncountyfl.gov/committees/list.asp](http://www.leoncountyfl.gov/committees/list.asp)

### **VACANCIES**

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

Board of County Commissioners (2 appointments)

- 1) a member who is engaged in providing development, planning or environmental-related consulting services
- 2) a member who serves on a neighborhood association board or represents a neighborhood-based organization or association

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

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

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

#### **Joint City/County Bicycle Workgroup**

Board of County Commissioners (1 appointment)

Applications from representatives of cycle-related non-profit organizations, State/local agencies, bicycle groups, and local bicycle businesses shall be accepted and considered.

#### **Tallahassee-Leon County Minority, Women & Small Business Enterprise Citizen Advisory Committee**

Board of County Commissioners (4 appointments)

### **UPCOMING EXPIRATIONS**

#### **APRIL 30, 2017**

##### **Tallahassee Sports Council**

Board of County Commissioners (2 appointments)

#### **JUNE 30, 2017**

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

Board of County Commissioners (2 appointments)

##### **CareerSource Capital Region**

Board of County Commissioners (2 appointments)

##### **Planning Commission**

Board of County Commissioners (1 appointment)

#### **JULY 31, 2017**

##### **Strategic Team for Amphitheater Grand Entertainment (STAGE)**

Board of County Commissioners (5 appointments)

##### **Water Resources Committee**

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

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

**AUGUST 31, 2017**

**Code Enforcement Board**

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

**SEPTEMBER 30, 2017**

**Animal Shelter Advisory Board**

- Board of County Commissioners (3 appointments)

**Community Development Block Grant Citizen's Task Force**

- Board of County Commissioners (2 appointments)
- Commissioner - At-large II: Maddox, Nick (1 appointment)
- Commissioner - District I: Proctor, Bill (1 appointment)
- Commissioner - District III: Dailey, John (1 appointment)

**Community Health Coordinating Committee**

- Board of County Commissioners (9 appointments)

**Council on Culture & Arts**

- Board of County Commissioners (2 appointments)

**Development Support & Environmental Management Citizens User Group**

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

**Housing Finance Authority of Leon County**

- Commissioner - At-large II: Maddox, Nick (1 appointment)
- Commissioner - District I: Proctor, Bill (1 appointment)
- Commissioner - District III: Dailey, John (1 appointment)

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

- Board of County Commissioners (3 appointments)
- Commissioner - At-large I: Lindley, Mary Ann (1 appointment)
- Commissioner - At-large II: Maddox, Nick (1 appointment)
- Commissioner - District II: Jackson, Jimbo (1 appointment)
- Commissioner - District IV: Desloge, Bryan (1 appointment)

**OCTOBER 31, 2017**

**Tourist Development Council**

- Board of County Commissioners (1 appointment)

**Leon County  
Board of County Commissioners**

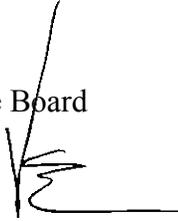
**Notes for Agenda Item #1**

# Leon County Board of County Commissioners

## Agenda Item #1

April 4, 2017

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

**From:** Vincent S. Long, County Administrator 

**Title:** Minutes: February 7, 2017 Workshop on the Impact of the Passage of the Medical Marijuana Amendment, and March 7, 2017 Regular Meeting

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Kim Ferrell, Finance Director, Clerk of the Court & Comptroller
<b>Lead Staff/ Project Team:</b>	Rebecca Vause, Board Secretary

### **Statement of Issue:**

This agenda item seeks Board review and approval of the following minutes: February 7, 2017 Workshop on the Impact of the Passage of the Medical Marijuana Amendment, and March 7, 2017 Regular Meeting

### **Fiscal Impact:**

This item has no fiscal impact to the County

### **Staff Recommendation:**

Option #1: Approve the minutes of the February 7, 2017 Workshop on the Impact of the Passage of the Medical Marijuana Amendment, and March 7, 2017 Regular Meeting.

### **Attachments:**

1. February 7, 2017 Workshop on the Impact of the Passage of the Medical Marijuana Amendment
2. March 7, 2017 Regular Meeting

**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA  
WORKSHOP  
Impact of the Passage of the  
Medical Marijuana Amendment  
February 7, 2017**

The Leon County Board of County Commissioners met for a Workshop on the impact of the passage of the medical marijuana amendment on Tuesday, February 7, 2017 at 12:00 p.m.

Present were Chairman John Dailey, Vice Chairman Nick Maddox and Commissioners Bill Proctor, Mary Ann Lindley, Jimbo Jackson, Bill Proctor and Kristen Dozier. Commissioner Bryan Desloge participated via teleconference. Also present were County Administrator Vincent Long, County Attorney Herb Thiele and Board Secretary Rebecca Vause.

Facilitator(s): Jessica Icerman, Assistant County Attorney  
David McDevitt, Director of Development Support & Environmental Management  
Shawna Martin, Principal Planner  
Andy Johnson, Assistant County Administrator

Chairman Dailey called the workshop to order at 12:04 p.m. He announced that Commissioner Desloge was participating in the workshop via teleconference from Colorado.

Ms. Icerman provided an overview on the implementation of the Florida Medical Marijuana Legalization Initiative, also known as Amendment 2. Her presentation included information on:

- 1) Federal Law – marijuana remains illegal under federal law. The Cole Memorandum was issued in 2011 expressing the federal government’s new policy regarding the enforcement of marijuana offenses in states which have medical marijuana laws. The new policy disregards state law compliance and instead authorizes enforcement on all person cultivating, selling, or distributing marijuana and those knowingly facilitating such activities.
- 2) State Law – The Compassionate Medical Cannabis Act of 2014 was enacted and was amended in 2016 to expand the use of medical marijuana. The Department of Health’s (DOH) Office of Compassionate Use was established to draft and implement regulations for medical cannabis, to oversee the Compassionate Use Registry and to license businesses to cultivate, process and dispense medical cannabis. Amendment 2 provided further expanded to use of medical marijuana to include cancer, epilepsy, glaucoma, HIV/AIDS, post-traumatic stress disorder ALS, Crohn’s disease, Parkinson’s disease, multiple sclerosis or other debilitating medical conditions.
- 3) Regulatory Framework – DOH has developed extensive regulations to implement and regulate low-THC cannabis and medical cannabis which include: a limited number of dispensing organizations in each region, a detailed/stringent application process and be a licensed nursery. There are currently three permitted dispensaries within the City, none within the unincorporated area.
- 4) DOH Rule – Incorporates MMTCs into the current framework, does not permit any additional dispensing organizations/MMTCs. The rule must be promulgated by July 3, 2017.
- 5) Proposed Senate Bills 406 and 614 –
  - SB406: Eliminates “dispensing org” and instead defines and regulates MMTCs; permits patients to receive a 90-day supply; eliminates 3-month waiting period and permits additional MMTCs as the qualified patient pool grows.
  - SB614: Repeals current state law; maintains a patient and delivery registry; includes paraplegia and quadriplegia; no vertical integration; dispensing must be on different property than cultivation and processing; cultivation, processing and dispensing cannot be located within 1,000 feet of a school, child care center, or substance abuse treatment

center; total number of dispensaries may not exceed 1:25,000 (per county resident); state chooses by lottery, and location of cultivation and processing preempted to state.

Mr. McDevitt discussed zoning recommendations for the Board's consideration. He stated that while state law preempts local jurisdictions from utilizing zoning and land use to regulate medical marijuana cultivation and processing facilities, the county may adopt zoning and land use regulations to control the location of dispensing facilities. He recommended that zoning and siting of medical marijuana dispensing facilities be considered permissible and sited in zoning districts that allow retail commercial/drug stores and a distance separation requirement of 1,000 feet between dispensing facilities and schools and churches, as similarly applied between establishments selling alcoholic beverages. Mr. McDevitt also recommended that the review process and associated review fees for medical marijuana dispensing facilities be handled through the County's current site and development review process.

**Board Discussion:**

Commissioner Lindley remarked that it appeared that the County's jurisdiction is limited to zoning and siting of medical marijuana treatment centers and opined it was prudent for the Board to move forward with an ordinance addressing this issue.

*Commissioner Lindley moved, duly seconded by Commissioner Maddox, approval of Options 1, 2. a-d, & 3: 1) Accept staff's report on the impact of the Passage of the Medical Marijuana Amendment; 2) Direct staff to draft an ordinance regulating medical marijuana dispensing facilities: a. Allowing marijuana dispensing facilities as permissible uses in the same zoning districts that allow drug stores or retail commercial; b. Imposing a distance requirement of 1,000 feet between medical marijuana dispensing facilities and schools and churches; c. Imposing a distance requirement of 1,000 feet from other permitted medical marijuana dispensing facilities, and d. Incorporating medical marijuana dispensing facilities into the County's current development review process and associated application review fee schedule, and 3) Schedule the first of two public hearings to consider an ordinance regulating medical marijuana dispensing facilities for March 7, 2017 at 6:00 p.m.*

Commissioner Dozier dialogued with staff on a number of issues. She asked about the proposed Senate bills and how the DOH rulemaking could be affected. Ms. Icerman confirmed that DOH is working on rules to implement Amendment 2, which does not require legislative actions at all. Ms. Icerman anticipates however, that the DOH would most likely come back with more rules after the legislative session. Commissioner Dozier referenced Senate Bill (SB) 614, which limits the total number of dispensaries based on County residence (1:25,000) and encouraged coordination with the City. Ms. Icerman shared that County staff is working in coordination with the City; and the way SB 614 is currently written, the State would chose, through a lottery, where the facilities are sited. Mr. McDevitt provided that the City has indicated it would like to mimic what the County does. Commissioner Dozier asked about the future of the facilities that are in operation should the Cole Memorandum be repealed. Ms. Icerman responded that Federal changes are unknown at this time; however, it would be up to the entities making application to understand that is a chance they are taking. Commissioner Dozier concluded her remarks by mentioning her concerns about employees who are authorized to utilize medical marijuana and employers who may have a prohibition on drug use.

The motion carried 7-0.

**Adjourn:**

There being no further business to come before the Board, the workshop was adjourned at 12:40 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: \_\_\_\_\_  
John E. Dailey, Chairman  
Board of County Commissioners

BY: \_\_\_\_\_  
Gwendolyn Marshall, Clerk of the Court  
& Comptroller, Leon County, Florida

DRAFT

**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA  
REGULAR MEETING  
March 7, 2017**

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

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

**Invocation and Pledge of Allegiance**

The Invocation was provided by Reverend Candace McKibben, Chaplain with Big Bend Hospice. Commissioner Mary Ann Lindley then led the Pledge of Allegiance.

**Awards and Presentations**

- ADD-ON  
Commissioner Lindley presented a Proclamation recognizing March 5-11, 2017 as “Women in Construction Week”.
  - Jackie Wilson, President of the Tallahassee Chapter #72 of the National Association of Women in Construction, thanked the Board for their continued support.
- Commissioner Desloge presented a Proclamation recognizing the 100-year Anniversary of the American Red Cross. He reflected on his time serving on the American Red Cross Board and stressed the importance of community support for the organization’s mission.
  - Sharon Tyler, Executive Director of the Capital Area Chapter, thanked the County for their continued partnership and invited the Board and community to attend their signature fund raising event “Cocktails and Camo” to be held on March 24, 2017 at Flightline.
- Claudia Blackburn, Florida Department of Health - Leon, presented the Healthy Weight Community Champion Award to Leon County for its policies and efforts to encourage active living, healthy eating and promotion of healthy life styles.
  - Mary Barley, Leon County Health and Well Being Coordinator, accepted the award on behalf of Leon County and thanked the Department of Health for their continued support.

**Consent:**

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

**1. Approval of Minutes: October 27, 2016 Joint County/City Affordable Housing Workshop; January 24, 2017 Regular Meeting, and February 7, 2017 Regular Meeting**

*The Board approved Option 1: Approve the minutes of the October 27, 2016 Joint County/City Affordable Housing Workshop; January 24, 2017 Regular Meeting and February 7, 2017 Regular Meeting.*

**2. Payment of Bills and Vouchers**

*The Board approved Option 1: Approve the payment of bills and vouchers submitted for March 7, 2017, and Pre-Approval of Payment of Bills and Vouchers for the Period of March 8 through April 3, 2017.*

**3. Transition of Emergency Management Services**

*The Board approved Options 1 & 2: 1) Approve the Resolution and Budget Amendment Requests creating E-911 and Emergency Management operating budgets, and 2) Authorize the County Administrator, in a form approved by the County Attorney, to execute all Emergency Management grant documents necessary to transfer the current Emergency Management Grants from the Sheriff to Leon County.*

**4. Commissioner Appointments to the Contractors' License & Examination Board, the Science Advisory Committee and the Water Resources Committee**

*The Board approved Options 1, 2 & 3:*

*1) Ratify Commissioners' appointments of citizens to the Contractors' License and Examination Board for three-year terms, ending March 31, 2020, as follows:*

- a. Commissioner Desloge appoints John Salvo*
- b. Commissioner Dozier reappoints Jackie Wilson*
- c. Commissioner Maddox reappoints Shaddrick Haston*

*2) Ratify Commissioners' appointments of citizens to the Science Advisory Committee for two-year terms, ending on March 31, 2019 as follows:*

- a. Commissioner Dozier reappoints Lee Marchman*
- b. Commissioner Jackson appoints Beverly Kemp*
- c. Commissioner Proctor reappoints Thayumanasamy Somasundaream*

*3) Ratify Commissioner Proctor's appointment of a citizen to the Water Resource Committee for the remainder of the unexpired term, ending July 31, 2019, as follows:*

- a. Commissioner Proctor appoints Jeff Priddle.*

**5. "Division of Animal Control Ordinance Administration Procedures and Guidelines" Policy**

*The Board approved Option 1: Adopt the proposed new policy, "Division of Animal Control Ordinance Administration Procedures and Guidelines".*

**6. License Agreement between Leon County and Little League Baseball, District 20**

*The Board approved Option 1: Approve renewal of a License Agreement between Leon County and Little League Baseball, District 20 and authorize the County Administrator to execute.*

**7. Washington Square Development Status Report and License Agreement for use of the County's Right-of-Way**

*The Board approved Options 1 & 2: 1) Accept the Status Report on the proposed Washington Square development and 2) Authorize the County Administrator to execute a License Agreement for use of the County's right-of-way in support of this project in a form to be approved by the County Attorney.*

**8. Amendment to Leon County's 2017 Legislative Priorities to Support Legislation that Protects Funding for Future Development of the SunTrail Network**

*The Board approved Option 1: Approve adding support for legislation that protects funding for future development of the SunTrail Network to the County's 2017 Legislative Priorities.*

**9. Code Enforcement Board and the Code Compliance Program 2015-2016 Annual Report**

*The Board approved Option 1: Accept the 2015-2016 Annual Report of the Code Enforcement Board and the Code Compliance Program*

**10. Status Report on Leon County's Employee Volunteer Services Program**

*The Board approved Option 1: Accept the status report on Leon County's Employee Volunteer Services Program.*

**11. Supervised Pretrial Release Division's Annual Report**

*The Board approved Option 1: Accept the Supervised Pretrial Release Division's Annual Report and authorize staff to submit to the Clerk of the Circuit Court and Comptroller for Leon County.*

**Citizens to be Heard on Non-Agendaed Items** (3-minute limit per speaker; there will not be any discussion by the Commission)

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

**General Business**

**12. Yard Waste Processing Agreement for the Solid Waste Facility**

County Administrator Long introduced the item. He conveyed that North Florida Wood Recycling, LLC was the lowest responsive bidder.

Commissioner Dozier expressed her gratitude for staff's efforts to research possible cost savings and suggested that new opportunities to promote the County's free mulch program be explored.

*Commissioner Maddox moved, duly seconded by Commissioner Lindley, approval of Option 1: Approve the Agreement with North Florida Wood in the estimated amount of \$467,000 for Yard Waste Processing Services, Continuing Supply, and authorize the County Administrator to execute. The motion carried 7-0.*

**13. Establishment of the FY 2018 Maximum Discretionary Funding Levels and Initial Budget Policy Guidance**

County Administrator Long introduced the item. He shared that the budget includes level funding from FY17 with the exception of a minor increase in Commissioner travel budgets. He stated that the recommended increase is to keep pace with increased travel costs and training opportunities. He added that the Board may wish to consider in its motion direction for staff to effectuate the increased Commissioner travel budget for the current fiscal year; as this would accommodate anticipated upcoming travel.

*Commissioner Dozier accepted the County Administrator's recommendation and moved Options 1 & 2, as amended. The motion was seconded by Commissioner Dailey. 1) Establish the Community Human Services Partnership (CHSP) funding level for FY2018 at \$1,200,000, and 2) Establish the Non-departmental maximum discretionary funding for FY2018 as follows, and amend the current year Commission Office budget to reflect the new funding levels: a) \$12,500 for Commission District Budgets; b) \$27,000 for Special Event Funding, and c) \$100,000 for the Kearney Center/Homeless Shelter.*

Commissioner Dozier indicated that she would, at some point in the future, like to review and have discussion on the events identified for Special Event Funding as they may be eligible for funding through the TDC and/or CRA.

The motion carried 7-0.

**14. Full Board Appointments to the Apalachee Regional Planning Council, CareerSource Capital Region Board and the Tourism Development Council**

County Administrator Long introduced the item.

*Commissioner Maddox moved, duly seconded by Commissioner Jackson, approval of Options 1, 2 & 3:*

*Option 1: The appointment of Beth Kirkland to the Private Sector vacancy on the CareerSource Capital Region Board for the remainder of the three-year term ending June 30, 2019.*

*Option 2: The appointment of City Commissioner Nancy Miller to the Municipal Official vacancy on the Apalachee Regional Planning Council for a two-year term ending December 31, 2018, and*

*Option 3: The appointment of City Commissioners Nancy Miller and Scott Maddox to the Municipal Official vacancies on the Tourist Development Council for four-year terms ending December 31, 2020.*

The motion carried 7-0.

Chairman Dailey announced that the Board had concluded its Consent and General Business Agendas and would now enter into Commissioner Discussion Items.

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

**15. First and Only Public Hearing to Consider Proposed Amendments to Chapters 5, 6, 10 and 14 of the Leon County Code of Laws to Streamline the Nuisance Abatement Process, Reorganize and Rename Chapter 14, and Make Consistent with Florida Law**

County Attorney Thiele announced the public hearing. He stated that the ordinance would streamline the nuisance abatement process by creating a Nuisance Abatement Board.

Chairman Dailey confirmed there were no speakers on the item.

*Commissioner Dozier moved, duly seconded by Commissioner Maddox, approval of Option 1: Conduct first and only public hearing and adopt proposed Ordinance amending Chapters, 5, 6, 10, and 14 of the Leon County Code of Laws regarding the nuisance abatement process. **The motion carried 7-0.***

**16. First of Two Public Hearings to Consider Proposed Amendments to Chapter 10 Article VI, Division 8, Entitled "Supplementary Regulations for Specific Uses" to Add a New Section 10-6.819, Entitled "Medical Marijuana Dispensing Facilities"**

County Administrator Long announced the public hearing and confirmed there were no speakers on this issue.

County Administrator Long conveyed that prior to the second public hearing a draft ordinance would be shared with the Development Support and Environmental Management (DSEM) User Group and the Planning Commission. He stated that the proposed ordinance is based upon direction received at the February 7 workshop on the impact of the passage of the medical marijuana amendment. County Administrator Long added that the proposed ordinance

establishes the medical marijuana dispensing facilities as permissible uses in the same zoning districts that allow drug stores or other retail commercial uses. Staff also recommended a distance separation requirement of 1,000 feet between dispensing facilities, schools and churches, as similarly applied between establishments selling alcoholic beverages.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the first of two required Public Hearings to consider proposed revisions to Chapter 10 of the Leon County Code of Laws to add a section entitled "Medical Marijuana Dispensing Facilities" and schedule the second and final Public Hearing for April 25, 2017 at 6:00 p.m.*

Commissioner Dozier acknowledged that this was a tough issue and shared that she had received no communications from the public on the County's proposed direction. She thanked staff's for their work on this issue.

**The motion carried 7-0.**

**Citizens to be Heard on Non-Agendaed Items** (3-minute limit per speaker; Commission may discuss issues that are brought forth by speakers.)

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

**Comments/Discussion Items**

**County Attorney Thiele:**

- No items.

**County Administrator Long:**

- No items.

**Commissioner Discussion Items**

**Commissioner Desloge:**

- *Commissioner Desloge moved, duly seconded by Commissioner Dailey, to present a Proclamation recognizing May 1-7, 2017 as Perinatal Mental Health Week to be presented at the Board's May 9, 2017 meeting. The motion carried 7-0.*
- Commissioner Desloge requested on behalf of all the Commissioners approval to attend the Chamber's Inter-City Trip in Nashville.
  - *Commissioner Desloge moved, duly seconded by Commissioner Maddox, approval for all Commissioners to attend the Greater Tallahassee Chamber of Commerce's Inter-City Trip on May 15-17, 2017 in Nashville, Tennessee. The motion carried 7-0.*
- Brought up the attempt in a recent lawsuit to bring into question the County's Human Rights Ordinance and expressed an interest in having an agenda item brought back which provides a review of the Ordinance and any recommendations to address "unintended consequences". He stressed his support for the Ordinance; however felt a review would help determine whether revisions were needed.
  - *Commissioner Desloge moved, duly seconded by Commissioner Dailey, to direct staff to bring back an agenda item which reviews the Ordinance and provide recommendations, if warranted.*
  - Commissioner Dozier stated that she could not at this point support an agenda item; however was more interested in a status report to learn how the ordinance has been used and who has used it. She opined that there was not an on-going problem and the situation referenced by Commissioner Desloge was an isolated case.
  - Chairman Dailey recalled that he had, when the Ordinance was being proposed and discussed, offered a motion to put administrative remedies into the original ordinance.

- County Attorney Thiele, at the request of Chairman Dailey, provided an update to the Board. He offered that the County has not been made a third-party defendant in the lawsuit; however, the deadline to do so is next week and anticipates that will happen. He stated that an agenda item could be prepared, but assured the Board that the County's ordinance is "valid, lawful, constitutional and enforceable as currently composed". He stated it would be beneficial (since four of the seven current Commissioners were not on the Board when the Ordinance was adopted) for the Board to be provided the minutes of the meetings/public hearings and the Human Rights Advisory Committee meetings, so as to have a clearer understanding of how the ordinance was established.
  - Commissioner Maddox stated that while his original notion was more in-line with Commissioner Dozier's suggestion for a status report, he could support the current motion with the understanding that when the item comes back, unless there is something that is overwhelmingly apparent to be added, he was comfortable with the existing Ordinance. He emphasized that he did not want to give an impression to the public that the Board was "back pedaling" in its support of the Human Rights Ordinance.
  - Commissioner Lindley indicated that she would support the motion as she would like as much information as possible, including potential options if appropriate. She stated that many were surprised that the Human Rights Ordinance has the potential to be included in the lawsuit and the community deserved for the Board to take a "fresh look" and provide clarification.
  - Commissioner Dozier clarified that she wanted the agenda item/status report to be placed on a future General Business agenda to allow for Board discussion. She requested that the item include not only a history and minutes, but how the Ordinance has been used in the last seven years. She did not want the item to be narrowed down to the few issues that have been raised by one constituent. She also asked that the County Attorney clarify in the status report whether the Ordinance is being used to validate charges of sexual harassment.
  - Commissioner Proctor asked that the agenda item include a definition of sexual harassment.
  - The motion carried 7-0.
- Clarified his support for the President's Executive Order directing the Environmental Protection Agency and the U.S. Army Corps of Engineers to rewrite the "Waters of the U.S." Rule. He added that this is a very positive decision for counties across the country.

**Commissioner Proctor:**

- *Commissioner Proctor moved, duly seconded by Commissioner Dailey, approval for a Proclamation recognizing Nims Middle School cheerleader Tianiya Hall-Scales for the courage she displayed to cheer on the Nims' boys basketball team by herself when other members of the cheerleading squad withdrew. The motion carried 7-0.*
- *Commissioner Proctor moved, duly seconded by Commissioner Dailey, approval for a Proclamation recognizing the FAMU DRS Girls Basketball team on their third consecutive state championship. The motion carried 7-0.*
- Commented on the great honor it was to attend the National Association of Counties (NACo) Legislative Conference, which was led and chaired by fellow Commissioner Bryan Desloge (NACo President).
- Expressed his concern of the report by Ms. Claudia Blackburn, Leon County Health Department that 39% of children suffer from obesity by the sixth grade. He asked if the County could consider some type of public service campaign to help educate the public on this troubling epidemic.
- Recognized Wanda Hunter, Assistant County Administrator, for the outstanding job she did representing the County on a discussion panel on mental health at the NACo Conference.

**Commissioner Dozier:**

- Reflected on the success of the Sustainable Communities Summit and thanked staff for their efforts.
- Congratulated student recipients of ‘World Class Schools Best & Brightest’ Awards.
- Commented on the success of the Our Town event series held in partnership with Village Square.
- Touted the 2017 Women’s History Month Community Luncheon held on March 2, 2017 at which trailblazing women and girls were honored.

**Commissioner Jackson:**

- Remarked on Leon County Schools’ initiatives to combat childhood obesity and noted that these rates are higher among Title I schools. He also mentioned to need to educate families on the need for better eating and exercise habits.
- Introduced Beverly Kemp, his first official appointee, to the County’s Science Advisory Committee.

**Commissioner Lindley:**

- Expressed her appreciation for Commissioner Desloge’s leadership at the NACo Legislative Conference. She also noted NACo’s interest and involvement in issues related to mental health, i.e., lack of residential treatment facilities and treatment of individuals with mental health issues in jails.
- In an effort to engage the problem of childhood obesity, wondered if the County’s Parks and Recreation Department could come up with some creative ideas to help combat this problem.
- Announced that she and City Commissioner Gill Ziffer are working on the creation of a sculpture garden at McCord Park which will showcase the work of nationally recognized artist and Tallahassee native W. Stanley “Sandy” Proctor. She issued an invitation to join she and Commissioner Ziffer on Thursday, March 9 at 5:30 at McCord Park to look over the project. She added that they are looking for families and businesses who might wish to underwrite the placement of some of the sculptures.

**Commissioner Maddox:**

- *Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval for a Proclamation recognizing the Tallahassee Adventure Club, an outdoor initiative that encourages children and adults to detach from technology and reconnect to the natural world, to be presented at the Board’s April 4, 2017 meeting. The motion carried 7-0.*
- Shared that 50 years ago the Chi Theta Chapter of Omega Psi Phi became the first black Greek organization at Florida State University and a celebration will be held in April.
  - *Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval for a Proclamation recognizing FSU’s Chi Omega Chapter of Omega Psi Phi, to be presented at an offsite event. The motion carried 7-0.*

**Chairman Dailey:**

- No Items.

Chairman Dailey announced that the Board would adjourn for its dinner break and reconvene at 6:00 p.m. to conduct the scheduled public hearings.

**Receipt and File:**

- None.

**Adjourn:**

There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: \_\_\_\_\_  
John E. Dailey, Chairman  
Board of County Commissioners

BY: \_\_\_\_\_  
Gwendolyn Marshall, Clerk of Court  
& Comptroller, Leon County

DRAFT

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #2**

# Leon County Board of County Commissioners

## Agenda Item #2

April 4, 2017

**To:** Honorable Chairman and Members of the Board  
**From:** Gwendolyn Marshall, Clerk of the Circuit Court and Comptroller  
**Title:** Annual Investment Report for Fiscal Year 2015-2016

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Kim Ferrell, Finance Director, Clerk of the Circuit Court and Comptroller
<b>Lead Staff/ Project Team:</b>	Norma Parrish, Treasury Manager

**Statement of Issue:**

This agenda item seeks the Board's approval to accept the Annual Investment Report for Fiscal Year 2015-2016 provided by the Leon County Clerk of Circuit Court and Comptroller.

**Fiscal Impact:**

This item has no current fiscal impact to the County; however, the report details investment income earned of approximately \$2.3 million for the Fiscal Year 2015-2016.

**Staff Recommendation:**

Option #1: Accept the Annual Investment Report for Fiscal Year 2015-2016 (Attachment #1).

## **Report and Discussion**

### **Background:**

Surplus Funds Investment Ordinance No. 02-18 established the Investment Oversight Committee (IOC) to monitor investments and established specific authority for the investment of surplus funds as required by state statutes. Additionally, the Ordinance states that the IOC will provide the Board of County Commissioners an annual report on the performance and conditions of the County's investments.

The IOC was established to formulate investment strategies, provide short-range direction, and monitor the performance and structure of the County's portfolio. The IOC consists of the Clerk of the Circuit Court and Comptroller, the County Administrator's designee (Director Office of Financial Stewardship), and three qualified individuals with financial or investment expertise, who are independent of employment and business relationships with Leon County.

Surplus funds of the County are invested through a variety of investment instruments. Maintaining a core level of assets with the government pools such as the State of Florida Special Purpose Investment Account (SPIA) or other short-term entities is viewed as the best way of maintaining secure asset values with sound investment practices. Insight Investments was chosen through a competitive selection process to invest the intermediate term investments. Overnight investments and liquidity is maintained through the County's banking contract.

### **Analysis:**

Clerk staff, in conjunction with the external manager, developed an Annual Investment Report that outlines the investment activities of Leon County (Attachment #1). This report was presented to the IOC at its quarterly meeting on February 23, 2017. The IOC reviewed and approved the report, and authorized it to be forwarded to the Leon County Board of County Commissioners. The Clerk and IOC report that the investment of all funds this year was consistent with the Leon County Investment Policy implemented pursuant to Ordinance No. 02-18.

The total income earned of \$2,346,541 provided an effective rate of return of 1.34% on an average daily balance of \$175,731,432 in fiscal year 2016. For comparison, the portfolio earned a total income of \$1,840,708 during the fiscal year ending September 30, 2015. This total income provided an effective rate of return of 1.02% on an average daily balance of \$180,253,953. The increase in income was based on increasing the average daily balance invested in the State of Florida Special Purpose Investment Account as described below.

The Florida Division of Treasury manages the fixed income investment operation for both general revenue and trust funds in the State Treasury, and funds of organizations such as Leon County Board of County Commissioners opting to participate in the Treasury's Special Purpose Investment account (SPIA). However, in March 2015, the State of Florida closed the Florida Treasury Investment Pool to any new members that are non-component units of the state of Florida. The IOC will oversee a strategy to allocate more funds to this unique local government

investment opportunity, because the participation in this state managed pool meets the Leon County policy objectives of return maximization with acceptable levels of risk.

**Options:**

1. Accept the Annual Investment Report for Fiscal Year 2015-2016 (Attachment #1).
2. Do not accept the Annual Investment Report for Fiscal Year 2015-2016.
3. Board direction.

**Recommendation:**

Option #1.

**Attachment:**

1. Annual Investment Report for Fiscal Year 2015-2016

# **ANNUAL INVESTMENT REPORT**

FOR THE YEAR ENDED  
SEPTEMBER 30, 2016

BOB INZER  
CLERK OF CIRCUIT COURT  
AND COMPTROLLER

LEON COUNTY, FLORIDA

**ANNUAL INVESTMENT REPORT**  
Fiscal Year Ended September 30, 2016  
Leon County, Florida

**EXECUTIVE SUMMARY**

The Commission approved Investment Policy provides for a conservatively managed portfolio that performed as expected during fiscal 2016. Policy controls related to portfolio duration, credit quality, liquidity and instrument selection have been established to reduce volatility with respect to investment returns. **The portfolio earned \$2,153,602 of interest and realized gains of \$192,938 for a total income of \$2,346,541 during the fiscal year ending September 30, 2016. This total income provided an effective rate of return of 1.34% on an average daily balance of \$175,731,432.** For comparison, the portfolio earned \$1,813,692 of interest and realized gains of \$27,016 for a total income of \$1,840,708 during the fiscal year ending September 30, 2015. This total income provided an effective rate of return of 1.02% on an average daily balance of \$180,253,953.

Throughout the most recent fiscal year, staff continued to invest large balances in the State of Florida Special Purpose Investment Account (SPIA). During the most recent fiscal year, staff increased the average daily balances in the State of Florida SPIA from about \$56 million to \$64 million. Although overall portfolio investable balances were lower and the average duration remained approximately 2 years, the allocation of more funds to SPIA with it's longer average duration of 2.60 years provided higher income year over year.

Section 218.415 (15), Florida Statutes, requires Leon County Clerk of Circuit Court and Comptroller to provide an annual report to the Board of County Commissioners of the securities in the portfolio by investment type, book value, market value and income earned. This information is included in Table I below and the chart on page 9 as of September 30, 2016.

**Table I Ending Balances Fiscal Year Ended September 30, 2016**

<b>Portfolio</b>	<b>Book Value</b>	<b>Market Value</b>
<i>Insight Investment</i>	79,237,504	79,401,235
<i>FL Local Govt Investment Trust</i>	583,227	583,227
<i>FL State Treasury SPIA</i>	45,144,848	45,690,395
<i>FL Prime</i>	510,251	510,251
<i>Wells Fargo Cash</i>	17,156,289	17,156,289
<i>Total Cash and Investments</i>	142,632,119	143,341,397

**Table II Average Daily Balance and Income**

<b>Portfolio</b>	<b>FY 2015 Ave</b>	<b>FY 2016 Ave</b>	<b>Income FY 2016</b>
<i>Insight Investment</i>	77,947,276	78,831,746	1,102,982
<i>FL Municipal Investment Trust 1-3</i>	2,010,210		
<i>FL Local Govt Investment Trust</i>	15,969,499	10,447,425	147,662
<i>FL State Treasury SPIA</i>	56,539,101	64,762,094	1,021,510
<i>Florida Prime</i>	6,260,280	1,159,153	7,879
<i>Wells Fargo Cash</i>	21,034,387	20,531,013	66,508
<i>Wells Fargo Broker Account</i>	493,201		
<i>Total Daily Average</i>	180,253,953	175,731,432	
<i>Total Income</i>			2,346,541
<i>Income / Ave. Bal</i>			1.34%

**ANNUAL INVESTMENT REPORT**  
Fiscal Year Ended September 30, 2016  
Leon County, Florida

**Investment Oversight Committee**

The Investment Policy of the Board of County Commissioners provides for an Investment Oversight Committee to work with the Clerk of the Circuit Court and Comptroller in the investment of the portfolio. The Committee meets quarterly unless interim issues require more frequent meetings. Meetings are noticed, open to the public and the minutes of each meeting recorded. The IOC consists of the Clerk; the County Administrator Designee, Director of Financial Stewardship, Scott Ross; and three qualified individuals with financial or investment expertise who are independent of employment and business relationships with Leon County. They are David Reid, CPA, Michael Kramer, managing partner, K3 Investments, and J. Ben Watkins III, State of Florida Director of the Division of Bond Finance.

During the fiscal year ending September 30, 2016, the portfolio was managed within the guidelines and limitations of the Investment Oversight Committee recommendations and the Commission approved policy without exception.

**Investment Managers**

The investment portfolio quarterly ending balances ranged from \$143,341,397 to \$217,985,551 during the fiscal year, with higher balances during the winter as tax collections are distributed by the Leon County Tax Collector. The internal portfolio was generally allocated to the Florida Treasury Special Purpose Investment Account (SPIA) during the year due to the higher returns.

Insight Investment, the external manager invested an average of 44% of the Leon County portfolio. Currently, Insight Investment manages approximately a \$79 million fixed income assets that results in a portfolio duration ranging between 1.5 and 2.0 years. The established performance benchmark for Insight is the Bank of America/Merrill Lynch 1-3 Year Government Index. Insight Investment, formerly known as Cutwater Asset Management, has managed the County's external portfolio since June 1, 2010.

The Clerk completed bidding out its banking relationships pursuant to a competitive selection process and entered into a new contract on April 1, 2012, with Wells Fargo Bank. During the most recent fiscal year, the contract was renewed for an additional two years starting April 1, 2017. The current earnings credit earned on cash balances is 75 basis points.

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**I. INVESTMENT POLICY**

Section 218.415, Florida Statutes provides units of local government the ability to adopt a written investment plan to govern the investment of their investment portfolio. The Leon County Board of County Commissioners on September 17, 2002 adopted an investment policy. One requirement is to present an annual report to the Board of County Commissioners. On October 11, 2011 and again on February 25, 2014, the Board adopted revisions to the Policy to provide the flexibility to manage the portfolio in the volatile market environment. During Fiscal Year 2016, the IOC reviewed the Policy and recommended revisions. The recommendations will be finalized at a future IOC meeting and submitted to the Board for approval.

The Florida Constitution provides that the Clerk of Court and Comptroller (Clerk) will be responsible for the investment of County funds and this report is being submitted by the Clerk as provided by the Board's Investment Policy. All investment activity was conducted in accordance with written procedures and internal controls.

**II. INVESTMENT OVERSIGHT COMMITTEE**

The Clerk established the Investment Oversight Committee (IOC) to formulate investment strategies, to provide short-range direction, and to monitor the performance and structure of the County's portfolio. The IOC consists of the Clerk; the County Administrator Designee, Director of Financial Stewardship, Scott Ross and three qualified individuals with financial or investment expertise who are independent of employment and business relationships with Leon County. The three outside members are David Reid, CPA, Michael Kramer, managing partner, K3 Investments, and J. Ben Watkins III, State of Florida Director of the Division of Bond Finance.

**III. ACTIVITIES OF THE INVESTMENT OVERSIGHT COMMITTEE**

The Investment Oversight Committee (IOC) scheduled periodic meetings to discuss issues relating to the investments of the County. During the current year, the IOC continued to maintain the average annual effective duration for the portfolio of about two years. Given the potential for an increasing Fed funds rate the IOC will continue to carefully monitor the portfolio duration and allocation of assets.

**IV. INVESTMENT OBJECTIVES**

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

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

The second objective is the provision of sufficient liquidity. A portion of the County's overall portfolio should be maintained very liquid in order to meet operating, payroll, and ongoing capital requirements. Maintaining a core level of assets with the government pools, such as the Treasury Special Purpose Investment Account (SPIA) or other short-term entities, is viewed as the best way of maintaining secure asset values with sound investment practices. The remainder of the overall

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portfolio should be managed in such a manner that funds can be liquidated in a reasonable amount of time, recognizing that there are other sources for day-to-day liquidity and that this portfolio is primarily available for income generation within the constraints of this

**Maximizing yield on the portfolio is of least importance compared to the safety and liquidity objectives above.** Return maximization is guided by the predefined and acceptable levels of risk as defined in this policy.

V. PORTFOLIO PERFORMANCE

Acceptable portfolio performance is the result of balancing the rewards of investing, or the income earned, with the risks associated with those investments. Factors influencing the portfolio's performance are the types of permitted investments and allowable maturities, liquidity requirements, overall interest rate environment, cash flows, and the investment manager's performance.

**The portfolio earned \$2,153,602 of interest and realized gains of \$192,938 for a total income of \$2,346,541 during the fiscal year ending September 30, 2016. This total income provided an effective rate of return of 1.34% on an average daily balance of \$175,731,432.** For comparison, the portfolio earned \$1,813,692 of interest and realized gains of \$27,016 for a total income of \$1,840,708 during the fiscal year ending September 30, 2015. This total income provided an effective rate of return of 1.02% on an average daily balance of \$180,253,953.

The Following is an overall market and portfolio specific commentary provided by the County's investment advisor, Insight Asset Management, Inc.

**Insight Investment Fourth Quarter 2016 Review & Outlook**

On November 8<sup>th</sup>, Donald Trump was elected as the next president, suggesting significant changes to global trade arrangements, tax policies and industrial policy over the next four years. Going into 2017, the timing and details of these policies and the response from important trading partners will be a determining factor for the global economic outlook. Many initial appointments to president-elect Trump's cabinet have come from the business community and are likely to support tax cuts, which should boost investor confidence. With domestic economic data remaining robust, the market had fully priced in the rate hike of 25bp to the Federal funds target rate, to a range of 0.50% to 0.75%, at the time of the Federal Open Market Committee meeting on December 13-14, 2016. In Europe, the focus is likely to be on upcoming elections in France, the Netherlands, and Germany as well as the Brexit negotiations. The outlook for emerging markets is likely to be heavily influenced by potential Trump policies as well as their implications for the US dollar. Fundamentally, we continue to see some further improvements in the Asian exporting countries that should further support global growth. Unique economic circumstances in several developing economies like India and Venezuela might detract from this growth expectation and are worth monitoring.

From a domestic inflation perspective, oil prices and broader commodities have remained volatile, but are firmly in positive territory year-to-date. With West Texas crude prices above \$50, year-over-year declines washed out at the beginning of December. Personal consumption expenditure releases are likely to move into focus next year, although the latest core consumption reading was weaker than expected at 1.6% for November. Similarly, core inflation in the US should continue to face upward pressure from the rental component next year, after a fall from 2.3% to 2.1% since August. Producer price inflation has continued on its upward trajectory at 1.3% for November.

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One result from this improving economic and inflation landscape was a significant rise in US Treasury yields. Yields on 10-year US Treasuries steadily climbed from the 1.35% summer low to 1.80% partly in response to improving growth fundamentals, but also due to growing concern that extraordinarily accommodative global monetary policy may be nearing an end. Then abruptly, following the one-two punch of the election and the December Federal Reserve rate hike, 10-year notes finished the year ending December 2016 at 2.45%.

The credit sectors within the fixed income market finished the fourth quarter and 2016 with positive momentum. The performance turnaround from the beginning of the year was supported generally by accommodative global central bank policy, rebounding commodity markets and improving economic data. After all, both the European Central Bank and the Bank of England introduced corporate bond purchase programs as part of their mandates that eventually took risk premiums tighter. The final potential negative catalyst for the year took the form of the US election, which resulted in further risk premium compression on optimism for growth-oriented fiscal policy in 2017. The net result for US investment grade and below investment grade corporate securities was outperformance versus US Treasuries of 4.9% and 15.7% respectively, during 2016. The worst performing sector of significance within fixed income proved to be agency mortgage-backed securities as this sector remains prone to interest rate volatility.

During the past three years, market direction was primarily dictated by central bank policy. In thinking about 2017, a more balanced approach to managing macro risks is likely required. Namely, central bank policy, government policy and realized economic growth will likely have equal contributions to market direction. As such, we anticipate evaluating fiscal policies and economic fundamentals more substantially in 2017 as potential catalysts for market change. Perhaps this will lead to healthier investment markets that are not distorted by central bank policy. Maybe true market diversification will be the result, as returns from duration positioning, sector and sub sector allocation will potentially be less correlated.

**VI. PERMITTED INVESTMENTS AND ALLOWABLE MATURITIES**

Table 1 summarizes the permitted investments, composition limits, and maximum allowable maturities. The County's available funds are invested according to Leon County Investment Policy Section XIV, which authorizes the County to invest in specific permitted investment types. The permitted investments are restricted by the Policy in their composition limits and maximum allowable maturities. The Policy permits maturities of the operating portfolio establishing a range of 60 days to 10 years. Table 1 gives a brief description of each investment type. It is generally regarded that the following investment types are safe investments and meet the Policy's first objective: safety.

**Table 1 – Permitted Investments**

<b><u>Investment Type</u></b>	<b><u>Composition Limit</u></b>	<b><u>Max Maturity/ WAL Limit</u></b>
<i>Repurchase Agreements</i>	15%, 5% any one issuer	60 Days
<i>Bankers' Acceptances</i>	15%, 5% any one issuer	270 Days
<i>Commercial Paper</i>	20%, 5% any one issuer	270 Days
<i>CDs (Financial Deposit Instruments insured FDIC)</i>	30%	2-Year, 1-Year Avg
<i>Federal Agencies</i>	100%, 20% any one issuer	5-Year
<i>Federal Instrumentalities</i>	45%, 15% any one issuer	5-Year
<i>Corporate Debt</i>	25%, 3% any one issuer	5-Year
<i>Municipal Bonds</i>	35%, 3% any one issuer	5-Year
<i>Mortgage Backed Securities</i>	35%, 5% any one issuer	5-Year WAL
<i>Asset Backed Securities</i>	10%, 1.5% any one issuer	5-Year WAL
<i>Commercial Mortgage Backed Securities</i>	8% , 3% any one issuer	5-Year WAL
<i>Treasuries</i>	100%	10-Year

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FLGIT, FMIT 0-2, and FMIT 1-3	15% each	NA
SBA. SPIA	50%	NA
Money Markets	100%	NA

**A. U.S. Government Securities (Treasuries)**

Investments may be made in negotiable direct obligations or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to, the following: Treasury and Cash Management Bills, State and Local Government Series (SLGS), Notes, Bonds Treasury Strips, and Treasury Inflation Protected Securities (TIPS)The securities comprising Treasuries are direct obligations of the U.S. Government. The investment policy allows the County to invest up to 100% of the portfolio in these investments.

**B. Federal Agency Securities (Agencies)**

Agencies are securities issued by agencies of, and are guaranteed directly by, the U.S. Government. The Policy limits Agency investments to bonds, debentures or notes issued or guaranteed by United States Government agencies, provided such obligations are backed by the full faith and credit of the United States Government. Such securities are limited to the following: Small Business Administration, United States Department of Agriculture, United States Export-Import Bank, direct obligations or fully guaranteed certificates of beneficial ownership, Farmers Home Administration, Federal Financing Bank, Federal Housing Administration Debentures, General Services Administration Participation Certificates, United States Maritime Administration Guaranteed, Title XI Financing, New Communities Debentures, United States Government guaranteed debentures, U. S. Public Housing Notes and Bonds, U.S. Government guaranteed public housing notes and bonds, U. S. Department of Housing and Urban Development Project notes and local authority bonds. Agencies are typically longer term and not frequently traded, creating some liquidity risk. Agency yields are generally greater than Treasury yields of similar maturities. A maximum of 20% of the portfolio may be invested in any one agency and an aggregate of up to 100%.

**C. Federal Agency Securities (Instrumentalities)**

Instrumentalities are also securities issued by agencies, which are sponsored by the U.S. Government. The Policy allows purchases of bonds, debentures or notes issued or guaranteed by United States Government sponsored agencies (Federal Instrumentalities) which are non-full faith and credit agencies limited to the following: Federal Farm Credit Bank (FFCB), Federal Home Loan Bank or its district banks (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC) including participation certificates, and Tennessee Valley Authority (TVA). Yields on Instrumentalities are typically greater than Treasury yields of similar maturities. The Policy further restricts investments in any one agency to 15% of the portfolio and an aggregate of 45% of the portfolio.

**D. Financial Deposit Instruments Insured by FDIC**

For funds that are initially deposited in a qualified public depository, the selected depository may arrange for depositing funds in financial deposit instruments insured by the Federal Deposit Insurance Corporation in one or more federally insured banks or savings and loan associations

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wherever located for the account of Leon County Board of County Commissioners. A maximum of 30% of the portfolio may be invested in Financial Deposit Instruments insured by FDIC.

**E. Repurchase Agreements (Repos)**

A repurchase agreement is a financial transaction in which Leon County exchanges cash for ownership of specific securities with a simultaneous agreement to sell back the securities. Overnight repos mature in one day. Other repos are written to mature in specific multi-day periods and are known as term repurchase agreements. Other repos are written as open transactions with indefinite terms subject to liquidation by either party. Yields tend to run close to the federal funds rate. The Policy calls for the specific securities to be only those Treasuries or Instrumentalities allowed by the Policy with maturities. The collateral held pursuant to a repurchase agreement shall have a maturity under five years and having a market value of 102% during the term. Leon County will enter into a repo transaction only with qualified financial institutions, which have executed a Master Repurchase Agreement with the Clerk's Office. The Policy further restricts transactions with any one financial institution to 5% of the portfolio, except for one-business day repos, with total repos to a maximum investment of 15%.

**F. Bankers' Acceptances (BAs)**

Bankers' Acceptances are generally bearer form securities comprised of underlying letters of credit used to finance international trade. A bankers' acceptance is created from a letter of credit issued by an importer's bank to pay a foreign exporter for goods expected to be received. The exporter will normally present this letter of credit to its bank for a discounted payment. The exporter's bank then presents the letter of credit to an U.S. correspondent bank for payment at which time it is marked "Accepted". Upon acceptance, the BA becomes an irrevocable and unconditional obligation of the accepting bank and it is also an obligation of the importer and any endorser thereof. BAs typically have maturities of 180 days or less. Yields are generally greater than Treasuries and Instrumentalities of similar maturity. The Policy requires bankers' acceptances which are inventory based and issued by a bank, which has at the time of purchase, an unsecured, uninsured and un-guaranteed obligation rating of at least "Prime-1" and "A" by Moody's and "A-1" and "A" by Standard & Poor's. The Policy further restricts the investment with any one financial institution to 5% of the portfolio and an aggregate of 15% of the portfolio.

**G. Commercial Paper (CP)**

Commercial paper is unsecured short-term debt issued primarily by corporations to finance receivables and other short-term needs. CP has a maximum maturity of 270 days or less. Yields are typically greater than Treasuries and Instrumentalities of similar maturity. The Policy requires the issuer to be rated Prime-1 by Moody's Investor's Service and A-1 by Standard & Poor's. The Policy further restricts the investment with any one financial institution to 5% of the portfolio and an aggregate of 20% of the portfolio.

**H. Municipal Obligations (Munis)**

Investments may be made in notes or bonds issued by governmental entities or territorial boundaries of the United States, provided that such instrument is rated A or better by at least one

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NRSRO. The Policy further restricts the investment with any one issuer to 3% and an aggregate of 35% of the portfolio.

I. Constant Net Asset Value Money Market Mutual Funds

Money markets are pools of securities providing income and liquidity. The Policy effective during the fiscal year enables the Clerk to invest in SEC qualified constant net asset value fixed income money market mutual funds rated AAAM or AAAG comprised of only those investment instruments as authorized in this Section VI, Permitted Investments, provided that such funds do not allow derivatives. A maximum of 100% of the portfolio may be invested in money markets.

J. Florida Local Government Surplus Funds Trust Fund, also known as Florida PRIME

Florida PRIME is administered by the Florida State Board of Administration (SBA) for the purpose of pooling investment funds of local governments in an investment portfolio of money market instruments that provide liquidity while preserving capital. On February 13, 2008, the Trustees of the SBA hired Federated Investors to manage Florida PRIME, effective on March 1, 2008. As of October 1, 1997, the SBA had converted Florida PRIME to a "2a-7 like" investment pool (SEC Rule 2a-7 of the Investment Company Act of 1940). The SBA generally intends to maintain a weighted average maturity of 60 days or less, to invest at least 50% of the pooled assets in securities rated A-1+ or deemed of comparable quality, and to have no more than 25% of assets in a single industry sector, except the financial services industry. On September 30, 2016, Florida PRIME was invested in fixed rate and floating rate bank instruments, repurchase agreements, fixed rate and floating rate corporate commercial paper, floating rate corporate notes, money market mutual funds, and fixed rate and floating rate asset backed commercial paper. A maximum of 50% of the portfolio may be invested in Florida PRIME.

K. The Florida Local Government Investment Trust Government Fund (FLGIT)

The FLGIT is a local government investment pool created by the Florida Association of Court Clerks and Controller, and the Florida Association of Counties for the purpose of providing public entities with an investment program that focuses on longer term securities with the highest credit ratings. The effective maturity of the underlying investments is five years or less. At year end, the FLGIT was major holdings included Treasury Notes, Corporates, Asset-Backed Securities, and Federal agency obligations. This investment type is subject to some market risk due to fluctuating prices and liquidity risk due to advance redemption notification requirements. However, it has a professional investment advisor and an investment advisory board, and provides diversity in the Fund's portfolio. The FLGIT maintains a credit rating of AAA by Standard & Poor's. Investments in this pool are limited to a maximum of 15% of the portfolio.

L. First Municipal Investment Trust (FMIT) 1- 3 Year High Quality Bond Fund.

The FMIT is a similar investment pool operated by the Florida League of Cities. Its rating, investment parameters and liquidity generally mirror those of the FLGIT. The 1 to 3 Year High Quality Bond Fund is designed to provide an investment pool alternative to those Members that have excess funds and that have an investment horizon greater than that of money market instruments. The investment objective is: 1) to preserve capital; 2) achieve a total rate of return that exceeds the return of T-Bills by 1% per year over rolling three-year periods; and 3) exceed the return of the Merrill Lynch One-to Three-year Government Index over three-year periods. The Portfolio will generally invest in securities with greater potential returns and risk than those offered

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by money market type instruments. Due to the fact that the Portfolio will be investing in securities with an average maturity of approximately two years, increases in interest rates will cause declines in the net asset value of the Portfolio. Therefore, the Portfolio may be an inappropriate investment for funds required to meet short-term needs. Investments in this government pool are limited to a maximum of 15% of the portfolio.

**M. First Municipal Investment Trust (FMIT) 0 - 2 Year High Quality Bond Fund**

The County allocates a portion of investments in this Bond Fund also operated by the Florida League of Cities. This Fund which was established in April 2009 invests in Government and high quality securities while maintaining an average maturity of approximately one year. The performance of the portfolio is measured against the Merrill Lynch 1 Year Treasury Note Index. The portfolio is managed by Atlanta Capital Management. Investments in this government pool are limited to a maximum of 15% of the portfolio.

**N. Special Purpose Investment Trust (SPIA)**

Effective July 1, 2004, Section 17.61(1), Florida Statutes was amended to permit organizations created by the Florida Constitution to participate in the existing State Treasury Investment Pool "Special Purpose Investment Account (SPIA)." Historically, SPIA participants have received higher earnings reflecting the higher risk associated with the longer maturities and lower credit quality. The Board of County Commissioners approved revisions to the County's Investment Policy effective October 11, 2011, to permit up to 50% of the County portfolio to be invested with the Treasury Special Purpose Investment Account (SPIA).

In March 2015, the Florida Treasury implemented procedures to provide better cash forecasting and an increase in funds available for longer term investments which should increase the interest earnings of the pool as a whole. These enhancements include (1) closing the pool to new noncomponent unit entities, (2) requiring new withdrawal notices and minimum balance requirements and (3) setting a cap on investment amounts. Instead of 100% liquidity with 3 days' notice, the Florida Treasury now requires 5 days' notice for liquidations between \$20 and \$75 million and 20 days' notice for liquidations over \$75 million. In addition, 6 months' notice is required for liquidations planned below a floor calculated as 60% of the previous 3 months average balance. The changes by the Florida Treasury will reduce the possibility of large unplanned liquidations from the pool. The IOC evaluated these changes and determined that the associated risks would be monitored and dollars reallocated between asset classes (including SPIA) based on periodic analysis of the market risk.

The financial details and disclosures for the Treasury Investment Pool are made in Note 2 to the State of Florida Comprehensive Annual Financial Report (CAFR).

The Treasury Investment Pool (Pool) earned \$34,482,903 in September 2016. For the month of September, these earnings resulted in a gross effective interest rate (annualized) of 1.70%. The Pool's fair value factor was 1.0121 for September. A factor more than 1.0000 provides that the market value of the Pool's investments is more than the funds invested in the Pool. For more information relating to the Treasury Investment Pool, please visit the website at <http://www.myfloridacfo.com/Division/Treasury/>.

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**VII. LIQUIDITY REQUIREMENTS**

The second objective in managing the County's investments is the provision of sufficient liquidity. On a regular basis, the County's receipts and disbursements are analyzed to determine trends in cash inflow and outflow. Cash inflows are invested immediately upon receipt and become part of the portfolio. The portfolio provides cash for weekly payment of operating and capital expenditures, biweekly payment of payroll expenditures, and semiannual debt service payments.

**VIII. INVESTMENT OPERATIONS**

Investing activities are conducted by the investment advisor and qualified professionals in the Clerk's Office in accordance with Florida Statutes, County Ordinances, and written policies and procedures. Periodic reports of investment activity and positions are prepared and distributed to management of the Clerk's Office, management of the BCC and the Investment Oversight Committee. Regular meetings of the IOC are held to monitor the portfolio, evaluate investment performance and discuss investment strategies.

The investment advisor and Clerk staff use sophisticated techniques in carrying out investment activities including the use of electronic bank and trust account systems; electronic funds transfer; on-line, real-time monitoring of U.S. securities markets; and electronic trading. Bank account balances, cash requirements, investment positions and trust account activity are determined daily. Current conditions and evaluations of national economic activity are considered in making asset allocation decisions.

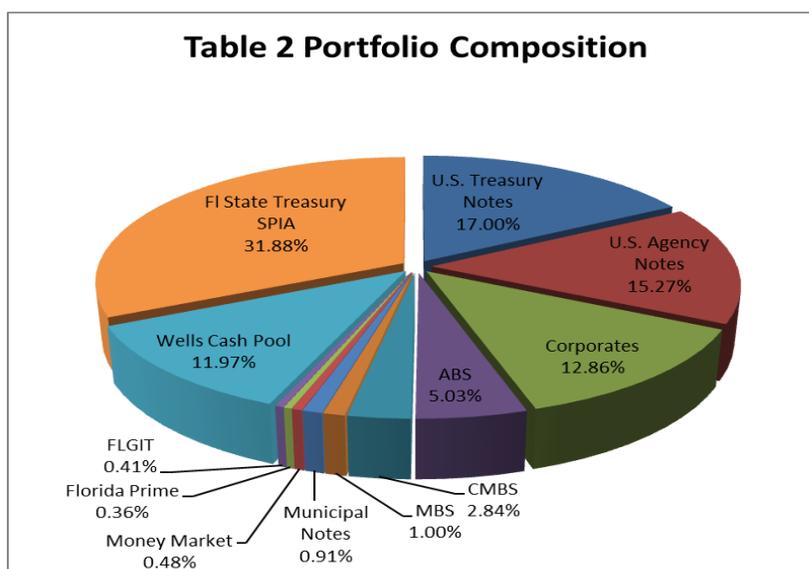
**A. Portfolio Balances**

The portfolio's ending balance for fiscal year 2016 was 143,341,397 while the ending balance for 2015 was \$144,937,177, a decrease of \$1,595,780.

**B. Portfolio Composition**

The Clerk or the Clerk's designee (Finance Director) shall have the option to further restrict or increase investment percentages from time to time based on market conditions. Any changes to the portfolio composition guidelines or limits must be in writing from the Finance Director directed to the appropriate parties and discussed at each quarterly Investment Oversight Committee meeting. The portfolio was managed in compliance with diversification requirements for investment types as shown in the following Table 2.

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**C. Portfolio Maturities**

Portfolio management was also accomplished in compliance with the Policy that requires ensuring sufficient liquidity as well as diversity in maturities. Shown in Table 3 are the average terms of each investment type acquired in fiscal years 2016 and 2015. Average term is the weighted average number of days from purchase to maturity of the investment. Average terms greater than one year represent investments of non-current funds, including the non-current operating portfolio, and investments of bond proceeds and debt service reserve funds. The externally managed portfolio was invested for a weighted average term of approximately 1,191 days in fiscal year 2016, as compared with a weighted average term of 1,210 days in fiscal year 2015.

*Table 3- External Manager Average Term by Investment Type*

	<b>FY 2016</b>	<b>FY 2015</b>
<i>US Treasury Notes</i>	1,044	1,030
<i>US Agency Notes</i>	928	1035
<i>Commercial Mortgage Backed Securities</i>	2,364	1,229
<i>Asset Backed Securities</i>	1,709	1,692
<i>Mortgage Backed Securities</i>	2519	21141
<i>Municipal Notes</i>	1,803	1,723
<i>Corporate Notes</i>	1,134	1,264

**D. Earnings and Yields**

The portfolio earned \$2,153,602 of interest and realized gains of \$192,938 for a total income of \$2,346,541 for the fiscal year ended September 30, 2016. This total income provided an effective rate of return of 1.34% on an average daily balance of \$175,731,432 fiscal year 2016. For comparison, the portfolio earned \$1,813,692 of interest and realized gains of \$27,016 for a total income of \$1,840,708 for the fiscal year ended September 30, 2015. This total income

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provided an effective rate of return of 1.02% on an average daily balance of \$180,253,953 in fiscal year 2015.

The range of duration of the County’s overall portfolio is defined as 0.5 years to 2.5 years. Unusual market or economic conditions may mandate moving the portfolio outside of this range. The Investment Oversight Committee will be convened and will approve any portfolio duration outside of the range specified above. The duration of the portfolio continued to be an annual average of 2.00 years.

*Table 4- Quarter Wt. Average Yields*

	09.30.15	12.31.15	03.31.16	06.30.16	09.30.16
<i>Insight</i>	1.03%	1.32%	1.02%	0.87%	1.05%
<i>FI Local Govt Investment Trust</i>	0.74%	0.97%	0.93%	0.84%	1.11%
<i>FI State Treasury SPIA</i>	1.29%	1.10%	1.66%	1.83%	1.58%
<i>Florida Prime</i>	0.25%	0.35%	0.57%	0.62%	0.78%
<i>Wells Fargo Cash Pool</i>	0.30%	0.30%	0.30%	0.30%	0.50%
	0.99%	1.01%	1.29%	1.17%	1.15%

The dollar amount of interest earnings is used in historical and budgetary comparisons, and in cash flow analysis. Actual interest earnings totaled \$2,153,692 in fiscal year 2016 and \$1,813,692 in fiscal year 2015. Actual interest earnings were \$1,055, 776 more than the budget in fiscal year 2016 and \$858, 617 more than the budget in fiscal year 2015.

*Table 5- Budget and Actual Income*

	FY 2016	FY 2015
<i>Actual</i>	2,153,692	1,813,692
<i>Budget</i>	1,097,916	955,075
<i>Variance</i>	\$1,055,776	\$858,617

**IX. CONCLUSION**

In conclusion, the results outlined in the Annual Investment Report are as follows:

- Although average available cash to investment decreased year over year, total income was higher due to increasing the average daily investments in the higher earning portfolios of the Florida State Treasury SPIA by \$8 million and the externally managed Insight portfolio by \$885,000.
- The Investment Portfolio activity was in full compliance with the Investment Policy.
- The economic environment continued to be highly volatile. The external manager advised that Insight would tactically manage the duration as changes in the market occurred.

**Investment Oversight Committee**

The IOC met quarterly to oversee the performance of the external manager. The investment policy requires staff to notify the IOC any time that any holdings drop below the minimum credit ratings

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required under the policy. The IOC will consider the then current market environment and make recommendations to either hold and monitor the investments or to liquidate the investments.

On February 23, 2017 the IOC met to review and approve this annual report summarizing the performance of the internal portfolio and the external manager.

Presented by:

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David Reid, Chairman  
Investment Oversight Committee

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

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #3**

# Leon County Board of County Commissioners

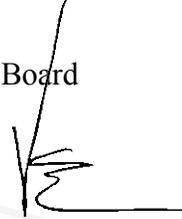
## Agenda Item #3

April 4, 2017

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

**From:** Vincent S. Long, County Administrator

**Title:** Payment of Bills and Vouchers



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

### **Statement of Issue:**

This agenda item requests Board approval of the payment of bills and vouchers submitted for approval April 4, 2017 and pre-approval of payment of bills and vouchers for the period of April 5 through April 24, 2017.

### **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 April 4, 2017, and pre-approve the payment of bills and vouchers for the period of April 5 through April 24, 2017.

## **Report and Discussion**

### **Background:**

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the April 4, 2017 meeting, the morning of Monday, April 3, 2017. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

### **Analysis:**

Due to the Board not holding a regular meeting until April 25, 2017, it is advisable for the Board to pre-approve payment of the County's bills for April 5 through April 24, 2017, so that vendors and service providers will not experience hardship because of delays in payment. OMB will continue to review the printouts prior to payment and if for any reason questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

### **Options:**

1. Approve the payment of bills and vouchers submitted for April 4, 2017, and pre-approve the payment of bills and vouchers for the period of April 5 through April 24, 2017.
2. Do not approve the payment of bills and vouchers submitted for April 4, 2017 and pre-approve the payment of bills and vouchers for the period of April 5 through April 24, 2017.
3. Board direction.

### **Recommendation:**

Option #1.

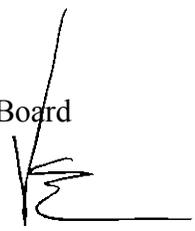
**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #4**

# Leon County Board of County Commissioners

## Agenda Item #4

April 4, 2017

**To:** Honorable Chairman and Members of the Board  
**From:** Vincent S. Long, County Administrator   
**Title:** 2016 Status Report on the Leon County Real Estate Portfolio

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Mike Battle, Real Estate Specialist, Real Estate Division Mitzi McGhin, Real Estate Specialist, Real Estate Division

### **Statement of Issue:**

This agenda item seeks the Board's acceptance of the 2016 annual report on the status of the Leon County Real Estate Portfolio.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report on the 2016 Leon County Real Estate Portfolio.

**Report and Discussion**

**Background:**

In January 2013, the Board directed that a report of all real estate related activities occurring with Leon County real property be prepared and submitted on an annual basis. The following item is a summary of real estate related activities during 2016 (Attachment #1).

**Analysis:**

**Portfolio of County-Owned Properties**

At the close of 2016, the portfolio of County real estate consisted of 475 parcels of property totaling 6,310 acres. During 2016, 18 parcels were acquired by Leon County and 11 parcels were modified or sold to another entity. As a result, the net change in the portfolio over the past fiscal year was 7 parcels totaling 155.6 acres.

Tables #1 and #2 show the changes to the Leon County Real Estate Portfolio through the acquisition, modification or sales of properties owned by the County.

<b><i>Table 1: New Parcels Added to the County Land Portfolio</i></b>	
<b><i>Parcels</i></b>	<b><i>Description</i></b>
2	Property containing 122.9 acres located in the northwest part of the county, formerly the right of way for Orchard Pond Road. Deeded to Leon County in April 2016 as part of an agreement related to the development of Orchard Pond Parkway Toll Road. (These parcels will create the Orchard Pond Recreational Trail.)
1	Property containing 2.5 acres located at the intersection of Blair Stone Road and Miccosukee Road. This parcel was part of the Public Works PUD and severed during 2016 from the PUD as part of the Comprehensive Plan rezoning cycle. The decision to declare this parcel as Surplus and market for sale was made to directly off-set the cost of constructing the new Medical Examiner Facility. (In January 2017, a sales contract with a six months due diligence period for the property was executed for \$1.425 million.)
10	Properties located at various locations, containing a total of 2.1 acres were acquired through escheatment from the Tax Deed statutory process.
4	Properties located at various locations, containing 4.8 acres were acquired to enhance Storm Water Management.
1	Management of the Supervisor of Elections Voter Operations Center (VOC) transferred to Real Estate Management.

<b>Table 2: Modifications to the Existing Portfolio</b>	
<i>Parcels</i>	<i>Description</i>
8	Parcels as part of the St Marks Headwaters Greenway were consolidated into a single parcel containing 586.450 acres.
2	Properties containing 0.2 & 0.4 acres; (i) located at 114 Osceola Street, sold for \$33,077 & (ii).located at 723 Frankie Lane Dr., sold for \$12,000. As authorized by the County Real Estate Policy, proceeds from the sale went to the Leon County Housing Finance Authority to be used for affordable housing initiatives.
1	Stormwater Management Parcel at the corner of Pedrick & Buck Lake Rd was deeded to the City of Tallahassee for incorporation into a single retention pond for future maintenance by the City.

County Buildings

The Real Estate portfolio includes 68 buildings owned by Leon County containing 1,974,248 square feet. Additionally, Leon County is a tenant in two buildings (Voting Operations Center and Fort Braden Community Center) amounting to 55,358 square feet of leased space. Seventy buildings and a total of 2,035,925 square feet are used to support the daily business of Leon County Government.

In addition, the county has another 32 buildings containing 244,437 square feet:

- Twenty five buildings containing 237,742 square feet are leased to other entities.
- Seven buildings (primarily residential) containing 6,695 square feet entered the portfolio by escheatment and donation.

Leasing Activity

Leon County Real Estate continues to manage County-owned property and generates revenue from these efforts. One of Real Estate's main functions is leasing vacant space in County-owned buildings where there is currently no need identified for a government function. The two properties currently offered for rent are the Leon County Government Annex (formerly known as Bank of America Tower) and the Lake Jackson Town Center at Huntington (formerly known as Huntington Oaks). To facilitate the leasing of these facilities, Leon County entered into a contract for commercial broker services during 2016 to market these properties. A summary of the leased space for each of these properties follows.

*Leon County Government Annex*

The Tower building is 83% occupied (17% vacancy rate) with County offices occupying 28% and private tenants occupying 55% of the useable space. For year ended December 31, 2016, the rental income generated by private tenants was \$1,548,412. During the summer of 2016, the lease with Bank of America was renegotiated to secure this tenant for an additional 5-year, with three 5-year lease continuation options.

*Lake Jackson Town Center at Huntington*

The shopping center is 67% occupied with the County occupying 35%, including the Lake Jackson Library, Community Center and a Tax Collector office; private tenants occupy 32% of the useable space. The rental income generated from private tenancy for 2016 was \$268,886. The Lake Jackson Town Center at Huntington continued to attract interest throughout the year.

Eminent Domain / Property Acquisition for County Projects

Real Estate works in tandem with Public Works to acquire property rights for capital improvement projects performed by Leon County. These projects require both temporary and permanent property rights. Leon County acquires property rights through donations, direct purchases and in some cases eminent domain. Real Estate works with the County Attorney's Office to acquire these property rights. Major projects recently completed and currently underway are:

Completed Projects:

- Killlearn Acres drainage capital improvement project including, property acquisition and easements
- Intersection improvements (construction of a round-a-bout) at Old Bainbridge and Pullen Roads
- North Monroe Street turn-lane construction from John Knox Road to I-10
- Autumn Woods neighborhood drainage improvement project
- Kinhega Drive/Beech Ridge Trail road reconstruction
- Lakeview Drive drainage improvements
- Lake Heritage Dam restoration
- Intersection improvements at Geddie Road and Highway 20

Projects in Progress:

- Multi-use trail along Magnolia Drive – Acquired Easements
- Serenity Cemetery expansion - Permitting
- Raymond Tucker, Golden Pheasant, Windwood Hills and Okeeheekee Road drainage improvement projects – Easement Acquisition
- Safe Route to School – Sidewalk Improvement Projects
  - Woodville Elementary School Area – Easement Acquisition
  - Chaires Crossing Road – Easement Acquisition

Surplus Property including New Affordable Housing Category

During 2016, one parcel was added to the Surplus category. As described earlier in this report, a 2.5 acre portion of the Public Works site that became a remnant parcel when Blair Stone Road was extended north was declared surplus, and was marketed to generate revenue to off-set the cost of the new Medical Examiner Facility. The Board approved a contract offer of \$1.425 million on the property at the October 25, 2016 meeting. In January 2107, earnest money was provided and a contract was executed that included a six month due diligence investigation period.

Over the past two years, Real Estate has been working closely with the Division of Housing to create a process where more County-owned properties could be identified to assist with affordable housing. While trying to identify properties suitable for this purpose, it became apparent that a new category was needed to properly classify surplus properties.

Along with the current designations of “Developable” and Undevelopable”, a new category of “Affordable Housing” was created for properties suitable for the County’s affordable housing program. This new category was created to find alternative uses for some surplus County-owned properties as well as properties being acquired through the escheatment/tax deed process.

This new process will continue to supply potential new properties and opportunities for affordable housing projects. In 2016, two parcels identified as suitable for Affordable Housing were sold for \$45,077. Proceeds from this sale will be used by the Leon County Housing Finance Authority for their affordable housing initiatives.

#### Tax Deed Parcel Acquisitions

The County acquired 10 parcels of property through escheatment as part of the tax deed process during 2016. There are 43 parcels in this category containing 15.2 acres. The majority of the properties have title defects and issues that must be resolved before they can be sold.

Issues such as unpaid ad valorem taxes and special assessments, ownership of title, access, and liens are some of the common problems with these properties. Real Estate continues working with the County Attorney’s office to resolve these property issues to make the properties marketable again and to find alternative uses such as affordable housing. Trends in the tax deed process indicate that more properties will escheat to Leon County in the coming years. Properties acquired through this process will be used to supply the affordable housing program with suitable properties.

As Leon County acquires properties, all departments including Public Works, the Division of Housing, Parks and Facilities Management are notified. Real Estate is constantly working to find alternative uses for these properties such as properties suitable for affordable housing projects, storm water management expansion, conservation, recreation, etc. A detailed list of Tax Deed properties as well as all other categories is included in the attached report.

#### **Options:**

1. Accept the status report on the 2016 Leon County Real Estate Portfolio.
2. Do not accept the status report on the 2016 Leon County Real Estate Portfolio.
3. Board direction.

#### **Recommendation:**

Option # 1.

#### Attachment:

1. Leon County Real Estate Portfolio for Calendar Year 2016

# Leon County Real Estate Portfolio

For Calendar Year 2016  
Annual Status Report  
For Year ending December 31, 2016

The Leon County Real Estate Portfolio is comprised of 475 parcels of land containing 6,310.4 acres and 107 buildings with 2,247,085 square feet. This report is a review and highlights the activity that took place in the real estate portfolio during calendar year ended December 31, 2016.

Mike Battle  
Real Estate Specialist  
Office of Financial Stewardship  
Division of Real Estate Management  
Leon County, Florida  
March 15, 2017

## Annual Status Report For Year ending December 31, 2016

This purpose of this report is to provide the highlights and changes in the Leon County Land Portfolio, leasing activity and Tax Deed activities during the ending December 31, 2016.

### **The Portfolio**

The Leon County Land Portfolio is comprised of several different land types and uses, from vacant and under developed land, to a variety of developed properties that are improved with multi-story office buildings, retail centers, along with industrial and warehouse buildings. The total portfolio contains over 6,310 acres, comprised of 475 parcels. There are 107 buildings within the portfolio containing over 2,293,533 square feet. These buildings have in various capabilities, 68 buildings, totaling 2,034,245 square feet are used to directly support the staff and the daily business of Leon County government. Twenty-nine buildings containing 245,777 square feet have long and short term leases to tenants. There are also ten buildings containing 13,508 square feet (primarily residential and mobile homes) acquired through escheatment as a result of the delinquent property tax process.

At the close of the 2016 year, the Leon County Land Portfolio has grown by seven parcels from the previous year-end and the total acreage of the portfolio has increased by 155.574 acres. The activity in the portfolio brings the total parcels owned and controlled by Leon County to 475 parcels from the 468 parcels at the end of 2015.

The Leon County Land Portfolio has been categorized into different uses to help the user to quickly and easily identify the use of the property.

Figures 1 & 2 below illustrate the categorization of all Leon County owned properties. Figure 1 illustrates the net change in the number of parcels, acreage, buildings and there square footage that occurred during 2016. Figure 2 reflects the composition of the portfolio by the number of parcels and the corresponding number of acres encumbered in each category.

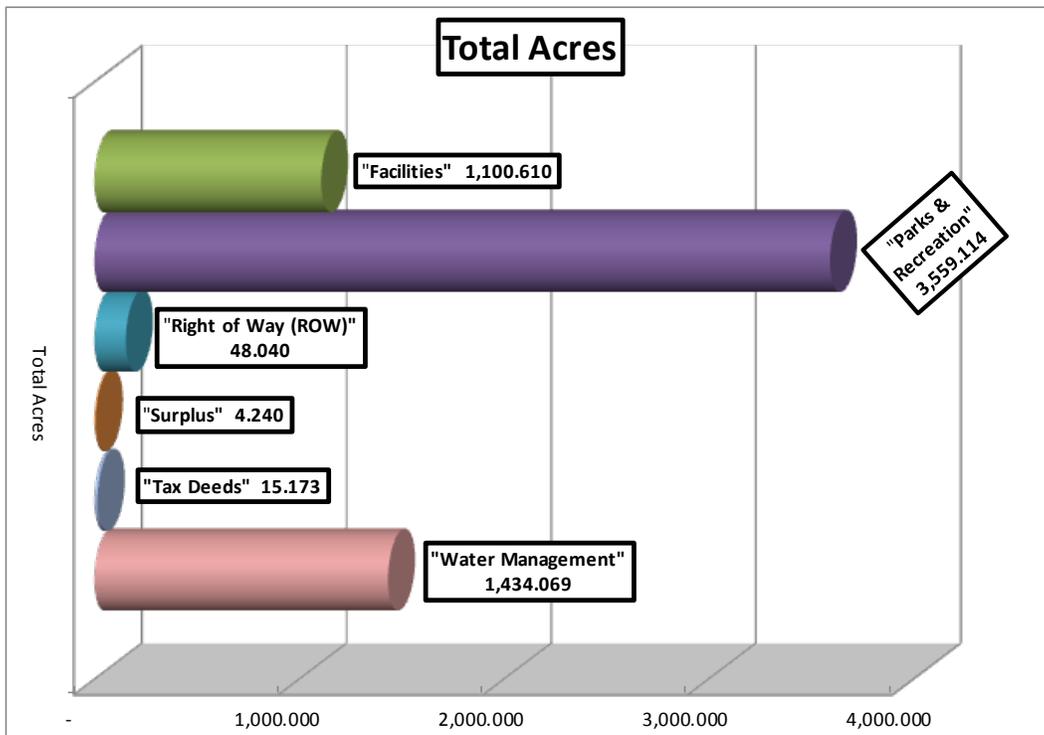
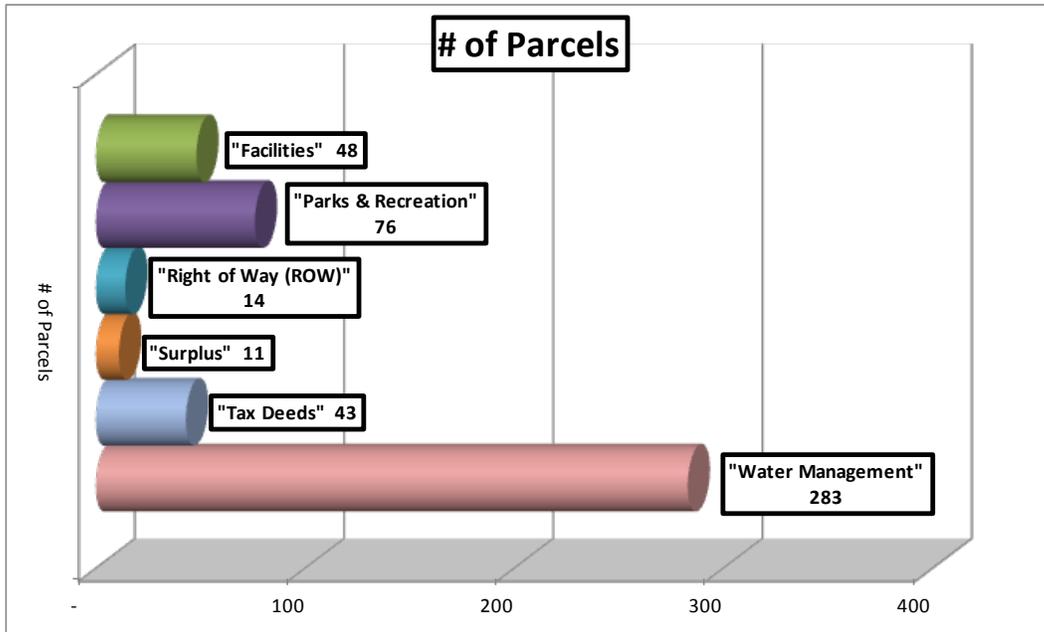
**[Figure 1]**  
**Total County Owned & Controlled Properties**  
for Calendar Year ended December 31, 2016

Use Category	Total Parcels as of December 31, 2015				Total Parcels as of December 31, 2016				Net Portfolio Change			
	Parcels	Acreage	Buildings	Square Footage	Parcels	Acreage	Buildings	Square Footage	Parcels	Acreage	Buildings	Square Footage
<b>"Facilities"</b>												
"Facilities - Leased"	1	1.260	-	-	2	8.300	1	45,286	1	7.040	1	45,286
"Facilities - Owned"	46	1,099.350	83	2,170,106	46	1,099.350	83	2,170,106	-	-	-	-
<b>Total "Facilities"</b>	<b>47</b>	<b>1,100.610</b>	<b>83</b>	<b>2,170,106</b>	<b>48</b>	<b>1,107.650</b>	<b>84</b>	<b>2,215,392</b>	<b>1</b>	<b>7.040</b>	<b>1</b>	<b>45,286</b>
<b>"Parks &amp; Recreation"</b>												
"Boat Landing"	18	61.860	-	-	18	61.860	-	-	-	-	-	-
"Community Center"	6	62.970	6	25,373	6	62.970	6	25,373	-	-	-	-
"Park - Leased"	7	1,401.910	-	-	7	1419.230	-	-	-	17.320	-	-
"Park"	52	2,032.954	7	39,257	45	2050.164	7	39,257	(7)	17.210	-	-
<b>Total "Parks &amp; Recreation"</b>	<b>83</b>	<b>3,559.694</b>	<b>13</b>	<b>64,630</b>	<b>76</b>	<b>3,594.224</b>	<b>13</b>	<b>64,630</b>	<b>(7)</b>	<b>34.530</b>	<b>-</b>	<b>-</b>
<b>"Right of Way (ROW)"</b>	<b>13</b>	<b>48.040</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>153.200</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>105.160</b>	<b>-</b>	<b>-</b>
<b>"Surplus"</b>												
"Affordable Housing"	3	1.060	2	2,008	2	0.890	1	952	(1)	(0.170)	(1)	(1,056)
"Developable"	6	2.090	-	-	7	4.530	-	-	1	2.440	-	-
"Undevelopable"	3	1.090	1	713	2	0.690	1	713	(1)	(0.400)	-	-
<b>Total "Surplus"</b>	<b>12</b>	<b>4.240</b>	<b>3</b>	<b>2,721</b>	<b>11</b>	<b>6.110</b>	<b>2</b>	<b>1,665</b>	<b>(1)</b>	<b>1.870</b>	<b>(1)</b>	<b>(1,056)</b>
<b>"Tax Deeds"</b>												
"Affordable Housing-Developable"	4	0.510	-	-	22	8.044	1	480	18	7.534	1	480
"Affordable Housing-Undevelopable"	2	1.570	1	1,248	4	1.660	1	1,248	2	0.090	-	-
"Developable"	18	10.223	3	2,162	10	4.819	2	1,682	(8)	(5.404)	(1)	(480)
"Undevelopable"	9	0.740	1	1,620	7	0.650	1	1,620	(2)	(0.090)	-	-
<b>Total "Tax Deeds"</b>	<b>33</b>	<b>13.043</b>	<b>5</b>	<b>5,030</b>	<b>43</b>	<b>15.173</b>	<b>5</b>	<b>5,030</b>	<b>10</b>	<b>2.130</b>	<b>-</b>	<b>-</b>

**[Figure 1]**  
**Total County Owned & Controlled Properties**  
for Calendar Year ended December 31, 2016

"Water Management"												
"Drainage"	29	62.815	1	1,780	31	63.934	2	3,995	2	1.119	1	2,215
"Drainage - Federal"	-	-	-	-	-	-	-	-	-	-	-	-
"Flood"	27	39.870	1	2,818	27	39.860	1	2,818	-	(0.010)	-	-
"Flood - County"	53	31.170	-	-	54	35.835	-	-	1	4.665	-	-
"Flood - Federal"	44	120.000	-	-	44	120.000	-	-	-	-	-	-
"SWMF"	101	343.010	-	-	101	342.080	-	-	-	(0.930)	-	-
"SWMF - Federal"	5	27.600	-	-	5	27.600	-	-	-	-	-	-
"Wetlands"	20	742.100	-	-	20	742.100	-	-	-	-	-	-
"Wetlands - Federal"	1	62.660	-	-	1	62.660	-	-	-	-	-	-
<b>Total Water Management</b>	<b>280</b>	<b>1,429.225</b>	<b>2</b>	<b>4,598</b>	<b>283</b>	<b>1,434.069</b>	<b>3</b>	<b>6,813</b>	<b>3</b>	<b>4.844</b>	<b>1</b>	<b>2,215</b>
<b>Total County Controlled Properties</b>	<b>468</b>	<b>6,154.852</b>	<b>106</b>	<b>2,247,085</b>	<b>475</b>	<b>6,310.426</b>	<b>107</b>	<b>2,293,530</b>	<b>7</b>	<b>155.574</b>	<b>1</b>	<b>46,445</b>

(Figure 2)  
**Real Estate Portfolio Composition**  
for Calendar Year ended December 31, 2016



## Changes to the Portfolio during Calendar Year 2016

During 2016 the Leon County Land Portfolio had a net increase of 7 parcels containing 155.6 acres, 18 parcels were added to the portfolio, 2 parcels were sold, 1 parcel removed by ownership reversion and 8 parcels were consolidated, thus removing eight parcels from the portfolio. At the end of 2015 the portfolio contained 468 parcels comprised of 6,156.8 acres, while at the end of 2016 the portfolio has grown to 475 parcels comprised of 6,310.4 acres.

- 1) **Facilities** – Any parcel of land or assemblage of land and buildings that is leased or owned and operated by Leon County in order to provide a clean, safe and fully functional governmental system that serves the citizens and users of Leon County governmental services.

On behalf of the Supervisor of Elections, Leon County added and renewed the lease for the Voting Operations Center. This added a parcel containing 7.04 acres and a building totaling 45,286 square feet to the RE Portfolio. For a detail list of the parcels that make up the Facilities Portfolio please refer to Appendix 1.

- 2) **Parks & Recreation** – Any parcel of land, or an assemblage of parcels of land, that has been acquired and will be utilized for the recreation, well-being and entertainment of the citizens of Leon County.

The Parks & Recreation category is subdivided in four subcategories, Boat Landing, Community Centers, Parks-Leased and Parks. During 2016 there was net reduction of seven (7) parcels, caused by the consolidation of 8 parcels into one to form the St. Marks Headwaters Greenway. This consolidation was offset by the addition of one parcel. Overall there was an increase of 34.5 acres; 16.8 acres was the result of a reassessment of acreage by the Property Appraiser's office and the remaining 17.7 acres was due to the addition of the one parcel.

One parcel was added, 17.7 acres, this was the original Orchard Pond Road right of way that was deeded to the county at the completion of the Orchard Pond Toll Road.

- a) **Boat Landing** – Is any parcel of land located in Leon County that is owned or leased by the County that serves as a facility for the launching and recovery of boats or any other amphibious vehicles into a body of water.

At the end of 2016 the Boat Landing subcategory consisted of 18 parcels, totaling 61.800 acres, with no buildings. There was no activity during 2016.

- b) **Community Centers** – Is any parcel of land, or assemblage of parcels where members of the community can gather for group activities, social support, public information, and other purposes.

At the end of 2016 the Community Center subcategory consisted of 6 parcels, totaling 62.670 acres, with six buildings containing 25,373 square feet. There was no activity during 2016.

- c) **Parks Leased** – Is any parcel of land, or an assemblage of parcels of land that is leased from a third-party, that has developed facilities on the site that are actively being used and maintained as a recreation area for the citizens of Leon County.

At the end of 2016, the Park-leased subcategory consisted of 8 parcels, totaling 1,419.230 acres, with no buildings. There was no change in the number of parcels during 2016. However, due to Property Appraiser's reassessment of acreage, this subcategory has increased 17.3 acres.

- d) **Parks** – A parcel of land, or an assemblage of parcels of land specifically purchased to be used as used and maintained as a recreation area for the citizens of Leon County.

At the end of 2016, the Parks subcategory consisted of 45 parcels, totaling 2,050.164 acres, with seven building buildings containing 39,257 square feet. The following activity took place during 2016;

- (i) There was reduction of seven parcels during 2016 due to the consolidation of 8 parcels into one too form the St Marks Headwaters Greenway. As a result of the Property Appraiser's reassessment of acreage the overall size for the consolidated St Marks Greenway was reduced by .53 acres.
- (ii) Also, during 2016, one parcel was added, a portion of the former Orchard Pond right of way containing 17.7 acres was deeded to the county when the Toll Road opened in May 2016.

Appendix 2 contains a detailed list of all parcels in the Parks & Recreation Category.

- 3) **Right of Ways (ROW)** – any parcel taken or dedicated for use as a public way or such use as is set forth in the instrument establishing the right-of-way. Any parcel of land area acquired for its use by Leon County to provide temporary and/or permanent access to any other county owned property or county owned projects constructed on public lands.

At the end of 2016, Right of Ways (ROW) category consisted of 14 parcels, totaling 153.200 acres, with no building buildings. There was an addition of one parcel during 2016 containing 105.16 acres; this added parcel is the deeded ROW for the Orchard Pond Parkway.

Appendix 3 contains a detailed list of all parcels in the ROW Category.

- 4) **Surplus** - Any parcel of land or building owned by Leon County for which the Real Estate Manager, with input from appropriate County staff, has determined that there is no intended or proposed County use. Upon designating a parcel as Surplus, the Division of Real Estate Management may proceed with its disposition in accordance with the Leon County Real Estate Policy.

The Surplus category is subdivided in three subcategories "Affordable Housing", "Developable", and "Undevelopable". At the end of 2016 the Surplus category consisted of 11 parcels, totaling 4.240 acres, with 2-buildings containing 1,665 square feet. During 2016 there was net decrease of one parcel.

During 2016 two parcels were sold generating \$46,100.00 for affordable housing.

- a) Towers Subdivision – B016, 723 Frankie Lane Dr., sold December 1, 2016 for \$12,000
- b) 114 Osceola St, sold August 23, 2016 for \$34,100

One parcel added. The corner of Miccosukee Road & Blair Stone Road, a remnant parcel that was created when the extension of Blair Stone Road cut through the Public Works site. In late 2015, it was determined that this parcel was surplus and was placed on the market to be sold. In September 2016, the County accepted an offer for the parcel of a \$1,425,000 to be used for a medical facility pending the purchaser's completion of their Due Diligence.

Appendix 4 contains a detailed list of all parcels categorized in the Surplus Category.

- 5) **Tax Deeds** - Any parcel of land or building conveyed to Leon County through the delinquent property tax process as defined in Florida Statute 197. The parcels are assumed to be immediately disposable with limited action by the County to clear title issues. Affordable Housing is given the first right of refusal on these parcels.

At the end of 2016 the Tax Deed category consisted of a total of 43 parcels consisting of 15.173 acres with five buildings containing 5,030 square feet. During 2016 there were 10 parcels added to the category. The Tax Deed category is sub-divided into four subcategories; "Affordable Housing-Developable", "Affordable Housing-Undevelopable", "Developable" and "Undevelopable". A detailed explanation of the Tax Deed process can be found in Appendix 8.

- a) "Affordable Housing-Developable" – parcels that have been reviewed and evaluated by Affordable Housing and found suitable for infill housing and affordable housing. These parcels are usually escheated to the County via the Tax Deed Application process and have no known restrictions to being developed, and can be disposed of with limited action by the County.

At the end of the 2016 there were a total 22 parcels in this subcategory, consisting of 8.044 acres, with one residential (mobile home) building containing 480 square feet. During the year 18 parcels were added to the subcategory.

- i) 4 parcels were escheated to the County during the year
- ii) 15 parcels reclassified from Tax Deed/Developable

- b) "Affordable Housing-Undevelopable" - parcels that have been reviewed and evaluated by Affordable Housing and found suitable for infill housing and affordable housing. These parcels are usually escheated to the County via the Tax Deed Application process. However, after further review there appears to be restrictions that prevent the speedy disposition of the parcel, such as ingress and egress issues, parcel size, environmental conditions and marketability.

At the end of the 2016 there were a total four parcels in this subcategory, consisting of 1.660 acres, with one residential (mobile home) building containing 1,248 square feet. During the Year two parcels were reclassified from Tax Deed/Undevelopable.

- c) Tax Deed/Developable - A parcel of land that has been escheated to the County, that has no known restrictions to being developed, and can be disposed of without any further action by the County.

At the end of the 2016 there were a total 10 parcels in this subcategory, consisting of 4.819 acres, with two residential (1 mobile home & 1 stick built) building containing 1,682 square feet. During the year 15 parcels was reclassified to "Affordable Housing-Developable" and six additional parcels were added this subcategory by Escheatment.

- d) Tax Deed/Undevelopable - A parcel of land that has been escheated to the County; however, there are restrictions that prevent the speedy disposition of the parcel, such as ingress and egress, size, environmental conditions and marketability.

At the end of the year there were a total seven parcels in this subcategory, consisting of .650 acres, with one residential (mobile home) building containing 1,620 square feet. During the FY two parcels were reclassified to Affordable Housing-Developable.

Appendix 5 contains a detailed list of all parcels categorized in the Tax Deed Category.

- 6) **Water Management** - Any parcel of land, or an assemblage of parcels of land acquired to manage and direct storm water away urban and residential areas to reduce flooding, protect rivers, lakes and vital landscape and spur economic revitalization. The water Management Category is subdivided into nine subcategories "Drainage", "Drainage - Federal", "Flood", "Flood - County", "Flood - Federal", "Storm Water Management Facilities - SWMF", "Storm Water Management Facilities - SWMF - Federal", "Wetlands" and "Wetlands - Federal".

At the end of 2016 there were a total 283 parcels in this category, consisting of 1,434.069 acres, with three (3) buildings containing 6,816.0 square feet. During 2016 three (3) parcels consisting of 4.844 acres was added.

- a) Drainage - A parcel or an assemblage of parcels with a natural or artificial means for the removal of surface and sub-surface water from an area. Usually acquired for storm water control and prevent flooding to adjacent parcels or contribute to the overall storm water plan for Leon County.

At the end of the 2016 there were a total 31 parcels in this subcategory, consisting of 63.934 acres, with two (2) buildings totaling 3,995 square feet. Both buildings are residential structures that will be demolished during 2017.

Two (2) parcels were added during the year;

- i. Bright Dr-2106130000230-2157 of 2012 BRIGHT DR 0.339 acres
- ii. Omaha Trl 6500-142560 X0040 6500 OMAHA TRL 0.780 acres 1 building 2,215 SF

- b) Drainage - Federal - A parcel or an assemblage of parcels of land that meets the drainage criteria through a Federal Grant Program. Usually if acquired with federal grant funds there are severe restrictions placed within the deed that limits any future conveyance or development of the parcel.

No activity during 2016

- c) Flood - A parcel or an assemblage of parcels of land acquired for the following reasons: (i) its nature of being susceptible to flooding from storm water. (ii) any property designated for future acquisition by the County (in accordance with any of the Board's current or future policies, programs, or ordinances) intended to provide relief to owners of homesteaded residential properties prone to flooding, or (iii) any property acquired by the County by tax deed, foreclosure, exchange, or other such means and which thereafter is determined to be unsuitable for resale or other disposition because of its tendency to flood.

At the end of 2016 there were a total 27 parcels in this subcategory, consisting of 39.860 acres, with one (1) building.

- d) Flood - County - A parcel or an assemblage of parcels of land that meets the Flood criteria that are acquired via County funded programs. When these parcels are conveyed to the County, restrictive covenants may be placed on the property similar to the land acquired by Federal Funds, However, if a higher and better use is found the restriction may be removed by the county.

At the end of 2016 there were a total 54 parcels in this subcategory, consisting of 35.835 acres, with no buildings.

During 2016 there was one (1) added;

MALLARD HILL LN - 151615 A0070	MALLARD HILL LN	4.665 acres
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- e) Flood - Federal - A parcel or an assemblage of parcels of land that meets the Flood criteria acquired through a Federal Grant Program. If conveyed to the County under one of these programs there are restrictions on any future conveyance or development except for their limited use as pocket parks or community gardens. If not used for one of the above, the parcel must be returned to its natural state.

At the end of the current calendar year there were a total 44 parcels in this subcategory, consisting of 120.000 acres, with no buildings. No change in the subcategory during the year.

- f) Storm Water Management Facilities - SWMF - A parcel or an assemblage of parcels of land, acquired for the management of storm water runoff or watershed through the engineered structures. These can be any structure that collect, convey, channel, divert, store, absorb, inhibit, treat, use, or reuse storm water to control erosion, ponding or flooding.

At the end of the 2016 there were a total 101 parcels in this subcategory, consisting of 342.080 acres, with no buildings. One parcel consisting of .83 acres was added and one parcel containing 1.760 acres removed during the year.

Added:

Chevy Way Parcel -092	6702 Chevy Way	0.830 acres
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Removed:

Buck Lake Rd widening (Deeded to the City of Tallahassee)	Buck Lake Rd & Pedrick Rd	1.760 acres
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- g) SWMF - Federal - A parcel or an assemblage of parcels of land that meets the SWMF criteria above acquired through a Federal Grant Program. If conveyed to the County under one of these programs there are restrictions on any future conveyance or development except for their use as Storm Water Management Facilities.

At the end of 2016 there were a total five parcels in this subcategory, consisting of 27.600 acres, with no buildings. No Change during the year

- h) Wetlands - Any area that is inundated or saturated by surface water or groundwater that does not have any natural method of drainage and would NOT be financially feasible to develop. Wetlands generally include swamps, marshes, bogs, and similar areas such as sloughs, wet meadows, river overflows, mud flat, sand flats, beaches, seepage slopes, and temporary natural ponds.

At the end of 2016 there were a total 20 parcels in this subcategory, consisting of 742.100 acres, with no buildings. No Change during the year.

- i) Wetlands - Federal - a parcel or an assemblage of parcels of land that meets the Wetland criteria above acquired through a Federal Grant Program. If conveyed to the County under one of these programs there are restrictions on any future conveyance or development except for their use as Wetlands Preservation.

At the end of the year there were a total one parcels in this subcategory, consisting of 62.660 acres, with no buildings. No Change during the year.

Appendix 6 contains a detailed list of all parcels categorized in the Water Management Category.

### **Buildings in the Portfolio**

There are a total 107 buildings within the Re Portfolio, containing 2,293,530 square feet. 68 of the buildings are used for the direct support of the daily business of Leon County these buildings are comprised of governmental, commercial office, retail, industrial and warehousing space, in addition to specialized uses such as libraries, health services, public safety, jail and fleet maintenance and service. Additionally there 25 buildings containing 237,742 square feet County owned parcels that are encumbered by long term leases or agreements to others. Finally there are seven buildings (primarily residential containing 6,696 square feet that the County received when the parent parcel was escheated to the County due to delinquent taxes.

A detailed review of the building with the RE Portfolio can be found in Appendix 7.

**Leased Parcels from Others**

The County is currently leasing 10 locations throughout the county containing 1,432.4 acres with two buildings containing 55,358 square feet.

Two locations and one building for the direct support of the daily business of Leon County [figure 6].

[Figure 6]

Parcel Name	Location	Acres		Description
<b>"Facilities" as of December 31, 2016</b>				
Supervisor of Elections Ops Center	2990 APALACHEE PKWY	7.040	1	45,286 Lease 45,286 SF of s 60,000 SF retail bldg for Voter Operations Center & Warehouse
Trinity United Methodist Church (Parking)	120 Park Ave W	1.260	-	- Leased from Trinity United Methodist Church, 30 parking spaces original lease dated August 1, 1989, contains automatic 1-yr renewals with \$500.00 per year inc; current rent \$20,500.00 per yr
<b>Total "Facilities" Parcels Leased</b>		<b>2</b>	<b>8.300</b>	<b>1</b> <b>45,286</b>

Four locations leased from the State of Florida for Parks & Recreation [Figure 7].

[Figure 7]

Parcel Name	Location	Acres		Description
<b>"Parks &amp; Recreation" as of December 31, 2016</b>				
<b>Leased from the State of Florida</b>				
Micosukee Road Greenway Park	4996 Crump Road	501.970		Leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Jan 2049; rent \$300.00 Per yr
J. R. Alford Greenway - 1231209010000	2500 Pedrick Road	395.510		1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
J. R. Alford Greenway - 1232209020000	Rutledge Road	293.540		1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
J. R. Alford Greenway - 1230209010000	Rutledge Road	198.080		1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
<b>Total Parcels Leased from the State of Florida</b>		<b>4</b>	<b>1,389.100</b>	<b>-</b> <b>-</b>

Four locations leased from Leon County School Board, also for "Parks & Recreation"

[Figure 8]

Parcel Name	Location	Acres			Description
<b>"Parks &amp; Recreation" as of December 31, 2016</b>					
<b>Leased from Leon County School Board</b>					
Canopy Oaks Community Park	3250 Point View Dr	10.700	-	-	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr; Contains 1 building containing 7,376 bas SF & 250 auc SF that not included in Lease
Old Concord School Miccosukee Community Park	15011 Cromartie Road	10.130	-	-	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr; Contains 1 building containing 7,376 bas SF & 250 auc SF that not included in Lease
Ft Braden Elementary School (Ft Braden Community Park)	15100 Blountstown Hwy	9.300	-	-	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr
Ft Braden Community Center	16387 Blountstown Hwy	4.900	1	10,072	Building count from Prop App Site is 0; contains 1 building containing as est 10,072 SF - Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr
<b>Total Parcels Leased from Leon County School Board</b>		<b>4</b>	<b>35.030</b>	<b>1</b>	<b>10,072</b>

## Leasing Activity

The Real Estate Division continues its efforts to find the highest and best use for any identified underutilized space in the County's real estate portfolio, in an effort to produce more revenue from its assets. County Administration has directed Real Estate market these locations and to find tenants for the vacant leasable space existing in County owned buildings at current market rates for similar properties.

There are usually two types of leases; **Gross Lease**, is a lease in which all expenses associated with owning and operating the property are paid by the landlord and are passed on to the tenant through the periodic rent the Landlord charges. The other is a **Net Lease**, a lease in which the tenant pays, in addition to base rent, a proportional share of operating expenses such as real estate taxes, insurance premiums, and maintenance costs associated with property. The majority of the leases that Leon County has entered into are Gross Leases, some of our leases are a modification of the Gross Lease, and this is being done with the leases at the Lake Jackson Town Center at Huntington. Certain direct expenses related to the operation of the center, such as parking lot maintenance & lighting, landscaping and common area utilities are passed through to the Tenants by virtue of a Common Area Maintenance Charge (CAM) that can be adjusted on a periodical bases based actual expenses incurred.

There are currently two locations in the portfolio that are being leased to third-party tenants:

- 1) **Leon County Government Annex Plaza** (f/n/a Bank of America Building) is a 202,159 square foot office complex located on South Calhoun Street just east of the Leon County Courthouse. The complex is comprised of two office buildings, a 3-story 20,171 square foot building and an 8-story 136,810 square foot Class "A" office building with an accompanying 83,130 square foot parking garage.
  - (a) Plaza Building (Annex) – Current rent roll for the Annex is in Figure 12 below. The Annex has 12,717 of its total 16,169 square feet is occupied or about 80% occupied. All of which are County Offices. The remaining 3,452 square feet is not that desirable, 1,268 square feet in

the basement and 2,184 square feet on the first floor, it would take a Tenant with specific needs to be interested in this space.

Please see the detail Rent Roll for December 2016 in Figure 9 below

(Figure 9)  
Occupancy

Unit	Name	Lease Start	Lease End	Unit Size	Occupied			Rent		
					County Offices	Tenants	Vacant	Per Sq Ft	Monthly	Annual
<b>Leon County Government Annex - Plaza Building</b>										
<b>Basement Level - Annex</b>										
OOB	Clerk of the Court	-	-	1,738	1,738	-	-	\$ -	\$ -	\$ -
OOL	Leon County Facilities	-	-	2,766	2,766	-	-	-	-	-
OOM	Vacant	-	-	1,280	-	-	1,280	-	-	-
<b>Occupancy - Basement Level - Annex</b>				<b>5,785</b>	<b>4,505</b>	<b>-</b>	<b>1,280</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
					<b>77.9%</b>	<b>0.0%</b>	<b>22.1%</b>			
<b>Plaza Level - Annex</b>										
100	Vacant	-	-	2,201	-	-	2,201	\$ -	\$ -	\$ -
	Leon County Sheriffs	-	-							
101	Department Warrant Division	-	-	3,424	3,424	-	-	-	-	-
<b>Occupancy - Plaza Level - Annex</b>				<b>5,625</b>	<b>3,424</b>	<b>-</b>	<b>2,201</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
					<b>60.9%</b>	<b>0.0%</b>	<b>39.1%</b>			
<b>Second Floor Level - Annex</b>										
201, 202 & 206	Public Defender	-	-	3,648	3,648	-	-	\$ -	\$ (41)	\$ (41)
210	Leon County Property Appraiser	-	-	2,096	2,096	-	-	-	-	-
<b>Occupancy - Second Floor Level - Annex</b>				<b>5,744</b>	<b>5,744</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ (41.42)</b>	<b>\$ (41.42)</b>
					<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>			
<b>Occupancy Summary - Leon County Government Annex - Plaza Building</b>				<b>17,154</b>	<b>13,672</b>	<b>-</b>	<b>3,482</b>	<b>\$ -</b>	<b>\$ (41)</b>	<b>\$ (41)</b>
					<b>79.7%</b>	<b>0.0%</b>	<b>20.3%</b>			

- (b) Tower - Current rent roll for the Tower portion of the complex is in Figure 10, on the following page. The complex is 88% occupied with both County offices (30% of the usable square feet) and third party tenants (58% of the usable square feet). The rental income for 2016 was \$1,548,432.

Marketing of the remaining 14,354 square feet of vacant space in the Tower continues. During 2016, the County hired NAI/Talcor to market and lease the vacancies. Interest in the tower remains strong due to its close proximity to the Leon County Courthouse, the downtown core and the State Capital and its support buildings.

[Figure 10]  
Occupancy

Unit	Name	Lease Start	Lease End	Unit Size	Occupied			Rent		
					County Offices	Tenants	Vacant	Per Sq Ft	Monthly	Annual
<b>Leon County Government Annex - Tower Building</b>										
<b>Parking Levels</b>										
P-1 100	Leon County Supervisor of Elections			1,427	1,427	-	-	\$ -	\$ -	
P-2 100	Bank of America	4/1/2012	3/31/2037	1,732	-	1,732	-	71.47	10,315	
P-2 110	Bank of America vacant after 03-2017	4/1/2012	3/31/2017	3,547	-	-	3,547	-	-	
P-2 120	Leon County MIS			1,078	1,078	-	-	-	-	
<b>Occupancy - Parking Levels</b>				<b>7,784</b>	<b>2,505</b>	<b>1,732</b>	<b>3,547</b>	<b>\$ 15.90</b>	<b>\$ 10,315</b>	<b>\$ 123,779</b>
				<b>32.2%</b>	<b>22.3%</b>	<b>45.6%</b>				
<b>First Floor</b>										
1-Suite 100	Bank of America	4/1/2012	3/31/2037	8,845	-	8,845	-	24.90	18,351	
1-Suite 110	Leon County Supervisor of Elections			3,633	3,633	-	-	-	-	
<b>Occupancy - First Floor</b>				<b>12,478</b>	<b>3,633</b>	<b>8,845</b>	<b>-</b>	<b>\$ 17.65</b>	<b>\$ 18,351</b>	<b>\$ 220,208</b>
					<b>29.1%</b>	<b>70.9%</b>	<b>0.0%</b>			
<b>Second Floor</b>										
2-Suite 200	Leon County Human Resources			5,742	5,742	-	-	\$ -	\$ -	
2-Suite 210	Vacant			2,465	-	-	2,465	-	-	
2-Suite 230	Bank of America	4/1/2012	3/31/2037	5,794	-	5,794	-	23.81	11,498	
<b>Occupancy - Second Floor</b>				<b>14,001</b>	<b>5,742</b>	<b>5,794</b>	<b>2,465</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
					<b>41.0%</b>	<b>41.4%</b>	<b>17.6%</b>			
<b>Third Floor</b>										
3-Suite 300	Leon County Property Appraiser			14,030	14,030	-	-	\$ -	\$ -	
<b>Occupancy - Third Floor</b>				<b>14,030</b>	<b>14,030</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
					<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>			
<b>Fourth Floor</b>										
4-Suite 400	ATF - GSA	4/1/2012	3/31/2022	6,778	-	6,778	-	22.99	12,987	
4-Suite 450	BluePrint 2000	1/1/2016	12/31/2035	7,264	-	7,264	-	28.31	17,137	
<b>Occupancy - Fourth Floor</b>				<b>14,042</b>	<b>-</b>	<b>14,042</b>	<b>-</b>	<b>\$ 25.74</b>	<b>\$ 30,124</b>	<b>\$ 361,490</b>
					<b>0.0%</b>	<b>100.0%</b>	<b>0.0%</b>			
<b>Fifth Floor</b>										
5-Suite 500	CenturyLink vacant after 01-2020	2/1/2013	1/31/2020	3,646	-	3,646	-	25.22	7,661	
5-Suite 510	Vacant			4,263	-	-	4,263	-	-	
5-Suite 520	Vacant			5,346	-	-	5,346	-	-	
5-Suite 530	Leon County Supervisor of Elections			782	782	-	-	-	-	
<b>Occupancy - Fifth Floor</b>				<b>14,037</b>	<b>782</b>	<b>3,646</b>	<b>9,610</b>	<b>\$ 25.22</b>	<b>\$ 7,661</b>	<b>\$ 91,934</b>
					<b>5.6%</b>	<b>26.0%</b>	<b>68.5%</b>			
<b>Sixth Floor</b>										
6-Suite 600	Holland & Knight vacant after 12-2020	1/1/2011	12/31/2020	14,039	-	14,039	-	24.23	28,348	
<b>Occupancy - Sixth Floor</b>				<b>14,039</b>	<b>0</b>	<b>14,039</b>	<b>1</b>	<b>\$ 24.23</b>	<b>\$ 28,348</b>	<b>\$ 340,179</b>
					<b>0.0%</b>	<b>100.0%</b>	<b>0.0%</b>			

[Figure 10]  
Occupancy

Unit	Name	Lease Start	Lease End	Unit Size	Occupied			Rent		
					County Offices	Tenants	Vacant	Per Sq Ft	Monthly	Annual
<b>Seventh Floor</b>										
7-Suite 700	Clerk of the Court			6,835	6,835	-	-	\$ -	\$ -	
7-Suite 740	Holland & Knight vacant after 12-2020	1/1/2011	12/31/2020	7,228	-	7,228	-	21.00	12,649	151,788.00
<b>Occupancy - Seventh Floor</b>				<b>14,063</b>	<b>6,835</b>	<b>7,228</b>	<b>-</b>	<b>\$ 10.79</b>	<b>\$ 12,649</b>	<b>\$ 151,788</b>
					<b>48.6%</b>	<b>51.4%</b>	<b>0.0%</b>			
<b>Eight Floor</b>										
8-Suite 800	Vacant			1,683	-	-	1,683	\$ -	\$ -	
8-Suite 810	Cisco Systems	3/9/2015	3/7/2024	1,130	-	1,130	-	29.52	2,780	33,365
8-Suite 830	Lewis, Longman & Walker	8/1/2011	7/31/2032	8,017	-	8,017	-	26.55	17,736	212,837
8-Suite 840	Leon County MIS			223	223	-	-	-	-	-
8-Suite 848	Vacant			1,300	-	-	1,300	-	-	-
8-Suite 850	Vacant	7/1/2010	6/30/2016	1,651	-	-	1,651	#DIV/0!	4,015	48,185
<b>Occupancy - Eight Floor</b>				<b>14,004</b>	<b>223</b>	<b>9,147</b>	<b>4,634</b>	<b>\$ 18.64</b>	<b>\$ 21,752</b>	<b>\$ 261,022</b>
					<b>1.6%</b>	<b>65.3%</b>	<b>33.1%</b>			
<b>Penthouse</b>										
Penthouse	Cingular Wireless	6/1/2010	7/31/2026	250	-	250	-	\$ 270.84	\$ 5,642	\$ 67,709
<b>Occupancy - Penthouse</b>				<b>250</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>\$ 270.84</b>	<b>\$ 5,642</b>	<b>\$ 67,709</b>
					<b>0.0%</b>	<b>100.0%</b>	<b>0.1%</b>			
<b>Occupancy Summary - Leon County Government Annex - Tower Building</b>				<b>118,728</b>	<b>33,750</b>	<b>64,723</b>	<b>20,257</b>	<b>\$ 13.63</b>	<b>\$ 134,842</b>	<b>\$ 1,618,109</b>
					<b>28.4%</b>	<b>54.5%</b>	<b>17.1%</b>			
<b>Total Occupancy - Leon County Government Annex</b>				<b>135,882</b>	<b>47,423</b>	<b>64,723</b>	<b>23,739</b>	<b>\$ 11.91</b>	<b>\$ 134,801</b>	<b>\$ 1,618,068</b>
					<b>34.9%</b>	<b>47.6%</b>	<b>17.5%</b>			

2) **Lake Jackson Town Center at Huntington (f/n/a Huntington Oaks Plaza)** is a 69,115 square retail shopping center located at 3840 North Monroe Street. The shopping center houses the Lake Jackson Branch Library and Community Center as well as a local Leon County Tax Collector's office and several third-party tenants.

The center is 63% occupied with both County offices (48.3% of the usable square feet) and third party tenants (35.5% of the usable square feet). The rental income for 2016 was \$269,400.

As with the Leon County Government Center NAI/Talcor was procured to market and lease this location. To date several inquiries have been received.

In Figure 11 below, is the current rent roll for the center. The Real Estate Division continues to receive strong interest from local business owners wanting to lease space in the center.

[Figure 11]  
Occupancy

Unit	Name	Lease Start	Lease End	Unit Size	Occupied			Rent		
					County Offices	Tenants	Vacant	Per Sq Ft	Monthly	Annual
<b>Lake Jackson Town Center</b>										
100	Center for the Arts	9/1/2015	8/31/2017	900	-	900	-	\$ 16.61	\$ 1,245.39	\$ 14,944.68
101	VACANT	9/1/2015	9/1/2018	840	-	-	840	-	-	-
102-103 & 104	Leon County Tax Collector	1/1/2013	month-to-month	4,796	4,796	-	-	-	-	-
105	VACANT			4,314	-	-	4,314	-	-	-
200	VACANT			3,804	-	-	3,804	-	-	-
201	VACANT			1,200	-	-	1,200	-	-	-
202	World Ballet	10/1/2016	10/31/2017	1,800	-	1,800	-	-	-	-
203	Fashion Nails	4/1/2013	3/31/2018	900	-	900	-	22.69	1,701.75	20,421.00
204	China King	5/1/2014	4/30/2017	1,200	-	1,200	-	18.81	1,880.82	22,569.84
205	Anything Goes Hair Salon, LLC	5/11/2015	5/10/2018	960	-	960	-	18.28	1,462.00	17,544.00
206	VACANT			2,362	-	-	2,362	-	-	-
207	VACANT			2,387	-	-	2,387	-	-	-
300	Leon County Library System NW Branch Library	1/1/2013	month-to-month	10,539	10,539	-	-	-	-	-
301	Leon County Lake Jackson Community Center	1/1/2013	month-to-month	3,495	3,495	-	-	-	-	-
302	VACANT			3,440	-	-	3,440	-	-	-
303-304-305	New Creation Church of Tallahassee, Inc.	6/1/2016	5/31/2017	3,600	-	3,600	-	15.00	4,500.00	54,000.00
400	Capital Regional YMCA	6/1/2012	month-to-month	8,100	-	8,100	-	-	-	-
<b>Occupancy Summary - Lake Jackson Town Center</b>				<b>54,637</b>	<b>18,830</b>	<b>17,460</b>	<b>18,347</b>	<b>\$ 2.37</b>	<b>\$ 10,789.96</b>	<b>\$ 129,479.52</b>
					<b>34.5%</b>	<b>32.0%</b>	<b>33.6%</b>			

In summation, the Leasing activity that is taking place within the portfolio is generated an annual gross rental revenues of over \$1,812,125 during 2016. Leon County continues to profit from the utilization of underutilized buildings and properties in the portfolio.

**OTHER REAL ESTATE ISSUES**

**Parcels without formal conveyance**

Leon County continues to have several parcels within the land portfolio that have questionable documentation on the true ownership of the parcels. At the end of the 2016 there are 38 parcels with this status. The Real Estate Management Division is continuing to review and research these parcels to determine proper ownership. 25 of the 38 parcels seem to be under County Ownership by the Leon County Property Appraiser because they were dedicated for public use by the plat map filed with the subdivision site plans; these areas are commonly storm water ponds, drainage and easements, sidewalks and roads, etc. within the subdivision required by growth management. The ownership is usually changed when the U. S. Postmaster returns mailings to the registered owner undeliverable. A dedication by plat does not constitute ownership and is not a formal conveyance of title. The ownership rights to a parcel remain with the dedicating entity or surviving Homeowners Association that controls the subdivision.

### **Parcels with Reversion Clauses in their Deed**

The portfolio also contains 7 parcels that have reversion clauses within their agreements which will revert the ownership of the parcel back to original owner or their heirs if the County stops using the parcel for the intended purpose that the donor intended it to be used.

### **Delinquent Taxes, Tax Certificates and Tax Deeds**

The greatest contributor to the Real Estate Portfolio has been the Tax Deed Process through the escheatment of parcels to Leon County via the non-redemption of delinquent Property Taxes related to the process.

Because of its importance, the Real Estate Division has become more involved in the delinquent tax process procedure. Potential problems that have been discovered from parcels that are escheat to the county;

- i. They are still occupied
- ii. Code violations have to be addressed and corrected
- iii. Environmental issues
- iv. Federal Liens
- v. Other issues to obtaining marketable title

Real Estate Division is working with the County Attorney to develop a policy and procedures to handle these conditions to reduce the County's liability exposure.

As part of this Annual review a detail explanation of the delinquent property tax process is discussed in Appendix 8.

### **Portfolio Summary**

In summary, the portfolio continues to grow and serve as a source of revenue to the County. Total parcels in the Real Estate Portfolio as of December 31, 2016 reached 475 parcels, containing 6,310.426 acres. The total number of structures within the RE Portfolio is 107, these structures range from the largest single structure, the Leon County Courthouse, that contains 541,810 square feet to the smallest at 713 square feet.

The Real Estate Division and Leon County GIS have re-organized the TCGIS Mapping Program, this reorganization has created a more productive and informative source of information regarding the Leon County Land Portfolio and buildings. This enhancement of GIS has given users the ability to locate any piece of land owned or leased by the County, by parcel ID, address or use. Once the property is located the user can determine its primary use, Tax ID, location, ownership, status, developmental potential, flood status, purchase date, location of the deed in the Official Records, size, the number of buildings included on each parcel, the total building square footage and the type of building on the parcel without having to go to several different sites.

### **In Conclusion**

The Division of Real Estate Management will continue to update and evaluate the portfolio to search for opportunities to maximize the value of the properties under County ownership. However, there continues to be very few opportunities within the Portfolio that could generate substantial amounts of revenue.

Additional information pertaining to activity within the County land portfolio can be obtained in the attached appendixes and;

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Appendix 1  
"Facilities" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
<b>"Facilities" as of December 31, 2016</b>								
<b>Sub-category "Facilities - Leased" with verified conveyance as of December 31, 2016</b>								
1	Supervisor of Elections Ops Center	2990 APALACHEE PKWY	3104200040000	Offices & Warehouse- Supervisor of Elections	7.040	1	45,286	Lease 45,286 SF of s 60,000 SF retail bldg for Voter Operations Center & Warehouse Leased from Trinity United Methodist Church, 30 parking spaces - original lease dated August 1, 1989, contains automatic 1-yr renewals with \$500.00 per year inc; current rent \$20,500.00 per yr
2	Trinity United Methodist Church (Parking)	120 Park Ave W	2136402154020	Main Library Parking	1.260	-	-	
<b>Total Sub-category "Facilities - Leased" with verified conveyance as of December 31, 2016</b>					<b>2</b>	<b>8.300</b>	<b>1.000</b>	<b>45,286</b>
<b>Sub-category "Facilities - Owned" with verified conveyance as of December 31, 2016</b>								
1	US 27 Landfill	7550 Apalachee Pkwy	3204208510000	Solid Waste Collection	599.310	8	12,845	Contains 8 buidlings containing 12,845 base SF & 650 aux SF; Lease approx 3.01 acres to Seminole Radio Control Club, Inc.; 5-yr term; with an automatic 5-yr renewal; expiration date February 28, 2019
2	F.A.Ash Borrow Pit	Hamlin Dr	3223200060000	Borrow Pit	114.150	-	-	County Barrow Pit; HAMLIN SAND MINE; 9200 - MINING, PETROLIUM/GAS; Zoned R Rural
3	North Florida Fairgrounds-853	523 E Paul Russell Rd	3118208530000	Fairgrounds	107.100	14	130,648	Contains 14 Buildings containing 130,648 base SF & 1,694 aux SF; Use; 8600 Zoned; MULTIP; Under long-term lease to the North Florida Fair Assoc
4	Public Works Center	1800 N Blair Stone Rd	1120208510000	Public Works Center	36.410	7	87,845	Parcel contains 7 buildings totaling 50,696 Base SF & 37,149 Aux SF; 8600 - COUNTY; Zoned MULTIP MULTIPLE ZONING DESIGNATIONS
5	Jail - Health Dept - Sheriff HQ -851	512 Eddie Boone Way	2133208510000	Jail/Health Dept./Mosquit	31.860	17	500,232	County Jail & Support buildings containing 500,232 bas SF & 441 aux SF; 8600 - COUNTY; Zoned MULTIP MULTIPLE ZONING DESIGNATIONS
6	Eisenhower Rd borrow pit	Tyson Rd	4109208520000	Borrow Pit	27.530	-	-	County Barrow Pit; 9600 - SEWAGE DISPOSAL, SOLID WASTE; Zoned M-1 Light Industrial

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Appendix 1  
"Facilities" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
7	National Guard Armory	1225 Easterwood Dr	1127209020000	Land Lease-Armory Board Of The State Of Florida	18.920	1	38,820	Contains 1 building with 38,820 base SF; Part of original 255.02 A from USA (Tom Brown Park) + Another 80 A from USA BK947 PG1831; 8100 - MILITARY; Zoned M-1 Light Industrial
8	Gum Road Transfer Station -611	4900 Gum Rd	2129206110000	Solid Waste Collection	15.050	4	29,856	1 of 2 parcels that make up Gunm Rd Transfer Station containing 4 buildings containing 29,856 base SF & 993 aux SF; 8600 - COUNTY; Zoned M-1 Light Industrial
9	Lake Jackson Town Center At Huntington	3840 N Monroe St	2109200040000	Nw Library, Tax Collector & Retail	11.220	1	72,470	Retail strip Center with 72,470 base Sf & 3,246 aux SF with third party leases and County Offices
10	Woodville roll-off site	549 Henry Jones Rd	3307208510000	Solid Waste Collection	10.120	-	-	Waste Collection Site; 8600 - COUNTY; Zoned UF Urban Fringe
11	Eisenhower Rd Borrow Pit	3969 Tyson Rd	4109208010000	Borrow Pit	9.810	-	-	
12	Leon Serenity Cemetery (Paupers Cemetery)Ⓜ	5479 Crawfordville Rd	4126200200000	County Cemetery	8.690	-	-	Serenity Cemetery (Paupers Cemetery); 8000 - VACANT GOVERNMENTAL; Zoned OS Open Space
13	Ft. Braden Library	16327 Blountstown Hwy	4304208530000	Branch Library	8.280	1	5,796	Contains 1 building containing 5,796 bas SF & 1,868 aux SF; Use; 8600 Zoned; MULTIP
14	Public Safety Complex	911 Easterwood Dr	1127208530000	Public Safety Complex	7.880	2	93,597	Contains 2 buildings with 93,597 base SF & 4,060 aux SF; BK4022 PG665 50% ownership deeded to COT; 1 OF 3 Lot Partition OR4025 PG745; Part of original 255.02 A from USA (Tom Brown Park) + Another 80 A from USA BK947 PG1831.
15	Gene Cox Stadium	601 Paul Russell Rd	3118208560000	Stadium	7.810	-	-	Leased to School Board of Leon County for 40-Years beginning 05/30/1989 and ending 05/29/2029 Leased to School Board of Leon County for 40-Years beginning 05/30/1989 and ending 05/29/2029

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Appendix 1  
"Facilities" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
16	Miccosukee Roll-off Site	13051 Miccosukee Rd	1618208510000	Solid Waste Collection	7.330	-	-	Waste Collection Site; 8600 - COUNTY; Zoned R Rural
17	Ft. Braden roll-off site	2485 E Joe Thomas Rd	4304208520000	Solid Waste Collection	7.200	-	-	County Barrow Pit; 9600 - SEWAGE DISPOSAL, SOLID WASTE; Zoned M-1 Light Industrial Contains 1 building containing 18,201 & 1,206 aux SF Sq Ft ; Use: 8600 Zoned RP-
18	Public Health Unit	1515 Old Bainbridge Rd	2126200140000	Public Health	5.040	1	18,201	2 ; 8600 - COUNTY: Zoned RP-2 Residential Preservation-2 Contains 5 buildings containing 28,413 base SF & 2,520 aux SF; Leased for 25- yrs as a Capital Lease to term June 30, 2036
19	Tallahassee Developmental Center	455 Appleyard Dr	212851 D0002	Leased to Pensacola Care under 25-yr Capital Lease	4.970	5	28,413	
20	Juvenile Detention Center	2303 Ronellis Dr	4109208530000	Juvenile Corrections	4.860	1	24,065	Land Lease to Florida Department of Health & Rehabilitative Services; 50-yr term; expiration date June 9, 2043 Contains 1 building containing 18,300 base SF & 1,502 aux SF; Use: 8600 Zoned: MULTIP
21	NE Branch Library	5513 Thomasville Rd	1427202080000	Branch Library	4.490	1	18,300	
22	Facilities Management	1907 S Monroe St	4101208510000	Offices & Warehouse	4.180	2	20,391	Building count from Prop App site is 0- parcel actually Contains 2 building containing 20,391 SF
23	Agricultural Center	615 Paul Russell Rd	3118208570000	Offices	4.150	1	13,289	Contains 1 building containing 13,289 SF; Use; 8600 Zoned; OR-2
24	Blount Roll-off -851	4363 Holder Ln	4415208510000	Solid Waste Collection	3.990	-	-	Assemblage of several parcels; OR21 PG432, OR186 PG331 B. L. Perry Library site, 1 building containing 12,350 base SF & 1,334 aux SF; Use: 8600 Zoned; MULTIP
25	B.L. Perry Library	2817 S Adams St	4112208050000	Branch Library	3.750	1	12,350	
26	American Red Cross	1115 Easterwood Dr	1127208520000	Land Lease to American Red Cross	3.690	1	20,378	Contains 1 building containing 20,378 base SF & 1,261 aux SF; Land Lease to The American National Red Cross; 90-yr term; expiration date September 30, 2098;

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Appendix 1  
"Facilities" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
27	Gum Road Transfer Station -205	4858 Gum Rd	2132202050000	Solid Waste Collection	3.660	-	-	1 of 2 parcels that make up Gum Rd Transfer Station
28	Renaissance Center	435 N Macomb St	2136500135300	Office Building	2.880	1	107,488	Building count Prop App site is 2 - 107,488 base SF & 1,664 aux SF building & parking deck, Undivided 1/3rd interest (33.4%) deeded to Leon County by COT 03/2006
29	Orange Ave Health Center	872 Orange Ave W	4111250000260	Public Health	2.610	1	15,423	Contains 1 building containing 15,423 base SF & 756 aux SF; Use: 8600 Zoned: MULTIP
30	Leon County Courthouse	301 S Monroe St	2136250901415	Office Building	2.480	1	541,810	Building count from Prop App site is 2 - Contains 1 building & a parking garage totaling 541,810 base SF; Currently 3 active leases
31	Amtrak Station	918 Railroad Ave	4101202050000	Train Station, Offices & Warehouse	2.470	3	23,358	Contains 1 building & a parking garage totaling 541,810 SF; Currently 3 active leases
32	VFW / Moody Cemetery	Fox Rd	4126150000150	Cemetery	2.390	-	-	Contains 3 buildings totaling 23,358 base SF & 2,908 aux SF; Parcel is encumbered by 1 lease to National Railroad Passenger Corporation & 1 License Agreement to Tallahassee Film Society, and a 1992 JPA with the FDOT for improvements to the depot.
33	Leroy Collins Library	200 Park Ave W	2136402114015	Main Library	2.230	1	88,230	Veterans/Moody Cemetery; 8600 - COUNTY; Zoned RP Residential Preservation
34	Williams Rd Fire Station	6370 Williams Rd	3221208010000	Public Safety	1.900	1	840	Contains 1 building totaling 88,230 SF (650 SF leased to Friends of the Library)
								Contains 1 building containing 840 base SF; Use: 8600 - COUNTY; Zoned; UF-Urban Fringe; Used by to Chaires-Capitola Volunteer Fire Department by agreement between VFD & County

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Appendix 1  
"Facilities" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
35	Tharpe St Warehouse	3401 W Tharpe St	2120208520000	Offices & Warehouse	1.540	1	24,960	Contains 1 building containing 24,960 & 768 aux SF, that shares a common wall with the building next door. Party wall agreement in File
36	Leroy Collins Library Parking	N Bronough St	2136402794410	Parking	1.450	-	-	Auxillary Parking Main Library; 8000 - VACANT GOVERNMENTAL; Zoned CC Central Core
37	Traffic Court	1920 Thomasville Rd	1119206180000	Office Building	1.440	2	15,819	Building count from Prop App site is 2 - Contains 1 building totaling 15,819 base SF & 159 aux SF; Use: 8600 Zoned: UP-1
38	Tram Rd Roll Off Site - 852	Tram Rd	3227208520000	Solid Waste Collection	1.370	-	-	Closed Waste Collection Site; 9600 - SEWAGE DISPOSAL, SOLID WASTE; Zoned R Rural
39	Leon County Government Annex Complex	311 S Calhoun St	2136250661205	Office Building	1.360	2	215,062	Building count Prop App site is 3 - Contains 2 buildings & a parking garage totaling 215,062 base SFt & 25,049 aux SF; with 9 current active leases
40	Gadsden Parking Lot - LCGC & Courthouse	745 S Gadsden St	2136250091145	Parking	1.010	-	-	General parking for Court House & Government Annex; 8600 - COUNTY; Zoned CC Central Core Contains 1 building containing 840 base SF Use; 8000 - VACANT GOVERNMENTAL; Zoned; R-Rural; ;
41	Mahan/Miccosukee Fire Station	4245 Heatherwood Dr	1635100000013	Public Safety	1.000	1	840	Used by Miccosukee Volunteer Fire-Rescue, Inc; by agreement between VFD & County

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Appendix 1  
"Facilities" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
42	Mt. Zion Cemetery	Bradfordville Rd	1422250000050	Cemetery	0.550	-	-	Mt Zion Cemetery; 8600 - COUNTY; Zoned BC-2 Bradfordville Commercial 2
43	Orange Ave - 411230 D0091	Orange Ave & Meridian	411230 D0091	Vacant Land	0.480	-	-	8000 - VACANT GOVERNMENTAL; Zoned CU-45 Central Urban - 45
44	Orange Ave - 411230 D0090	Orange Ave & Meridian	411230 D0090	Vacant Land	0.470	-	-	8000 - VACANT GOVERNMENTAL; Zoned CU-45 Central Urban - 45
45	Privateer Way Cemetery	Privateer Way	3317208530000	Cemetery	0.220	-	-	8000 - VACANT GOVERNMENTAL; Cemetery; Zoned RA Residential Acre
46	Tourist Development Center	106 E Jefferson St	2136251691465	Office Building	0.050	1	8,780	Contains 1 building containing 8,780 base SF & 195 aux SF office building; Use; 8600 Zoned; CC

<b>Total Sub-category "Facilities - Owned" with verified conveyance as of December 31, 2016</b>	<b>46</b>	<b>1,099.350</b>	<b>83</b>	<b>2,170,106</b>
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<b>Sub-category "Facilities - Owned" without verified conveyance as of December 31, 2016</b>
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<b>Total Sub-category "Facilities - Owned" without verified conveyance as of December 31,</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>Total "Facilities" as of December 31, 2016</b>	<b>48</b>	<b>1,107.650</b>	<b>84</b>	<b>2,215,392</b>
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Appendix 2  
"Parks & Recreation" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings #	Square Footage	Notes
<b>"Parks &amp; Recreation" as of December 31, 2016</b>								
<b>Sub-category "Boat Landing" with verified conveyance as of December 31, 2016</b>								
1	US 27 Boat Landing	4967 N Monroe St	2432206010000	Boat Ramp	16.270	-	-	
2	Cypress Landing	16900 Ro Co Co Rd	1623208010000	Boat Ramp	10.380	-	-	
3	Lake Munson and old landing - 452	1025 Munson Landing Rd	4126204520000	Boat Ramp	9.810	-	-	1 of 7 parcels that make up Lake Munson Area; BK120 PG396 Dedication for Public Purposes
4	Williams Landing	951 Williams Landing Rd	2327208510000	Boat Ramp	7.270	-	-	- 1 of 3 parcels on same Deed
5	Coe Landing	Coe Landing Rd	2325208510000	Boat Ramp	4.960	-	-	- 1 of 3 parcels on same Deed
6	Stoutamire Landing park	2552 Ben Stoutamire Rd	4411050000010	Boat Ramp	3.060	-	-	Online Image not available on Clerk of Courts site
7	Rhoden Cove Landing	1053 Rhoden Cove Rd	2102208520000	Boat Ramp	2.070	-	-	
8	Coe Landing Park	1208 Coe Landing Rd	2230120000320	Boat Ramp	1.540	-	-	- 1 of 2 parcels
9	Sunset Landing	4800 Jackson Cove Rd	2432208510000	Boat Ramp	1.450	-	-	fka Old Bainbridge Landing; 8600 - COUNTY; Zoned LP Lake Protection
10	Ochlocknee Landing Park	6991 Tower Rd	2536208520000	Boat Ramp & Park	1.440	-	-	fka Tower Boat Landing 1 of 3 parcels on same Deed; 9700 - OUTDOOR RECREATIONAL; Zoned R Rural
11	Bull Headley Landing	10156 Bull Headley Rd	1732208520000	Boat Ramp	0.590	-	-	
12	Crowder Landing	1053 Crowder Rd	2103208510000	Boat Ramp	0.590	-	-	
13	Stoutamire Landing	Ben Stoutamire Rd	4411208510000	Boat Ramp	0.450	-	-	Reversion clause in deed that will revert ownership to Grantors if not used for a park.
14	Reeves Landing	16254 Reeves Landing Rd	1602208510000	Boat Ramp	0.340	-	-	
15	Lake Iamonia landing	Iamonia Landing Rd	1723208510000	Boat Ramp	0.310	-	-	Reversion clause in deed that will revert ownership to Grantors if not used for Public Recreation
<b>Total Sub-category "Boat Landing" with verified conveyance as of December 31, 2016</b>					<b>15</b>	<b>60.530</b>	<b>-</b>	<b>-</b>

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Appendix 2  
"Parks & Recreation" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings #	Square Footage	Notes
<b>"Parks &amp; Recreation" Sub-Category "Boat Landing" without verified conveyance</b>								
1	Wainwright Landing	4135 Wainwright Rd	4414208510000	Boat Ramp	0.770	-	-	- No conveyance instrument located
2	Blount Landing	24371 Lanier St	4415640000250	Boat Ramp	0.310	-	-	- No conveyance instrument located
3	Elk Horn Landing	3997 Elk Horn Rd	4412208520000	Boat Ramp	0.250	-	-	- No conveyance instrument located
<b>Total "Parks &amp; Recreation" Sub-Category "Boat Landing" without verified conveyance</b>					<b>3</b>	<b>1.330</b>	<b>-</b>	<b>-</b>
<b>Total "Parks &amp; Recreation" Sub-Category "Boat Landing" as of December 31, 2016</b>					<b>18</b>	<b>61.860</b>	<b>-</b>	<b>-</b>
<b>"Parks &amp; Recreation" Sub-Category "Community Center" owned with verified conveyance</b>								
1	Daniel B. Chaires Community Park & Community Center	4768 Chaires Cross Rd	1233204280000	Community Park & Community Center	50.580	2	3,074	1 of 2 parcels that includes the former Chaires Borrow Pit; Contains 2 Buildings containing 3,074 base SF & 522 aux SF; Use; 8600 Zoned; MULTIP
2	Woodville Community Center	8000 Old Woodville Rd	3308208020000	Community Center & Library	4.770	1	8,143	1 of 2 Parcels containing 1 building with 8,143 base SF & 677 aux SF combining the Woodville Branch Library & Community Center; 8600 - COUNTY; Zoned R Rural
3	Miccosukee Community Center-005	Moccasin Gap Rd	1608200050000	Miccosukee Community Center	1.100	-	-	1 of 5 parcels making up Miccosukee Community Center & Park
4	Miccosukee Community Center-852	13887 Moccasin Gap Rd	1608208520000	Miccosukee Community Center	1.040	1	2,944	1 of 2 parcels containing the Miccosukee Community Center contains 1 building containing 2,944 base SF & 160 aux SF; Use; 8600 Zoned; RC
5	Bradfordville Community Center	BEECH RIDGE TRL	142229 A0040	Community Center	0.580	1	1,140	1 of 3 parcels from a land exchange between County and Summit Holdings; Bradfordville Community Center containing 1,140 base SF was moved to this location; Use; 1700 - OFFICE BUILDINGS/NONPROF/ONE Zoned; BC-1 Bradfordville Commercial 1
<b>Total "Parks &amp; Recreation" Sub-Category "Community Center" owned with verified</b>					<b>5</b>	<b>58.070</b>	<b>5</b>	<b>15,301</b>

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Appendix 2  
"Parks & Recreation" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings #	Square Footage	Notes
<b>"Parks &amp; Recreation" Sub-Category "Community Center" Leased</b>								
1	Ft Braden Community Center	16387 Blountstown Hwy	4304208510000	Community Center/Leased	4.900	1	10,072	Building count from Prop App Site is 0; contains 1 building containing as est 10,072 SF - Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr
<b>Total "Parks &amp; Recreation" Sub-Category "Community Center" Leased</b>					<b>1</b>	<b>4.900</b>	<b>1</b>	<b>10,072</b>
<b>"Parks &amp; Recreation" Sub-Category "Community Center" owned without verified conveyance</b>								
<b>Total "Parks &amp; Recreation" Sub-Category "Community Center" owned without verified</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total "Parks &amp; Recreation" Sub-Category "Community Center" as of December 31, 2016</b>					<b>6</b>	<b>62.97</b>	<b>6</b>	<b>25373</b>
<b>"Parks &amp; Recreation" Sub-Category "Park - Leased"</b>								
1	Micosukee Road Greenway Park	4996 Crump Road	1114209010000	Greenway Park	501.970	-	-	Leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Jan 2049; rent \$300.00 Per yr 1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr 1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
2	J. R. Alford Greenway - 1231209010000	2500 Pedrick Road	1231209010000	Greenway Park	395.510	-	-	
3	J. R. Alford Greenway - 1232209020000	Rutledge Road	1232209020000	Greenway Park	293.540	-	-	

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Appendix 2  
"Parks & Recreation" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings #	Square Footage	Notes
4	J. R. Alford Greenway - 1230209010000	Rutledge Road	1230209010000	Greenway Park	198.080	-	-	1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr; the 7,184 SF bldg on the property is not included in the Lease.
5	Canopy Oaks Community Park	3250 Point View Dr	2105208520000	Park	10.700	-	-	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr; Contains 1 building containing 7,376 bas SF & 250 auc SF that not included in Lease
6	Old Concord School Miccosukee Community Park	15011 Cromartie Road	1609208510000	Community Park	10.130	-	-	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr
7	Ft Braden Elementary School (Ft Braden Community Park)	15100 Blountstown Hwy	2334208010000	Park	9.300	-	-	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr
<b>Total "Parks &amp; Recreation" Sub-Category "Park - Leased"</b>					<b>7</b>	<b>1419.230</b>	<b>-</b>	<b>-</b>
<b>"Parks &amp; Recreation" Sub-Category "Park" with verified conveyance</b>								
1	St Marks Headwaters Greenway	10995 Buck Lake Rd	1226200100000	St Marks Headwaters Greenway/Capitola Area Park	586.450	-	-	1 of 10 parcels that makeup St Marks Headwaters Greenway/Capitola Area Park; Parcel consolidation reduced # of Parcels to 2 2015-2016 Contains 6 Buildings containing 25,838 base SF & 6,886 aux SF; Original 255.02 A from USA (Tom Brom Park). BK624
2	Tom Brown Park	501 Easterwood Dr	1127208510000	Tom Brown Park	256.270	6	25,838	PG542 COT disclaimed all rights and claims. Corrective Deed BK 627 PG543. Another 80 A from USA BK947 PG1831.
3	Nusbickel Parcel (Future Park)	CHEVY WAY	1229204600000	Future Park & Greenway	173.860	-	-	1 of 2 parcels Quit Claimed from BP 2000 for future Park & Greenway

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Appendix 2  
"Parks & Recreation" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
4	St Marks Headwaters Greenway	655 Baum Rd	1225200050000	St Marks Headwaters Greenway/Capitola Area Park	168.130	-	-	1 of 10 parcels that makeup St Marks Headwaters Greenway/Capitola Area Park; Parcel consolidation reduced # of Parcels to 2 2015-2016
5	Fred George Greenway	3043 Capital Cir Nw	2108206020000	Fred George Park & Greenway	154.974	-	-	1 of 6 parcels that make up Fred George Park
6	Eight Mile Pond Park	Tomberlin Rd	4611202400000	Eight Mile Pond Park	116.060	-	-	1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park, - renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec
7	Celebration Parcel - Future Park	Thomasville Rd & Proctor Rd	1412200020000	Future Park - Thomasville Rd & Community Park & Community Center	100.000	-	-	Future Park east side of Thomasville Rd at Proctor Rd
8	Daniel B. Chaires Community Park & Community Center	Road To The Lake	1233208510000	Community Park & Community Center	73.990	-	-	As of 08/2013 includes former Chaires Borrow Pit
9	Lake Munson Preserve Park - 852	1306 Jackson Moody Pl	4126208520000	Lake Munson Drainage Area	61.430	-	-	1 of 7 parcels that make up Lake Munson Area; Add'L BK2155 PG267 & Corrective Deed BK4453 PG 608
10	Hopkins Crossing -01	Commonwealt Blvd	211935 0001	Undeveloped Park	49.310	-	-	Fee Simple dedication by Hopkins Crossing, Ltd
11	Goose Creek/Alford Alrm Park	6101 Buck Lake Rd	123025 0001	Goose Creek Park	45.260	-	-	1 of 4 parcels that make up Groose Creek Park
12	Jackson View Park	2585 Clara Kee Blvd	2105200110000	Jackson View Park	44.510	-	-	- Use Restrictions BK3839 PG 559
13	J. Lewis Hall, Sr. Park	1492 J Lewis Hall Sr Ln	3305208510000	J. Lewis Hall, Sr Park	27.380	-	-	1 of 2 parcels that make up J Lewis Hall (Woodville) Park
14	Okeeheepkee Prairie Park	1294 Fuller Rd	2111208010000	Okeeheepkee	26.080	-	-	- Parcel 2 BK2248 PG1201
15	J. Lee Vause park	6024 Old Bainbridge Rd	2429208510000	J. Lee Vause Park	25.950	-	-	Parcel 2 BK1072 PG1134 Parcel 3 BK1099 PG1852 Parcel 4 BK1239 PG 2002
16	Pedrick Pond-008	1583 Pedrick Rd	1124200080000	Pedrick Pond Park	19.990	1	13,419	Contains 1 Building containing 13,419 base SF & 1,460 aux SF used as a library; 1 of 3 Parcels that make up Pedrick Pond Park & Eastside Library; Use: 8600 Zoned: RP
17	Orchard Pond Greenway	Orchard Pond Rd	2403200180002	Greenway Park	17.740	-	-	Original Orchard Pond Rd ROW deeded to County after the Orchard Pond Parkway was complete & open

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Appendix 2  
"Parks & Recreation" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
18	Martha Wellman Park	Shuler Rd	2130204150000	Park	13.220	-	-	1 Of 2 parcels that makeup Martha Wellman Park
19	Observation Pointe Subdivision	Rutledge Rd	123040 0001	Greenway Trails (Goose Creek Park)	11.970	-	-	1 of 4 parcels that make up Goose Creek Park
20	Stoneler Road Park - 852	5225 Stoneler Rd	2106208520000	Stoneler Park	11.890	-	-	8600 - COUNTY; Park; Zoned RA Residential Acre
21	Martha Wellman Park	5317 W Tennessee St	2130200060000	Park	10.360	-	-	1 Of 2 parcels that makeup Martha Wellman Park
22	Kate Ireland Park	12271 Iamonia Landing Rd	1723208010000	Kate Ireland Park	6.170	-	-	8000 - VACANT GOVERNMENTAL; Park; Zoned R Rural
23	Eight Mile Pond Park	Avalon Ct	4611030000220	Eight Mile Pond Park	4.890	-	-	1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park, - renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec
24	Eight Mile Pond Park	Avalon Dr	4611030000200	Eight Mile Pond Park	4.860	-	-	1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park, - renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec
25	Tower Road Park	5971 Tower Rd	2431208510000	Tower Road Park	4.560	-	-	8600 - COUNTY; Park; Zoned R-3 Single Detached, Attached and Two Family Residential
26	Eight Mile Pond Park	Avalon Dr	4611030000210	Eight Mile Pond Park	4.500	-	-	1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park, - renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec
27	Fred George Park/Wildwood-A08	Knollwood Dr	210515 A0080	Fred George Park & Greenway	3.720	-	-	1 of 6 parcels that make up Fred George Park
28	Pedrick Pond-004	Mahan Dr	1124200040000	Pedrick Pond Park	3.530	-	-	1 of 3 Parcels that make up Pedrick Pond Park
29	Miccosukee Community-208	Veterans Memorial Dr	1609202080000	Miccosukee Community	3.080	-	-	1 of 5 parcels making up Miccosukee Community Center & Park
30	Woodville Community Center (South)	Old Woodville Rd	3308200250000	Park	3.080	-	-	1 of 2 parcels making up Woodville Community Center
31	Fred George Park/Wildwood-A14	Knollwood Dr	210515 A0140	Fred George Park	2.790	-	-	1 of 4 Parcels that makes up Fred George Park

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**Appendix 2**  
**"Parks & Recreation" as of December 31, 2016**

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
32	Pedrick Pond-002	5707 Mahan Dr	1124200020000	Pedrick Pond Park	2.510	-	-	1 of 3 Parcels that make up Pedrick Pond Park
33	Fred George Park/Wildwood-A13	Knollwood Dr	210515 A0130	Fred George Park	2.330	-	-	1 of 4 Parcels that makes up Fred George Park - Acquired as Floop prperty reclassified & consolidated into Fred George Park FY 13-14
34	Miccosukee Community-224	15009 Cromartie Rd	1609202240000	Miccosukee Community	1.980	-	-	1 of 5 parcels making up Miccosukee Community Center & Park 1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park,
35	Eight Mile Pond Park	Oak Ridge Rd W	4611030000240	Eight Mile Pond Park	1.770	-	-	renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec
36	Cedar Hill Park	467 Cedar Hill Rd	2412208520000	Cedar Hill Park	1.440	-	-	9700 - OUTDOOR RECREATIONAL; Park & Landing; Zoned R Rual
37	Old Woodville rd - 3305206090000	Old Woodville Rd	3305206090000	J. Lewis Hall, Sr Park	0.850	-	-	1 of 2 parcels that make up J Lewis Hall (Woodville) Park
38	Woodside Heights Playground-E6	812 Brent Dr	311980 E0060	Brent Dr Park	0.480	-	-	1 Of 3 parcels, reversion clause in deed that will revert ownership to Grantors if not used for ROW. public road, park, and drainage
39	Woodside Heights Playground-E22	813 Greenleaf Dr	311980 E0220	Brent Dr Park	0.480	-	-	1 Of 3 parcels, reversion clause in deed that will revert ownership to Grantors if not used for ROW. public road, park, and drainage
40	Nusbickel Parcel access	CHEVY WAY	1229201040000	Future Park & Greenway	0.270	-	-	1 of 2 parcels Quit Claimed from BP 2000 for future Park & Greenway
41	Goose Creek Park - 1230204100001 - Greenway Trail	Goose Creek Park	1230204100001	Greenway Trails (Goose Creek Park)	0.180	-	-	1 of 4 parcels that make up Goose Creek Park
42	Goose Creek Park - 1230204310001 - Greenway Trail	Goose Creek Park	1230204310001	Greenway Trails (Goose Creek Park)	0.150	-	-	1 of 4 parcels that make up Goose Creek Park
43	Miccosukee Community-210	8999 Veterans Memorial Dr	1609202100000	Miccosukee Community	0.130	-	-	1 of 5 parcels making up Miccosukee Community Center & Park
<b>Total "Parks &amp; Recreation" Sub-Category "Park" with verified conveyance</b>					<b>43</b>	<b>2,048.574</b>	<b>7</b>	<b>39,257</b>

Appendix 2  
"Parks & Recreation" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
<b>"Parks &amp; Recreation" Sub-Category "Park" without verified conveyance</b>								
1	Meridian Rd at Lakeshore Dr	N Meridian Rd	2112208510000	Lakeshore Estates	0.900	-	-	- No conveyance instrument located  Appears to be a designated drainage area for Goose Creek Sub Phrase II. The area is dedicated to be used as a Leon
2	Goose Creek Phase li - 123026 0002	Waynard Way	123026 0002	Goose Creek Phase li	0.690	-	-	- County park, does not appear to have been conveyed to the Cty. Governing doc OR 2556 Pg 1380 "Declaration of Covenants and Restrictions"
<b>Total "Parks &amp; Recreation" Sub-Category "Park" without verified conveyance</b>					<b>2</b>	<b>1.590</b>	<b>-</b>	<b>-</b>
<b>Total "Parks &amp; Recreation" Sub-Category "Park" as of December 31, 2016</b>					<b>45</b>	<b>2,050.164</b>	<b>7</b>	<b>39,257</b>
<b>Total "Parks &amp; Recreation" as of December 31, 2016</b>					<b>76</b>	<b>3,594.224</b>	<b>13</b>	<b>64,630</b>

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Appendix 3  
"Right of Way (ROW)" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings #	Square Footage	Notes
<b>"Right of Way (ROW)" as of December 31, 2016</b>								
<b>Sub-category "Right of Way (ROW)" with verified conveyance as of December 31, 2016</b>								
1	Orchard Pond Pkwy - 2403200180001	760 ORCHARD POND PKY	2403200180001	ROW for Orchard Pond Pkwy	105.160	-	-	- ROW for Orchard Pond Toll Road
2	Linene Woods Subdivision ROW	Dartmoor Dr	211207 0001	Roadways & Roadways &	14.190	-	-	-
3	Frontier Estates Units 1 2 & 3	Apalachee Pkwy	320626 0002	Easements in Frontier Estates Sub	7.130	-	-	-
4	Lakewood Business Center - 67	Capital Cir Nw	2106510000670	Future ROW	1.300	-	-	-
5	Apaloosa Trl	Appaloosa Trl	222505 D0010	Road	0.600	-	-	-
6	Wadesboro Rd ROW	Mahan Dr	1210160000110	ROW	0.550	-	-	-
7	LL Wallace Rd - 4609202330000	L L Wallace Rd	4609202330000	ROW - Wallace Rd	0.390	-	-	-
8	Scenic Heights-E025	2002 Sheridan Rd	212270 B0250	Vacant Land	0.260	-	-	-
9	Capital City Estates Sub - A008	Hibiscus Ave	412330 A0080	Vacant Land	0.170	-	-	- Deeded to County by Habitat for Humanity
10	S Calhoun St - 411250 G0070	S Calhoun St	411250 G0070	ROW	0.140	-	-	- Extension of Calhoun St north to Willis St
<b>Total Sub-category "Right of Way (ROW)" with verified conveyance as of December 31, 2016</b>					<b>10</b>	<b>129.890</b>	<b>-</b>	<b>-</b>
<b>Sub-category "Right of Way (ROW)" without verified conveyance as of December 31, 2016</b>								
1	Sunflower Rd - 4613208010000	Sunflower Rd	4613208010000	ROW	22.630	-	-	- Reversion Clause if not used for road, drainage or utility
<b>Total Total Sub-category "Right of Way (ROW)" with verified conveyance as of December 31, 2016</b>					<b>1</b>	<b>22.630</b>	<b>-</b>	<b>-</b>
<b>Total "Right of Way (ROW)" as of December 31, 2016</b>					<b>11</b>	<b>152.52</b>	<b>-</b>	<b>-</b>

**Appendix 4**  
**"Surplus" as of December 31, 2016**

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings #	Square Footage	Notes
<b>"Surplus" as of December 31, 2016</b>								
<b>Sub-category "Affordable Housing" with verified conveyance as of December 31, 2016</b>								
1	Parkway Heights	7234 Dykes Rd	3208510000130	"Affordable Housing"	0.750	-	-	Declared Surplus at LCBoCC meeting on 01/29/2013
2	Affordable Housing - Oakview Dr - 278	278 OAKVIEW DR	412457 C0110	"Affordable Housing"	0.140	1	952	Foreclosed property donated to Affordable Housing by Mortgage holder contains 1 residential dwelling
<b>Total Sub-category "Affordable Housing" with verified conveyance as of December 31, 2016</b>					<b>2</b>	<b>0.890</b>	<b>1</b>	<b>952</b>
<b>Sub-category "Developable" with verified conveyance as of December 31, 2016</b>								
1	Miccouskee & Balir Stone Rd	N BLAIR STONE RD STE 01	1128202990000	"Developable"	2.470	-	-	Vacant property Zoned C-2; Property is be marketed to sell
2	Lake Jackson Heights-D54	2001 Longview Dr	210365 D0540	"Developable"	0.580	-	-	Declared Surplus at LCBoCC meeting on 01/29/2013 No Ingress or egress to parcel; parcel purchased through Tax Deed by Koval
3	Grady Rd -613	Grady Rd	2113206130000	"Developable"	0.400	-	-	Properties and then Quit Claim to county; Declared Surplus at LCBoCC meeting on 01/29/2013;
4	Lake Jackson Heights-B26	2002 Longview Dr	210365 B0260	"Developable"	0.280	-	-	Declared Surplus at LCBoCC meeting on 01/29/2013; Public Works has requested that this parcel not be marketed until a special tax issue is resolved regarding sewers in the area
5	Lake Jackson Heights-B27	2004 Longview Dr	210365 B0270	"Developable"	0.280	-	-	Declared Surplus at LCBoCC meeting on 01/29/2013; Public Works has requested that this parcel not be marketed until a special tax issue is resolved regarding sewers in the area
6	Lake Jackson Heights-B28	2006 Longview Dr	210365 B0280	"Developable"	0.280	-	-	Declared Surplus at LCBoCC meeting on 01/29/2013; Public Works has requested that this parcel not be marketed until a special tax issue is resolved regarding sewers in the area

Appendix 4  
"Surplus" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
7	Killlearn Lakes3-BB17	1879 Log Ridge Trl	140350 BB0170	"Developable"	0.240	-	-	Declared Surplus at LCBoCC meeting on 01/29/2013; Public Works has requested that this parcel not be marketed until a flood mitigation issue is resolved
<b>Total Sub-category "Developable" with verified conveyance as of December 31, 2016</b>					<b>7</b>	<b>4.530</b>	<b>-</b>	<b>-</b>
<b>Sub-category "Undevelopable" with verified conveyance as of December 31, 2016</b>								
1	Elgin Rd - 3317910000010	9253 Elgin Rd	3317910000010	"Undevelopable"	0.160	-	-	01/29/2013; Parcel Configuration henders develop ability
2	Southern St - 412680 F0020	1211 Southern St	412680 F0020	"Undevelopable"	0.530	1	713	Declared Surplus at LCBoCC meeting on 01/29/2013; Contains 1 Mobile Home
<b>Total Sub-category "Undevelopable" with verified conveyance as of December 31, 2016</b>					<b>2</b>	<b>0.690</b>	<b>1</b>	<b>713</b>
<b>Total "Surplus" as of December 31, 2016</b>					<b>11</b>	<b>6.110</b>	<b>2</b>	<b>1,665</b>

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Appendix 5  
"Tax Deeds" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings #	Square Footage	Notes
<b>"Tax Deeds" as of December 31, 2016</b>								
<b>"Tax Deeds" parcels deemed "Affordable Housing-Developable" with verified conveyance as of December 31, 2016</b>								
1	1905 Rhodes Cemetery Road	1905 Rhodes Cemetery Road	3308200030000	"Affordable Housing-Developable"	4.340	-	-	Escheated to County due too delinquent taxes - Zoned: Rural
2	Springhawk Loop - 470214 A0020 - 6872 of 2008	SPRINGHAWK LOOP	470214 A0020	"Affordable Housing-Developable"	0.610	-	-	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned MULTIP MULTIPLE ZONING DESIGNATIONS
3	Bishop Rd- 4037- 412305 A0110	4037 BISHOP RD	412305 A0110	"Affordable Housing-Developable"	0.290	-	-	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
4	Bishop Rd - 4033 - 412305 A0120	4033 BISHOP RD	412305 A0120	"Affordable Housing-Developable"	0.280	-	-	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
5	Buster Rd - 4043 - 4123060000110	4043 BUSTER RD	4123060000110	"Affordable Housing-Developable"	0.280	-	-	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
6	Lilly Rd-2997 - 4123060000190	2997 LILLY RD	4123060000190	"Affordable Housing-Developable"	0.260	-	-	Escheated to County due to delinquent taxes; unauthorized residential activity reported by Code Enforcement
7	MORGAN RD 4060-412406 A0240-6464 of 2008	4060 MORGAN RD	412406 A0240	"Affordable Housing-Developable"	0.250	-	-	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
8	Morgan Rd 4046-412406 A0710-4131 of 2007	4046 MORGAN RD	412406 A0270	"Affordable Housing-Developable"	0.170	-	-	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
9	SUNDOWN Rd 3548 - 411480 E0130-6312 of 2008	3548 SUNDOWN RD	411480 E0130	"Affordable Housing-Developable"	0.160	-	-	Escheated to County due too delinquent Taxes - Zoned MH - Mobile Home Park
10	Affordable Housing - Joe Louis St P0030	JOE LOUIS ST	212664 P0030	"Affordable Housing-Developable"	0.140	-	-	Affordable Housing parcel 7 - Purchased from LOLA
11	Deer Tree Dr-1820 - 213107 B0070	1820 DEER TREE DR	213107 B0070	"Affordable Housing-Developable"	0.140	1	480 SF; Use: 0200 - MOBILE HOMES Zoned; R-5 Manufactured Home and Single Family Residential	Escheated to County due too delinquent taxes; contains 1 mobile home containing 480 base SF & 450 aux

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Appendix 5  
"Tax Deeds" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
12	Hazelwood Rd Lot 168-4124550001680-6538 of 2008	HAZELWOOD RD	4124550001680	"Affordable Housing-Developable"	0.140	-	-	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential
13	Affordable Housing - Volusia St O0030	VOLUSIA ST	212664 O0030	"Affordable Housing-Developable"	0.130	-	-	Affordable Housing parcel 6 - Purchased from LOLA
14	Affordable Housing - Calloway St R0150	Calloway St	212635 R0150	"Affordable Housing-Developable"	0.130	-	-	Affordable Housing parcel 4 - Purchased from LOLA
15	Red Arrow Rd- 3107203070000	Red Arrow Rd	3107203070000	"Affordable Housing-Developable"	0.114	-	-	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
16	Affordable Housing - Holton St R0030	2109 HOLTON ST	410127 R0030	"Affordable Housing-Developable"	0.110	-	-	Affordable Housing parcel 8 - Purchased from LOLA
17	MOSS COVE LN-4124550000200-6518 of 2008	MOSS COVE LN	4124550000200	"Affordable Housing-Developable"	0.100	-	-	Escheated to County due too delinquent Taxes - Zoned R-5 - Manufactured Home and Single Family Residential Reclassed from TD Developable to TD Affordable Housing
18	Flipper & Palm Beach St-410127 O0070-5495 of 2008	Flipper St & Palm Beach St	410127 O0070	"Affordable Housing-Developable"	0.100	-	-	Escheated to County due too delinquent Taxes - Zoned RP-2 - Residential Preservation 2 Reclassed from TD Developable to TD Affordable Housing
19	Hazelwood Rd Lot 131-4124550001310-6536 of 2008	HAZELWOOD RD	4124550001310	"Affordable Housing-Developable"	0.090	-	-	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential Reclassed from TD Developable to TD Affordable Housing
20	Oak Crest Blvd Lot 54-41245500000540-6522 of 2008	OAK CREST BLVD	4124550000540	"Affordable Housing-Developable"	0.090	-	-	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential Reclassed from TD Developable to TD Affordable Housing

Appendix 5  
"Tax Deeds" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
21	Caribou Ln-5667 - 213107 A0060	5667 CARIBOU LN	213107 A0060	"Affordable Housing-Developable"	0.080	-	-	November 2014 - Escheated to the County due too delinquent taxes Reclassified from TD Developable to TD Affordable Housing Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential Reclassified from TD Developable to TD Affordable Housing
22	Oak Crest Blvd 209-412455000640-6524 of 2008	209 OAK CREST BLVD	412455000640	"Affordable Housing-Developable"	0.040	-	-	

**Total "Tax Deeds" parcels deemed "Affordable Housing-Developable" with verified 22 8.044 1 480**

**"Tax Deeds" parcels deemed "Affordable Housing-Undevelopable" with verified conveyance as of December 31, 2016**

1	Lester Hackley Rd	Lester Hackley Rd	1116200930000	"Affordable Housing-Undevelopable"	1.000	-	-	Affordable Housing parcel 2 - - Purchased off of LOLA - Questionable Ingress & Egress from a public ROW Affordable Housing parcel 1 - Purchased off of LOLA - Questionable Ingress & Egress from a public ROW;
2	Sams Ln	6009 SAMS LN	1425200450000	"Affordable Housing-Undevelopable"	0.570	1	1,248	Prop App; Contains 1 Mobile Home containing 1,248 base SF & 192 auc SF; Use: 0200 - MOBILE HOMES Zoned; RP-Residential Preservation
3	Oak Crest Sub Lot 75	OAK CREST BLVD	4124550000750	"Affordable Housing-Undevelopable"	0.050	-	-	March 2013 - Escheated to the County due too delinquent taxes; Undevelopable due too size and being - located in a subdivision w/o County or City maintained roads Reclassified from TD Undevelopable to TD Affordable Housing
4	Oak Crest Sub Lot 76	OAK CREST BLVD	4124550000760	"Affordable Housing-Undevelopable"	0.040	-	-	March 2013 - Escheated to the County due too delinquent taxes Reclassified from TD Undevelopable to TD Affordable Housing

Appendix 5  
"Tax Deeds" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes	
						#	Square Footage		
<b>Total "Tax Deeds" parcels deemed "Affordable Housing-Undevelopable" with verified conveyance as of December 31, 2016</b>						<b>4</b>	<b>1.660</b>	<b>1</b>	<b>1,248</b>
<b>Total "Tax Deeds" parcels deemed "Affordable Housing" of December 31, 2016</b>						<b>26</b>	<b>9.704</b>	<b>2</b>	<b>1,728</b>
<b>"Tax Deeds" parcels deemed "Developable" with verified conveyance as of December 31, 2016</b>									
1	Lakewood Business Center" 216510000660" 1933 of 2008	5135 WOODLANE CIR	2106510000660	"Developable"	1.580	-	-	Escheated to the County due too delinquent taxes; 0000 - VACANT RESIDENTIAL; Zoned MULTIP	
2	Oleben Cir - 3316200230000	OLEBEN CIR	3316200230000	"Developable"	1.000	-	-	Escheated to County due too delinquent taxes	
3	Damon Cir-2236200260000-3988 of 2008	DAMON CIR	2236200260000	"Developable"	0.610	-	-	Vacant residential (R-5) escheated to County 12/2016 with questable ingress & egress	
4	BLOUNTSTOWN HWY-4308206850000-6650 of 2008	BLOUNTSTOWN HWY	4308206850000	"Developable"	0.470	-	-	Escheated to County due too delinquent Taxes - Zoned LT - Lake Talquin Recreational Urban Fringe	
5	1579 BALKIN RD-4123206320000 " 4091 of 2007	1579 BALKIN RD	4123206320000	"Developable"	0.459	1	1	Escheated to County due too 950 delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned R-3 Residential: Escheated to County due to del Taxes - Use; 0200 - MOBILE HOMES Zoned; RP Residential Preservation Contains a	
6	Lilly Rd 2993-4123060000180-4035 of 2007	2993 LILLY RD	4123060000180	"Developable"	0.260	1	1	732 Mobile Home containing 732 base SF & 0 aux SF - Drive-by indicates that it maybe occupied	

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Appendix 5  
"Tax Deeds" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
7	Connecticut St - 1340 - 212664 H0290	1340 CONNECTICUT ST	212664 H0290	"Developable"	0.150	-	-	September 2016 - Escheated to the County due to delinquent taxes escheated to County due too
8	SUNDOWN LN 823-411480 D0100-6310 of 2008	823 SUNDOWN LN	411480 D0100	"Developable"	0.130	-	-	delinquent Taxes - Zoned MH - Mobile Home Park; Escheated to County due too
9	Lake Bradford Rd-411118000260-5842 of 2008	Lake Bradford Rd	4111180000260	"Developable"	0.120	-	-	delinquent Taxes - Zoned -1 - Light Industrial
10	BLACKTHORN TRL - 412455000030-6517 of 2008	BLACKTHORN TRL	4124550000030	"Developable"	0.040	-	-	Rec NB at PS held 09/04/2013; escheated to County 09/2016
<b>Total "Tax Deeds" parcels deemed "Developable" with verified conveyance as of December</b>					<b>10</b>	<b>4.819</b>	<b>2</b>	<b>1,682</b>

"Tax Deeds" parcels deemed "Undevelopable" with verified conveyance as of December 31, 2016

1	Wade Rd	WADE RD	2234204080000	"Undevelopable"	0.200	-	-	March 2013 - Escheated to the County due too delinquent taxes; Undevelopable due too size & location. Small triangular parcel lying alongside Wade Road, appears to be in the ROW to Wade Rd. Escheated to County due to del Taxes - Use; 0200 - MOBILE HOMES Zoned; RP Residential Preservation
2	Ballard Rd- 3689- 411404 A0030	3689 BALLARD RD	411404 A0030	"Undevelopable"	0.200	1	1,620	Contains a Mobile Home containing 1,620 base SF & 144 aux SF - Drive-by indicates that it maybe occupied March 2013 - Escheated to the County due too delinquent taxes; Undevelopable due too size & location.
3	Blountstown Hwy	BLOUNTSTOWN HWY	4308200700000	"Undevelopable"	0.100	-	-	- Small triangular remnant, appears to have no ingress & egress w/o passing over adjoining parcels.
4	Oak Crest Sub - 52	Oak Crest Blvd	4124550000520	"Undevelopable"	0.040	-	-	Declared Surplus at LCBoCC meeting on 01/29/2013;

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Appendix 5  
 "Tax Deeds" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
5	Oak Crest Sub - 72	Oak Crest Blvd	4124550000720	"Undevelopable"	0.040	-	-	Declared Surplus at LCBoCC meeting on 01/29/2013; March 2013 - Escheated to the County due too delinquent taxes; Undevelopable due too size and being located in a subdivision w/o County or City maintained roads
6	Oak Crest Sub Lot 144	HAZELWOOD RD	4124550001440	"Undevelopable"	0.040	-	-	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation: Undevelopable due too size, maybe marketable to adjacent property owners
7	Idalou & Idaho St	Idalou & Idaho St	212666 B0100	"Undevelopable"	0.030	-	-	
<b>Total "Tax Deeds" parcels deemed "Undevelopable" with verified conveyance as of Decemb</b>					<b>7</b>	<b>0.650</b>	<b>1</b>	<b>1,620</b>
<b>Total "Tax Deeds" as of December 31, 2016</b>					<b>43</b>	<b>15.173</b>	<b>5</b>	<b>5,030</b>

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Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
<b>"Water Management" as of December 31, 2016</b>								
<b>"Water Management" Sub-category "Drainage" with verified conveyance as of December 31, 2016</b>								
1	Munson Slough -634	Lake Palm Dr	4111206340000	Lk Henrietta-Munson Slough Drainage	32.380	-	-	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
2	Munson Slough Ditch -853	Orange Ave W	4111208530000	Lk Henrietta-Munson Slough Drainage	9.880	-	-	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
3	Lk Henrietta-Munson Slough Drainage	Springhill Rd	4114208520000	Munson Slough Drainage Area	6.980	-	-	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
4	Indian Town Ln-1408210000002-Drainage	INDIAN TOWN LN	1408210000002	Donation from Sable Chase, Inc	1.480	-	-	Part of Sable Chase storm water drainage system.
5	Raymond Diehl Rd (2900 range)	Raymond Diehl Rd & Olsen Rd	1109208030000	Storm Water Drainage	1.400	-	-	No conveyance instrument located. PA site indicates County owned by Order of Taking
6	Pine Lakes Unrec -A17	365 Slash Pine Ct	411315 A0170	Storm Water Drainage	1.250	-	-	-
7	Pine Lakes Unrec -A9	370 Bark Dr E	411315 A0090	Storm Water Drainage	0.810	-	-	Reported on PA site Order of taking 93-3183
8	Omaha Trl 6500-142560 X0040	6500 OMAHA TRL	142560 X0040	Storm Water Drainage	0.780	1	2,215	Purchased to enhance Storm Water drainage at intersection of Omaha & Whirlaway Trl - As of 03/2016 has 2,215 SF residential Structure, to be demo'd in next 6-months
9	Pine Lakes Unrec / COT Electirc Easement - A031	Big Limb Ct	411315 A0310	Storm Water Drainage	0.750	-	-	-
10	Centerville Trace-A43	Craigs House Ct	111004 A0430	Storm Water Drainage	0.750	-	-	-
11	Centerville Trace-C13	Harpers Ferry Dr	111004 C0130	Storm Water Drainage	0.740	-	-	-
12	Ben Boulevard Drainage Improvements	4049 Mcleod Dr	210430 B0050	Storm Water Drainage	0.660	-	-	-
13	Ben Boulevard Drainage Improvements	4053 Mcleod Dr	210430 B0040	Storm Water Drainage	0.560	-	-	-

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Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
14	Bright Dr - Parcel 2	Bright Dr	2106204050002	Bright Dr Drainage	0.541	-	-	1 of 4 parcels making up Bright Dr storm water drainage
15	Pine Lakes Unrec -A10	Bark Dr E	411315 A0100	Storm Water Drainage	0.460	-	-	
16	Killlearn Lakes - Southbrook Ln - BI0240	1616 Southbrook Ln	140350 BI0240	Storm Water Drainage	0.460	-	-	
17	Killlearn Lakes - Southbrook Ln - BI0230	1613 Southbrook Ln	140350 BI0230	Storm Water Drainage	0.450	-	-	
18	Shadywood Unrec - Lot 12 - Bright Dr Parcel 4	4400 Bright Dr	2106130000120	Bright Dr Drainage	0.360	-	-	1 of 4 Parcels making up Bright Dr storm water drainage
19	Pineridge Estates - B0100	Westview Ln	410660 B0100	Storm Water Drainage	0.340	-	-	Excludes Talquin well site; 71.9 FT by 52.2 FT
20	Bright Dr-2106130000230-2157 of 2012	BRIGHT DR	2106130000230	Storm Water drainage along Bright	0.339	-	-	Storm water drainage along Bruight Dr
21	Shadywood Unrec - Lot 22 - Bright Dr Parcel 3	Bright Dr	2106130000220	Bright Dr Drainage	0.280	-	-	1 of 4 parcels making up Bright Dr storm water drainage
22	2891 Hawkbill Ct-211250 N05608	289 HAWKBILL CT	211250 N0560	Storm Water Drainage	0.280	1	1,780	Purchased for a Drainage project; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned LP Lake Protection; Currently has a residential dwelling containing 1,780 base SF & 461 aux SF will be demo'd;
23	Bright Dr Parcel 1	Bright Dr	2106204050001	Bright Dr Drainage	0.224	-	-	Conveyed under threat of condemnation
24	Capital Cir SE - 311980 0001	Capital Cir Se	311980 0001	Storm Water Drainage	0.190	-	-	8000 - VACANT GOVERNMENTAL; Drainage; Zoned RP Residential Preservation
25	Blairstone Forest Unit 3 Sub -002	Orange Ave E	310832 0002	Storm Water Drainage	0.100	-	-	1 Of 5 Parcels
26	Lake Jackson Heights-A531	Longview Dr	210365 A0531	Storm Water Drainage	0.090	-	-	8000 - VACANT GOVERNMENTAL; Drainage; Zoned LP Lake Prtection
27	Woodside Heights-F6-1	Greenleaf Dr	311980 F0061	Storm Water Drainage	0.030	-	-	Reversion clause! if not used as ROW Road Park or drainage
28	Durward Sub / Thomasville at North Ride - 151	Thomasville Rd	1119500000151	Storm Water	0.030	-	-	Reversion clause in deed that will
<b>Total "Water Management" Sub-category "Drainage" with verified conveyance as of December 31, 2016</b>					<b>28</b>	<b>62.594</b>	<b>2</b>	<b>3,995</b>

Appendix 6  
"Water Management" as of December 31, 2016

Parcel #	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
<b>"Water Management" Sub-category "Drainage" without verified conveyance as of December 31, 2016</b>								
1	Pine Lakes Unrec / COT Electric Easement - A026	368 Cone Dr	411315 A0260	Storm Water Drainage	0.790	-	-	No conveyance instrument located
2	Huntington Estates-Drainage Easement	Dorset Way	2109516531050	Drainage	0.470	-	-	No conveyance instrument located - except for dedication per Plat Book 1 PG4
3	Indian Head Acres-B012	Apakin Nene	310550 B0120	Storm Water Drainage R/W - City	0.080	-	-	No conveyance instrument located
<b>December 31, 2016</b>					<b>3</b>	<b>1.340</b>	<b>-</b>	<b>-</b>
<b>Total "Water Management" Sub-category "Drainage" as of December 31, 2016</b>					<b>31</b>	<b>63.934</b>	<b>2</b>	<b>3,995</b>
<b>"Water Management" Sub-Category "Drainage - Federal" with verified conveyance as of December 31, 2016</b>								
<b>Total "Water Management" Sub-Category "Drainage - Federal" with verified conveyance as of December 31, 2016</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>"Water Management" Sub-Category "Drainage - Federal" without verified conveyance as of December 31, 2016</b>								
<b>Total "Water Management" Sub-Category "Drainage - Federal" without verified conveyance as of December 31, 2016</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total "Water Management" Sub-category "Drainage - Federal" as of December 31, 2016</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
<b>"Water Management" Sub-Category "Flood" with verified conveyance as of December 31, 2016</b>								
1	Liberty Ridge Unrec - 09	880 Jessica St	461210000090	Flood Property	6.890	-	-	
2	Liberty Ridge Phase II Unrec -76	Flicker Rd	461110000760	Flood Property	3.240	-	-	
3	Avalon Dr -09	8350 Avalon Dr	461103000090	Flood Property	2.990	-	-	
4	Avalon Dr -11	8342 Avalon Dr	461103000110	Flood Property	2.980	-	-	
5	Liberty Ridge Unrec- 131	Freedom Rd	461210000131	Flood Property	2.870	-	-	
6	Liberty Ridge Phase II Unrec -47	9121 Warbler St	461110000470	Flood Property	2.510	-	-	
7	Liberty Ridge Phase II Unrec -46	9133 Warbler St	461110000460	Flood Property	2.500	-	-	
8	Flicker Rd - 8782	8782 FLICKER RD	461110000860	Flood Property	2.470	-	-	- Parcel Donated to County
9	Liberty Ridge Phase II Unrec -48	9113 Warbler St	461110000480	Flood Property	2.460	-	-	
10	Wakulla Springs Rd -030	9550 Wakulla Springs Rd	4615200030000	Flood Property	2.280	-	-	
11	Chevy Way Parcel -092	6702 Chevy Way	1229200920000	Flood Property	2.000	-	-	
12	Rancho Rd & Wild Berry Ln	8363 Wild Berry Ln	4611170000140	Flood Property	1.340	-	-	
13	Liberty Ridge Phase II Unrec -381	922 Jessica St	4611100000381	Flood Property	1.020	-	-	
14	3491 Lakeshore Dr - 2112206150000	3491 LAKESHORE DR	2112206150000	Flood Property	1.000	1	2,818	Purchased as a flooded Property; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned LP Lake Protection; Currently has a residential dwelling containing 2,818 base SF & 956 aux SF will be demo'd;
15	Stallion Ave at Wakulla Springs Rd	8012 Wakulla Springs Rd	4610200450000	Flood Property	0.660	-	-	

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Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
16	Idlewild- G06	1313 Munson Blvd	412650 G0060	Flood Property	0.540	-	-	1 of 7 Parcels that makeup the Lake Munson area
17	Longwood Estates-10	Poplar Dr	222550 E0100	Flood Property	0.500	-	-	
18	Lake Jackson Heights-D074	1913 Longview Dr	210365 D0740	Flood Property	0.430	-	-	
19	Lake Jackson Heights-D073	1917 Longview Dr	210365 D0730	Flood Property	0.430	-	-	
20	Mission Manor-D14	Greenon Ln	212865 D0140	Flood Property	0.100	-	-	- 1 of 8 parcels
21	Mission Manor-D16	Greenon Ln	212865 D0160	Flood Property	0.100	-	-	- 1 of 8 parcels
22	Mission Manor-D15	Greenon Ln	212865 D0150	Flood Property	0.100	-	-	- 1 of 8 parcels
23	Mission Manor-D13	Greenon Ln	212865 D0130	Flood Property	0.090	-	-	- 1 of 8 parcels
24	Mission Manor-D17	Greenon Ln	212865 D0170	Flood Property	0.090	-	-	- 1 of 8 parcels
25	Mission Manor-D11	Greenon Ln	212865 D0110	Flood Property	0.090	-	-	- 1 of 8 parcels
26	Mission Manor-D12	Greenon Ln	212865 D0120	Flood Property	0.090	-	-	- 1 of 8 parcels
27	Mission Manor-D18	Greenon Ln	212865 D0180	Flood Property	0.090	-	-	- 1 of 8 parcels

Total "Water Management" Sub-Category "Flood" with verified conveyance as of December 31, 2016	27	39.860	1	2,818
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"Water Management" Sub-Category "Flood" without verified conveyance as of December 31, 2016				
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December 31, 2016	-	-	-	-
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Total "Water Management" Sub-Category "Flood" as of December 31, 2016	27	39.860	1	2,818
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Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
<b>"Water Management" Sub-Category "Flood - County" with verified conveyance as of December 31, 2016</b>								
1	Lake Lafayette & Flood Plain -202	Road To The Lake	3204202020000	Flood Property	6.110	-	-	
2	MALLARD HILL LN - 151615 A0070	MALLARD HILL LN	151615 A0070	Wetlands preservation	4.665	-	-	Acquired by developmentexchange on another Parcel
3	Dresonia Dr Parcel - 217	Tower Rd	2431202170000	Flood Property	3.780	-	-	
4	Lainey Ln -M06	9044 Celia Ct	331845 M0060	Flood Property	2.490	-	-	
5	Lake Iamonia Flood Plain / Buck Point Rd	10095 Buck Point Rd	1733110000070	Flood Property	1.560	-	-	
6	Lafayette Oaks-02	2203 Monaco Dr	111360 H0020	Flood Property	0.960	-	-	
7	Macau Manor Unre -B10	1901 Tomberlin Rd	461115 B0100	Flood Property	0.810	-	-	
8	Macau Manor Unrec -B1	Wakulla Springs Rd	461115 B0010	Flood Property	0.780	-	-	
9	Killearn Lakes3-AW11	1625 Norwood Ln	140350 AW0110	Flood Property	0.470	-	-	
10	Plantation Estates-E012	2114 Foshalee Dr	121750 E0120	Flood Property	0.450	-	-	
11	Killearn Lakes3-BM1	1580 Chadwick Way	140350 BM0010	Flood Property	0.440	-	-	
12	Macau Manor Unrec -A6	1940 Tomberlin Rd	461115 A0060	Flood Property	0.430	-	-	
13	Macau Manor Unrec -A8	1920 Tomberlin Rd	461115 A0080	Flood Property	0.430	-	-	
14	Macau Manor Unrec -A9	1910 Tomberlin Rd	461115 A0090	Flood Property	0.430	-	-	
15	Killearn Lakes1-R7	8061 Briarcreek Rd E	140350 R0070	Flood Property	0.420	-	-	Deeded to County by Killearn - Properties as Lying within 100-Yr flood plain with no residential construction
16	Killearn Lakes1-X85	8068 Briarcreek Rd E	140350 X0850	Flood Property	0.420	-	-	Deeded to County by Killearn - Properties as Lying within 100-Yr flood plain with no residential construction

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Appendix 6  
"Water Management" as of December 31, 2016

Parcel #	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
17	Killearn Lakes3-AW14	1616 Norwood Ln	140350 AW0140	Flood Property	0.420	-	-	
18	Macau Manor Unrec -B2	Tomberlin Rd	461115 B0030	Flood Property	0.410	-	-	
19	Macau Manor Unrec -B8	Tomberlin Rd	461115 B0080	Flood Property	0.410	-	-	
20	Macau Manor Unrec -B90	Tomberlin Rd	461115 B0090	Flood Property	0.410	-	-	
21	Woodville Hwy at Robinson Rd - 065	1819 ROBINSON RD	3317200650000	Flood Property	0.410	-	-	Assemblage of several parcels on Robinson Rd between Woodville Hwy and Old Woodville Rd for flood mediation
22	Killearn Lakes1-AA17	7755 Briarcreek Rd N	140350 AA0170	Flood Property	0.400	-	-	Deeded to County by Killearn - Properties as Lying within 100-Yr flood plain with no residential construction
23	Killearn Lakes3-AW10	1621 Norwood Ln	140350 AW0100	Flood Property	0.400	-	-	
24	Macau Manor Unrec -B6	Tomberlin Rd	461115 B0060	Flood Property	0.400	-	-	
25	Macau Manor Unrec -B5	Tomberlin Rd	461115 B0050	Flood Property	0.400	-	-	
26	Macau Manor Unrec -B7	Tomberlin Rd	461115 B0070	Flood Property	0.400	-	-	
27	Killearn Lakes1-AA18	7751 Briarcreek Rd N	140350 AA0180	Flood Property	0.380	-	-	
28	Killearn Lakes3-AW9	1617 Norwood Ln	140350 AW0090	Flood Property	0.380	-	-	
29	Coffee Ln Parcel-1290	2009 Coffee Ln	2109517241290	Flood Property	0.360	-	-	
30	Coffee Ln Parcel-1300	2007 Coffee Ln	2109517241300	Flood Property	0.330	-	-	
31	Killearn Lakes1-R6	8065 Briarcreek Rd E	140350 R0060	Flood Property	0.320	-	-	Deeded to County by Killearn - Properties as Lying within 100-Yr flood plain with no residential construction

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Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
32	Killearn Lakes1-R5	8069 Briarcreek Rd E	140350 R0050	Flood Property	0.320	-	-	Deeded to County by Killearn - Properties as Lying within 100-Yr flood plain with no residential construction
33	Killearn Lakes3-AW16	1608 Norwood Ln	140350 AW0160	Flood Property	0.320	-	-	
34	Orange Ave at Dozier Dr	Dozier Dr	310786 B0150	Flood Property	0.300	-	-	
35	Village West-14	Burgess Dr	2129180000140	Flood Property	0.290	-	-	1 of 11 parcels that make up the Gum Swamp Area
36	Orange Ave at Pontiac Dr	2424 Pontiac Dr	310786 E0150	Flood Property	0.290	-	-	
37	Hopkins Unrec- C02	1867 Hopkins Dr	211015 C0020	Flood Property	0.290	-	-	
38	Swatts Rd at Casa Linda Ct	2014 Casa Linda Ct	2109400000010	Flood Property	0.290	-	-	
39	Killearn Lakes3-BD36	9917 Turtle Dove Way	140350 BD0360	Flood Property	0.280	-	-	
40	Lake Jackson Heights-B32	2014 Longview Dr	210365 B0320	Flood Property	0.280	-	-	
41	Village West-13	Burgess Dr	2129180000130	Flood Property	0.270	-	-	1 of 11 parcels that make up the Gum Swamp Area
42	Lake Jackson Heights-E55	Harriet Dr	210365 E0550	Flood Property	0.270	-	-	
43	Old Woodville Rd 9539-3317200660000-Flood	9539 OLD WOODVILLE RD	3317200660000	Storm Water Mgmt	0.270	-	-	Assemblage of 5 parcels on Robinson Rd between Woodville Hwy and Old Woodville Rd for flood mitigation of 4 Deeded to County by Killearn
44	Killearn Lakes1-Y3	7780 Briarcreek Rd N	140350 Y0030	Flood Property	0.250	-	-	- Properties as Lying within 100-Yr flood plain with no residential construction Deeded to County by Killearn
45	Killearn Lakes1-Y1	3410 Hawks Hill Trl	140350 Y0010	Flood Property	0.250	-	-	- Properties as Lying within 100-Yr flood plain with no residential construction Purchased as flooded property; 8000 -
46	Hopkins Unrec - A02	1870 Hopkins Dr	211015 A0020	Flood Property	0.250	-	-	- VACANT GOVERNMENTAL; Zoned LP Lake Protection

Appendix 6  
"Water Management" as of December 31, 2016

Parcel #	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
47	Parkhill Sub -C10	2936 Nepal Dr	210370 C0100	Flood Property	0.250	-	-	Purchased as flooded property; 8600 - COUNTY; Zoned LP Lake Protection
48	Village West-10	1291 Burgess Dr	2129180000100	Flood Property	0.210	-	-	1 of 11 parcels that make up the Gum Swamp Area
49	Village West-11	1286 Burgess Dr	2129180000110	Flood Property	0.210	-	-	1 of 11 parcels that make up the Gum Swamp Area
50	Village West-12-1	1300 Burgess Dr	2129180000121	Flood Property	0.110	-	-	1 of 11 parcels that make up the Gum Swamp Area
51	Village West-11-1	1288 Burgess Dr	2129180000111	Flood Property	0.100	-	-	1 of 11 parcels that make up the Gum Swamp Area
52	Village West-12	1298 Burgess Dr	2129180000120	Flood Property	0.100	-	-	1 of 11 parcels that make up the Gum Swamp Area
53	Village West-10-1	1293 Burgess Dr	2129180000101	Flood Property	0.090	-	-	1 of 11 parcels that make up the Gum Swamp Area
54	Huntington Woods Blvd -42	Huntington Woods Blvd	2116080000420	Flood Property	0.070	-	-	8000 - VACANT GOVERNMENTAL; - Drainage; Zoned RP-2 Residential Preservation-2

<b>Total "Water Management" Sub-Category "Flood - County" with verified conveyance as of December 31, 2016</b>	<b>54</b>	<b>35.835</b>	<b>-</b>	<b>-</b>
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<b>"Water Management" Sub-Category "Flood - County" without verified conveyance as of December 31, 2016</b>				
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<b>of December 31, 2016</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>Total "Water Management" Sub-Category "Flood - County" as of December 31, 2016</b>	<b>54</b>	<b>35.835</b>	<b>-</b>	<b>-</b>
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<b>"Water Management" Sub-Category "Flood - Federal" with verified conveyance as of December 31, 2016</b>				
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1	Lake Munson & Flood Plain - 613	Dawson Rd	4123206130000	Lake Munson Drainage Area	52.020	-	-	1 of 7 parcels that make up Lake Munson Area
2	Liberty Ridge Unrec - 60	663 Nocatee Rd	4612100000600	Flood Property	6.020	-	-	

Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
3	Liberty Ridge Unrec - D00	694 Spiral Garden Way	461210 D0000	Flood Property	3.850	-	-	
4	Wakulla Springs Road Unrec-17	8617 Moore Woods Rd	4610180000170	Flood Property	3.570	-	-	
5	Liberty Ridge Unrec - 08	904 Jessica St	4612100000080	Flood Property	3.410	-	-	
6	Liberty Ridge Unrec - 01	8866 Freedom Rd	4612100000010	Flood Property	3.060	-	-	
7	Liberty Ridge Unrec - 11	868 Jessica St	4612100000110	Flood Property	3.030	-	-	
8	Liberty Ridge Unrec - 02	867 Jessica St	4612100000020	Flood Property	3.020	-	-	
9	Edinburgh Estates-01	4470 Sherborne Rd	210540 A0010	Flood Property	2.670	-	-	
10	Wakulla Springs Rd -016	Wakulla Springs Rd	4615200160000	Flood Property	2.550	-	-	
11	Wild Olive Way -330	5278 Wild Olive Way	4129200330000	Flood Property	2.490	-	-	- 1 of 2 Parcels on same deed
12	Celia CT - 9028	9028 CELIA CT	331845 M0040	Flood Property	2.450	-	-	Warranty Deed - Lot 4, Block M, Slaw Plantation, Unit 3
13	Liberty Ridge Phase II Unrec -44	9157 Warbler St	4611100000440	Flood Property	2.300	-	-	
14	Liberty Ridge Phase II Unrec -37	9156 Warbler St	4611100000370	Flood Property	2.300	-	-	
15	Liberty Ridge Unrec - 13	Freedom Rd	4612100000130	Flood Property	1.990	-	-	
16	Woodville Hwy at Robinson Rd -424	1853 Robinson Rd	3317204240000	Flood Property	1.900	-	-	Assemblage of 5 parcels on Robinson Rd between Woodville Hwy and Old Woodville Rd for flood mediation
17	Wakulla Springs Road Unrec -18	8611 Moore Woods Rd	4610180000180	Flood Property	1.790	-	-	
18	Liberty Ridge Phase II Unrec -431	9167 Warbler St	4611100000431	Flood Property	1.730	-	-	

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"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
19	Lake Henrietta / Munson Slough Area -404	Capital Cir Sw	4115204040000	Lk Henrietta-Munson Slough Drainage	1.130	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
20	Lake Henrietta / Munson Slough Area -402	Blue Bird Rd	4115204020000	Lk Henrietta-Munson Slough Drainage	1.130	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
21	Lake Henrietta -241	Sprinil Rd	4114202410000	Lk Henrietta-Munson Slough Drainage	1.100	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
22	Lake Henrietta / Munson Slough Area -403	Capital Cir Sw	4115204030000	Lk Henrietta-Munson Slough Drainage	1.050	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
23	Liberty Ridge Phase II Unrec -751	971 Towhee Rd	461110000751	Flood Property	1.020	-	-	-
24	Wild Olive Way -019	5284 Wild Olive Way	4129200190000	Flood Property	1.010	-	-	- 1 of 2 Parcels on same deed
25	Woodville Hwy at Robinson Rd -401	9551 Woodville Hwy	3317204010000	Flood Property	0.990	-	-	Assemblage of 5 parcels on Robinson Rd between Woodville Hwy and Old Woodville Rd for flood mediation
26	Lake Henrietta Area -286	Sprinil Rd	4114202860000	Lk Henrietta-Munson Slough Drainage	0.990	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
27	Lafayette Oaks-13	2204 Monaco Dr	111360 D0130	Flood Property	0.980	-	-	-
28	Lafayette Oaks-03	2205 Monaco Dr	111360 H0030	Flood Property	0.930	-	-	-
29	Moorewoods Rd -403	8622 Moore Woods Rd	4610204030000	Flood Property	0.920	-	-	-
30	Wild Cherry Dr - 1903	1903 Wild Cherry Dr	461108 C0110	Flood Property	0.920	-	-	-
31	Lake Munson & Flood Plain - 244	Ruthenia Rd	4126202440000	Flood Property	0.870	-	-	1 of 7 parcels that make up Lake Munson Area
32	Lake Henrietta -248	Sprinil Rd	4114202480000	Lk Henrietta-Munson Slough Drainage	0.820	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area

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Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
33	1900 Tomberlin Rd	1900 Tomberlin Rd	461115 A0100	Flood Property	0.820	-	-	Zoned UF - Urban Fringe
34	Lake Henrietta -288	Sprinil Rd	4114202880000	Flood Property	0.810	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
35	Lake Henrietta -244	Sprinil Rd	4114202440000	Lk Henrietta-Munson Slough Drainage	0.810	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
36	Hickory Ct -14	Hickory Ct	3316520000140	Flood Property	0.640	-	-	
37	Wakulla Springs Rd -035	Wakulla Springs Rd	4615200350000	Flood Property	0.530	-	-	
38	Lake Henrietta Area -252	Springhill Rd	4114202520000	Lk Henrietta-Munson Slough Drainage	0.500	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
39	Wakulla Springs Rd -034	Wakulla Springs Rd	4615200340000	Flood Property	0.480	-	-	
40	Lake Henrietta Area -746	Eagle Rd	4114207460000	Lk Henrietta-Munson Slough Drainage	0.410	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
41	Woodville Hwy at Robinson Rd -423	1829 Robinson Rd	3317204230000	Flood Property	0.390	-	-	Assemblage of 5 parcels on Robinson - Rd between Woodville Hwy and Old Woodville Rd for flood mediation
42	Lake Henrietta Area -728	1652 Eagle Rd	4114207280000	Lk Henrietta-Munson Slough Drainage	0.210	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
43	Lake Henrietta Area -726	Eagle Rd	4114207260000	Lk Henrietta-Munson Slough Drainage	0.200	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
44	Lake Henrietta Area -744	Eagle Rd	4114207440000	Lk Henrietta-Munson Slough Drainage	0.190	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area
<b>Total "Water Management" Sub-Category "Flood - Federal" with verified conveyance as of December 31, 2016</b>					<b>44</b>	<b>120.000</b>	<b>-</b>	<b>-</b>

Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes	
						#	Square Footage		
<b>"Water Management" Sub-Category "Flood - Federal" without verified conveyance as of December 31, 2016</b>									
<b>of December 31, 2016</b>									
<b>Total "Water Management" Sub-Category "Flood - Federal" as of December 31, 2016</b>					<b>44</b>	<b>120.000</b>	<b>-</b>	<b>-</b>	
<b>"Water Management" Sub-Category "Storm Water Management Facilities - SWMF" with verified conveyance as of December 31, 2016</b>									
1	Lake Henrietta / Munson Slough Area -347	Blue Bird Rd	4114203470000	Lk Henrietta-Munson Slough Drainage	40.900	-	-	Order of Taking - 1 of 20 Parcels that - make up Lake Henrietta-Munson Slough Drainage Area	
2	Public Safety Complex - Retention Pond	Weems Rd & Csx Row	1127208540000	Storm Water Pond	29.900	-	-	Part of original 255.02 A from USA (Tom Brown Park) + Another 80 A from USA BK947 PG1831; 1 OF 3 Lot Partition OR4025 PG745	
3	Lake Henrietta Area -203	N Ridge Rd	4114202030000	Lk Henrietta-Munson Slough Drainage	23.780	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area	
4	Council Estates	Orange Ave E	411203 A0020	Storm Water Pond	20.290	-	-		
5	Lake Henrietta -802	3305 Springhill Rd	4114208020000	Lk Henrietta-Munson Slough Drainage	19.350	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area	
6	Lake Henrietta / Munson Slough Area -401	Capital Cir Sw	4115204010000	Lk Henrietta-Munson Slough Drainage	16.530	-	-	1 of 21 Parcels that make up Lake - Henrietta-Munson Slough Drainage Area	
7	Bannerman Corner	Lauder Dr	1422220000080	Storm Water Pond	13.680	-	-		
8	Thomasville Rd - 1414208530000	Thomasville Rd	1414208530000	Storm Water Pond	13.330	-	-		

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"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
9	Kenhega Dr - 142229 A0050	Kenhega Dr	142229 A0050	Storm Water Pond	13.260	-	-	Part of 3 parcels resulting from a land exchange between County and Summit Holdings for the old Bradfordville Community Center location
10	Messer Field Storm Water Pond	James Messer Fields	4104208520000	Storm Water Pond	13.010	-	-	
11	Yorktown Pond	Lakeshore Dr	2112208530000	Storm Water Pond	6.470	-	-	
12	Bradfordville Rd-801	Bradfordville Rd	1422208010000	Storm Water Pond	4.680	-	-	- Quit Claim from State of Florida
13	Lakeshore Dr at Meginnis Arm Rd	3000 Lakeshore Dr	2114200100000	Storm Water Pond	3.730	-	-	
14	Highgrove-801	Forsythe Way	1433208010000	Storm Water Pond	3.580	-	-	
15	Buck Lake Rd Between Highland	BUCK LAKE RD	1124208520000	Storm Water Pond	2.980	-	-	
16	Fuller at Ty Cobb -409	3302 Ty Cobb Rd	2110204090000	Storm Water Pond	2.960	-	-	
17	Rhodes Cemetery Rd	Woodville Hwy	3308200100000	Storm Water Pond	2.570	-	-	- Proposed Storm Water Pond
18	Beech Ridge Trl - 142229 B0050	BEECH RIDGE TRL	142229 B0050	Storm Water Pond	2.320	-	-	Part of 3 parcels resulting from a land exchange between County and Summit
19	Bosque De Augustine-0002	Camino Real	320925 0002	Storm Water Pond	2.250	-	-	
20	Lawton Chiles Ln	Beech Ridge Trl	140350 A0010	Storm Water Pond	1.370	-	-	
21	Frontier Estates Units 1 to 3 -01	Apalachee Pkwy	320626 0001	Storm Water Pond	1.020	-	-	
22	Orange Ave at Jim Lee Rd-403	Orange Ave At Jim Lee Rd-Sw Corner	3107204030000	Storm Water Drainage	0.860	-	-	
23	Gathering Oaks Dr-1123260000003-05/2016	Gather Oaks Dr	1123260000003	Storm Water Facility	0.830	-	-	- Retention Pond - Villas at Mahan

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"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
24	Lake Jackson Heights-D43-1	Longview Dr	210365 D0431	Storm Water Pond	0.680	-	-	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson
25	Killlearn Acres Unit1-NN1	5280 Pimlico Dr	142560 NN0010	Storm Water Pond	0.670	-	-	
26	Centerville Trace-A0180	MOLLY PITCHER CT	111004 A0180	Storm Water Pond	0.660	-	-	Centerville Trace storm water pond
27	Country Oak Acres	Comanche Ln	222505 B0030	Storm Water Pond	0.630	-	-	
28	Timber Lake Area-60000	5001 Apalachee Pkwy	3101202060000	Storm Water Pond	0.610	-	-	1 of 2 parcels that makeup the Timber Lake retention area
29	Orange Ave at Jim Lee Rd-G2	Orange Ave At Jim Lee Rd-Ne Corner	310772 G0020	Storm Water Drainage	0.540	-	-	
30	Rainbow Acres Unrec -029	4006 Penelope Rd	4123120000280	Storm Water Pond	0.530	-	-	1 of 4 Parcels
31	Forest Estates-A10	Gray Forest Dr	330950 A0100	Storm Water Pond	0.520	-	-	
32	Orange Ave at Jim Lee Rd-14	Orange Ave At Jim Lee Rd-Nw Corner	3107700000140	Storm Water Drainage	0.470	-	-	
33	Kinhega Landings-23	10542 Winters Run	1733280000230	Storm Water Pond	0.460	-	-	
34	Lake Jackson Heights-F39	Harriet Dr	210365 F0390	Storm Water Pond	0.460	-	-	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson
35	Rainbow Acres Unrec -1	1397 Rainbow Rd	4123120000010	Storm Water Pond	0.450	-	-	1 of 4 Parcels
36	Sullivan Rd -853	Sullivan Rd	4106208530000	Storm Water Pond	0.430	-	-	
37	Lake Jackson Heights-F42	Harriet Dr	210365 F0420	Storm Water Pond	0.430	-	-	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
38	Centville Trace Dam	OXHILL CT	111004 0002	Dam & Drainage	0.430	-	-	Pond Dam
39	Rainbow Acres Unrec -030	Penelope Rd	4123120000300	Storm Water Pond	0.410	-	-	1 of 4 Parcels
40	Rainbow Acres Unrec -028	4008 Penelope Rd	4123120000290	Storm Water Pond	0.410	-	-	1 of 4 Parcels

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Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
41	Harbinwood Estates 3-C019	2142 Faulk Dr	210350 C0190	Storm Water Drainage	0.400	-	-	
42	Crown Ridge Estates Unit 3 Unrec -B09	Baron Ln	411403 B0090	Storm Water Pond	0.370	-	-	
43	Longwood Estates-6	Elm Rd	222550 C0060	Flood Property	0.360	-	-	
44	Paremore Estates -010	China Doll Dr	2424600000010	Storm Water Pond	0.350	-	-	
45	Lake Jackson Heights-E43	Harriet Dr	210365 E0430	Storm Water Pond	0.350	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson Heights
46	Lake Jackson Heights-D47	2017 Longview Dr	210365 D0470	Storm Water Pond	0.290	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson
47	Lake Jackson Heights-D48	2015 Longview Dr	210365 D0480	Storm Water Pond	0.290	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson Heights
48	Lake Jackson Heights-D049	2013 Longview Dr	210365 D0490	Storm Water Pond	0.290	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson
49	Lake Jackson Heights-D46	Longview Dr	210365 D0460	Storm Water Pond	0.290	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson Heights
50	Lake Jackson Heights-B15	2023 Faulk Dr	210365 B0150	Storm Water Drainage	0.280	-	-	
51	Crown Ridge Estates Unit 3 Unre -06	4019 Buster Rd	4123060000060	Storm Water Pond	0.280	-	-	
52	Lake Jackson Heights-D42	2027 Longview Dr	210365 D0420	Storm Water Pond	0.280	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson
53	Lake Jackson Heights-E46	2020 Harriet Dr	210365 E0460	Storm Water Pond	0.270	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson Heights
54	Lake Jackson Heights-E49	Harriet Dr	210365 E0490	Storm Water Pond	0.270	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson
55	Lake Jackson Heights-E44	Harriet Dr	210365 E0440	Storm Water Pond	0.260	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson Heights

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Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
56	Lake Jackson Heights-E49 8	Harriet Dr	210365 E0480	Storm Water Pond	0.260	-	-	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson
57	Lake Jackson Heights-F43	Harriet Dr	210365 F0430	Storm Water Pond	0.260	-	-	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
58	Lake Jackson Heights-F45	Harriet Dr	210365 F0450	Storm Water Pond	0.260	-	-	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson
59	Lake Jackson Heights-F44	Harriet Dr	210365 F0440	Storm Water Pond	0.260	-	-	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
60	Lake Jackson Heights-E41	Harriet Dr	210365 E0410	Storm Water Pond	0.260	-	-	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson
61	Lake Jackson Heights-E45	Harriet Dr	210365 E0450	Storm Water Pond	0.260	-	-	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
62	Lake Jackson Heights-E47	Harriet Dr	210365 E0470	Storm Water Pond	0.260	-	-	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson
63	Lake Jackson Heights-F38	Harriet Dr	210365 F0380	Storm Water Pond	0.260	-	-	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
64	Annawood Sub -C002	Peggy Dr	311925 C0020	Storm Water Pond	0.250	-	-	8000 - VACANT GOVERNMENTAL; Storm Water Pond; Zoned RP Residential
65	Lake Jackson Heights-F37	Harriet Dr	210365 F0370	Storm Water Pond	0.250	-	-	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
66	Crown Rdige Estates Unit 5 Unrec - A028	Harden Rd	411404 A0280	Storm Water Pond	0.240	-	-	9600 - SEWAGE DISPOSAL, SOLID WASTE; Storm Water Pond; Zoned RP
67	Lehigh-G19	1425 Nancy Dr	310772 G0190	Storm Water Pond	0.230	-	-	- 1 Of 5 Parcels
68	Lehigh-G20	1435 Nancy Dr	310772 G0200	Storm Water Pond	0.210	-	-	- 1 Of 5 Parcels
69	Lehigh-G19-1	1425 Nancy Dr	310772 G0191	Storm Water Pond	0.200	-	-	- 1 Of 5 Parcels

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Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
70	Lake Jackson Heights-D43	Longview Dr	210365 D0430	Storm Water Pond	0.190	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson Heights
71	Lehigh-G20-1	1435 Nancy Dr	310772 G0201	Storm Water Pond	0.160	-	-	- 1 of 5 Parcels
72	Lake Jackson Heights-E42-1	Harriet Dr	210365 E0421	Storm Water Pond	0.090	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson
73	Lake Jackson Heights-E42	Harriet Dr	210365 E0420	Storm Water Pond	0.080	-	-	1 of 17 parcels making up Longview Dr - Storm Water Pond in Lake Jackson Heights
74	Lake Jackson Heights-F41	Harriet Dr	210365 F0410	Storm Water Pond	0.080	-	-	1 of 8 parcels making up Harriet Dr - Storm Water Pond in Lake Jackson Heights

<b>Total "Water Management" Sub-Category "Storm Water Management Facilities - SWMF" with verified conveyance as of December 31, 2016</b>	<b>74</b>	<b>257.130</b>	<b>-</b>	<b>-</b>
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**"Water Management" Sub-Category "Storm Water Management Facilities - SWMF" without verified conveyance as of December 31, 2016**

1	View Point Pond	Old Bainbridge Rd	210525 0001	Storm Water Pond	23.070	-	-	- No conveyance instrument located
2	Mariana Oaks Phase I	Mariana Oaks Dr	320821 0001	Storm Water Pond	8.840	-	-	1 of 3 parcels located in Mariana Oaks. - No conveyance instrument located; DEDICATED SWMF PER PB 20/20
3	Rivers Landing-0002	Rivers Landing Ct	253621 0002	Storm Water Pond	8.290	-	-	No conveyance instrument located - except for dedication per PB 19 PG58
4	Jordans Pass	Jordans Pass Dr	223622 0001	Storm Water Management	6.210	-	-	No conveyance instrument located - except for dedication per PB 19 PG69
5	Sierra Woods	Sierra Woods Dr	321631 0002	Storm Water Management	5.630	-	-	No conveyance instrument located - except for Drainage Easement dated 11/2005 OR3413 PG1060 for different portion of Sierra Woods
6	Oak Grove Plantation-0001	Oak Grove Plantation Rd	140725 0001	Storm Water Pond	4.620	-	-	No conveyance instrument located - appears to be part of Conservation Easement dated 09/2002 recorded in OR2757 PG264

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Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
7	Lakeshore Estates -003	Timberlane Rd	211250 0003	Storm Water Pond	3.400	-	-	No conveyance instrument located
8	Kinhega Landings-0001	Winters Run	173328 0001	Storm Water Pond	2.990	-	-	No conveyance instrument located except for dedication per Plat
9	Sagebrook Mill-3	Fred George Rd & Sagebrook Dr.	211721 0003	Storm Water Pond	2.580	-	-	No conveyance instrument located
10	Mariana Oaks Phase Ii	Mariana Oaks Dr	320822 0001	Storm Water Pond	2.550	-	-	1 of 3 parcels located in Mariana Oaks. No conveyance instrument located; DEDICATED SWMF PER PB 20/20
11	Branded Oaks-0001	Branded Oaks Ct	322125 0001	Storm Water Pond	2.420	-	-	No conveyance instrument located
12	Pine Laurel 0002	Meandering Ln	112227 0002	Storm Water Pond	2.080	-	-	No conveyance instrument located except for dedication per Plat PB17 PG80
13	Jacksons Gap Sub	Jasckson Gap Rd	112440 0001	Storm Water Pond	1.630	-	-	No conveyance instrument located except for dedication per Plat
14	Cavendish Cove	Cavendish Ct	142321 0002	Storm Water Pond	1.590	-	-	No conveyance instrument located except for dedication per PB18 PG45
15	Montejo Sub-001	Sistrunk Cir & Blair Rd	311924 0001	Storm Water Pond	1.560	-	-	No conveyance instrument located
16	Rocky Hill SWMF	Deshazier Ln	210626 0002	Storm Water Pond	1.320	-	-	No conveyance instrument located
17	Buck Lake Rd and Davis Dr	Buck Lake & Davis Dr	1126202070000	Storm Water Pond	1.100	-	-	No conveyance instrument located
18	Sagebrook Mill-2	Sage Brook Dr	211721 0002	Storm Water Pond	1.060	-	-	No conveyance instrument located
19	Lakewood Estates	Cypress Cir	210648 0001	Storm Water Pond	0.910	-	-	No conveyance instrument located
20	Melody Hills - 0002	Owenby Dr	112150 0002	Storm Water Pond	0.630	-	-	No conveyance instrument located
21	Chris Ln at Wade Trl	Chris Ln	461017 0001	Storm Water Pond	0.620	-	-	No conveyance instrument located except for dedication per Plat Book 10 PG65
22	Forest Park Sub -002	Sandalwood Dr N	461035 0002	Storm Water Pond	0.390	-	-	No conveyance instrument located

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Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
23	Forest Park Sub -0001	Sandalwood Dr N	461035 0001	Storm Water Pond	0.370	-	-	No conveyance instrument located
24	Wakefield-0001	Diehl Dr	110990 0001	Storm Water Pond	0.350	-	-	No conveyance instrument located
25	Park Ave at Victory Garden Dr	Victory Garden Dr & Park Ave	113375 0001	Storm Water Pond	0.280	-	-	No conveyance instrument located
26	Capital Park East Sub -001	Capital Park Dr	113367 0001	Storm Water Pond	0.270	-	-	No conveyance instrument located
27	Cedar Island Sub / Spinnaker Ct - 0001	Spinnaker Ct	211033 0001	Storm Water Pond	0.190	-	-	No conveyance instrument located
<b>Total "Water Management" Sub-Category "Storm Water Management Facilities - SWMF" without verified conveyance as of December 31, 2016</b>					<b>27</b>	<b>84.950</b>	<b>-</b>	<b>-</b>
<b>Total "Water Management" Sub-Category "Storm Water Management Facilities - SWMF" as of December 31, 2016</b>					<b>101</b>	<b>342.080</b>	<b>-</b>	<b>-</b>
<b>"Water Management" Sub-Category "Storm Water Management Facilities - SWMF - Federal" with verified conveyance as of December 31, 2016</b>								
1	Lake Henrietta/Young Unrec	Sprinil Rd	4114050000080	Lk Henrietta-Munson Slough Drainage	17.360	-	-	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage
2	Timber Lake Area - 800	Apalachee Pkwy	3101208000000	Storm Water Pond	8.330	-	-	Purchased with FEMA & converted into a storm water retention area for the
3	Buck Lake Rd at Meadow Hills	4903 Buck Lake Rd	112650 D0180	Storm Water Pond	0.990	-	-	1 of 3 parcels
4	Buck Lake Rd at Meadow Hills	4905 Buck Lake Rd	112650 D0190	Storm Water Pond	0.460	-	-	1 of 3 parcels
5	Buck Lake Rd at Meadow Hills	4907 Buck Lake Rd	112650 D0200	Storm Water Pond	0.460	-	-	1 of 3 parcels; Parcel obtained via Federal Grant
<b>Total "Water Management" Sub-Category "Storm Water Management Facilities - SWMF - Federal" with verified conveyance as of December 31, 2016</b>					<b>5</b>	<b>27.600</b>	<b>-</b>	<b>-</b>

Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	

"Water Management" Sub-Category "Storm Water Management Facilities - SWMF - Federal" without verified conveyance as of December 31, 2016

Total "Water Management" Sub-Category "Storm Water Management Facilities - SWMF - Federal" without verified conveyance as of December 31, 2016

- - - -

Total "Water Management" Sub-Category "Storm Water Management Facilities - SWMF - Federal" as of December 31, 2016

5 27.600 - -

"Water Management" Sub-Category "Wetlands" with verified conveyance as of December 31, 2016

1	Upper Lake Lafayette	Barnstaple Rd	1126208010000	Wetland Conservation	200.600	-	-	- Corrective Deed BK3517 PG511
2	Gum Swamp-216	W Tennessee St	2129202160000	Wetland Conservation	154.630	-	-	1 of 11 parcels that make up the Gum Swamp Area
3	Lake Munson	Jackson Moody Pl	4126208510000	Lake Munson Drainage Area	107.070	-	-	1 of 7 parcels that make up Lake Munson Area
4	Lower Lake Lafayette	Raymond Tucker Rd	3206200020000	Wetland Conservation	76.220	-	-	-
5	McCracken Rd-801	Miccosukee Rd & Mccracken Rd	1535208010000	Wetland Conservation	55.620	-	-	-
6	Gum Swamp-017	Capital Cir Sw	2132200170000	Wetland Conservation	41.860	-	-	1 of 11 parcels that make up the Gum Swamp Area; Conservation Easement BK1984 PG2268

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Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes	
						#	Square Footage		
7	Farms Rd -852	Capitola Rd	1319208520000	Wetland Conservation	40.210	-	-		
8	Gum Swamp-852	Capital Cir Sw	2132208520000	Wetland Conservation	21.330	-	-	1 of 11 parcels that make up the Gum Swamp Area	
9	John Hancock Dr & Timberlane Rd - 2122000050000	JOHN HANCOCK DR	2112200050000	Wetland Preservation	17.290	-	-		
10	N Blair Stone Rd -852	N Blair Stone Rd	1121208520000	Wetland Conservation	8.710	-	-	1 of 2 parcels 2nd parcel 10/1990 BK1555 PG0093	
11	Silver Ridge Estates - 001	Sykes Dr	411475 0001	Wetland Conservation	6.540	-	-		
12	Cascade Lake	Capital Cir Sw	4105208020000	Wetland Conservation	5.960	-	-		
13	Old Magnolia	Old Magnolia Rd	1634208020000	Wetland Conservation	4.500	-	-		
14	Creek Run Town Houses-3	Brookside Blvd	3108450030010	Wetland Preservation	0.360	-	-	1 Of 5 Parcels - Acquired by Tax Deed	
15	Creek Run Town Houses-6	Brookside Blvd	3108450060010	Wetland Preservation	0.230	-	-	1 Of 5 Parcels - Acquired by Tax Deed	
16	Creek Run Town Houses-7	Brookside Blvd	3108450080010	Wetland Preservation	0.220	-	-	1 Of 5 Parcels - Acquired by Tax Deed	
17	Creek Run Town Houses-5	Brookside Blvd	3108450050010	Wetland Preservation	0.210	-	-	1 Of 5 Parcels - Acquired by Tax Deed	
18	Creek Run Town Houses-4	Brookside Blvd	3108450040010	Wetland Preservation	0.210	-	-	1 Of 5 Parcels - Acquired by Tax Deed	
19	Edinburgh Estates/Fred George Park	Sherborne Rd	2108208010000	Wetland Preservation	0.170	-	-	8000 - VACANT GOVERNMENTAL; - Wetlands Presevation; Zoned OS Open Space	
20	Apalachee Pkwy at Chaires Cross Rd -633	Chaires Cross Rd	3203206330000	Wetland Preservation	0.160	-	-	- Acquired by Tax Deed	
<b>Total "Water Management" Sub-Category "Wetlands" with verified conveyance as of December 31, 2016</b>					<b>20</b>	<b>742.100</b>	<b>-</b>	<b>-</b>	

Appendix 6  
"Water Management" as of December 31, 2016

Parcel	Name	Location	Parcel ID	Function	Acres	Buildings		Notes
						#	Square Footage	
<b>"Water Management" Sub-Category "Wetlands" without verified conveyance as of December 31, 2016</b>								
<b>Total "Water Management" Sub-Category "Wetlands" without verified conveyance as of December 31, 2016</b>								
					-	-	-	-
<b>Total "Water Management" Sub-Category "Wetlands" as of December 31, 2016</b>					20	742.100	-	-
<b>"Water Management" Sub-Category "Wetlands - Federal" with verified conveyance as of December 31, 2016</b>								
1	Lake Munson & Flood Plain - 248	Tom Still Rd	4126202480000	Lake Munson Drainage Area	62.660	-	-	1 of 7 parcels that make up Lake Munson Area BK3892 PG645 Flood Covenant & restrictions; Parcel obtained via Federal Grant
<b>conveyance as of December 31, 2016</b>					1	62.660	-	-
<b>"Water Management" Sub-Category "Wetlands - Federal" without verified conveyance as of December 31, 2016</b>								
<b>conveyance as of December 31, 2016</b>								
					-	-	-	-
<b>Total "Water Management" Sub-Category "Wetlands - Federal" as of Name</b>					1	62.660	-	-
<b>Total "Water Management" as of December 31, 2016</b>					283	1,434.069	3	6,813

**Appendix 7 – Buildings**

<b>Owned Buildings used to Support the Daily Business of Leon County Government</b>				
<b>Site Name</b>	<b>Location</b>	<b>Primary Building Type</b>	<b>Number of Buildings</b>	<b>Total Bldg Square Footage</b>
<b>Buildings Owned by Leon County used to Support the Daily Business of Leon County</b>				
Leon County Courthouse	301 S Monroe St	Office	1	541,810
Jail - Health Dept - Sheriff HQ -851	512 Eddie Boone Way	Public Safety	17	500,232
Leon County Government Annex Complex	311 S Calhoun St	Office	2	215,062
Renaissance Center	435 N Macomb St	Office	1	107,488
Public Safety Complex	911 Easterwood Dr	Public Safety	2	93,597
Leroy Collins Library	200 Park Ave W	Library	1	88,230
Public Works Center	1800 N Blair Stone Rd	Office-Warehouse	7	87,845
Lake Jackson Town Center At Huntington	3840 N Monroe St	Retail	1	72,470
Gum Road Transfer Station -611	4900 Gum Rd	Warehouse	4	29,856
Tharpe St Warehouse	3401 W Tharpe St	Warehouse	1	24,960
Juvenile Detention Center	2303 Ronellis Dr	Public Safety	1	24,065
Amtrak Station	918 Railroad Ave	Office-Warehouse	3	23,358
Facilities Management	1907 S Monroe St	Office-Warehouse	2	20,391
NE Branch Library	5513 Thomasville Rd	Library	1	18,300
Public Health Unit	1515 Old Bainbridge Rd	Medical	1	18,201
Traffic Court	1920 Thomasville Rd	Office	2	15,819
Orange Ave Health Center	872 Orange Ave W	Medical	1	15,423
Agricultural Center	615 Paul Russell Rd	Office	1	13,289
US 27 Landfill	7550 Apalachee Pkwy	Warehouse	8	12,845
B.L. Perry Library	2817 S Adams St	Library	1	12,350
Tourist Development Center	106 E Jefferson St	Office	1	8,780
Woodville Community Center	8000 Old Woodville Rd	Library	1	8,143
Tourist Development Center	106 E Jefferson St	Office	1	8,780
Ft. Braden Library	16327 Blountstown Hwy	Library	1	5,796
Daniel B. Chaires Community Park & Community Center	4768 Chaires Cross Rd	Recreation	2	3,074
Micosukee Community Center-852	13887 Moccasin Gap Rd	Recreation	1	2,944
Bradfordville Community Center	BEECH RIDGE TRL	Recreation	1	1,140
<b>Total Buildings Owned by Leon County used to Support</b>			<b>66</b>	<b>1,974,248</b>

<b>Leased Buildings used to Support the Daily Business of Leon County Government</b>				
<b>Site Name</b>	<b>Location</b>	<b>Primary Building Type</b>	<b>Number of Buildings</b>	<b>Total Bldg Square Footage</b>
<b>Buildings Leased by Leon County from Others</b>				
Supervisor of Elections Ops Center	2990 APALACHEE PKWY	Office-Warehouse	1	45,286
Ft Braden Community Center	16387 Blountstown Hwy	Recreation	1	10,072
<b>Total Buildings Leased by Leon County from Others</b>			<b>2</b>	<b>55,358</b>
<b>Support the Daily Business of the Leon County Government</b>			<b>68</b>	<b>2,029,606</b>

**Appendix 7 – Buildings**

<b>County Owned Property &amp; Buildings Leased to Others</b>				
<b>Site Name</b>	<b>Location</b>	<b>Primary Building Type</b>	<b>Number of Buildings</b>	<b>Total Bldg Square Footage</b>
North Florida Fairgrounds-853	523 E Paul Russell Rd	Recreation	14	130,648
National Guard Armory	1225 Easterwood Dr	Warehouse	1	38,820
American Red Cross	1115 Easterwood Dr	Office	1	20,378
Tom Brown Park	501 Easterwood Dr	Recreation	6	25,838
American Red Cross	1115 Easterwood Dr	Office	1	20,378
Williams Rd Fire Station	6370 Williams Rd	Public Safety	1	840
Mahan/Miccosukee Fire Station	4245 Heatherwood Dr	Public Safety	1	840
<b>Total County Owned Property &amp; Buildings Leased to Others</b>			<b>25</b>	<b>237,742</b>

<b>Buildings in the Portfolio as a results of Escheatment &amp; Donation</b>				
<b>Site Name</b>	<b>Location</b>	<b>Primary Building Type</b>	<b>Number of Buildings</b>	<b>Total Bldg Square Footage</b>
Affordable Housing - Oakview Dr - 278	278 OAKVIEW DR	Residential	1	952
Southern St - 412680 F0020	1211 Southern St	Mobile Home	1	713
Ballard Rd- 3689- 411404 A0030	3689 BALLARD RD	"Tax Deeds"	1	1,620
Sams Ln	6009 SAMS LN	"Tax Deeds"	1	1,248
1579 BALKIN RD-4123206320000 " 4091 of 2007	1579 BALKIN RD	"Tax Deeds"	1	950
Lilly Rd 2993-4123060000180-4035 of 2007	2993 LILLY RD	"Tax Deeds"	1	732
Deer Tree Dr-1820 - 213107 B0070	1820 DEER TREE DR	"Tax Deeds"	1	480
<b>Total Buildings in the Portfolio currently not used, as a results of Escheatment &amp; Donation</b>			<b>7</b>	<b>6,695</b>

Appendix 8

**Delinquent Property Taxes, Tax Certificates, Tax Deed Applications,**  
**List of Lands Available for Taxes (LOLA)**

The Real Estate Division, County Tax Collector and the Clerk of the Courts have been working together to make the delinquent tax process more efficient and productive. In the last 2-years, we have been processing more County Tax Deed Applications, to bring parcels with Tax Certificates on them into the pipeline in a timelier manner. The results of this action we are generating the recovery of delinquent taxes by more aggressive actions to the collection of these taxes as provided by Florida Statutes. Due to these more aggressive actions more parcels are being presented at Public Sales that lead eventually to more parcels that will be eligible for escheatment to the County in the coming years.

**Delinquent Property Taxes, Tax Certificates**

In the Florida Statutes, Chapter 197 (Tax Collections, Sales and Liens) declares that if a parcel owner is delinquent in the payment of the property taxes associated with a parcel of land, the Tax Collector of that County is required to sell Tax Certificates at a public auction for the amount of the taxes due plus interest and fees. If a delinquent parcel's certificate goes to auction and there is no bid received, the Tax Collector is required to issue the Tax Certificate for the delinquent taxes owed on the parcel in the name of the County in which the parcel resides at an 18% interest rate.

As of the end of 2016 there were 1,848 Tax Certificates outstanding that have been issued to Leon County due to receiving no bids at Public Sales held by the County Tax Collector to try to recover delinquent property taxes. Summary of the Tax Certificate activity related to Leon County is in Figure 1 below.

[Figure 1]

Tax Certificate Summary - Leon County (Investor 998) - as of December 01, 2016			
Change in Tax Certificates from Previous Month	December, 2015	December, 2016	Change from Previous Month
Redeemed Tax Certificates	5,000	6,098	1,098
Canceled Tax Certificates	28	64	36
Tax Certificates with a Special Status	16	12	(4)
Tax Certificates with Tax Deed Applications Filed	628	761	133
Open Tax Certificates	1,959	1,670	(289)
<b>All Tax Certificates - Leon County (Investor 998) - as of December 01, 2016</b>	<b>7,631</b>	<b>8,605</b>	<b>974</b>

The activity for 2016 shows that the County redeemed 1,098 Tax Certificates filed Tax Deed Applications on 133 parcels and reduced the number of outstanding Tax Certificates by 293 items.

The first step in the collection of delinquent property taxes is the sale of Tax Certificates by the Tax Collector. Florida Statutes require the Tax Collector to prepare and then sell Certificates for all delinquent taxes as of March

31, of the year following the tax year. On June 1, of the same year the Tax Collector presents the remaining Certificates at a public auction, each of the certificates are sold to the highest bidder and those certificates not sold or did not receive a bid are issued to the County. After 2-years from issuance, the third party investor can file for a Tax Deed, while the County under Florida Statute 197.502 is required to apply for a Tax Deed on all County-held certificates on property that the Property Appraiser has valued at \$5,000.00 or more on the current Property Appraiser Assessment Roll. Any property valued at less than \$5,000, the county is not required to apply for a tax deed but has the option to if a need is identified to acquire the property. The filing of a Tax Deed Application is one of the final steps to try to collect delinquent taxes. This requirement is as a way to get the parcels back on the active tax roll and delinquent taxes paid, by:

- j) Forcing the current owner redeem the Tax Certificates issued related to the property (pay all back taxes and other costs owed) to avoid the risk of losing the ownership of the parcel, or,
- ii) Allowing a third party purchase the parcel at the Tax Deed sale, which subsequently places the parcel back on the tax rolls?

### **Tax Deed Applications**

Upon June 1<sup>st</sup>, of each year, a Tax Deed Application is filed on the parcel that has eligible Tax Certificates related to it. During 2016, the County filed 205 Tax Deed Applications on parcels that have 448 Tax Certificates outstanding against them. Upon receipt of the Tax Deed Application, the Tax Collector's office will perform a limited title search to determine the following:

- i) Legal titleholder of record
- ii) Any lienholder of record
- iii) Any mortgagee of record
- iv) Any vendee of a recorded contract for deed
- v) Any lienholder who has applied to the Tax Collector to receive notice
- vi) Any person to whom the property was assessed on the tax roll for the last year that the property was assessed
- vii) Any lienholder of record who has a recorded lien on a mobile home on the property
- viii) Any legal titleholder of property contiguous to the property in the certificate, if one of the contiguous titleholders is the same as on the certificate, the notice may be mailed to the address that appears on the current assessment roll for the contiguous property

After the Tax Collector has completed their portion of the Tax Deed Application process they will bundle together all the remaining unpaid Tax Certificates, certify that they have completed their portion, and send them over to the Clerk of the Court's office to be prepared for and scheduled for a public auction. The Clerk's office will go through a similar process as the Tax Collector. The Clerk shall notify all interest parties listed in the Tax Collectors statement pursuant to 197.502 at least 20-days prior to the date of the Public Auction.

### **Public Sale**

Upon the completion of the notifications process, the Clerk's Office will schedule a Public Sale, will advertise the Public Sale once a week for four consecutive weeks in a newspaper selected as provided in FS 197.402 and on the date of the sale as it appears in the advertisement the Clerk's office will administer a Public Sale of all the parcels with applications for Tax Deed. The opening bid on non-homesteaded properties will be the value of all

outstanding certificates against the property, omitted taxes that should have been assessed, all delinquent taxes, interest and all other fees and costs. If the property is homesteaded on the latest tax roll, in addition to the amounts listed for non-homesteaded properties an amount equal to 50% of the latest assessed value of the homestead will be required in the opening bid.

If the parcel is not redeemed by the owner prior to the publish sale date, the remaining properties will be presented at the scheduled Public Sale. Properties schedule for the scheduled Public Sale will be sold at the sale to the highest bidder, at the auction the highest bidder must post a nonrefundable deposit of 5% of the bid or \$200.00, whichever is greater and then within 24-hours of the auction full payment, plus doc stamps and recording fees, must be received to complete the transfer of the parcel from the current taxpayer to the highest bidder via Tax Deed under the provisions of FS 197.512/522. If no bid is received at the auction, whether county-held or individually held certificates or the winning bidder fails to pay the amounts due for issuance of a tax deed within 30 days after the sale, the Clerk shall enter the land on a list entitled "lands available for taxes" (LOLA)

During 2016,

1. Real Estate Division filed 205 Tax Deed Applications with the Clerk of the Court's Office.
2. The Clerk of the Court held 10 Public Sales
3. The Clerk's office brought 246 Tax Deed Applications to Public Sale; 84 were filed by Leon County and 162 were filed by other investors.
4. The resulting impact of the 246 Tax Deed Applications brought to Public Sale during the 2016 application process
  - a. 100 redeemed prior to public sale
  - b. 59 sold at public sale to third-party investors
  - c. 25 pulled from their scheduled public sale to be rescheduled at a later date
  - d. 62 received no bid at the public sale and have been placed on the List of Lands Available for Taxes (LOLA)
5. A total of 184 parcels went back onto the tax rolls and all delinquent taxes and fees related were collected from these parcels

### **List of Lands Available for Taxes (LOLA)**

On county-held or individually held certificates for which there are no bidders at the public sale and for which the certificate holder fails to timely pay costs of resale or fails to pay the amounts due for issuance of a tax deed within 30 days after the sale, the clerk shall enter the land on a list entitled "lands available for taxes" and shall immediately notify the county commission that the property is available. During the first 90 days after the property is placed on the list, the county may purchase the land for the opening bid or may waive its rights to purchase the property. Thereafter, any person, the county, or any other governmental unit may purchase the property from the clerk, without further notice or advertising, for the opening bid, except that if the county or other governmental unit is the purchaser for its own use, the board of county commissioners may cancel omitted years' taxes, as provided under s. 197.447. Interest on the opening bid continues to accrue through the month of sale as prescribed by s. 197.542.

- i) The Clerk's office will enter the property onto the "List of Lands available for Taxes" (LOLA) and will immediately notify the County Commission and all other persons holding certificates against the property that no bid was received.
- ii) During the first 90-days that the property is on the LOLA, the County may purchase the property for the amount of the opening bid or waive its right to purchase.
- iii) If the County waives its right to purchase;
  - (1) Any person, a County division or any other governmental unit may purchase the property from the Clerk without further notice or advertising for the opening bid amount.
  - (2) Taxes will not be assessed against properties listed on LOLA. However, each year that the taxes that would be due will be treated as omitted, these omitted taxes will be included in any bids for the property received after the Property appears on the LOLA.
  - (3) At the Board of County Commissioners' discretion omitted taxes (taxes due but not assessed while the property is on LOLA) may be waived.
  - (4) If any parcel is acquired from LOLA for providing property for the Leon County Affordable Housing program, the Board of County Commissioners may cancel any county-held certificates and omitted taxes.
  - (5) The Clerk and or the County may not transfer the property back to the taxpayer who failed to pay the delinquent taxes that led to the certificate. (The term "Taxpayer" for this purpose only is defined as the taxpayer's family or an entity that the taxpayer or its family has an interest.)

Taxes are not extended against parcels listed on lands available for taxes, but in each year, the taxes that would have been due shall be treated as omitted years and added to the required minimum bid.

Parcels remain on LOLA for a period of three years.

Figure 10 below summarizes the List of Land available for Taxes for year ended December 31, 2017.

At the end of 2016, there remained 192 parcels on LOLA, during the year 53 parcels were added, 10 Parcels were escheated to the County, 9 parcels sold generating proceeds of \$75,619.17 and 3 parcels redeemed generating \$18,746.83.

[Figure 2]

Summary of List of Lands Available for Taxes

as of December 21, 2016					
	Number Of Parcels	Acres	Public Sale Opening Bid	Possible Homestead	Parcels Located in City
<b>Parcels on the List of Lands Available for Taxes as of September 30, 2016</b>	<b>161</b>	<b>111.853</b>	<b>\$ 1,495,173.74</b>	<b>15</b>	<b>75</b>
<b>Parcels added to the List of Lands Available for Taxes During 2016</b>					
Total of 0 Parcels added - January 21, 2016	-	-	\$ -	-	-
Total of 16 Parcels added - February 21, 2016	16	6.235	89,422.61	1	-
Total of 5 Parcels added - March 18, 2016	5	13.520	23,660.91	-	-
Total of 11 Parcels added - April 23, 2016	11	11.000	39,901.97	-	-
Total of 5 Parcels added - May 21, 2016	5	33.058	22,443.96	-	-
Total of 1 Parcels added - June 23, 2016	1	0.420	13,011.80	-	-
Total of 0 Parcels added - July 23, 2016	-	-	-	-	-
Total of 2 Parcels added - August 21, 2016	2	2.780	18,934.94	1	-
Total of 1 Parcels added - September 24, 2016	1	3.000	7,342.42	-	-
Total of 8 Parcels added from PS on October 20, 2016	8	4.420	19,690.18	-	3
Total of 4 Parcels added from PS on November 17, 2016	4	4.550	24,500.26	-	1
Total of 0 Parcels added - December-2016	-	-	-	-	-
<b>Total parcels added to LOLA in 2016 to date</b>	<b>53</b>	<b>78.983</b>	<b>\$ 258,909.05</b>	<b>2</b>	<b>4</b>
<b>Escheated Properties to Leon County in 2016</b>					
Total of 0 parcels escheated to Leon County during January 2016	-	-	\$ -	-	-
Total of 0 parcels escheated to Leon County during February 2016	-	-	-	-	-
Total of 6 parcels escheated to Leon County during March 2016	6	1.180	26,026.40	-	-
Total of 0 parcels escheated to Leon County during April 2016	-	-	-	-	-
Total of 0 parcels escheated to Leon County during May 2016	-	-	-	-	-
Total of 1 parcels escheated to Leon County during June 2016	1	0.120	2,721.40	-	-
Total of parcels escheated to Leon County during July 2016	-	-	-	-	-
Total of 0 parcels escheated to Leon County during August 2016	-	-	-	-	-
Total of 2 parcels escheated to Leon County during September 2016	2	0.270	5,903.51	-	1
Total of 0 parcels escheated to Leon County during October 2016	-	-	-	-	-
Total of 0 parcels escheated to Leon County during November 2016	-	-	-	-	-
Total of 1 parcels escheated to Leon County during December 2016	1	0.610	3,211.86	-	-
<b>Total parcels removed from LOLA in 2016 to date by Escheatm</b>	<b>10</b>	<b>2.180</b>	<b>\$ 37,863.17</b>	<b>-</b>	<b>1</b>
<b>Removed from the List of Lands Available for Taxes by sale During FY 2016 - 2017</b>					
Total of 1 parcels removed from LOLA by Sale - January 2016	1	0.160	\$ 36,305.18	-	1
Total of 0 parcels removed from LOLA by Sale - February 2016	-	-	-	-	-
Total of 1 parcels removed from LOLA by Sale - March 2016	1	1.000	7,331.13	-	-
Total of 1 parcels removed from LOLA by Sale - April 2016	1	0.230	5,777.00	-	1
Total of 0 parcels removed from LOLA by Sale - May 2016	-	-	-	-	-
Total of 1 parcels removed from LOLA by Sale - June 2016	1	0.339	1,123.12	-	-
Total of 2 parcels removed from LOLA by Sale - July 2016	2	0.290	7,680.85	-	2
Total of 0 parcels removed from LOLA by Sale - August 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Sale - September 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Sale - October 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Sale - November 2016	-	-	-	-	-
Total of 3 parcels removed from LOLA by Sale - December 2016	3	2.570	13,563.66	-	1
<b>Total parcels removed from LOLA in 2016 to date by Sale</b>	<b>9</b>	<b>4.589</b>	<b>\$ 71,780.94</b>	<b>-</b>	<b>5</b>
<b>Removed from the List of Lands Available for Taxes by Redemption During FY 2016 - 2017</b>					
Total of 0 parcels removed from LOLA by Redemption - January 2016	-	-	\$ -	-	-
Total of 0 parcels removed from LOLA by Redemption - February 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Redemption - March 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Redemption - April 2016	-	-	-	-	-
Total of 3 parcels removed from LOLA by Redemption - May 2016	3	0.210	18,746.83	-	3
Total of 0 parcels removed from LOLA by Redemption - June 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Redemption - July 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Redemption - August 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Redemption - September 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Redemption - October 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Redemption - November 2016	-	-	-	-	-
Total of 0 parcels removed from LOLA by Redemption - December 2016	-	-	-	-	-
<b>Total parcels removed from LOLA in 2016 to date by Redempti</b>	<b>3</b>	<b>0.210</b>	<b>\$ 18,746.83</b>	<b>-</b>	<b>3</b>
<b>Parcels on the List of Lands Available for Taxes as of December 21, 2016</b>	<b>192</b>	<b>183.857</b>	<b>\$ 1,625,691.85</b>	<b>17</b>	<b>70</b>

## Escheatment

Three years after the day the land was offered for public sale, if no movement, the parcel shall escheat to the county in which it is located, free and clear. All tax certificates, accrued taxes, and liens of any nature (with the exception of Federal Lies) against the property shall be deemed canceled as a matter of law and of no further legal force and effect, and the clerk shall execute an escheatment tax deed vesting title in the board of county commissioners of the county in which the land is located.

When a property escheats to the county under this subsection, the county is not subject to any liability imposed by chapter 376 or chapter 403 for preexisting soil or groundwater contamination due solely to its ownership. However, this subsection does not affect the rights or liabilities of any past or future owners of the escheated property and does not affect the liability of any governmental entity for the results of its actions that create or exacerbate a pollution source.

The current projections for Escheatment's to the County are as follows;

[Figure 3]

<b>Possible Escheatments to Leon County</b>						
Total Scheduled Escheatments during 2017	44	25.602	\$ 362,783.54	-	-	20
Total Scheduled Escheatments during 2018	100	64.447	\$ 923,321.55	-	-	35
Total Scheduled Escheatments during 2019	48	27.144	\$ 230,044.64	-	-	3
Total Scheduled Escheatments during 2020	-	-	\$ -	-	-	-
<b>Total Possible Escheatments to Leon County</b>	<b>192</b>	<b>117.193</b>	<b>\$ 1,516,149.73</b>	<b>-</b>	<b>-</b>	<b>58</b>

Due to this increasing growth from Escheatment, the Real Estate Division is in the process of developing procedures to effectively dispose of this inflow to the Land Portfolio.

1. We have already begun Quiet Title action on a half dozen parcels.
2. Monthly we are circulating among County Staff a Report on the Status of the Parcels on LOLA so that they can review and evaluate if there is a need within the County to maintain a parcel or parcels in the portfolio for public use.
3. Working with Affordable Housing to identify parcels that would be suitable for infill housing
4. Offering suitable parcels to Habitat for Humanity and other nonprofit organizations for their use.
5. On non-developable parcels, usually caused by their size, encroachments, ingress and egress and other zoning & growth issues, we are contacting adjacent property owners to offer them for sale so we can get these parcels back on the tax roll.

**Leon County  
Board of County Commissioners**

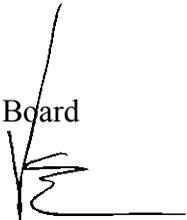
**Notes for Agenda Item #5**

# Leon County Board of County Commissioners

## Agenda Item #5

April 4, 2017

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

**From:** Vincent S. Long, County Administrator 

**Title:** Commissioner Appointments to the Human Services Grant Review Committee

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Mary Smach, Agenda Coordinator

### **Statement of Issue:**

This agenda item seeks the Board's approval to ratify the Commissioner appointments of citizens to the Human Services Grant Review Committee.

### **Fiscal Impact:**

This item has no fiscal impact to the County.

### **Staff Recommendation:**

- Option #1: Ratify Commissioner appointments of citizens to the Human Services Grant Review Committee for the remainder of the unexpired terms ending December 31, 2017:
- a. Commissioner Desloge appoints Lula Banks
  - b. Commissioner Jackson appoints Valeria Barton

## Report and Discussion

### **Background:**

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

### **Analysis:**

#### **Human Services Grant Review Committee (HSGRC)**

Purpose: The purpose of the Human Services Grant Review Committee is to annually consider requests for Community Human Service Partnership funding submitted by local human service organizations and activities whose programs are designed to meet the needs of the Leon-Tallahassee area. The Community Human Service Partnership (CHSP) is a grant distribution process partnered by Leon County, the City of Tallahassee, and the United Way of the Big Bend which distributes human service dollars to local non-profit organizations.

Composition: Fourteen members are appointed by the Board, with each Commissioner making two appointments. Members serve two-year terms, expiring December 31. Vacancies are filled for the remainder of the unexpired term.

Vacancies: There are two vacancies due to the resignation of two members: Jaime Garner, appointed by Commissioner Desloge, and Janis Piotrowski appointed by Commissioner Sauls (Attachments #1 & #2). Both have terms ending December 31, 2017. See Table #1.

*Table #1: Human Services Grant Review Committee*

<b>Vacancy</b>	<b>Term Expiration</b>	<b>Eligible Applicant</b>	<b>Recommended Action</b>
Jaime Garner	12/31/2017	Lula Banks	Ratify Commissioner Desloge's appointment for the remainder of the unexpired term ending December 31, 2017.
Janis Piotrowski	12/31/2017	Valeria Barton	Ratify Commissioner Jackson's appointment for the remainder of the unexpired term ending December 31, 2017.

**Options:**

1. Ratify Commissioner appointments of citizens to the Human Services Grant Review Committee for the remainder of the unexpired terms ending December 31, 2017:
  - a. Commissioner Desloge appoints Lula Banks
  - b. Commissioner Jackson appoints Valeria Barton
2. Board direction.

**Recommendation:**

Option #1.

**Attachments:**

1. Garner resignation email
2. Piotrowski resignation email

**From:** Pamela Tisdale  
**To:** Smach, Mary  
**Date:** 3/13/2017 8:32 AM  
**Subject:** Fwd: Re: Human Service Grant Review Committee

Good Morning Mary,

Jaime Garner, has moved to England so she will no longer participate on the Human Service Grant Review Committee.

Thanks,

Pam

>>> Jaime Garner <garner.jaime@gmail.com> 2/16/2017 4:28 AM >>>  
I've moved with my husband and it's wonderful! Thank you.

On Feb 14, 2017 3:36 PM, "Pamela Tisdale" <TisdaleP@leoncountyfl.gov> wrote:

Wow Jamie! I will certainly have you removed from the list. How is over there, do you like it?

>>> Jaime Garner <garner.jaime@gmail.com> 2/14/2017 10:32 AM >>>  
Pamela,

I will no longer be able to serve on the committee, I've relocated to England.

Please remove me from the mailing list, and good luck with the next round of funding!

-Jaime

On Tue, Feb 14, 2017 at 2:08 PM, Pamela Tisdale <TisdaleP@leoncountyfl.gov> wrote:

Good Morning Grant Review Committee,

We have scheduled a Human Services Grant Review Committee meeting on Monday, March 6, 2017 at 3:00 pm, at 918 Railroad Ave. **If you can please RSVP, by February 28, 2017, to let me if you will be attending.**

Thanks,

**Pamela Tisdale**

**Human Services Analyst**

850.606.1913 Office | 850.606.1901 Fax

TisdaleP@leoncountyfl.gov

| www.leoncountyfl.gov/HHS

*"People Focused. Performance Driven."*

Leon County, FL  
Office of Human Services & Community Partnerships  
918 Railroad Avenue  
Tallahassee, FL 32310

**Please note: Under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.**

**From:** Pamela Tisdale  
**To:** Smach, Mary  
**Date:** 3/13/2017 8:42 AM  
**Subject:** Fwd: Re: Human Service Grant Review Committee

Good Morning Mary,

Janis Piotrowski, will not be participating with the Human Service Review Committee any more. See below

Thanks,

Pam

>>> Comcast IMAP <janpio@comcast.net> 2/14/2017 11:28 AM >>>  
No. Hadn't planned to.

Janis Piotrowski  
Sent from my iPad

On Feb 14, 2017, at 11:23 AM, Pamela Tisdale <TisdaleP@leoncountyfl.gov> wrote:

Janis, I thought you were going to stay on the committee until your term expired December 31 2017.

>>> Comcast IMAP <janpio@comcast.net> 2/14/2017 11:14 AM >>>  
Thanks, but I am no longer on this committee.

Janis Piotrowski  
Sent from my iPad

On Feb 14, 2017, at 9:08 AM, Pamela Tisdale <TisdaleP@leoncountyfl.gov> wrote:

Good Morning Grant Review Committee,

We have scheduled a Human Services Grant Review Committee meeting on Monday, March 6, 2017 at 3:00 pm, at 918 Railroad Ave. **If you can please RSVP, by February 28, 2017, to let me if you will be attending.**

Thanks,

**Pamela Tisdale**

**Human Services Analyst**  
850.606.1913 Office | 850.606.1901 Fax  
[TisdaleP@leoncountyfl.gov](mailto:TisdaleP@leoncountyfl.gov)  
| [www.leoncountyfl.gov/HHS](http://www.leoncountyfl.gov/HHS)  
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**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #6**

# Leon County Board of County Commissioners

## Agenda Item #6

April 4, 2017

**To:** Honorable Chairman and Members of the Board  
**From:** Vincent S. Long, County Administrator  
**Title:** Proposed 2017 Board Calendar and FY 17/18 Budget Calendar Modification

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Mary Smach, Agenda Coordinator

### **Statement of Issue:**

This agenda item seeks the Board's approval to reschedule the June 13, 2017 Board Meeting and Budget Workshop to June 20, 2017 in order to provide more time to prepare for the FY 17/18 Budget Workshop.

### **Fiscal Impact:**

This item has no fiscal impact to the County

### **Staff Recommendation:**

- Option #1: Approve the proposed revision to the Board's June 2017 calendar to reflect the rescheduling of the June 13, 2017 regular meeting and budget workshop to June 20, 2017 (Attachment #1).
- Option #2: Approve the proposed revision to the FY 17/18 Budget Calendar to reflect the rescheduling of the June 13, 2017 Budget Workshop to June 20, 2017 (Attachment #2).

## **Report and Discussion**

### **Background:**

At the October 25, 2016 meeting, the Board adopted its 2017 Public Notice Schedule, setting the dates for the Commission meetings. At the January 24, 2017 the Board approved the Fiscal Year 2017/2018 Budget Calendar. Board Policy No. 03-9, "Meeting Dates for Board of County Commissioners" states that the Board may cancel, continue, or reschedule meetings to observe holidays or other events or as the Board deems appropriate.

### **Analysis:**

In order to provide more time to prepare for the FY 17/18 Budget Workshop, staff recommends rescheduling the June 13, 2017 Board meeting and Workshop to June 20, 2017. In addition, there are two other meetings scheduled for June 20, 2017: the Capital Region Transportation Planning Agency (CRTPA) Board meeting and the Blueprint Intergovernmental Agency (IA) Board meeting. Staff has contacted both the CRTPA and Blueprint and both agencies are prepared to reschedule their respective meetings.

Therefore, staff recommends the Board reschedule the June regular meeting from June 13 to June 20, 2017, reschedule the FY 17/18 Budget Workshop from June 13 to June 20, 2017, modify the 2017 Board Public Notice Tentative Schedule (Attachment #1) and the FY 2017/2018 Budget Calendar (Attachment #2).

### **Options:**

1. Approve the proposed revision to the Board's June 2017 calendar to reflect the rescheduling of the June 13, 2017 regular meeting and budget workshop to June 20, 2017 (Attachment #1).
2. Approve the proposed revision to the FY 17/18 Budget Calendar to reflect the rescheduling of the June 13, 2017 Budget Workshop to June 20, 2017 (Attachment #2).
3. Do not approve the proposed revision to the Board's June 2017 calendar to reflect the rescheduling of the June 13, 2017 regular meeting.
4. Board direction.

### **Recommendation:**

Options #1 & #2.

### **Attachments:**

1. 2017 Board Public Notice Tentative Schedule
2. FY 17/18 Budget Calendar

## PUBLIC NOTICE

### Leon County Board of County Commissioners 2017 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 preceding the Commission meeting.

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>January 2017</b>	<b>Monday 2</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY Observed</b>
	<b>Tuesday 10</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<b>Monday 16</b>	<b>Offices Closed</b>	<b>MARTIN LUTHER KING, JR. DAY</b>
	Tuesday 17	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 19	5:30 – 8 p.m.	Leon County Legislative Delegation Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 24	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First & Only Public Hearing to Consider an Ordinance Amending Chapter 10 of the Leon County Code of Laws to Correct Scrivener's Errors and Inadvertent Inconsistencies
	Thursday 26	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
<b>February 2017</b>	<del>Tuesday 31</del> Wednesday 1	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<i>Wednesday 1 &amp; Thursday 2</i>	<i>FAC New Commissioner Workshop</i>	<i>Seminar for Newly Elected Commissioners Alachua County; Gainesville, FL</i>
	<i>Thursday 2 &amp; Friday 3</i>	<i>FAC Advanced County Commissioner Program</i>	<i>Seminar 2 of 3 Alachua County; Gainesville, FL</i>
	Tuesday 7	12:00 – 1:30 p.m.	Workshop on the Impact of the Passage of the Medical Marijuana Amendment
		1:30 – 3:00 p.m.	Workshop on the Tourism & Cultural Grant Funding Efforts
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Consider Proposed Ordinance Amending Chapter 2, Article III, Division 3 of the Leon County Code of Laws Regarding the Housing Finance Authority
		6:00 p.m.	First & Only Quasi-Judicial Public Hearing on a Proposed Ordinance Amending Official Zoning Map to change Zoning Classification from Office Residential (OR-2) Zoning District to Commercial Pkwy (CP) Zoning District
	<del>Tuesday 21</del>	<del>1:00 p.m.</del> Cancelled	<del>Capital Region Transportation Planning Agency City Commission Chambers</del>

**PUBLIC NOTICE**  
**Leon County Board of County Commissioners**  
**2017 Tentative Schedule**

<b>February 2017 (cont.)</b>	Tuesday 21	3:00 – 6:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	<i>Saturday 25 – Wed., March 1</i>	<i>NACO Legislative Conference</i>	<i>Washington, DC</i>
<b>March 2017</b>	Tuesday 7	1:30 – 2:45 p.m.	Joint City/County Workshop on Cycle 2017 Comprehensive Plan Amendments City Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First & only Public Hearing to consider an Ordinance amending Chapter 5, 6, 10, and 14 to streamline the Nuisance Abatement Process, reorganize & rename Chapter 14, and make consistent with Florida Law
		6:00 p.m.	First of Two Public Hearings to Consider Proposed Amendments to Chapter 10 Article VI, Division 8, Entitled “Supplementary Regulations for Specific Uses” to Add a New Section 10-6.819, Entitled “Medical Marijuana Dispensing Facilities”
	Tuesday 21	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 23	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	Tuesday 28	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>April 2017</b>	Tuesday 4	1:30 - 3:00 p.m.	Workshop on Establishing the Citizens Charter Review Committee
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2017 Comprehensive Plan Amendments City Commission Chambers
	<i>Wednesday 5</i>	<i>FAC Legislative Day</i>	<i>FSU Turnbull Conference Center Tallahassee, FL</i>
	<del>Tuesday 18 cancelled</del>	<del>9:00 a.m. – 11:00 a.m.</del>	<del>Capital Region Transportation Planning Agency Workshop / Retreat; TBD</del>
	Tuesday 25	9:00 a.m. – 3:00 p.m.	Budget Policy Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Second Public Hearing to Consider Proposed Amendments to Chapter 10 Article VI, Division 8, Entitled “Supplementary Regulations for Specific Uses” to Add a New Section 10-6.819, Entitled “Medical Marijuana Dispensing Facilities”

**PUBLIC NOTICE**  
**Leon County Board of County Commissioners**  
**2017 Tentative Schedule**

<b>April 2017 (cont.)</b>	<i>Thursday 27 &amp; Friday 28</i>	<i>FAC Advanced County Commissioner Program</i>	<i>Seminar 3 of 3: Alachua County; Gainesville, FL</i>
<b>May 2017</b>	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First & Only Quasi-Judicial Public Hearing on a Proposed Ordinance Amending Official Zoning Map to change Zoning Classification from Office Residential (OR-2) Zoning District to Commercial Pkwy (CP) Zoning District
	Tuesday 16	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 23	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2017 Comprehensive Plan Amendments City Commission Chambers
	Thursday 25	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	<b>Monday 29</b>	<b>Offices Closed</b>	<b>MEMORIAL DAY</b>
<b>June 2017</b>	<b><u>Tuesday 13 20</u></b>	9:00 a.m. – 3:00 p.m.	Budget Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<b><u>Tuesday 20</u></b> <b><u>Monday 19</u></b>	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b><u>Tuesday 20 13</u></b>	3:00 – 6:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	<b>Tuesday 27</b>	<b>No Meeting</b>	<b>NO MEETING</b>
	<i>Tuesday 27 - Friday 30</i>	<i>FAC Annual Conference &amp; Educational Exposition</i>	<i>Palm Beach County West Palm Beach, FL</i>
<b>July 2017</b>	<b>Tuesday 4</b>	<b>Offices Closed</b>	<b>JULY 4<sup>TH</sup> HOLIDAY OBSERVED</b>
	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Thursday 13	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	<i>Friday 21 - Tuesday 24</i>	<i>NACo Annual Conference</i>	<i>Franklin County Columbus, OH</i>
	<b>Tuesday 25</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>

## PUBLIC NOTICE

### Leon County Board of County Commissioners 2017 Tentative Schedule

<b>July 2017 (cont.)</b>	<i>Wednesday 26 – Saturday 29</i>	<i>National Urban League Annual Conference</i>	<i>St. Louis, MO</i>
<b>August 2017</b>	<b>Tuesday 8</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<i>Thursday 10 - Sunday 13</i>	<i>Chamber of Commerce Annual Conference</i>	<i>Amelia Island, FL</i>
	<b>Tuesday 22</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
<b>September 2017</b>	<b>Monday 4</b>	<b>Offices Closed</b>	<b>LABOR DAY HOLIDAY</b>
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 17/18*
	<i>Wednesday 13- Thursday 14</i>	<i>FAC Policy Committee Conference and County Commissioner Workshops</i>	<i>Central Florida - TBD</i>
	Tuesday 19	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
		5:00 – 9:00 p.m.	Blueprint Intergovernmental Agency Meeting & Public Hearing, City Commission Chambers
	<i>TBD (typically mid- September)</i>	<i>Congressional Black Caucus Annual Legislative Conference</i>	<i>Washington, D.C.</i>
	Tuesday 26	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Public Hearing on Adoption of Millage Rates and Budgets for FY 17/18*
	Thursday 28	4:00 p.m.	Community Redevelopment Agency Meeting & Public Hearing at 6 p.m., City Commission Chambers
<i>* These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings.</i>			
<b>October 2017</b>	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 17	9:00 a.m. - 11:00 a.m.	Capital Region Transportation Planning Agency Retreat / Workshop; TBD
	<i>Sunday 22 - Wednesday 25</i>	<i>ICMA Annual Conference</i>	<i>Bexar County San Antonio, Texas</i>
	Tuesday 24	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>November 2017</b>	Thursday 9	9:30 a.m.	Community Redevelopment Agency City Commission Chambers

**PUBLIC NOTICE**  
**Leon County Board of County Commissioners**  
**2017 Tentative Schedule**

<b>November 2017 (cont.)</b>	<b>Friday 10</b>	<b>Offices Closed</b>	<b>VETERAN'S DAY OBSERVED</b>
	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<i>Wednesday 15 – Friday 17</i>	<i>FAC Legislative Conference</i>	<i>Sarasota County Sarasota, FL</i>
	Tuesday 21	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b>Thursday 23</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 24</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>December 2017</b>	Tuesday 5	3:00 – 6:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Monday 11	9:00 a.m. – 4:00 p.m.	Board Retreat TBD
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 19	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b>Monday 25</b>	<b>Offices Closed</b>	<b>CHRISTMAS DAY OBSERVED</b>
	<b>Tuesday 26</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
<b>January 2018</b>	<b>Monday 1</b>	<b>Offices Closed</b>	
	<b>Tuesday 9</b>	<b>No Meeting</b>	<b>Board Recess</b>
	Tuesday 23	3:00 p.m.	Regular Meeting

**Leon County Government  
Fiscal Year 2018 Budget Calendar**

**December 2016**

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Monday, December 12, 2016	Board Retreat	Board of County Commissioners (BOCC) Executive Staff

<i>December 2016</i>						
SU	M	T	W	T	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 2017**

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Friday, January 6, 2017	Internal Service Requests Matrix Distributed to Departments/Constitutional/Judicial Officers	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)
Friday, January 27, 2017	Departments/Constitutional/Judicial Officers submit Internal Service Requests	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)

<i>January 2017</i>						
SU	M	T	W	T	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February 2017**

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Wednesday, February 15, 2017 Thursday, February 16, 2017	GOVMAX Budget Training (GOVMAX opens 2/20/17)	OMB/ All Departments
Friday, February 24, 2017	Deadline for New Capital Project Requests	OMB/All Departments

<i>February 2017</i>						
SU	M	T	W	T	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March 2017**

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Tuesday, March 7, 2017	Establish maximum funding levels for outside agencies at Regular Meeting	Board of County Commissioners (BOCC)
Friday, March 17, 2017	Deadline for Departments to notify OMB for budget issues and submit requested Operating and Capital budgets	OMB/ All Departments

<i>March 2017</i>						
SU	M	T	W	T	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Leon County Government  
Fiscal Year 2018 Budget Calendar**

**April 2017**

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Tuesday, April 25, 2017 9:00 am — 3:00 pm	Budget Policy Workshop	BOCC/County Administrator/ OMB/All Departments

<i>April 2017</i>						
SU	M	T	W	T	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May 2017**

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Thursday, May 4, 2017	Executive Administrative Hearings with Departments	County Administrator/OMB/ All Departments
Thursday, May 11, 2017	Meetings with Constitutional Officers	County Administrator/OMB
Tuesday, May 23, 2017	Presentation of Mid-Year Financial Report	BOCC/County Administrator/ OMB/All Departments

<i>May 2017</i>						
SU	M	T	W	T	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**June 2017**

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Thursday, June 1, 2017	Receive Tentative Certified Values from Property Appraiser	Property Appraiser
Thursday, June 1, 2017	Notice to Property Appraisers regarding possible Non-Ad Valorem assessments for TRIM notice	Public Works/OMB/ Property Appraiser
Tuesday, June 13, 2017	Budget Workshop	BOCC/County Administrator/ OMB/All Departments

<i>June 2017</i>						
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**July 2017**

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Saturday, July 1, 2017	Certified Taxable Values provided by Property Appraiser	Property Appraiser
Saturday, July 1, 2017	Non-Ad Valorem assessments to be included on TRIM due to Property Appraiser	BOCC/ County Administrator/ OMB/ Property Appraiser
Tuesday, July 11, 2017 9:00 am — 3:00 pm (if necessary)	FY18 Budget Workshop	BOCC/ County Administrator/ OMB/All Departments
Tuesday, July 11, 2017	Ratification of Budget Workshops and establishing the maximum millage rate for TRIM	County Administrator/ OMB

<i>July 2017</i>						
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**Leon County Government  
Fiscal Year 2018 Budget Calendar**

**August 2017**

Friday, August 4, 2017	TRIM Maximum Millage Notice due to Property Appraiser and Department of Revenue	County Administrator/OMB/ Property Appraiser
Thursday, August 24, 2017	Last day for Property Appraiser to mail TRIM notices	Property Appraiser

<i>August 2017</i>						
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**September 2017**

Tuesday, September 12, 2017	BOCC– 1st Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2017/2018	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Thursday, September 14, 2017	Certification of Non-Ad Valorem assessment roll due to Tax Collector	County Administrator/ OMB/Property Appraiser
Tuesday, September 26, 2017	BOCC 2nd Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2017/2018	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Friday, September 29, 2017	Submit Adopted Budget Resolutions to Property Appraiser and Tax Collector	County Administrator/OMB

<i>September 2017</i>						
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**October 2017**

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Monday, October 1, 2017	Beginning of New Fiscal Year	OMB
Thursday, October 25, 2017	30 day deadline to publish the adopted budget online	OMB
Thursday, October 25, 2017	Final Day to Submit TRIM Compliance Certification to Department of Revenue (DOR)	County Administrator/ OMB

<i>October 2017</i>						
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**Leon County  
Board of County Commissioners**

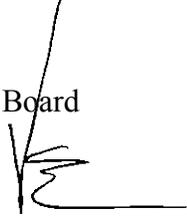
**Notes for Agenda Item #7**

# Leon County Board of County Commissioners

## Agenda Item #7

April 4, 2017

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

**From:** Vincent S. Long, County Administrator 

**Title:** Repeal of the Strategic Team for Amphitheater Grand Entertainment (STAGE) Advisory Committee

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

### **Statement of Issue:**

This item seeks Board approval to repeal the Strategic Team for Amphitheater Grand Entertainment (STAGE) Advisory Committee due to the creation of a similar citizens group and seeks the Board's approval to remove the responsibilities and requirements of STAGE from the Interlocal Agreement with the City relating to the use of the Capital City Amphitheater at Cascades Park.

### **Fiscal Impact:**

This item has no fiscal impact to the County.

### **Staff Recommendation:**

Option #1: Direct the County Administrator to work with the City in removing the responsibilities and requirements of STAGE from the First Amended and Restated Interlocal Agreement relating to the use of the Capital City Amphitheater at Cascades Park.

## **Report and Discussion**

### **Background:**

At the July 9, 2013 meeting, the Board adopted Resolution No. 13-25 (Attachment #1) creating the STAGE Advisory Committee as set forth in the Interlocal Agreement with the City regarding the County's use and concert programming associated with the Capital City Amphitheater at Cascades Park. The STAGE Advisory Committee is a focus group that makes reports to the City Manager and the County Administrator on entertainment booking policies and strategies to address the concerns of adjacent neighborhoods, if any, as part of the Capital Cascades Stage and Concert Series at the Capital City Amphitheater at Cascades Park.

On April 12, 2016, the Board approved the First Amended and Restated Interlocal Agreement between the City of Tallahassee and Leon County regarding programming for the Capital Cascades Stage and Concert Series at the Capital City Amphitheater at Cascades Park, which modified the membership and the duties of the STAGE Advisory Committee (Attachments #2 & #3). On January 24, 2017, the County Administrator removed an item from the Commission agenda which included a proposed Resolution to reauthorize the STAGE Advisory Committee so as to be consistent with the First Amended and Restated Interlocal Agreement. Upon further analysis, staff finds that the STAGE Advisory Committee is no longer necessary due to the creation of a similar citizens group and seeks the Board's approval to remove the responsibilities and requirements of STAGE from the Interlocal Agreement with the City.

### **Analysis:**

The STAGE Advisory Committee is a focus group created prior to the opening of the Capital City Amphitheater to advise County staff on entertainment booking policies and County and City staff on strategies to address related concerns of adjacent neighborhoods. The STAGE membership includes industry representatives from FSU Opening Nights and the FAMU Lyceum Series as well as residents appointed by area neighborhood associations. STAGE provided valuable input during the initial establishment of protocols and procedures associated with opening the new outdoor Amphitheater. In addition, STAGE assisted County and City staff in working through some of the challenges and complaints associated with the initial concerns. More recently, STAGE meets on a bi-monthly to quarterly basis to discuss seasonal concert plans and ongoing efforts to secure performances.

Subsequent to the creation of STAGE in 2013, the City created a Cascades Park Working Group to solicit feedback from area residents on the day-to-day issues at the Park (Attachment #4). The Working Group includes the same County and City staff, more representatives from the adjacent neighborhoods than STAGE, and convenes on an as-needed basis. Given the participation of County staff and the County's contract promoter for the concert series on the City Workgroup and having already established policies to ensure the stability of concert operations at this time including ticketing, staging, security, ingress/egress, etc., staff recommends repealing the STAGE Advisory Committee. This would also require the City's approval to remove the responsibilities and requirements of STAGE from the Interlocal Agreement relating to the County's use of the Amphitheater.

**Options:**

1. Direct the County Administrator to work with the City in removing the responsibilities and requirements of STAGE from the First Amended and Restated Interlocal Agreement relating to the use of the Capital City Amphitheater at Cascades Park.
2. Do not direct the County Administrator to work with the City in removing the responsibilities and requirements of STAGE from the First Amended and Restated Interlocal Agreement relating to the use of the Capital City Amphitheater at Cascades Park.
3. Board direction.

**Recommendation:**

Option #1.

**Attachments:**

1. Resolution No. 13-25
2. April 12, 2016 Agenda Item #7
3. First Amended and Restated Interlocal Agreement
4. Cascades Park Working Group

**RESOLUTION NO. 13-25**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, TO ESTABLISH AN ADVISORY COMMITTEE WHICH SHALL BE NAMED THE STRATEGIC TEAM FOR AMPHITHEATER GRAND ENTERTAINMENT ( STAGE) AND WHICH SHALL OPERATE AND FUNCTION AS A FOCUS GROUP**

**WHEREAS**, the Board of County Commissioners of Leon County, Florida (the Board) recognizes and acknowledges the importance of public involvement and input in County government; and

**WHEREAS**, in order for the Board to consider the input of the public in the matter of with regard to program entertainment for the Capital Cascades Amphitheater (“Amphitheater”). Program entertainment at the Amphitheater shall consist of outdoor local events, festivals, and ticketed concerts that have the potential to draw people not only from Tallahassee and Leon County, but also from surrounding market areas it wishes to establish and appoint an advisory committee to function and operate in accordance with Board Policy No. 03-15, “Board-Appointed Advisory Committees.”

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, that:**

1. The Board hereby establishes an advisory committee, to be named Strategic Team for Amphitheater Grand Entertainment or “STAGE” for the purpose of program entertainment.
2. STAGE shall function and operate as a Focus Group in accordance with Board Policy No. 03-15, “Board-Appointed Advisory Committees.”

3. STAGE shall have as its goals to support and maximize the positive economic impact of the County; ensure accountability in the operation of the Amphitheater; and support and encourage private sector fundraising and sponsorships to meet future operational and capital improvements needs of the amphitheater.

4. STAGE shall be charged with the responsibility of giving input to the Division of Tourism Development as follows:

- a. Developing a booking policy that will reserve certain priority dates for a maximum of ten (10) regional ticketed concerts through the first eighteen months of operation
- b. Coordinating a master calendar of Amphitheater events
- c. Exploring ticketed concerts covering various musical and performance genres
- d. Developing community and other cultural programming
- e. Developing a plan for concert and event times
- f. Developing a plan to address concerns, if any, of adjacent neighborhoods
- g. Hiring an Amphitheater Program Manager or private management company with expertise in the music entertainment/concert business, who shall actively market the Amphitheater concert and event promoters and manage other concert related matters
- h. Developing options for ticket surcharges, which shall be payable to the City, and which are intended to offset future Amphitheater capital maintenance/improvement costs and increased general maintenance costs due to ticketed and community events
- i. Determining the number of permissible regional ticketed concerts to occur after the first year of Amphitheater operation
- j. Developing options for County and City profit sharing percentages, taking into consideration the ongoing maintenance and capital improvement responsibilities and costs, as well as the marketing costs associated with attracting visitors from the region, anticipated to occur after the first two years of Amphitheater operation

5. STAGE shall have seven members. Membership of the STAGE Committee shall consist of the following:

1. Director of the Leon County Division of Tourism Development ("Visit Tallahassee" or "VT")
2. Director of the City's Department of Parks, Recreation and Neighborhood Affairs ("PRNA")
3. Representative from the Cultivate Cascades Initiative Team of the Knight Creative Communities Institute ("KCCI")
4. Representative from the Myers Park Neighborhood Association
5. Representative from the Woodland Drives Neighborhood Association
6. Representative from Seven Days of Opening Nights at Florida State University
7. Representative from the Lyceum Series at Florida A&M University.

6. The members of the STAGE shall be subject to full and public disclosure of financial interests.

7. The Strategic Team for Amphitheater Grand Entertainment or STAGE shall be assisted by staff from the Division of Tourism Development.

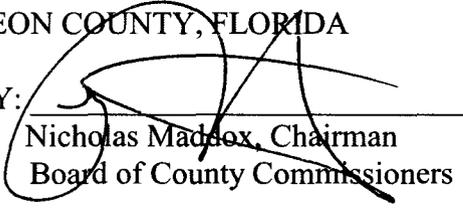
8. STAGE shall be dissolved only upon direction of the Board.

9. This RESOLUTION shall become effective immediately upon its adoption.

**DONE, ADOPTED, AND PASSED** by the Board of County Commissioners of Leon County,

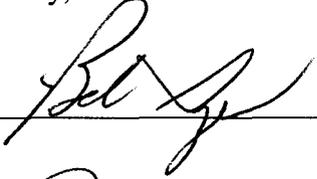
Florida, this 9<sup>th</sup> day of July, 2013

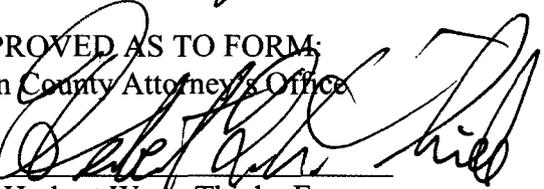
LEON COUNTY, FLORIDA

BY:   
Nicholas Maddox, Chairman  
Board of County Commissioners



ATTEST:  
Bob Inzer, Clerk of the Court  
Leon County, Florida

BY: 

APPROVED AS TO FORM:  
Leon County Attorney's Office  
BY:   
Herbert W. A. Thiele, Esq.  
County Attorney

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #7

April 12, 2016

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

**From:** Vincent S. Long, County Administrator

**Title:** Approval of the STAGE First Amended and Restated Interlocal Agreement with the City of Tallahassee for the Capital City Amphitheater Concert Series

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Cristina Paredes, Director, Economic Vitality
<b>Lead Staff/ Project Team:</b>	Lee Daniel, Director, Tourism Development Chris Holley, Assistant to the Director, Tourism Development

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Approve the STAGE First Amended and Restated Interlocal Agreement with the City of Tallahassee for the Capital City Amphitheater Concert Series (Attachment #1).

## Report and Discussion

### **Background:**

This item seeks Board approval to execute the STAGE First Amended and Restated Interlocal Agreement for the Capital City Amphitheater (Attachments #1) with strike-through underlined changes reflected in Attachment #2.

On November 15, 2011, the Board requested the reallocation of up to \$1.2 million of Tourist Development Taxes (TDT) previously set aside for the proposed performing arts center to be used for improvements to the amphitheater planned at Cascades Park in order to host concerts and large community events. In 2012, the Knight Creative Communities Initiative's (KCCI) Cultivate Cascades Team canvassed the community and found that 80 percent of respondents would be willing to pay for admission to attend a special event within Cascades Park. Based on that finding, KCCI concluded that an exemplary model for the Cascades Park Amphitheater was the St. Augustine Amphitheatre located in Anastasia State Park due to its similar size and climate (Attachment #3, Appendix 1).

The City of Tallahassee and Community Redevelopment Agency concurred on the reallocation of the TDT funds, which led to the execution of an Interlocal Agreement between Leon County and the City authorizing up to 10 regional ticketed events during the first 18 months of operation, from April 12, 2014 until November 12, 2015, at the Capital City Amphitheater at Cascades Park (Attachment #3, Appendix 2). In conjunction with the approval of the Interlocal Agreement with the City, the Board adopted an Enabling Resolution that established the Strategic Team for Amphitheater Grand Entertainment (STAGE) Committee on July 9, 2013. This eight-member Committee serves as a focus group to receive public input concerning program entertainment for the concerts held at the Amphitheater. The Committee is comprised of representatives from the County, City, Florida State University Opening Nights, Florida A&M University Lyceum Series, KCCI, and two neighborhoods. One of the STAGE Committee's responsibilities was to develop a comprehensive report on the Concert Series after 12 months of operations that offers guidance on future concert operations to the County and City.

The Amphitheater is an important community asset to a wide range of organizations and is being utilized throughout the year for much more than Concert Series events. For example, many local non-profits and cultural organizations hold community events at the Amphitheater to help raise funds and/or showcase local cultural assets. Cascades Park was officially dedicated on March 14, 2014 and held its first concert less than a month later. A status report on the Amphitheater concerts and the first three concerts was accepted by the Board on July 8, 2014. During the Spring of 2015, the STAGE Committee provided the County and City with its required report and recommendations on the first year of operations for the Capital City Amphitheater Concert Series as specified in the interlocal agreement.

**Analysis:**

On May 12, 2015, the Board accepted the STAGE Committee's comprehensive report on the Capital City Amphitheater Concert Series' first year of operations (Attachment #3). The Board approved the several recommendations for the Capital City Amphitheater Concert Series and those recommendations affecting the STAGE Interlocal agreements are listed below:

- Expand the STAGE Committee to include the director of FSU, FAMU, and TCC's Student Activities Departments, or their designee, and modify KCCI's membership as a permanent position similar to other partner organizations.
- After 18 months of operation, limit the number of concerts to 10 per year for the remainder of the initial term of the Interlocal Agreement (through August 2018).

On June 17, 2015, the City Commission reviewed an agenda item that requested approval for changes to the Interlocal Agreement based on the County Commission's requested amendments and additional amendments recommended by City staff. The City requested that the item be discussed at the June 22, 2015 Intergovernmental Agency (IA) meeting. During this meeting, the IA discussed and approved the following modifications to the Interlocal agreement (Attachment #4):

- After 18 months of operation, permit 10 concerts a year for the remainder of the five year term of the agreement.
- Expand the STAGE Committee to include the director of the Downtown Improvement Authority, or their designee, and modify KCCI's membership to a permanent position. The IA did not vote to add the directors of FSU, FAMU, and TCC's Student Activities Departments, or their designee to the Committee.
- Include a statement of intent to use the stage curtain during all performances and sound checks in order to mitigate sound.
- Require that no event start earlier than 8:00 AM on any day of the week.

The STAGE First Amended and Restated Interlocal Agreement went before the Tallahassee City Commission on March 23, 2016 and was approved as discussed during the June 22, 2015 IA meeting (Attachment #5). Staff is recommending that the Board approve the modifications to the interlocal agreement and authorize changes.

**Options:**

1. Approval to execute changes to the STAGE First Amended and Restated Interlocal Agreement with the City of Tallahassee for the Capital City Amphitheater Concert Series.
2. Do not approve the execution of changes to the STAGE First Amended and Restated Interlocal Agreement with the City of Tallahassee for the Capital City Amphitheater Concert Series.
3. Board direction.

**Recommendation:**

Option #1.

Attachments:

1. First Amended and Restated Interlocal Agreement for the Capital City Amphitheater Concert Series
2. First Amended and Restated Interlocal Agreement for the Capital City Amphitheater Concert Series with Strike-through and underline changes displayed.
3. STAGE Committee Twelve-Month Comprehensive Report 5-12-2015
4. June 22, 2015 Tallahassee/Leon County Blueprint Intergovernmental Agency Meeting Minutes
5. March 23, 2016 City of Tallahassee Agenda on the STAGE Interlocal Agreement

**FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT BETWEEN THE CITY OF TALLAHASSEE AND LEON COUNTY REGARDING PROGRAMMING FOR THE CAPITAL CASCADES STAGE AND CONCERT SERIES AT THE CAPITAL CITY AMPHITHEATER AT CASCADES PARK**

THIS FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT (“Amended Agreement”) is made and entered into this 12 day of April, 2016, pursuant to the authority of Section 163.01, Florida Statutes, by and between the CITY OF TALLAHASSEE, a Florida municipal corporation (the “City”) and LEON COUNTY, Florida, a charter county and political subdivision of the State of Florida (the “County”) for the purpose of developing operational guidelines for the Leon County Division of Tourism Development Sponsored Events at the Capital City Amphitheater at Cascades Park (“Amphitheater”) to be known as the Capital Cascades Stage and Concert Series. The City and County may be referred to collectively as “Parties”.

**RECITALS**

WHEREAS, the Amphitheater has been created as an amenity in Cascades Park, utilizing both Blueprint 2000 funds and Leon County Tourist Development Tax proceeds; and,

WHEREAS, programming of the Amphitheater will include local festivals and local events as well as regional ticketed concerts, the Capital Cascades Stage and Concert Series; and,

WHEREAS, the City and County agree that the Amphitheater has been constructed as a venue for large outdoor concerts drawing the caliber of entertainment suitable to be a regional attraction in an effort to drive economic development through tourism; and that up to a maximum of ten (10) ticketed events will be scheduled to occur annually, (“Capital Cascades Stage and Concert Series”); and,

WHEREAS, the Parties also agree that the Amphitheater is intended to attract events that are oriented to the entire community in all of its diversity; and

WHEREAS, the Parties recognize the benefits of hiring a management company to develop and manage the programming of the Capital Cascades Stage and Concert Series at the Amphitheater and of establishing a volunteer committee to be known as the Strategic Team for Amphitheater Grand Entertainment (“STAGE”); and,

WHEREAS, the Parties recognize the need to establish guidelines and responsibilities for STAGE, City staff and County staff related to the Capital Cascades Stage and Concert Series. This Amended Agreement is intended to re-establish and amend those guidelines, which are limited to the Capital Cascades Stage and Concert Series Events; and,

WHEREAS, the Parties entered into the Interlocal Agreement Between the City of Tallahassee and Leon County Regarding Programming for the Capital Cascades STAGE and Concert Series at the Capital City Amphitheater at Cascades Park (“Initial Agreement”), which is dated July 11, 2013; and,

WHEREAS, the Parties have operated under the Initial Agreement since July 11, 2013, and now agree that it is advantageous to both Parties and to the community to amend the Initial Agreement to address the membership and duties of the STAGE Committee, the number of Capital Cascades Stage and Concert Series events, and the use of the stage curtain.

NOW, THEREFORE, in consideration of the following mutual promises, and representations set forth below, the sufficiency of which being acknowledged, the City and County do hereby agree as follows:

#### SECTION 1. INCORPORATION OF RECITALS.

The Recitals set forth above are hereby incorporated into this Amended Agreement and made a part hereof as if set forth below.

#### SECTION 2. ESTABLISHMENT OF THE STRATEGIC TEAM FOR AMPHITHEATER GRAND ENTERTAINMENT (STAGE).

1. Purpose: There is hereby established a Strategic Team for Amphitheater Grand Entertainment, hereinafter "STAGE" or "STAGE Committee" to act as a "Focus Group" with regard to the Capital Cascades Stage and Concert Series held at the Capital City Amphitheater ("Amphitheater"). The STAGE Committee shall develop guidelines for the Capital Cascades Stage and Concert Series at the Amphitheater as set forth herein.

2. Membership: The STAGE Committee shall have eight (8) members. Membership of the STAGE Committee shall consist of the following:

- a. Director of the Leon County Division of Tourism Development.
- b. Director of the City's Department of Parks, Recreation, and Neighborhood Affairs ("PRNA").
- c. Representative from the Cultivate Cascades Initiative Team of the Knight Creative Communities Institute ("KCCI").
- d. Representative appointed by the Myers Park Neighborhood Association.
- e. Representative appointed by the Woodland Drives Neighborhood Association.
- f. Representative from Seven Days of Opening Nights at Florida State University, appointed by Florida State University.
- g. Representative from the Lyceum Series at Florida A&M University, appointed by Florida A&M University.
- h. Director of the Downtown Improvement Authority.

3. **Membership Terms.** The Director of the Leon County Division of Tourism Development, Director of the Downtown Improvement Authority and PRNA Director shall be permanent members. The KCCI, Myers Park Association, Woodland Drives Neighborhood Association, Seven Days of Opening Nights and Lyceum Series members shall serve two-year terms. Upon the expiration of the first two-year term for the KCCI, Myers Park Association, the Woodland Drives Neighborhood Association, Seven Days of Opening Nights, and Lyceum Series members, those organizations shall have an opportunity to select a new member to represent each organization, or may reappoint the current member representative to the STAGE Committee for another two-year term.

4. **STAGE Operations:** The STAGE Committee shall be and act as a "Focus Group" of the Board of County Commissioners, which shall comply with all policies applicable to such committees. All meetings of the STAGE Committee shall be advertised, open to the public, and minutes of the meetings shall be taken. Pursuant to Section 6 herein, the City Manager and County Administrator, acting jointly are authorized to revise the membership of the STAGE Committee and its duties and responsibilities.

### SECTION 3. STAGE COMMITTEE RESPONSIBILITIES.

The STAGE Committee shall make reports to the City Manager and the County Administrator, related to the Capital Cascades Stage and Concert Series on:

1. Developing a booking policy that will reserve certain priority dates for a maximum of ten (10) Capital Cascades Stage and Concert Series events annually.
2. Coordinating a master calendar for the Capital Cascades Stage and Concert Series events.
3. Exploring various musical and performance genres.
4. Developing community-oriented and other cultural programming, reflective of the diversity of the Tallahassee-Leon County community.
5. Developing a plan for concert and event times for the Capital Cascades Stage and Concert Series consistent with the Amphitheater's hours of operation and this Amended Agreement.
6. Developing a plan and procedure for special exceptions to Amphitheater hours of operation for federal, state, or locally recognized holidays, which special exceptions shall be submitted to and approved by the City Manager and County Administrator, acting jointly, in writing prior to the first event of the Capital Cascades Stage and Concert Series.
7. Developing a plan to address concerns, if any, of adjacent neighborhoods related to the Capital Cascades Stage and Concert Series.
8. Performing a quarterly review of Amphitheater operation concerning all activity related to the Capital Cascades Stage and Concert Series events.

9. Recommending whether earned profits from the Capital Cascades Stage and Concert Series, if any, should be expended for Amphitheater capital improvements and costs related to marketing the Amphitheater to attract performers and visitors to Leon County and the City of Tallahassee for the Capital Cascades Stage and Concert Series.

Pursuant to Section 6 herein, the City Manager and County Administrator are authorized to revise the duties and responsibilities of the STAGE Committee.

#### SECTION 4. CITY STAFF RESPONSIBILITIES.

City staff shall:

1. Conduct regular maintenance of the Amphitheater as part of routine Cascades Park operations.
2. Establish price lists for services provided by the City for the Capital Cascades Stage and Concert Series.
3. Allow the Capital Cascades Stage and Concert Series consisting of a maximum of ten (10) ticketed outdoor concerts to occur at the Amphitheater annually, provided all City permitting requirements are complied with.
4. Implement use agreements with owners of parking lots and facilities surrounding the park.
5. Create a traffic control plan which may include parking limitation signs in surrounding neighborhoods to limit ingress to adjacent neighborhoods during the Capital Cascades Stage and Concert Series events.
6. In the event that the Meridian Point Building is acquired by the City and becomes available for redevelopment within the initial five (5) year term of the Initial Agreement or any subsequent two (2) year renewal term, it is recognized by the Parties that Amphitheater operations would benefit from dressing rooms, restrooms, production office, box office, catering space, which therefore shall be incorporated, if feasible, into the design of any proposed redevelopment of the first level of the Meridian Point Building.
7. If the Meridian Point Building is acquired by the City, work with County staff to develop an agreement to share the costs of operating the building for the benefit of the Amphitheater.
8. Invoice the County, after completion of each Capital Cascades Stage and Concert Series event for the cost of City services, as specified in the City's Special Events Permit process.
9. Work with the Leon County Division of Tourism Development, the management company, if any, and the concert/event promoter(s) on all aspects of each Capital Cascades Stage and Concert Series event staging and production.

10. Provide services for the Capital Cascades Stage and Concert Series, as agreed upon in City's Special Events Permit process.

11. Work with the STAGE Committee and the Leon County Division of Tourism Development to address neighborhood concerns, if any.

12. Adjust neighborhood trash pickup schedules following a Capital Cascades Stage and Concert Series event, if necessary.

13. Work with County staff to assist the STAGE Committee in developing a plan, providing that profits from the Capital Cascades Stage and Concert Series are used for Amphitheater capital improvements and costs related to marketing the Amphitheater to attract performers and visitors to Leon County and the City of Tallahassee for the Capital Cascades Stage and Concert Series.

#### SECTION 5. COUNTY STAFF RESPONSIBILITIES.

County staff shall:

1. Provide for a private management company retained through a competitive selection process or budget for salary and benefits for a program manager, who shall be an employee of the County.

2. If the Meridian Point Building is acquired by the City, work with City staff to develop an agreement to share the costs of operating the building for the benefit of the Amphitheater.

3. Work with concert promoters to establish ticket prices and make all final decisions on booking entertainment for each Capital Cascades Stage and Concert Series event.

4. After completion of each Capital Cascades Stage and Concert Series event and upon receipt of an invoice from the City, pay such approved costs to the City for services as agreed upon in City's Special Events Permit in accordance with the City's price list.

5. Provide any advance funding, where appropriate or necessary to book a Capital Cascades Stage and Concert Series event.

6. Provide funding, where appropriate, to enter into self-promotion or co-promotion agreements with concert promoters.

7. Maintain profit and loss records for each Capital Cascades Stage and Concert Series event. Revenues may consist of ticket revenues, sponsorships, concession fees, percentage of food and beverage sales, VIP hospitality area income, percentage of merchandise sales and other sources as identified. Costs may include, but are not limited to, fees due to the concert or event, promoter/entertainment, and related concert costs.

8. Work with City staff to develop a plan, which will provide that profits from the Capital Cascades Stage and Concert Series are used for Amphitheater capital improvements and

costs related to marketing the Amphitheater to attract performers and visitors to Leon County and the City of Tallahassee for the Capital Cascades Stage and Concert Series.

9. Retain all profits earned, if any, from the Capital Cascades Stage and Concert Series events, in an account to be managed by the County, specifically to use for Amphitheater capital improvements and costs related to marketing the Amphitheater to attract performers and visitors to Leon County and the City of Tallahassee. The County shall make available an annual statement of earned revenues from the Capital Cascades Stage and Concert Series for interested parties.

10. Issue a Request For Proposals, if necessary, and enter into an agreement for electronic ticketing.

11. Operate a box office and reconcile concert ticket sales and associated event costs with the concert promoter.

12. Through the Leon County Division of Tourism Development, market the Capital Cascades Stage and Concert Series events to regional audiences.

13. Develop and sell possible Capital Cascades Stage and Concert Series sponsorship opportunities, subject to PRNA approval, within the Amphitheater.

14. Unless a special exception for a holiday is submitted to and approved by the City Manager and County Administrator pursuant to this Amended Agreement, require all entertainment provided at the Capital Cascades Stage and Concert Series to be completed not later than 11:00 p.m. on Fridays and Saturdays, and not later than 10:00 p.m. on Sundays through Thursdays. No Capital Cascades Stage and Concert Series event shall begin earlier than 8:00 a.m. on any day of the week.

15. Require the management company, if any, to comply with any noise ordinance enacted by the City or the County.

16. Obtain a City Special Events Permit for each Capital Cascades Stage and Concert Series event.

17. For each concert, it is the County's intent to utilize the full stage curtain, and therefore the County will ensure that its management company works with the artist's stage manager and utilizes all 10 panels unless technical setup requirements of the band mandate otherwise, in which case the maximum amount of curtain panels that the production will allow will be utilized.

#### SECTION 6. CITY MANAGER AND COUNTY ADMINISTRATOR.

This Amended Agreement authorizes the City Manager and the County Administrator to resolve all programming, policy, and governance matters that may arise during the planning, implementation, and operation of the Amphitheater for the Capital Cascades Stage and Concert Series. However, should the City Manager and County Administrator be unable to resolve such matters, then the provisions of Section 9B shall apply. The City Manager and County Administrator, acting jointly, are hereby authorized to enhance or revise the membership and responsibilities of the STAGE Committee as needed.

## SECTION 7. EFFECTIVE DATE.

This Amended Agreement shall be effective ("Effective Date") when filed with the Clerk of the Circuit Court pursuant to Section 163.01(11), Florida Statutes after approval and execution by both Parties.

## SECTION 8. TERM, RENEWAL, TERMINATION, REVIEW.

The term of the Amended Agreement shall be for a period of five (5) years commencing upon the Effective Date and shall be renewed automatically thereafter for two (2) year terms, unless either the City or County provides written notice to the other Party of its intent not to renew this Amended Agreement, not later than sixty (60) days prior to the end of the then current term.

If either Party fails to comply with any of the material terms or conditions of this Amended Agreement or otherwise defaults in any of its material obligations under this Amended Agreement and shall fail, within sixty (60) calendar days after written notice from the other Party to correct such default or noncompliance, the non-defaulting Party may, at its option, terminate this Amended Agreement.

## SECTION 9. MISCELLANEOUS.

### A. Amendments.

The Parties hereby acknowledge that the terms hereof constitute the entire understanding and agreement of the Parties with respect to the subject matter hereof. No modification hereof shall be effective unless in writing, executed with the same formalities as the Initial Agreement, in accordance with general law.

### B. Conflict Resolution.

1. The Parties shall attempt to resolve all disputes that arise under this Amended Agreement in good faith and in accordance with this section. The provisions of the "Florida Governmental Conflict Resolution Act" shall not apply to disputes under this Amended Agreement, as an alternative dispute resolution process is hereby set forth in this section. The aggrieved Party shall give notice to the other Party in writing, setting forth the name of the Party involved in the dispute, the nature of the dispute, date of occurrence (if known), and proposed resolution, hereinafter referred to as the "Dispute Notice."

2. Should the Parties be unable to reconcile any dispute, the City Manager and County Administrator, or their designees, shall meet at the earliest opportunity, but in any event within ten (10) days from the date that the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of the Parties, they shall report their decision, in writing, to the City Commission and Board of County Commissioners. If the City Manager and County Administrator, or their designees, are unable to reconcile the dispute, they shall report their impasse to the City Commission and Board of County Commissioners, who shall then convene a meeting at their earliest appropriate opportunity, but in any event within forty-five (45) days following receipt of a Dispute Notice, to attempt to reconcile the dispute.

3. If a dispute is not resolved by the foregoing steps within forty-five (45) days after receipt of the Dispute Notice, unless such time is extended by mutual agreement of the Parties, then either Party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Party. The mediator shall meet the qualifications set forth in Rule 10.100(d), Florida Rules for Mediators, and shall be selected by the Parties within ten (10) days following receipt of the Mediation Notice. The mediator shall also have sufficient knowledge and experience in the subject of the dispute. If agreement on a mediator cannot be reached in that ten (10) day period, then either Party can request that a mediator be selected by an independent conflict resolution organization, and such selection shall be binding on the Parties. The costs of the mediator shall be borne equally by the Parties.

4. If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then, upon the agreement of both Parties, such dispute may be referred to binding arbitration; otherwise, each Party may pursue whatever remedies may be available at law, in equity, or otherwise. If the dispute is so referred, such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).

- a. Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other Party (the "Respondent"), of a written demand therefore containing a statement of the nature of the dispute and the amount, if any, involved. The Respondent, within ten (10) days following its receipt of such demand, shall deliver an answering statement to the Claimant. After the delivery of such statements, either Party may make new or different claims by providing the other(s) with written notice thereof specifying the nature of such claims and the amount, if any, involved.
- b. Within ten (10) days following the delivery of such demand, each Party shall select an arbitrator and shall deliver written notice of that selection to the other. If either Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select an additional arbitrator.
- c. The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the additional arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 – R-48 of the Commercial Arbitration Rules of the American Arbitration Association.

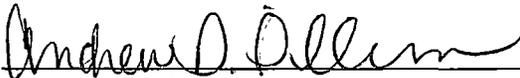
IN WITNESS WHEREOF, the Parties have caused this Amended Agreement to be executed by their duly authorized representatives this 12 day of April, 2016.

Filed with the Leon County Clerk of Court on April 16, 2016.

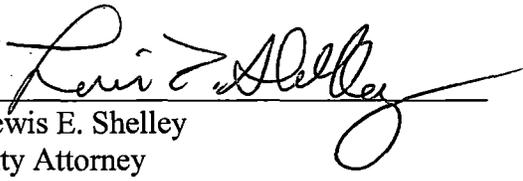
**CITY OF TALLAHASSEE**

Attest:

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

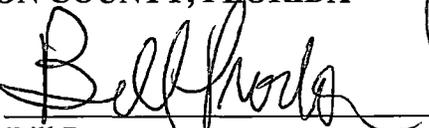
By:   
Andrew D. Gillum  
Mayor

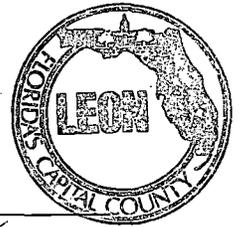
APPROVED AS TO FORM:

By:   
Lewis E. Shelley  
City Attorney



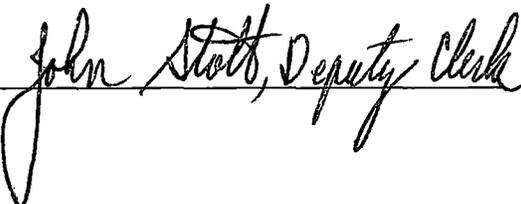
**LEON COUNTY, FLORIDA**

By:   
Bill Proctor  
Board of County Commissioners

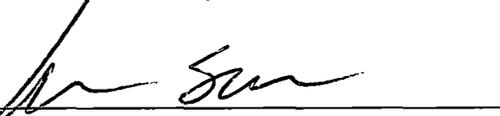


ATTEST:

Bob Inzer  
Clerk & Comptroller  
Leon County, Florida

By: 

APPROVED AS TO FORM:  
Leon County Attorney's Office

By:   
Herbert W. A. Thiele  
County Attorney

<b>Name</b>	<b>Representing Organization</b>	<b>Email Address</b>	<b>Contact Number</b>
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Peter Stone	Woodland Drives Neighborhood	<a href="mailto:stonearch99@yahoo.com">stonearch99@yahoo.com</a>	942-9095
Susan Campbell	Woodland Drives Neighborhood	<a href="mailto:susanbcampbell@gmail.com">susanbcampbell@gmail.com</a>	980-2275/656-4072
Mary Frederick	Woodland Drives Neighborhood	<a href="mailto:marycfrederick@aol.com">marycfrederick@aol.com</a>	
Linc Clay	Myers Park Neighborhood	<a href="mailto:rlc2998@gmail.com">rlc2998@gmail.com</a>	
Jeanie Conner	Myers Park Neighborhood	<a href="mailto:jeaniemak@aol.com">jeaniemak@aol.com</a>	224-3259
Vivian Young	Myers Park Neighborhood	<a href="mailto:vyoung26@comcast.net">vyoung26@comcast.net</a>	264-4090
Piers Rawling	MPNA President	<a href="mailto:piers.rawling@gmail.com">piers.rawling@gmail.com</a>	
Brian Hickey	Leon County/Visit Tallahassee	<a href="mailto:HickeyB@leoncountyfl.gov">HickeyB@leoncountyfl.gov</a>	606-2313
Keri Post	Leon County/Visit Tallahassee	<a href="mailto:PostK@leoncountyfl.gov">PostK@leoncountyfl.gov</a>	
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Charles Hargraves	Blueprint 2000	<a href="mailto:Charles.Hargraves@talgov.com">Charles.Hargraves@talgov.com</a>	219-1060
Autumn Calder	Blueprint 2000	<a href="mailto:Autumn.Calder@talgov.com">Autumn.Calder@talgov.com</a>	219-1065
Scott Carswell	Scott Carswell Presents	<a href="mailto:scottscarswell@gmail.com">scottscarswell@gmail.com</a>	524-6900
Ryan Grindler	The Edison Restaurant	<a href="mailto:rgrindler@101tally.com">rgrindler@101tally.com</a>	
Steven Adams	The Edison Restaurant	<a href="mailto:steve@edisonally.com">steve@edisonally.com</a>	850-765-9771
Wayne Tedder	City of Tallahassee, Assistant City Manager	<a href="mailto:Wayne.Tedder@talgov.com">Wayne.Tedder@talgov.com</a>	891-8328
Ashley Edwards	Parks, Recreation and Neighborhood Affairs	<a href="mailto:Ashley.Edwards@talgov.com">Ashley.Edwards@talgov.com</a>	891-3866
Tere Wojdan	Parks, Recreation and Neighborhood Affairs	<a href="mailto:Terence.Wojdan@talgov.com">Terence.Wojdan@talgov.com</a>	891-3866
Mario Palmentieri	Parks, Recreation and Neighborhood Affairs	<a href="mailto:Mario.Palmentieri@talgov.com">Mario.Palmentieri@talgov.com</a>	891-3866
Jessica Brown	Parks, Recreation and Neighborhood Affairs	<a href="mailto:JessicaE.Brown@talgov.com">JessicaE.Brown@talgov.com</a>	891-3816
Sgt. Tracy Clark	TPD Special Operations	<a href="mailto:Tracy.Clark@talgov.com">Tracy.Clark@talgov.com</a>	891-4625

UPDATED EMAIL LIST AS OF 10.3.16 -jb

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #8**

# Leon County Board of County Commissioners

## Agenda Item #8

April 4, 2017

**To:** Honorable Chairman and Members of the Board  
**From:** Vincent S. Long, County Administrator  
**Title:** Ratification of Workshop on Tourism and Cultural Grant Funding Efforts

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Kerri L. Post, Director, Tourism Development Brian Hickey, Sr. Sports Manager, Tourism Development Chris L. Holley II, Assistant to the Director, Tourism Development

### **Statement of Issue:**

This agenda item seeks ratification of Board actions at the February 7, 2017 Workshop on Tourism and Cultural Grant Funding Efforts.

### **Fiscal Impact:**

This item does not have a fiscal impact to the County.

### **Staff Recommendation:**

Option #1: Ratify actions taken at the February 7, 2017 Workshop on Tourism and Cultural Grant Funding Efforts.

## **Report and Discussion**

### **Background:**

As presented during the February 7, 2017 Workshop on Tourism and Cultural Grant Funding Efforts (Attachment #1), there are many funding opportunities and avenues for local organizations seeking financial assistance in support of festivals, sporting events, and cultural programming or activities. Staff outlined nine publicly funded grants that support these types of activities, highlighted ongoing coordination efforts, and provided recommendations to enhance the three Tourism Development grant programs administered by the County.

### **Analysis:**

At the workshop, the Board approved a series of modifications to the Tourism grant programs as recommended by the Tourist Development Council (TDC). These modifications include:

1. Requiring a contract agreement for all grant applicants that will include clear deliverables and a final budget.
2. Clarifying requirements for the public announcements of events and logo use for events receiving funds from Leon County Government.
3. Revising the grant application scoring matrix for all three TDC grant programs to provide a more detailed evaluation of the grant proposal while also providing instructive feedback to the applicant.
4. Adding a 25% dollar-for-dollar funding match requirement for all Signature Event Grants, as well as Special and Sports Events Grants in excess of \$10,000.
5. Revising the room nights and funding guidelines for all three Tourism grant programs. The adjustments also closed the funding award gap between the programs.

In addition, the Board provided guidance for staff to further develop a mechanism to support existing events with the potential, or on the verge of, becoming Signature Events by generating 1,500 room nights. As part of the April Budget Workshop, staff will present a Budget Discussion Item addressing this issue.

### **Options:**

1. Ratify actions taken at the February 7, 2017 Workshop on Tourism and Cultural Grant Funding Efforts.
2. Board direction.

### **Recommendation:**

Option #1.

### **Attachment:**

1. February 7, 2017 Workshop on Tourism and Cultural Grant Funding Efforts

**Board of County Commissioners  
Leon County, Florida**

**Workshop  
on the  
Tourism and Cultural Grant  
Funding Efforts**

**February 7, 2017  
1:30 p.m. – 3:00 p.m.**

**Leon County Board of County Commissioners  
Leon County Courthouse, 5<sup>th</sup> Floor**

# **Leon County Board of County Commissioners**

## **Notes for Workshop**

# Leon County Board of County Commissioners

## Cover Sheet for Workshop

February 7, 2016

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

**From:** Vincent S. Long, County Administrator 

**Title:** Acceptance of an Overview and Status Report on Tourism and Cultural Grant Funding Efforts and Approval of Modifications to the Tourism Grant Programs as Recommended by the Tourist Development Council

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Kerri L. Post, Director, Tourism Development Brian Hickey, Sr. Sports Manager, Tourism Development Chris L. Holley II, Assistant to the Director

**Fiscal Impact:**

This item has no fiscal impact. Recommendations presented herein to modify the Tourism grant programs would be implemented for the FY 2018 funding cycle at a funding level determined by the Board as part of the annual budget process.

**Staff Recommendation:**

- Option #1: Accept the status report on Tourism and Cultural grant funding.
- Option #2: Approve the modifications to the Tourism grant programs as recommended by the Tourist Development Council (Attachment #1).

Title: Acceptance of an Overview and Status Report on Tourism and Cultural Grant Funding Efforts and Approval of Modifications to the Tourism Grant Programs as Recommended by the Tourist Development Council

February 7, 2016

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## **Report and Discussion**

### **Background:**

During the September 13, 2016 meeting, the Board requested a workshop on the Tourism Development Division's process for funding events in the community with Tourist Development Tax (TDT) funds. This workshop will provide a comprehensive review of the Tourism Division's event funding programs and processes, including programs supported by the TDT through the cultural grant programs administered by the Council on Culture and Arts (COCA), and highlight recent actions taken by both the City of Tallahassee and Community Redevelopment Agency (CRA) related to event funding.

TDT revenues are generated from transient lodging sales in order to promote Leon County as a visitor destination. The Leon County Tourist Development Council (TDC) serves as an advisory council to the Leon County Board of County Commissioners, authorized by Section 125.0104 Florida Statutes and established locally by Leon County Ordinance No. 88-01, to provide guidance on administering the TDT funds. The annual tourism budget, as approved by the Board each year, includes funding for grant programs to support events designed to draw visitors to Leon County.

### **Analysis:**

There are many funding opportunities and avenues for local organizations seeking financial assistance in support of festivals, sporting events, and cultural programming or activities. This workshop item discusses nine publicly funded grants (Attachment #2) that support these types of activities, highlights ongoing coordination efforts, and offers recommendations to enhance several of the grants under the County's purview.

Leon County utilizes TDT revenues directly (administered by the Tourism Division) and indirectly (administered by COCA) to offer grant opportunities to local organizations that put on events to attract visitors to the destination and provide cultural programming and activities which enhance the market for both residents and visitors. The Tourism Division's budget is comprised entirely of TDT revenues totaling \$4,807,407 in FY 17. Of that amount, Leon County budgeted \$515,000 for three grant programs administered by the Tourism Division; Signature Event Grants, Special Event Grants and Sports Event Grants. Another \$1,226,900 of TDT funds are allocated to COCA to administer the Cultural Plan and associated grant programs. These grants are described in further detail along with the grant programs administered by the City of Tallahassee and the CRA. And finally, this item provides recommended enhancements to the County's existing Tourism grant programs and describes opportunities to better coordinate with other local grant programs in the community.

### **Tourism Grants and Application Process**

The Special Events, Sports, and Signature Event Grant Programs support many local organizations with a demonstrated history, or significant potential to draw visitors to the area for a given event. The awarding of these Tourism grants requires the approval of the TDC. The approved FY 17 Tourism grant awards for all three programs are included in Attachment #3.

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*Special Event Grant – Budget of \$100,000*

A Special Event is defined as a new or existing organized concert, exhibition, festival, fair, conference or celebration which is of interest to the general public. For the purpose of this grant program, the public interest should include Leon County residents and those living outside Leon County who would visit the destination and stay overnight to observe and/or participate. Grant funds are paid on a reimbursement basis after a satisfactory post-event report has been received and approved by staff. FY17 grant awards range from \$900 to \$14,500. Examples of recent Special Event Grants include: John G. Riley Center & Museum – Annual Florida Heritage Tour (\$4,499), Tallahassee Latin Dance Festival (\$1,200), LeMoyne Chain of Parks Art Festival (\$14,500).

*Sports Event Grant – Budget of \$115,000*

A Sports Event is defined as a new or existing sporting event, exhibition, competition, team training, conference or celebration which is of interest to Leon County residents and those living outside Leon County who would visit the destination and stay overnight to observe and/or participate. Grant funds are paid on a reimbursement basis after a satisfactory post-event report has been received and approved by staff. FY17 grant awards range from \$250 to \$17,000. Examples of recent Special Event Grants include: Gulf Winds Track Club - Tallahassee Marathon (\$6,000), Area Tallahassee Aquatic Club (ATAC) - ATAC Long Course Invitational Swim Meet (\$2,000), Lincoln High School - Capital City Classic Wrestling Tournament (\$1,200).

*Signature Event Grant – Budget of \$300,000*

On December 10, 2013 the Board approved the creation of the Tourism Signature Event Grant Program in response to a growing demand for new and large community events with the potential to draw a large number of visitors to the community. This new grant program offered a dedicated revenue source to satisfy these funding requests for large events. Previously, requests of this nature sought funding support from the Division of Tourism Development's unallocated fund balance on a case-by-case basis rather than allowing for a more deliberative process. Applications are now reviewed and approved each year by the TDC.

A Signature Event is defined as a large-scale event that is recognized as synonymous with the destination; increases the visibility of the destination through state, national and international media exposure; generates a minimum of 1,500 room nights through Leon County's commercial lodging properties during traditionally low times of occupancy; generates a significant economic impact for other hospitality related businesses such as restaurant and retail establishments; as well as increase local sales tax collections. Grant funds are paid on a reimbursement basis after a satisfactory post-event report has been received and approved by staff. Additionally, each event has an Economic Impact Study conducted by Tourism Development's research firm of record, which is subsequently presented to the TDC.

The TDC utilizes the established guidelines for awarding the grant funds which emphasizes the projected hotel room nights to be generated by the event. FY17 Signature Event Grant awards range from \$40,000-\$60,000. Examples include: Red Hills International Horse Trials (\$60,000),

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Florida Jazz and Blues Festival (\$45,000) and Word of South (\$45,000). As the newest of the three Tourism grant programs, now in the fourth year of operation, the TDC has recommend several modifications to the Signature Event Grant Program which are described later in this item.

It is important to note that in addition to the support available to large community events and festivals through the Signature Event Grant Program, the Board approved utilizing \$160,000 of the BP oil spill settlement to subsidize and/or enhance community festivals approved for Signature Event Grant funding through marquee concerts at the Capital City Amphitheater. The BP oil spill settlement funds are to support concerts that feature well-known headlining artists and events that would otherwise be viewed as cost prohibitive. To date, \$40,000 of the \$160,000 in BP funds has been used to support concerts associated with the multiday Florida Jazz and Blues Festival.

Based on the Board's guidance, the remaining funds will be utilized for the next two Word of South Festivals and the next Florida Jazz and Blues Festival through the fall of 2018 so long as they are also approved as Signature Events. This non-recurring stimulus with the BP funds is designed to showcase these relatively new festivals in the market and provide a seasonal balance to the County's investment in these outdoor activities.

*Application Process for Tourism Grants*

In May of each year, the Tourism Division advertises the opening of the grant cycle with a press release, social media posts, email blasts to past applicants and newsletter updates to the industry driving organizations to the online grant application system. Tourism staff offers grant workshops to educate organizations on the grant process, the goals of the grant programs and the benefits of the grants to the community. This past funding cycle, the Tourism Division partnered with COCA, the CRA and the Downtown Improvement Authority (DIA) to conduct joint grant workshops prior to the start of the grant cycles in an effort to educate local organizations on which programs best fit their event and/or program.

Throughout the 90-day application period, organizations have the opportunity to review and discuss their event and application with staff both in the grant workshops and one-on-one. Organizations with a single or multi-day event can qualify for TDC grants, CRA/DIA grants, and potentially receive co-sponsorship support by the City of Tallahassee in the form of in-kind services if the event location takes place within a CRA district or on a City property. Organizations requesting grant funds for multiple cultural events or programming produced throughout the year can qualify for COCA grant programs. Both TDC and COCA grant policies contain language that specifically prohibits organizations to receive grant funds from both organizations for the same events or programming, as both grant programs are supported by TDT funding. An organization can apply to the TDC for event specific funding and COCA for year-round programming and activities.

Staff reviews and compiles all of the Tourism grant applications into a report along with any past performance history if available. All applications are reviewed and scored by a Grants Review

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Committee comprised of members of the TDC, the Tallahassee Sports Council, and area leaders in the tourism industry. Upon reviewing the applications, the award amount is calculated based on the applicant scores and a final recommendation is brought before the TDC for approval.

For FY16, the County made a significant improvement to streamline the grant application process by transitioning to an online application for all Tourism event grants. The online process saved more than 200 hours of staff time, mostly spent on data entry, a value of more than \$5,500. Applicants and grant awardees have benefited from quicker response times in both processing an application as well as reviewing post-event reports, allowing the awardees to receive their funds faster. Additionally, the new system produced concise, uniform, detailed reports which simplified the evaluation and scoring of grant applications.

*Modifications to the Tourism Grant Programs*

As staff convened with the grant funding organizations over the course of the fall, a simultaneous review of the County's Tourism grant programs was conducted to assess areas for improvement. Following this internal review, staff proposed changes for the TDC's consideration that will increase collaboration, transparency, predictability and accountability in providing grant funding for tourism events in Leon County; provide consistent requirement language, grammar, etc. across all three grant programs; encourage increased private sector funding support; provide more effective communication to applicants/public regarding the objectives and requirements of Tourism grant programs.

After an in-depth review of the Tourism grant programs, staff and the TDC recommend a series of enhancements to these three grant programs (Attachment #1). The following is a high level summary of the recommended changes:

1. Requires a contract agreement for all grant applicants that will include clear deliverables and a final budget.
2. Clarifies requirements for the public announcements of events and logo use for events receiving funds from Leon County Government.
3. Revises the grant application scoring matrix for all three TDC grant programs to provide a more detailed evaluation of the grant proposal while also providing instructive feedback to the applicant.
4. Adds a 25% dollar-for-dollar funding match requirement for all Signature Event Grants, as well as Special and Sports Events Grants in excess of \$10,000.
5. Revises the recommended room nights and funding guidelines for all three Tourism grant programs. The adjustments also closed the funding award gap between the programs.

Matching requirements are a common prerequisite for cultural grants because demonstrate the organizational and community commitment to the given project, program, or activities in which funds are being sought. Federal, state, and local cultural grant programs of this nature generally call for a cash match of no less than 20% in addition to in-kind requirements. The proposed modifications to the County's grant programs proposes a 25% dollar-for-dollar match for all Signature Events as well as Special and Sports Events in excess of \$10,000, to bring them more

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in line with grant programs that offer higher levels of funding. Currently, two of the other local grant programs (the CRA Downtown Large Event and COCA Capital Facilities Matching Grant Programs) described later in this item have match requirements. While in-kind support would not count toward the 25% match, funds from other government agencies could be applied toward the match.

The following tables outline the recommended funding guidelines for each Tourism grant program. Table #1 illustrates the recommended Special Event and Sports Event funding guidelines based on the estimated number of room nights generated by the event. These grant programs offer awards of up \$15,000 for an estimated 1,499 hotel room nights. Among the modifications to Special and Sports Event Grants in Table #1 is the adjustment of the funding ranges so that there is a clear transition to the next stage of funding and applicants can easily identify which grant program is best suited for their event. If an organization anticipates more than 1,499 hotel room nights for a given event, the applicant would be directed to apply for a Signature Event Grant.

*Table #1: Recommended Funding Guidelines for Special & Sports Event Grants*

Estimated Room Nights	Current Funding Range	Recommended Funding Range
Less than 100	\$0 – \$1,200	\$0 – \$1,499
100 – 199	\$1,201 – \$2,399	\$1,500 – \$2,999
200 – 499	\$2,400 – \$4,499	\$3,000 – \$5,999
500 – 1,000	\$4,500 – \$7,000	\$6,000 – \$9,999
1,001 – 1,499	\$7,000+	\$10,000 – \$15,000

*Note: Both the Special Event and Sports Event Grants will continue to share the same funding ranges.*

Table #2 outlines the recommended funding guidelines for the Signature Event Grant Program with awards ranging from \$15,000 to \$60,000. The funding guidelines are based on estimated hotel room nights generated with grant awards starting at \$15,000. This closes the gap between grant programs and allows for a smoother transition from a Special/Sport Event Grant to a Signature Event Grant. In light of Signature Events being made up of large community festivals and/or multi-day events, additional guidance is provided in Table #2 to demonstrate the estimated return on the TDT investment and the estimated economic impact based on the anticipated number of room nights. An Economic Impact Study will continue to be required of every Signature Event to evaluate these factors.

*Table #2: Recommended Funding Guidelines for Signature Event Grants*

Estimated Room Nights	TDT Generated (informational)	Economic Impact (informational) <sup>1</sup>	Recommended Funding Range
1,500 – 2,999	\$7,217	\$ 714,596	\$15,000 – 30,000
3,000 – 4,999	\$14,435	\$1,388,307	\$30,000 – 50,000
5,000+	\$24,058	\$2,307,059	\$60,000+ <sup>2</sup>

- 1. The Economic Impact is based on the model developed by Destination Marketing Association International that is being used as the industry standard. It also calculates local expenditures as well as those from overnight visitors. Average Daily Rate = \$96.23 in FY 2016.*
- 2. Organizations are eligible for funding above \$60,000, however once recommended by the TDC it would need to be approved by the Leon County Board of County Commissioners.*

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The TDC will continue to approve the funding awards for the Signature Event Grant Program but for events that anticipate generating more than 5,000 hotel room nights, the TDC may only award funding above \$60,000 subject to the Board's approval.

COCA Grant Programs

Each year, Leon County Government supports cultural arts programs and activities through COCA with a combination of general revenue (\$150,000) and TDT revenue. The City of Tallahassee also provides \$150,000 annually to COCA in support of these programs. COCA is a non-profit organization designated to serve as the local arts agency for Tallahassee and Leon County. COCA is the umbrella agency for arts and culture, and works with and for those who produce, invest in, and enjoy the arts and culture in the area. COCA administers grant programs on behalf of the County and City, distributing over \$1.3 million in grant funding annually, largely comprised of TDT funding, to non-profit arts and cultural organizations that contribute significantly to the quality of life and tourism industry in Leon County.

Since the Cultural Plan Update in 2014 and reallocation of TDT funds previously dedicated to the performing arts center, the County provides 1¼ cents of TDT revenue to COCA. This represents 25 percent of the County's overall TDT collections which has been forecasted at \$1,226,900 million in FY17. One-cent of TDT revenue (currently \$981,520) supports the grants and administration of the Cultural Grant and the Cultural Tourism Marketing Grant Programs which help foster arts and cultural activities (operating and programming) provided by eligible 501c(3) organizations.

The Cultural Tourism Marketing Grant Program was created by COCA following the Cultural Plan Update in 2014 to meet the needs identified by cultural organizations. In response to another priority of the 2014 Cultural Plan Update, the County dedicated an additional ¼ cent of TDT to create the Cultural Facilities Matching Grant Program to support the construction, renovation, acquisition, and/or equipping of eligible cultural facilities. Each of these programs is described below in further detail.

Developed by a community task force, COCA's grant guidelines are reviewed and revised every year. A diverse panel of community volunteers, including a representative from the TDC, reviews applications and makes the funding recommendations. COCA offers technical reviews, consultations, and grant writing workshops to assist applicants throughout the grant process. Additionally, there is ongoing communication between COCA and TDC staff during the application and pre-review stages to communicate and cross-check information to ensure there is no duplication of event funding requests. The latest awards for each of the COCA grants are included in Attachment #4.

*COCA Cultural Grant Program – Budget of \$992,440*

COCA's Cultural Grant Program is designed to support programs that create broader public access and participation in the arts which enhance the community's quality of life, local economy, and tourism impact. Eligible organizations must be a 501c(3), have arts and/or history as its primary purpose, and have been providing arts or cultural programming in their discipline

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for at least three complete fiscal years. Eligible organizations must offer multiple events and/or cultural programming regularly available to the public and produced throughout the year. Recipients of County TDT funds through COCA, are required to demonstrate efforts that promote, enhance, and grow the destination. Recipients of general revenue funds must demonstrate dedication to creating broader public access, benefit and participation in arts and cultural activities in our community, enhancing both quality of life and our local economy. COCA offers applicants an appeal process before a final vote is taken by its board of directors. Once approved by COCA, the awards are then reported to the TDC.

*COCA Cultural Tourism Marketing Grant Program – Budget of \$62,550*

The Cultural Tourism Marketing Grant Program is designed to increase visibility of arts and cultural organizations in Leon County and therein positively impact tourism revenues. Funds are to be awarded to organizations that wish to develop, execute and evaluate effective marketing and promotional initiatives targeted towards attracting travel and tourism to Leon County for engagement in arts and cultural presentations and activities. Examples of eligible opportunities include, but are not limited to: media placement and production (print, online, broadcast, and radio), printed materials, tradeshow registration fees and booth rentals, video/CD-ROM, DVD production, public relations/media communications, promotional items, and website development.

Although County TDT funds are utilized for the three Tourism Event Grant Programs and all three COCA Grant Programs, there are significant differences in the purpose and eligibility criteria. Before describing COCA’s Cultural Facilities Matching Grant Program which is unique in that it is specific to capital improvements, staff has prepared Table #3 as a summary comparison of the three Tourism grants and two COCA grants described thus far.

*Table #3: County Tourism and COCA Grant Program Comparisons*

County Tourism Event Grants	COCA’s Cultural & Tourism Marketing Grant Programs
Single or multi-day event, concert, exhibition, festival, sports competition, fair, conference or celebration; Large-scale multi-day events	Multiple event cultural programming regularly available to the public and produced throughout the year; Cultural Tourism activities; and Cultural Facility Improvement
Ability to attract and document overnight visitors to Leon County.	Organization must have arts and/or history as its primary purpose and describe efforts to serve visitors.
Organizations can be a 501c(3), division of state/local government, university, or private entity.	Organization must be a 501c(3) and have a governing Board of Directors.
New or existing events may qualify.	Organization must have been providing arts or cultural programming in their discipline for at least three complete fiscal years.
Funding is administered on a reimbursement basis after a satisfactory post-event report is received and approved by County staff.	Funding is typically administered in three payments (Nov, Feb, May) - advance, interim and final payments - after interim and final reports are received and approved by COCA.

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*COCA Cultural Facilities Matching Grant Program – Budget of \$249,359*

The Cultural Facilities Matching Grant Program offers support and funding for renovation, new construction, acquisition or equipping of cultural facilities located in Leon County. The guidelines for this program were approved by the Board on March 8, 2016 with the 2016 award recommendations approved on July 12, 2016. The County's Tourism Plan (Ordinance) calls for the dedication of a ¼ cent of the TDT specifically to support this matching grant program for cultural organizations for a five-year period from FY 2015 – FY 2019. Monies accrued from the ¼ cent each year are to be awarded in arrears. For example, TDT collections from FY 2015 were awarded during FY 2016.

A cultural facility is a building that shall be used primarily for the programming, production, presentation, exhibition, or any combination of the above functions of any of the arts and cultural disciplines including, but not limited to: music, dance, theater, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, programs of museums, historical sites, and historical/heritage facilities.

To be an eligible applicant, organizations must be physically located in Leon County, a non-profit tax exempt Florida Corporation, and have provided at least three years of year-round arts or cultural programming in the County. Applicants may apply for a minimum of \$5,000 and maximum of \$100,000 but requests must be no greater than 50% of the total eligible budget costs for the project. Organizations may only submit a single application per year and those who are awarded funding will not be eligible for capital funding in the fiscal year immediately following their grant award. Matching fund requests must be at least 1:1 and may consist of the following:

- Cash on hand or liquid assets, which are required to make up at least 25% of the total match.
- Irrevocable pledges.
- In-kind contributions to consist of no more than 50% of the applicant's total match requirement.
- Prior eligible expenditures directly related to the project made within two years prior to the application date.
- A portion of the value of the land or building (up to 10%) directly used for the grant project.

As previously mentioned, the Board approved the awards for the first year of funding on July 12, 2016. Once the next slate of applications has been evaluated by COCA, staff will prepare another agenda item for the Board's consideration.

City of Tallahassee Special Event Co-Sponsorships – Estimated \$125,000 In-Kind Support

The Tallahassee City Commission has established a Special Event Committee, which is responsible for making recommendations to the City Commission on which events should receive city co-sponsorship and the appropriate level of in-kind services. The City's in-kind services to support special events may include electric, water, solid waste, staging, sound/audio,

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rental fees, barricades, and police. Applications are on a 2-year award cycle and the next grant cycle will be open in 2018.

### CRA Grant Programs

The CRA grant programs are designed to support events and activities within the Greater Frenchtown/Southside District Community Redevelopment Area and the Downtown District Community Redevelopment Area that promote the goals and objectives of the respective redevelopment plans.

#### *Downtown Promotional and Special Events Grant Program – Budget of \$85,000*

The CRA budgeted \$85,000 in FY17 to fund small special events and/or promotional activities, up to \$10,000, within the Greater Frenchtown/Southside District Community Redevelopment Area and the Downtown District Community Redevelopment Area (\$50,000 for Greater Frenchtown/Southside District and \$35,000 for the Downtown District). The Greater Frenchtown grant program is managed by CRA staff while the Downtown District grant program is managed by the DIA. Recent CRA grant awards include the Frenchtown Heritage Fest (\$5,000), John G. Riley's Rock-A-Thon (\$1,000), and the Experience Asia Festival (\$4,000).

#### *Downtown Large Event Grant Program – Budget of \$100,000*

The FY17 CRA budget includes \$100,000 for a new large downtown special events grant program. Events must be held in the Downtown District, at Cascades Park or Kleman Plaza only between April 15, 2017 and September 30, 2017. Examples of recent large events supported by this grant program include the Word of South Festival and the Tallahassee Jazz and Blues Festival, both of which took place at Cascades Park. CRA staff is currently reexamining the program guidelines for the FY18 cycle however the CRA recently approved interim guidelines for the \$25,000 remaining in FY17 which are outlined as follows:

- Events must be held on or between April 15, 2017 and September 30, 2017.
- Applicants must be not-for-profit organizations and cannot be associated with a public institution (e.g., federal, state or local government or university); political organizations or religious organizations.
- The minimum grant amount will be \$10,000. The applicant will be required to demonstrate they have an equal amount of funds invested in the event. In-kind funds do not meet this requirement.
- The event must be open to the public and the majority (more than 60 percent) of the event activities must be free.
- Recipients of funds from the Downtown District's FY 2017 Promotional and Special Events Program are not eligible to apply, however recipients of grant funding from the TDC or COCA are eligible to apply.
- Preference will be given to events that are intended to attract a regional (including attendees from other states) audience, and generate hotel stays within the City of Tallahassee.

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Coordination with Partner Organizations

In the early summer of 2016, the TDC contemplated modifications to the Signature Event Grant Program. When the new Tourism Director began in August, it was an opportune time to conduct a comprehensive review of all three grant programs and processes with fresh eyes and in coordination with organizations that also provide financial support for community events. In October 2016, Tourism staff convened the first of four meetings with partner organizations in the community to each share an overview of their respective grants programs, the primary objectives of the programs, process for evaluations, tracking and monitoring mechanisms, and the overall challenges of managing the programs with the expressed intent to identify opportunities for enhancement. Participants included:

- Dr. Audra Pittman, Executive Director of COCA
- Kevin Carr, Grants Program Manager for COCA
- Roxanne Manning, Executive Director of the CRA
- Sherri Curtis, Principle Planner for the CRA
- Paige Carter-Smith, Executive Director for the DIA
- Allen Thompson, Events Coordinator for the DIA
- Ashley Edwards, Director of Parks, Recreation and Neighborhood Affairs for the City

This group exchanged a significant amount of information during these meetings and identified opportunities for increased communication and collaboration. One of the opportunities identified for further exploration was an online event grant application portal as a singular point of entry that communicates the objectives of all the event grant funding programs and captures basic organizational and budget information. It is important to keep the funding sources separate; however a shared portal with a robust system to facilitate every aspect of the process would be welcomed by the applicant organizations and could generate significant efficiencies for the applicant, panelists/reviewers, and program administrators.

Another concept identified by this workgroup was to better align the grant application materials and timing to mitigate duplicative application forms and provide a more concise time period for organizations to learn their total financial commitments from the various funding partners. This would also benefit the staff and policy makers charged with reviewing and scoring grant applications. Should a singular portal be pursued, each funding partner would then be able to monitor all grant applications in real time. The singular application portal is still being explored by the aforementioned organizations to determine the full extent of benefits associated with this concept. Once the analysis has been completed, staff will bring back an agenda item to the Board if there are any legal, policy, or financial considerations.

For the FY18 grant cycles, staff will post a new page on the VisitTallahassee.com website that will feature all four of the organizations that provide event grant funding to better educate the community on the various resources available and help them identify the grant programs best suited for a given event/activity until a determination can be made on a collaborative online grant portal system. Further, coordinated educational sessions will once again commence in May among representatives from each of the aforementioned funding organizations in support of local

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cultural programming, activities, and events that enrich the destination and attract visitors to the community. Specific to the County's Tourism grants, the online application process will continue to be utilized for upcoming grant cycle.

Based on the Board's guidance, staff will finalize the modifications to the three Tourism grant programs for the FY18 grant cycle and continue to explore the appeal and practicality of an online event grant application portal to better serve the funding agencies and grant applicants.

**Options:**

1. Accept the status report on Tourism and Cultural grant funding.
2. Approve the modifications to the Tourism grant programs as recommended by the Tourist Development Council (Attachment #1).
3. Do not accept the status report on Tourism grant funding.
4. Board Direction.

**Recommendation:**

Options #1 and #2.

**Attachments:**

1. Recommended modifications to the Tourism Signature, Special, and Sports Event grant programs
2. Summary of local resources available to support festivals, events and cultural programming in Leon County
3. FY 2017 Tourism grant awards lists
4. Latest COCA grant award lists

Leon County  
Division of Tourism Development

**Special Event  
Grant Program**  
(Policies & Application)

Amended: February 7, 2017

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- II. Statement of Policies
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- V. Guidelines for Grant Request Funding Levels
- VI. Special Event Grant Timeline
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- VIII. Conclusion

## **Leon County Special Event Grant Program**

### **I. INTRODUCTION AND DEFINITION**

The Leon County Tourist Development Council (TDC) was created pursuant to the State of Florida Local Option Tourist Development Act and Leon County Ordinance #88-01. The TDC administers funds collected from a local option tourist development tax (TDT) on transient lodging sales, i.e. hotels/motels, campgrounds and condominiums. The funds are designated to promote Tallahassee/Leon County as a preferred visitor destination for meetings and conventions, group leisure travel, special events, cultural activities and amateur sporting events.

The TDC annually allocates funds to a grant program for local groups and organizations that coordinate events with a demonstrated history of or significant potential to draw visitors to the area. The Special Event Grant Fund is administered by the TDC with recommendations from the Grant Review Committee. The Grant Review Committee is made up of TDC members, tourism and hospitality leaders and marketing professionals. There is a separate grant program for sporting events that is administered by the Tallahassee Sports Council.

For clarification, TDC grant programs are funded by the Tourist Development Tax (TDT) and designed to draw visitors to Leon County. Grant programs administered by the Council on Culture & Arts (COCA) are also funded by TDT revenue and designed to support year round arts and culture programming.

A "Special Event" is defined as "a new or existing organized concert, exhibition, festival, fair, conference or celebration which is conducted according to a prearranged schedule and of interest to the general public. For the purpose of this grant program, the public interest should extend to Leon County residents and to those living outside Leon County who would visit the destination and stay overnight to observe or participate."

Each application will be evaluated against established criteria and historic precedent. The number and extent of these grants will depend upon the availability of designated funds and specific allocations. Ideally, the funds allocated by the TDC will eventually be returned through increased transient lodging sales resulting from these special events and the tourist development tax generated from those sales.

### **II. STATEMENT OF POLICIES**

- A. Grant funds are intended to supplement the organization's budget.
- B. Funding does not support administrative costs or non-public events. Funding supports marketing and promotional efforts, venue/site rentals and costs associated with visiting artists and/or exhibits.
- C. Applicants receiving grant funds from the Council on Culture & Arts (COCA) may not receive grant funding for the same event through the TDC. Applicants may make requests to the TDC and COCA, but these must be for a different event or activity.
- D. Hotels secured for the event must be located within Leon County.

- E. If the requested grant amount exceeds \$10,000, applicants budget must reflect at least a 25% dollar-for-dollar match (in-kind services will not be allowed). Applicants will be required to identify the amount of matching funds in the event budget submitted and the amount must be verified and sourced in the Post-Event Report. The grant award amount may be reduced for the next cycle proportionately to the shortfall of funds raised if the 25% matching funds were not received.
- F. Funding shall be provided as reimbursement for approved actual expenditures upon completion of the event. Proof of payment must be provided. Proof of payment may be submitted in the form of a vendor receipt and a front & back copy of cleared check or credit card receipt. Cash receipts can be accepted for reimbursements; however using a check or credit card is preferred. Written confirmation from vendor that expenditure has been paid in full is necessary if only a copy of the front of the cleared check is provided.
- G. To be eligible for payment, a completed Post-Event Report must be submitted. The report must include tracking statistics regarding out-of-town visitors and their use of transient lodging facilities and occupancy. Failure to submit a complete Post-Event Report will result in disqualification for support. Requests for reimbursement must be received by September 30.
- H. Any funds granted will be subject to audit by the Leon County Auditor.
- I. Indemnification: By submitting this Grant application, the applicant agrees that upon final approval of the Grant the applicant shall indemnify Leon County, Florida, a charter county and political subdivision of the State of Florida (the "County"), to the extent provided as follows:

(1) Except as otherwise provided herein below, the applicant shall indemnify, save and hold the County, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the applicant, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this event for which the Grant was approved. Should the County, as a result of the performance or lack thereof by or on behalf of the applicant, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this event for which the Grant was approved, or expend County funds to complete or correct such performance, the applicant, upon demand by the County, shall refund and reimburse the County for all sums so reimbursed or expended by the County.

(2) If the applicant is a governmental entity or other such organization to which the protection of sovereign immunity is applicable, the indemnification requirements set forth in subparagraph (1) above shall apply to such applicant only to the extent as allowed in Section 768.28, Florida Statutes, and nothing herein shall be deemed to be a waiver of such applicant's sovereign immunity beyond those statutory limits as provided therein.

(3) If the event for which the Grant was approved is to take place on property owned by the County and/or is sponsored by the County, the applicant shall, in addition to these indemnification requirements, be required to provide to the

County a certificate of insurance showing that that the applicant has procured insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance by the applicant, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, of this event for which the Grant was approved, in the minimum coverage and amounts as follows, and that the County has been named as an additional insured: (i) commercial general liability insurance coverage with combined single limits for bodily injury, personal injury, and property damage of no less than \$1,000,000 per occurrence and a \$2,000,000 annual aggregate; and (ii) if applicable, workers' compensation insurance covering all employees meeting statutory limits in compliance with all applicable state and federal laws.

- J. The combined Leon County/Visit Tallahassee logo must be included on all printed and online advertisements and promotional materials for the event. For example; banners, signs, t-shirts, programs, brochures, event website, etc. The combined logo must appear on all printed, online or broadcast promotional material developed for the event and include a link to the VisitTallahassee.com website. Before these materials are produced, they **MUST BE SUBMITTED AND APPROVED** by the Leon County Division of Tourism Development to assure that the combined Leon County/Visit Tallahassee logo appears properly.

Leon County Tourism Development continues to be dedicated to supporting worthwhile local events through our grant programs and other promotional opportunities, but reserves the right to reduce or eliminate grant funding for organizations that did not receive prior approval for correct logo use.



- K. Allowable expenses shall include:
- Promotion, marketing and paid advertising/media buys that reach outside Leon County with potential to drive overnight visitation
  - Event production and technical expenses, site fees/costs (contract help, rentals, insurance) rights fees, sanction fees, non-monetary awards and travel expenses including lodging.

- Note: On page 7 of the Application the applicants are required to describe how the grant funds will be used. Any changes to the items submitted in the application MUST be submitted in writing to Visit Tallahassee and will not be allowed without written approval from Visit Tallahassee staff PRIOR to event.

L. Unallowable expenses include:

- General and administrative expenses,
- Building, renovating and/or remodeling expenses,
- Permanent equipment purchases,
- Debts incurred prior to grant requests,
- Programs which solicit advertising or sponsorships,
- Hospitality or social functions,
- Advertising that only reaches Leon County and its residents.
- Sleeping room expenses for attendees

**III. RATING CRITERIA AND PROCESS**

Each grant application will be reviewed by TDC staff to ensure that all required materials have been supplied. Failure to supply all the required materials will result in disqualification. Following staff review, the applications will be provided to the TDC's Grant Review Committee for scoring. The committee will score each application on a 100 point scale based on the following:

Tourism Development	• Proposal coincides with non-peak or shoulder seasons, has potential of generating visitation to Leon County that includes overnight stays in Leon County commercial lodging (30 points)	30
	• Proposal distinguishes the destination and elevates the appeal of Leon County. (15 points)	15
Marketing	• Proposal includes strategies for attracting visitors from in-state and the Southeast. Marketing plan is well-defined, thorough and realistic (20 points)	20
Event Evaluation	• Budget is appropriate for the event. (10 points)	10
	• Proposal includes goals for event and method for measuring and evaluating outcome of event. (10 points)	10
Technical	• Proposal includes detailed plan for documenting overnight hotel stays (10 points)	10
	• Quality of the grant application and all required documents were submitted. (5 points)	5
		Total Possible Points: 100

*\*Performance of prior event grants may impact your recommended funding level. This includes room nights generated, private funds raised, and proper logo use.*

#### IV. FUNDING ELIGIBILITY

The intent of the Special Event Grant Program is to provide funding assistance for events that attract overnight visitors to Leon County and create business for the commercial lodging industry, (hotels/motels, campgrounds, condominiums) as well as restaurants, retail establishments and other businesses. To be considered for funding, the following criteria have been established:

1. Each application must include a signed Certification and Compliance page
2. Event must take place between Oct. 1, and Sept. 30, of the upcoming fiscal year.
3. The event must have the potential to bring out-of-town visitors that use commercial lodging establishments in Leon County.
4. Applicant must provide a marketing/promotions plan.
5. Applicant must provide a detailed event budget.

#### V. GUIDELINES FOR GRANT REQUEST FUNDING LEVELS

The following table reflects the funding level possible based on the event’s estimated number of hotel room nights. **The estimated number of hotel room nights does not guarantee the level of funding at which the event may be approved. The final funding recommendation will be based on the committee’s discretion and the funding available. As an example, if the committee believes the event has overstated the potential room nights, the committee has the right to place the application in a lower funding category.**

Estimated Room Nights	Room Night Funding Range
1,001 to 1,499	\$10,000-15,000
500 to 1,000	\$6,000 – 9,999
200 to 499	\$3,000 - 5,999
100 to 199	\$1,500 – 2,999
Less than 100	\$0 - \$1,499

The following formula will be used to determine the final grant amounts:

1. The average score of the panel will be determined for each application based on the maximum of 100 points as outlined above.
2. Applications scoring above the minimum threshold of 70% will be considered for funding based on the formula outlined below.
3. The average score for each application will first be converted into a percentage of the 100 maximum points possible. As an example, if Application #1 scored 90 out of 100, the percentage for Application #1 would be 90%.

4. The grant requested amount will then be multiplied by the percentage attained to determine the **initial** award based on the categories above. As an example, if Application #1 scored 90% and requested \$5,000, the initial award would be \$4,500.
5. The same process will be followed for each application and the total initial awards will be added.
6. If this total amount exceeds the total budgeted for all grants, then staff will adjust the initial scores of all recipients by a percentage. All initial grants will be adjusted by the same percentage to determine the final grant score and award.
7. Additional adjustments will be made if necessary to reach the total amount in the budget.
8. The Tourist Development Council Special Event Grant Committee reserves the right to adjust the minimum threshold if necessary to ensure funding for the highest scoring applications.
9. Applications for grants \$5,000 and more must itemize the amount requested on the application.

## VI. SPECIAL EVENT GRANT TIMELINE

	<u>Process</u>	<u>Date</u>
1.	Advertise Grant Cycle Opening/Applications Available	First Monday in May
2.	Workshop for Grant Applicants	May & June
3.	<b>Deadline for Applications Submittal</b>	First Monday in August
4.	Review by Advisory Committees -TDC Grant Review Committee	Week prior to TDC meeting in September
5.	Review & Final Approval by LCTDC	First Thursday in September
6.	Funds Available – Must provide <b>proof of paid expenses</b> and <b>room night/ Visitor report</b> .	Approximately 2 weeks following submittal and approval of Post-Event Report

It is strongly encouraged for applicants to be in attendance or send a representative to the Grant Review Committee meeting.

## VII. VISITOR TRACKING

To assess the impact of each event on the Tallahassee-Leon County transient lodging industry, the TDC emphasizes the importance of tracking the number of overnight visitors attending the event.

- Room block reports from hotels are the preferred method of reporting room data. This information will be used to help track the number of visitors attending the event. Furthermore, this information helps determine the growth of a particular event. Subsequently, an event's growth can impact the future funding level of the grant awarded to the organization.
- If your event uses an advanced registration procedure, utilize the attached **Visitor Tracking Form** (Appendix A) to gather the requested information. Each

- participant/group should sign his or her name, hotel in which they are residing, number of rooms secured, number of days, and the number of guests staying in each room.
- If either of the above (advanced registration or hotel room blocks) is not used, a third option requires 100 completed five question surveys of event attendees. The TDC will provide questions and assist with analysis.

The TDC reserves the right to conduct a post-audit of information presented on the ***Post-Event Report*** (Appendix B). All lodging accommodations listed will be contacted to confirm the number of room nights generated for the event. **ANY MISLEADING OR FALSE INFORMATION PRESENTED CAN AND WILL ADVERSELY AFFECT FUTURE GRANT AWARDS.**

## VIII. CONCLUSION

Applicants are asked not to contact members of the TDC Grant Review Committee. The event director, fiscal administrator or other contact person may be called upon by any one of these groups or their staff at any time during the review process.

**For questions or additional information, please contact our office at:**

Aundra Bryant (850) 606-2300

**FOR GADSDEN, JEFFERSON, FRANKLIN, & WAKULLA COUNTY EVENTS**

To qualify, event must:

1. Utilize or demonstrate the potential to utilize Leon County lodging establishments.
2. Have secured a funding commitment from the home county Tourist Development Council.

Leon County  
Division of Tourism Development

**Sports Event Grant  
Program**  
(Policies & Application)

Amended: February 7, 2017

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## **Leon County Sports Events Grant Program**

### **I. INTRODUCTION AND DEFINITION**

The Leon County Tourist Development Council (TDC) was created pursuant to the State of Florida Local Option Tourist Development Act and Leon County Ordinance #88-01. The TDC administers funds collected from a local option tourist development tax (TDT) on transient lodging sales, i.e. hotels/motels, campgrounds and condominiums. The funds are designated to promote Tallahassee/Leon County as a preferred visitor destination for: meetings and conventions, group leisure travel, special events, cultural activities and amateur sporting events.

The TDC annually allocates funds to a grant program for groups and organizations that coordinate events with a demonstrated history of or significant potential for drawing visitors to the area. The Leon County Division of Tourism Development sports department, with support of the Tallahassee Sports Council, administers the Sports Event Grants program for sporting events. These grants are approved by the TDC.

A Sports Event is defined as a new or existing sporting event, exhibition, competition, team training, conference or celebration which is conducted according to a prearranged schedule and of interest to the general public. For the purpose of this grant program, the public interest should extend to Leon County residents and to those living outside Leon County who would visit the destination and stay overnight to observe or participate.

Each application will be evaluated against established criteria and historic precedent. The number and extent of these grants will depend upon the availability of designated funds and specific allocations. Ideally, the funds allocated by the TDC will eventually be returned through increased in transient lodging sales resulting from these special events and the tourist development tax generated from those sales.

### **II. STATEMENT OF POLICIES**

- A. Grant funds are intended to supplement the organization's budget.
- B. Funding does not support administrative costs or non-public events. Funding supports marketing and promotional efforts, venue/site rentals and costs associated with visiting artists and/or exhibits.
- C. Grant applications will only be received during the advertised cycle. One application will be accepted per event, per fiscal year. In the event that a Sports Event Grant application is received outside of the Tourist Development Council's designated submission dates and grant funds are still available in the budget, the Tourist Development Council may elect to consider the request.
- D. Hotels secured for the event must be located within Leon County.
- E. If the requested grant amount exceeds \$10,000, applicants budget must reflect at least a 25% dollar-for-dollar match (in-kind services will not be allowed). Applicants will be required to identify the amount of matching funds in the event budget submitted and the amount must be verified and sourced in the Post-Event Report. The grant award amount may be reduced for the next cycle

proportionately to the shortfall of funds raised if the 25% matching funds were not received.

- F. Funding shall be provided as reimbursement for approved actual expenditures upon completion of the event. Proof of payment must be provided. Proof of payment may be submitted in the form of a vendor receipt and a front & back copy of cleared check or credit card receipt. Cash receipts can be accepted for reimbursements; however, using a check or credit card is preferred. Written confirmation from vendor that expenditure has been paid in full is necessary if only a copy of the front of the cleared check is provided.
- G. To be eligible for payment, a completed Post-Event Report must be submitted. The report must include tracking statistics regarding out-of-town visitors and their use of transient lodging facilities and occupancy. Failure to submit a complete Post-Event Report will result in disqualification for support. Requests for reimbursement must be received by September 30.
- H. Any funds granted will be subject to audit by the Leon County Auditor.
- I. Indemnification: By submitting this Grant application, the applicant agrees that upon final approval of the Grant the applicant shall indemnify Leon County, Florida, a charter county and political subdivision of the State of Florida (the "County"), to the extent provided as follows:

(1) Except as otherwise provided herein below, the applicant shall indemnify, save and hold the County, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the applicant, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this event for which the Grant was approved. Should the County, as a result of the performance or lack thereof by or on behalf of the applicant, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this event for which the Grant was approved, or expend County funds to complete or correct such performance, the applicant, upon demand by the County, shall refund and reimburse the County for all sums so reimbursed or expended by the County.

(2) If the applicant is a governmental entity or other such organization to which the protection of sovereign immunity is applicable, the indemnification requirements set forth in subparagraph (1) above shall apply to such applicant only to the extent as allowed in Section 768.28, Florida Statutes, and nothing herein shall be deemed to be a waiver of such applicant's sovereign immunity beyond those statutory limits as provided therein.

(3) If the event for which the Grant was approved is to take place on property owned by the County and/or is sponsored by the County, the applicant shall, in addition to these indemnification requirements, be required to provide to the County a certificate of insurance showing that the applicant has procured insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance by the applicant, its employees, volunteers, subcontractors, employees of

subcontractors, or clientele, of this event for which the Grant was approved, in the minimum coverage and amounts as follows, and that the County has been named as an additional insured: (i) commercial general liability insurance coverage with combined single limits for bodily injury, personal injury, and property damage of no less than \$1,000,000 per occurrence and a \$2,000,000 annual aggregate; and (ii) if applicable, workers' compensation insurance covering all employees meeting statutory limits in compliance with all applicable state and federal laws.

- J. The combined Leon County/Visit Tallahassee logo must be included on all printed and online promotional materials for the event. For example; banners, signs, t-shirts, programs, brochures, event website, ads, etc. The combined logo must appear on all printed, online or broadcast promotional material developed for the event and include a link to the VisitTallahassee.com website. Before these materials are produced, they **MUST BE SUBMITTED AND APPROVED** by the Leon County Division of Tourism Development to assure that the combined Leon County/Visit Tallahassee logo appears properly.

Leon County Tourism Development continues to be dedicated to supporting worthwhile local events through our grant programs and other promotional opportunities, but reserves the right to reduce or eliminate grant funding for organizations that did not receive prior approval for correct logo use.



- K. Allowable expenses shall include:
- Promotion, marketing and paid advertising/media buys that reach outside Leon County with potential to drive overnight visitation;
  - Event production and technical expenses, site fees/costs (contract help, rentals, insurance) rights fees, sanction fees, non-monetary awards and travel expenses including lodging.

- L. Unallowable expenses include:
- General and administrative expenses,
  - Advertising that only reaches Leon County and its residents
  - Building, renovating and/or remodeling expenses,
  - Permanent equipment purchases,
  - Debts incurred prior to grant requests,
  - Programs which solicit advertising or sponsorships, and
  - Hospitality or social functions.
  - Sleeping room expenses for attendees

### III. RATING CRITERIA AND PROCESS

Each grant application will be reviewed by TDC staff to ensure that all required materials have been supplied. Failure to supply all the required materials will result in disqualification. Following staff review, the applications will be provided to the Tallahassee Sports Council Grant Review Committee for consideration. The committee will score each application on a 100 point scale based on the following:

Tourism Development	<ul style="list-style-type: none"> <li>• Proposal coincides with shoulder seasons or periods of low occupancy and has potential of generating visitation to Leon County that includes overnight stays in Leon County commercial lodging (30 points)</li> </ul>	30
	<ul style="list-style-type: none"> <li>• Proposal distinguishes the destination and elevates the appeal of Leon County. (15 points)</li> </ul>	15
Marketing	<ul style="list-style-type: none"> <li>• Proposal includes strategies for attracting visitors from in-state and the Southeast. Marketing plan is well-defined, thorough and realistic (20 points)</li> </ul>	20
Event Evaluation	<ul style="list-style-type: none"> <li>• Budget is appropriate for the event. (10 points)</li> </ul>	10
	<ul style="list-style-type: none"> <li>• Proposal includes goals for event and method for measuring and evaluating outcome of event. (10 points)</li> </ul>	10
Technical	<ul style="list-style-type: none"> <li>• Proposal includes detailed plan for documenting overnight hotel stays (10 points)</li> </ul>	10
	<ul style="list-style-type: none"> <li>• Quality of the grant application and all required documents were submitted. (5 points)</li> </ul>	5
		Total Possible Points: 100

*\*Performance of prior event grants may impact your recommended funding level. This includes room nights generated, private funds raised, and proper logo use.*

#### IV. FUNDING ELIGIBILITY

The intent of the Sports Events Grant Program is to provide funding assistance for events that attract overnight visitors to Leon County and create business for commercial lodging industry, (hotels/motels, campgrounds, condominiums) as well as restaurants, retail establishments and other businesses. To be considered for funding, the following criteria have been established:

1. Each application must include a signed Certification and Compliance page
2. Event must take place between October 1, and September 30, of the upcoming fiscal year.
3. The event must have the potential to bring out-of-town visitors that use commercial lodging establishments in Leon County
4. Applicant must provide a marketing/promotions plan.
5. Applicant must provide a detailed event budget.

#### V. GUIDELINES FOR GRANT REQUEST FUNDING LEVELS

The following table reflects the funding level possible based on the event's estimated number of hotel room nights. **The estimated number of hotel room nights does not guarantee the level of funding at which the event may be approved. The final funding recommendation will be based on the committee's discretion and the funding available. As an example, if the committee believes the event has overstated the potential room nights, the committee has the right to place the application in a lower funding category.**

Estimated Room Nights	Room Night Funding Range
1,001 to 1,499	\$10,000-15,000
500 to 1,000	\$6,000 – 9,999
200 to 499	\$3,000 - 5,999
100 to 199	\$1,500 – 2,999
Less than 100	\$0 - \$1,499

The committee will review each event application and determine the final grant amounts based on the following criteria:

1. The potential of an event to bring overnight visitors to Leon County.
2. Events scheduled during non-peak or shoulder seasons will be a priority.
3. The estimated number of out-of-town visitors and their length of stay.

4. The history of the event including previous grant support and potential for growth.
5. The amount of potential media exposure to Tallahassee and Leon County.
6. The submitted detailed plan for marketing and promotion.
7. The submitted detailed budget with realistic expectations. Applicant must show a need for funding.
8. The intended use of funds must fall within scope of the special events program as stated in policies.
9. Availability of funding for entire program.
10. Applications for grants \$5,000 and more must itemize the amount requested on the application.

## VI. SPORTS EVENT GRANT TIMELINE

	<u>Process</u>	<u>Date</u>
1.	Advertise Grant Cycle Opening/Applications Available	First Monday in May
2.	Workshop for Grant Applicants	May & June
3.	<b>Deadline for Applications Submittal</b>	First Monday in August
4.	Review by Advisory Committees -Tallahassee Sports Council	First Tuesday in September
5.	Review & Final Approval by LCTDC	First Thursday in September
6.	Funds Available – Must provide <b>proof of paid expenses</b> and <b>room night/ Visitor report.</b>	Approximately 2 weeks following submittal and approval of Post-Event Report

**Second Cycle Process-** The second cycle grant process will open in the first Monday of January and close on the third Monday of February based on the remaining grant funds available.

**Out of Cycle Process** - In the event that a Sports Event Grant application is received outside of the published dates the Tallahassee Sports Council and Tourist Development Council's may elect to consider the request.

## VII. VISITOR TRACKING

To assess the impact of each event on the Tallahassee-Leon County transient lodging industry, the TDC emphasizes the importance of tracking the number of overnight visitors attending the event.

- Room block reports from hotels are the preferred method of reporting room data. This information will be used to help track the number of visitors attending the event. Furthermore, this information helps determine the growth of a particular event. Subsequently, an event's growth can impact the future funding level of the grant awarded to the organization.

- If your event uses an advanced registration procedure, utilize the attached **Visitor Tracking Form** (Appendix A) to gather the requested information. Each participant/group should sign his or her name, hotel in which they are residing, number of rooms secured, number of days, and the number of guests staying in each room.
- If either of the above (advanced registration or hotel room blocks) is not used, a third option requires 100 completed five-question surveys of event attendees. The TDC will provide questions and assist with analysis.

The TDC reserves the right to conduct a post-audit of information presented on the **Post-Event Report** (Appendix B). All lodging accommodations listed will be contacted to confirm the number of room nights generated for the event. **ANY MISLEADING OR FALSE INFORMATION PRESENTED CAN AND WILL ADVERSELY AFFECT FUTURE GRANT AWARDS.** Not tracking your event rooms and/or visitors could void your post event funding.

## VIII. CONCLUSION

Applicants are asked not to contact members of the Grant Review Committee, or the Tallahassee Sports Council. The event director, fiscal administrator or other contact person may be called upon by any one of these groups or their staff at any time during the review process.

**For questions or additional information, please contact:**

Brian Hickey  
(850) 606-2313

Amanda Heidecker  
(850) 606-2317

**FOR GADSDEN, JEFFERSON, FRANKLIN, & WAKULLA COUNTY EVENTS**

To qualify, event must:

1. Utilize or demonstrate the potential to utilize Leon County lodging establishments.
2. Have secured a funding commitment from the home county Tourist Development Council.

Leon County  
Division of Tourism Development

**Signature Event  
Grant Program**  
(Policies & Application)

Amended February 7, 2017

## **Table of Contents**

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- II. Objectives
- III. Definition
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## **Leon County Signature Event Grant Program**

### **I. INTRODUCTION**

The Leon County Tourist Development Council (TDC) was created pursuant to the State of Florida Local Option Tourist Development Act and Leon County Ordinance #88-01. The TDC administers funds collected from a local option tourist development tax (TDT) on transient lodging sales, i.e. hotels/motels, campgrounds and condominiums. The funds are designated to promote Tallahassee/Leon County as a preferred visitor destination for meetings and conventions, group leisure travel, special events, cultural activities and amateur sporting events.

As part of the FY 2014 budget process, the Board of County Commissioners (BOCC) approved the establishment of a Signature Event Grant Program to compliment other grant programs operated by the TDC.

Currently, the TDC annually allocates funds to three separate grant programs for local groups and organizations that coordinate events with a demonstrated history of or significant potential to draw visitors to the area. The Special Event Grant Fund is administered by the TDC with recommendations from the Grant Review Committee. There is a separate grant program for sporting events that is administered by the Tallahassee Sports Council. Signature Event Grants are for festivals and events that can demonstrate the potential to bring a significant number of room nights to the community. Signature Event Grants are also reviewed by the Grant Review Committee and presented to the TDC for approval. The Grant Review Committee is made up of TDC members, tourism and hospitality leaders and marketing professionals.

For clarification, TDC grant programs are funded by the Tourist Development Tax (TDT) and designed to draw visitors to Leon County. Grant programs administered by the Council on Culture & Arts (COCA) are also funded by TDT revenue and designed to support year round arts and culture programming.

### **II. OBJECTIVES**

1. Supports large-scale event(s) that are/will be recognized as synonymous with the destination.
2. Increases the visibility of the destination in state, regional, national and even international media and elevates awareness of tourism's contribution to the local economy with the local media.
3. Helps establish Leon County/Tallahassee as a destination for the planned event and other opportunities.
4. Generates a minimum of 1,500 room nights for Leon County commercial lodging properties during traditionally low times of hotel occupancy.
5. Generates a significant economic impact for other hospitality related businesses such as restaurants and retail establishments.
6. Regenerates the investment of the Tourist Development Tax funds and also increases local sales tax collections.

### III. DEFINITION

1. A Signature Event is:
  - a. One that follows the definition of an “event” in section 125.0104, Florida Statutes; to be an authorized use of Tourist Development Tax revenue, an event “shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity or event to tourists.” By statute, a tourist is “a person who participates in trade or recreation activities outside of the county of his or her residence, or who rents transient accommodations including any living quarters or accommodations in any hotel, motel, resort motel, apartment, apartment hotel, rooming house, mobile home park, recreational vehicle park, condominium or timeshare resort for a term of 6 months or less.”
  - b. One that offers programming for the public over multiple days, or a single day while demonstrating the potential of generating a minimum of 1,500 hotel room nights; Multiple day events, because of their broader economic impact to all aspects of the local economy are preferred.
  - c. An event that occurs during traditionally low times of hotel occupancy (typically below 50%, but not a mandatory number). An event scheduled during Florida State University football home games or Florida A&M University football Homecoming weekends, university graduation weekends, or during midweek of regular legislative session should not be considered for funding unless extenuating conditions merit consideration.
  - d. An existing event that seeks to expand, merge with other events taking place in the same time frame, or an entirely new event.
  - e. A cultural, historic, heritage, literary or musical based festival, sporting event or conference.
  - f. A collaboration between multiple partners such as Florida State University, Florida A&M University, the Florida Restaurant & Lodging Association, VISIT FLORIDA or others to create a new event, generate added value and benefit to existing events or rebrand a series of festivals into one entity. For example, creating a month-long cultural festival.
  - g. One that has an existing organizational structure to fully plan, market and produce the event, i.e. a turn-key event.
  - h. An annual, rotational or single-year event; annual events are preferred.
2. Signature events must meet community standards and align with the County’s tourism marketing objectives and positioning.
3. Signature events should not receive support from County general revenue through the BOCC or the Council on Culture & Arts (COCA) with the exception of in-kind support. No other funds from the BOCC can be used for the match requirement.

Each application will be evaluated against established criteria and historic precedent. The number and extent of these grants will depend upon the availability of designated funds and specific allocations. Ideally, the funds allocated by the TDC will eventually be partially returned through increased transient lodging sales resulting from these special events and the tourist development tax generated from those sales.

#### IV. STATEMENT OF POLICIES

1. Grant funds are intended to supplement the organization's budget.
2. For new events that demonstrate the potential to generate the minimum 1,500 room nights, the TDC has the option to fund the event through a Signature Event grant in its initial three (3) years.
3. Funding does not support administrative costs or private events. Funding supports marketing and promotional efforts, venue/site rentals and costs associated with visiting artists and/or exhibits.
4. Hotels secured for the event must be located within Leon County
5. Applicants budget must reflect at least a 25% dollar-for-dollar match (donated in-kind services will not be allowed) to the requested grant amount. Applicants will be required to identify the amount of matching funds in the event budget submitted and the amount must be verified and sourced in the Post-Event Report. The grant award amount may be reduced for the next cycle proportionately to the shortfall of funds raised if the 25% matching funds were not received.
6. Funding shall be provided as reimbursement for approved actual expenditures upon completion of the event. Proof of payment must be provided. Proof of payment may be submitted in the form of a vendor receipt and a front & back copy of cleared check or credit card receipt. Cash receipts can be accepted for reimbursements; however using a check or credit card is preferred. Written confirmation from vendor that expenditure has been paid in full is necessary if only a copy of the front of the cleared check is provided.
7. Leon County Tourism Development staff will direct the County's marketing research firm of record to conduct an economic impact study of an event receiving Signature Event Grant funding. Event organizers must allow for face-to-face interviews with spectators and participants in order to be eligible.
8. It is the intent of the TDC to discourage the support of two competing signature events.
9. To be eligible for payment, a completed Post-Event Report must be submitted. The report must include a recap of the event and how the event promoters measured the success/failure of the event. Failure to submit a complete Post-Event Report will result in disqualification for support. Requests for reimbursement must be received by September 30.
10. Any funds granted will be subject to audit by the Leon County Auditor.
11. Indemnification: By submitting this Grant application, the applicant agrees that upon final approval of the Grant the applicant shall indemnify Leon County, Florida, a charter county and political subdivision of the State of Florida (the "County"), to the extent provided as follows:
  - (a) Except as otherwise provided herein below, the applicant shall indemnify, save and hold the County, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the applicant, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this event for which the Grant was approved. Should the County, as a result of

the performance or lack thereof by or on behalf of the applicant, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this event for which the Grant was approved, or expend County funds to complete or correct such performance, the applicant, upon demand by the County, shall refund and reimburse the County for all sums so reimbursed or expended by the County.

(b) If the applicant is a governmental entity or other such organization to which the protection of sovereign immunity is applicable, the indemnification requirements set forth in subparagraph (1) above shall apply to such applicant only to the extent as allowed in Section 768.28, Florida Statutes, and nothing herein shall be deemed to be a waiver of such applicant's sovereign immunity beyond those statutory limits as provided therein.

(c) If the event for which the Grant was approved is to take place on property owned by the County and/or is sponsored by the County, the applicant shall, in addition to these indemnification requirements, be required to provide to the County a certificate of insurance showing that that the applicant has procured insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance by the applicant, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, of this event for which the Grant was approved, in the minimum coverage and amounts as follows, and that the County has been named as an additional insured: (i) commercial general liability insurance coverage with combined single limits for bodily injury, personal injury, and property damage of no less than \$1,000,000 per occurrence and a \$2,000,000 annual aggregate; and (ii) if applicable, workers' compensation insurance covering all employees meeting statutory limits in compliance with all applicable state and federal laws.

12. The combined Leon County/Visit Tallahassee logo must be included on all printed and online advertisements and promotional materials for the event. For example: banners, signs, t-shirts, programs, brochures, event website, etc. The combined logo must appear on all printed, online or broadcast promotional material developed for the event and include a link to the VisitTallahassee.com website. Before these materials are produced, they **MUST BE SUBMITTED AND APPROVED** by the Leon County Division of Tourism Development **PRIOR to distribution** to ensure that the combined Leon County/Visit Tallahassee logo appears properly.

Leon County Tourism Development continues to be dedicated to supporting worthwhile local events through our grant programs and other promotional opportunities, but reserves the right to reduce or eliminate grant funding for organizations that did not receive prior approval for correct logo use.



13. Grantee is required to coordinate public announcements of the event including the entertainment and/or performing acts, news releases, social media posts, or broadcasts associated as part of the event with Leon County Tourism Development.
14. Allowable expenses shall include:
  - Promotion, marketing and paid media advertising that reaches outside Leon County to in-state metro markets and the Southeast at minimum with potential to drive overnight visitation.
  - Event production and technical expenses, site fees/costs (contract help, rentals, insurance) rights fees, sanction fees, non-monetary awards and travel expenses including lodging.
  - Note: On page 7 of the Application the applicants are required to describe how the grant funds will be used. Any changes to the items submitted in the application **MUST** be submitted in writing to the Leon County Tourism Development office and will not be allowed without written approval from staff **PRIOR** to the event.
15. Unallowable expenses include:
  - General and administrative expenses.
  - Building, renovating and/or remodeling expenses.
  - Permanent equipment purchases.
  - Debts incurred prior to grant period.
  - Programs which solicit advertising or sponsorships.
  - Hospitality or social functions.
  - Advertising that primarily reaches Leon County and its residents.
  - Sleeping room expenses for attendees.

## V. PROCEDURES

1. Funding for the Tourism Signature Event Grant Program will be included as part of the Division of Tourism Development’s normal budget process.
2. Leon County Tourism Development will proactively solicit existing events or new events for use of these funds. Staff will be open to new ideas and give consideration to works in progress.
3. Applications shall be received between first Monday in May and first Monday in August of each year to be eligible for a grant award to be awarded for the following fiscal year.
4. Out-of-cycle grants will be accepted as long as contingency grant funds are available.
5. Funds will be primarily used to market the signature event, but may be used for other purposes as authorized by section 125.0104, Florida Statutes, such as programming and production expenses as long as the main focus is the promotion of the event to visitors.
6. Funds will be provided to the recipient on a reimbursement basis upon receipt of a post event report demonstrating proof that the funds were spent as agreed upon.
7. Each grant application will be reviewed by Leon County Tourism Development staff to ensure all required materials have been supplied. Failure to supply all of the required materials will result in disqualification. Following staff review, the applications will be provided to the TDC’s Grant Review Committee for scoring. The Committee will score each application on a 100 point scale based on the established scoring criteria in Section VII.
8. Once approved by the TDC, staff will issue an award letter to the grant recipient outlining the amount and a contract agreement authorizing the uses of the funds and will include a scope of work, deliverables, and required documentation. Signed contracts must be received by Leon County Tourism Development within 30 days of receipt of award letter.
9. Upon receipt of a standardized post event report, staff will process the grant invoice for payment.

### SIGNATURE EVENT GRANT TIMELINE

	<u>Process</u>	<u>Date</u>
1.	Advertise Grant Cycle Opening/Applications Available	First Monday in May
2.	Workshop for Grant Applicants	May & June
3.	<b>Deadline for Applications Submittal</b>	First Monday in August
4.	Review and scoring by TDC Grants Committee	First Tuesday in September
5.	Review & Final Approval by LCTDC	First Thursday in September
6.	Funds Available – Must provide <b>proof of paid expenses</b> and <b>room night/ Visitor report.</b>	Approximately 2 weeks following submittal and approval of Post-Event Report

It is strongly encouraged for applicants to be in attendance or send a representative to the Grant Review Committee meeting.

## **VI. FUNDING ELIGIBILITY**

The intent of the Signature Event Grant Program is to provide funding assistance for events that attract overnight visitors to Leon County and create business for the commercial lodging industry, (hotels/motels, campgrounds, condominiums) as well as restaurants, retail establishments and other businesses. To be considered for funding, the following criteria have been established:

1. Each application must include a signed Certification and Compliance page
2. Event must take place between October 1, and September 30, of the upcoming fiscal year.
3. The event must have the potential to bring out-of-town visitors that use commercial lodging establishments in Leon County.
4. Applicant must provide a marketing/promotions plan.
5. Applicant must provide a detailed event budget indicating matching funds.

## **VII. FUNDING LEVELS AND SCORING**

The TDC recommended funding levels table takes into account that other segments of the local economy such as restaurants and retail will benefit from an increase in visitation along with hotels, motels, and other tourism related businesses. In addition, the State and Leon County will benefit from the increased direct spending thereby enhancing sales and gas tax collections. Therefore, the recommended funding guidelines do not require a 1:1 return on investment with regard to the TDT. Instead, the proposed funding model is based on an approximate 1:3 return of TDT given the anticipated direct economic impact of signature events. The current TDC special events grant program also uses an approximate 1:3 formula based on a much smaller scale.

For first year events and existing events that are planning for expansion, the number of hotel room nights generated would be an estimate at the time of application. The Division of Tourism Development will direct the County's marketing research firm of record to conduct an economic impact study of each event funded under the Signature Event Grant Program. This would show the actual number of room nights generated and the economic impact of any event receiving funding under this category. This study would be used as a benchmark for consideration of future funding requests. It is recommended

A strong application will include information on similar events in similar markets as a basis for comparison.

### Recommended Guidelines For Signature Event Grant Funding

Room Nights	Tourist Development Tax Generated (x 5 cents)	Economic Impact	Recommended Tourism Signature Event Funding Levels
1,500	\$7,217	\$714,596	\$15,000-30,000
3,000	\$14,435	\$1,388,307	\$30,000-50,000
5,000+	\$24,058	\$2,307,059	\$60,000+ <sup>1</sup>

Average Daily Rate = 96.23 in FY2016

1. Organizations are eligible for funding above \$60,000, however once recommended by the TDC it would need to be approved by the Leon County Board of County Commissioners.

The Direct Economic Impact is based on the model developed by Destination Marketing Association International that is being used as the industry standard; it also calculates local expenditures as well as those from overnight visitors.

### SCORING CRITERIA

Tourism Development	<ul style="list-style-type: none"> <li>Proposal coincides with shoulder seasons or periods of low-occupancy, and has potential of generating visitation to Leon County that includes overnight stays in Leon County commercial lodging (30 points)</li> </ul>	30
	<ul style="list-style-type: none"> <li>Proposal distinguishes the destination and elevates the appeal of Leon County. (15 points)</li> </ul>	15
Marketing	<ul style="list-style-type: none"> <li>Proposal includes strategies for attracting visitors from in-state metro markets and the Southeast at minimum. Marketing plan is well-defined, thorough and realistic (20 points)</li> </ul>	20
Event Evaluation	<ul style="list-style-type: none"> <li>Budget is appropriate for the event and demonstrates match funding support. (10 points)</li> </ul>	10
	<ul style="list-style-type: none"> <li>Proposal includes goals for event and method for measuring and evaluating outcome of event. (10 points)</li> </ul>	10
Technical	<ul style="list-style-type: none"> <li>Proposal includes detailed plan for documenting overnight hotel stays (10 points)</li> </ul>	10
	<ul style="list-style-type: none"> <li>Quality of the grant application and all required documents were submitted. (5 points)</li> </ul>	5
		Total Possible Points: 100

*\*Performance of prior event grants may impact your recommended funding level. This includes room nights generated, private funds raised, and proper logo use.*

The following formula will be used to determine the final grant amounts:

1. The average score of the panel will be determined for each application based on the maximum of 100 points as outlined above.
2. Applications scoring above the minimum threshold of 70% will be considered for funding based on the formula outlined below.
3. The average score for each application will first be converted into a percentage of the 100 maximum points possible. As an example, if Application #1 scored 90 out of 100, the percentage for Application #1 would be funded at a 90% level.

4. The grant amount allowable under the projected room nights listed in the Recommended Funding Level Table will then be multiplied by the percentage attained to determine the initial award based on the categories above. As an example, if Application #1 scored 90% and was eligible for \$50,000, the award would be for \$45,000.
5. The same process will be followed for each application and the total initial awards will be added.
6. If this recommended total amount exceeds the total budgeted for all grants, then adjustments may be made to the initial scores of all recipients on a pro-rata basis. All initial grants will be adjusted by the same pro-rata basis to determine the final grant score and award.
7. The final funding recommendation will be based on the Review Committee's discretion and the funding available.

## VIII. POST EVENT REPORT

Leon County Tourism Development will instruct its marketing research firm of record to conduct a statistically reliable number of spectator and participant surveys at the event to develop an economic impact study that shows the number of attendees, out of town guests, room nights generated and total economic impact from the event.

It is the responsibility of the event organizer to provide post event information including:

1. The names of contracted hotels used for participants and spectators
2. Room pick-ups from each contracted hotel
3. If your event uses an advanced registration procedure, utilize the attached **Visitor Tracking Form** (Appendix A) to gather the requested information. Each participant/group should sign his or her name, hotel in which they are residing, number of rooms secured, number of days, and the number of guests staying in each room.
4. A written report on how the event measured its success or failure; what were the event goals and what was accomplished.
5. Leon County reserves the right to conduct a post-audit of information presented on the accommodations listed. All properties listed will be contacted to confirm the number of room nights generated for the event. **ANY MISLEADING OR FALSE INFORMATION PRESENTED CAN AND WILL ADVERSELY AFFECT FUTURE GRANT AWARDS.**
6. A post event budget showing revenues and expenses.
7. Upon receipt of the post event report, Leon County Tourism Development will process the check request for the approved grant amount.

## IX. CONCLUSION

Applicants are asked not to contact members of the TDC Grant Review Committee. The event director, fiscal administrator or other contact person may be called upon by any one of these groups or their staff at any time during the review process.

**For questions or additional information, please contact our office at:**

Brian Hickey (850) 606-2313

# Summary of Festivals, Events, and Cultural Programming Grant Programs in Tallahassee - Leon County

## **TDC Special Event Grant - \$100,000 Program Budget**

- August 1 application deadline.
- Funding must be used for a new or existing organized concert, exhibition, festival, fair, conference or celebration which would be conducted according to a prearranged schedule and be of interest to the general public, both within and outside of Leon County.
- Grant funds must *supplement* the sponsoring organization's budget.
- Grant amounts can be awarded up to \$15,000 and are on a reimbursement basis.

## **TDC Sports Event Grant - \$115,000 Program Budget**

- August 1 application deadline for Cycle 1 and February 20<sup>th</sup> deadline for Cycle 2
- Funding must be used for a new or existing sporting event, exhibition, competition, team training, conference or celebration which is conducted according to a prearranged schedule and of interest to the general public, both within and outside of Leon County.
- The Leon County Division of Tourism Development sports department, with support of the Tallahassee Sports Council, administers the grants program for sporting events.
- Grant funds must *supplement* the sponsoring organization's budget.
- Grant amounts can be awarded up to \$15,000 and are on a reimbursement basis.

## **TDC Signature Event Grant - \$300,000 Program Budget**

- August 1 application deadline.
- Funding must be used for a new or existing high-visibility event, concert, exhibition, festival, or celebration which has the ability to draw overnight visitors to Leon County and offers public programming over multiple days.
- Grant funds must *supplement* the sponsoring organization's budget.
- Event must utilize a minimum of 1,500 hotel/lodging room nights in the community.
- Economic impact study will be completed by the County's marketing research firm of record.
- Grant amounts range between \$15,000 and \$60,000 and are on a reimbursement basis.

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## **COCA Cultural Grant - \$992,440 Program Budget**

- July 8 application deadline.
- Sponsoring organization must have arts and/or history as its primary purpose, a professional staff, been in existence for 3 years, and be able to show evidence of community support and attendance, as well as long-term organizational planning.
- Sponsoring organization must have a plan in place to provide for people with disabilities, including compliance with the ADA.
- Sponsoring organization must have multiple-event cultural programming that is regularly available to the public and produced throughout the year.
- Sponsoring organization must be a registered Florida not-for-profit organization and have a governing Board of Directors.

### **COCA Cultural Tourism Marketing Grant - \$62,550 Program Budget**

- August 15 application deadline.
- Funding must be used for marketing of arts and/or cultural organizations, programs, and/or venues to residents outside of Leon County.
- Sponsoring organization must be a registered Florida not-for-profit organization, have a governing Board of Directors, and must have been providing programming for at least two fiscal years at the time of application.
- Grant amounts are \$3,000 or less.
- Sponsoring organization must have a plan in place to provide for people with disabilities, including compliance with the ADA.

### **COCA Cultural Facilities Grant - \$249,359 Program Budget**

- April 15 application deadline.
  - Sponsoring organization must be a registered Florida not-for-profit organization and must have provided at least 3 years of year-round arts or cultural programming in Leon County at the time of application.
  - Project must be dealing with the acquisition, construction, renovation or equipping of a cultural facility in Leon County.
  - Grant amounts range between \$5,000 and \$100,000.
  - Funding request must be no more than 50% of the total eligible budget cost for the project.
- 

### **COT Special Event Co-Sponsorship (Estimated \$125,000+ in-kind offered)**

- June 3, 2016 application deadline (2-Year Cycles).
  - Event must take place on City facilities property and be open to the public with no admission/ticket fee to receive reduced fees/in-kind sponsorships.
  - Examples of in-kind support include: Electric, Water, Solid Waste, Staging, Sound/Audio, Rental Fees, Barricades, Police.
  - Special event permit is required.
  - Special Event Committee reviews applications and recommends to the City Commission which public events are to be co-sponsored
- 

### **CRA Greater Frenchtown-Southside Promotional/Special Event Grant - \$50,000 Program Budget**

- July 29 application deadline.
- Event must relate to at least one goal or objective of the Redevelopment Plan of the CRA.
- Event must be held within the boundaries of the Greater Frenchtown-Southside Redevelopment Area.
- Organization must be a registered Florida not-for-profit corporation.
- Grant amounts range between \$1,000 and \$5,000.

## CRA Downtown District Promotional/Special Event Grant - \$35,000 Program

### Budget

- July 29 application deadline.
- Event must relate to at least one goal or objective of the Redevelopment Plan of the CRA.
- Organization must be a registered Florida not-for-profit corporation.
- Event must be held within the Downtown District Redevelopment Area.
- Grant amounts range between \$1,000 and \$5,000.

## CRA Downtown Large Event Grant - \$100,000 Program Budget

- New program in FY17 ( \$25,000 remaining)
- Events must be held in the Downtown District, at Cascade Park or Kleman Plaza only.
- Events must be held on or between April 15, 2017 and September 30, 2017
- Applicants must be not-for-profit organizations and cannot be associated with a public institution (e.g., federal, state or local government or university); political organizations or religious organizations.
- The minimum grant amount will be \$10,000. The applicant will be required to demonstrate they have an equal amount of funds invested in the event. In-kind funds do not meet this requirement.
- The event must be open to the public and the majority (more than 60 percent) of the event activities must be free.
- Recipients of funds from the Downtown District’s FY 2017 Promotional and Special Events Program are not eligible to apply, however recipients of grant funding from the TDC or COCA are eligible to apply.
- Preference will be given to events that are intended to attract a regional (including attendees from other states) audience, and generate hotel stays within the City of Tallahassee.

Grant Program	Application Window
TDC Signature Event Grant	May 1-August 7
TDC Special Event Grant	May 1-August 7
TDC Sport Event Grant	May 1-August 7
COCA Cultural Grant	May 2- July 8
COCA Cultural Facilities Grant	March 11-April 15
COCA Cultural Tourism Marketing Grant	July 19-August 15
CRA Promotional/Special Event Grant	July 1-July 29
COT Special Event Co-Sponsorship <i>(bi-annual program)</i>	June 3

# Leon County Special and Signature Event Grants FY2017

Grant Program	Organization	Name of Event	Event Date or Program Year	Est. Visitors	Est. Room Nights	Request Amount	Award Amount
Special Event	Design Week	Design Week Tallahassee	10/16/2016 - 10/22/2016	30	32	\$1,200	\$900
Special Event	Florida Association of School Administrators	Advocate '17'	1/23/2017-1/25/2017	100	200	\$2,200	\$2,200
Special Event	FSU/National Magnet High Field Laboratory	Theory Winter School 2017 Workshop	1/9/2017 - 1/13/2017	100	300	\$6,000	\$6,000
Special Event	Friends of the Museum of Florida History	Florida History Day State Competition	4/30/2017-5/2/2017	2,200	1,100	\$8,060	\$9,000
Special Event	FSU Alumni Association	FSU Homecoming Parade	10/14/2016	30	3	\$1,200	\$900
Special Event	FSU Alumni Association	Class of 1966 Emeritus Alumni Society Induction	10/13/2016-10/16/2016	50	90	\$1,000	\$1,000
Special Event	FSU Center for Leadership and Social Change	Southeast PeaceJam Public Talk and Youth Conference	3/24/2017-3/26/2017	500	350	\$4,200	\$4,200
Special Event	FSU Flying High Circus	2017 Spring Home Show Series	3/31/2017-4/15/2017	1,000	500	\$5,000	\$5,000
Special Event	John G. Riley Center Museum	Connecting The Dots Annual Florida Heritage Tour	5/17/2017-5/20/2017	200	200	\$4,499	\$4,499
Special Event	Tallahassee Latin Dance Festival LLC	Tallahassee Latin Dance Festival	6/2/2017-6/5/2017	200	60	\$1,200	\$1,200
Special Event	LeMoyne Art Foundation	LeMoyne Chain of Parks Art Festival	4/15/2017-4/16/2017	4,583	1,260	\$20,000	\$14,500
Special Event	National High Magnetic Field Laboratory	MagLab 2017 Open House	2/25/2017	150	50	\$1,200	\$1,200
Special Event	Natural Bridge Historical Society	40th Annual Reenactment of the Battle of Natural Bridge	3/3/2017-3/5/2017	960	500	\$4,500	\$3,901
Special Event	Ochlockonee River Kennel Club	AKC Dog Show-2017 North Florida Classic Cluster	2/21/2017-2/26/2017	500	1,750	\$7,000	\$7,000
Special Event	Southern Shakespeare Company	Southern Shakespeare Festival	5/12/2017-5/14/2017	800	250	\$16,500	\$13,500
Special Event	Tallahassee Irish Society	Tallahassee Irish Society St. Patrick's Festival	3/11/2017	80	120	\$1,500	\$1,500
Special Event	United Way of Florida	Florida Senior Day	3/28/2017-3/29/2017	1,500	750	\$6,500	\$3,500
Special Event	United Way of Florida	Children's Week	3/26/2017-3/31/2017	2,000	1,100	\$10,000	\$0
Special Event	Madison Social and Tallahassee Brew District	Florida Tap Invitational	9/15/2017-9/16/2017	2,000	1,000	\$12,500	\$12,500
Special Event	Florida Agriculture and Mechanical University	FAMU Harambee Festival	2/25/2017-2/25/2017	2,000	135		\$2,500
<b>Total Special Event Grant Awards:</b>							<b>\$95,000</b>
Signature Event	Springtime Tallahassee	Springtime Tallahassee	3/31/2017-4/1/2016	27,500	8,500	\$60,000	\$60,000
Signature Event	Florida Jazz and Blues Festival, Inc.	Florida Jazz and Blues Festival	9/22/2016-9/24/2016	2,000	1,500	\$50,000	\$45,000
Signature Event	Market Days	Market Days	12/3/2016-12/4/2016	4,071	3,650	\$50,000	\$50,000
Signature Event	Red Hills Horse Trials	Red Hills Horse Trials	3/9/2017-3/12/2017	1,000	4,000	\$60,000	\$60,000
Signature Event	Florida Liftest, Inc.	Word of South	4/7/2017-4/9/2017	6,000	3,000	\$50,000	\$45,000
Signature Event	Florida State Athletics	Doak After Dark 2	4/29/2017-4/29/2017	1,000	15,000	\$40,000	\$40,000
<b>Total Signature Event Grant Awards:</b>							<b>\$300,000</b>

**Leon County Sports Event Grants  
FY 2017**

Organization	Event Name	Start Date	End Date	Est. Visitors	Est. Room	Requested	Recommend
ATAC	ATAC Mac Crutchfield Short Course Invitational Swim Meet	1/20/2017	1/22/2017	500	200	\$ 1,500	\$ 1,250
ATAC	ATAC Long Course Invitational Swim Meet	6/22/2017	6/25/2017	1,500	300	\$ 2,500	\$ 2,000
ATAC	Area I-IV Florida Assoc. Swimming Championships	7/29/2017	7/30/2017	200	150	\$ 750	\$ 500
Big Shots Florida	Big Shots Tallahassee	4/1/2017	4/2/2017	400	310	\$ 2,000	\$ 1,000
Big Shots Florida	Big Shots Capital City Showcase	4/21/2017	4/23/2017	360	170	\$ 2,300	\$ 1,250
Comets Basketball	Comets Round Robin	3/18/2016	3/18/2016	95	28	\$ 500	\$ 250
Comets Basketball	Comets Spring Shoot-Out	4/8/2016	4/10/2016	178	62	\$ 750	\$ 500
Comets Basketball	Comets Take Charge-Breast Cancer Awareness	4/21/2017	4/23/2017	152	51	\$ 400	\$ 400
Comets Basketball	Comets Summer Xplosion	5/5/2017	5/7/2017	213	71	\$ 500	\$ 500
Comets Basketball	Comets Challenge	5/12/2017	5/13/2017	110	32	\$ 500	\$ 400
Comets Basketball	Comets Jamboree	6/16/2017	6/18/2017	115	32	\$ 500	\$ 400
Comets Basketball	Comets Big Bend Showdown	7/21/2017	7/23/2017	280	83	\$ 1,000	\$ 750
Comets Basketball	Comets Tournament of Champions	8/4/2017	8/6/2017	110	64	\$ 400	\$ 400
Comets Basketball	3 on 3 Basketball Tournament	9/15/2017	9/17/2017	71	24	\$ 400	\$ 250
Florida State University Women's Golf	Florida State Match Up	2/9/2017	2/12/2017	130	171	\$ 2,399	\$ 2,000
Florida State University Men's Golf	Seminole Intercollegiate	3/9/2017	3/10/2017	165	241	\$ 2,400	\$ 2,000
FSU Equestrian/ Intercollegiate Horse Show	FSU Equestrian Hunt Seat Horseshow	10/8/2016	10/9/2016	300	250	\$ 2,500	\$ 1,500
Equestrian/Intercollegiate Horse Show	FSU Western Show	2/4/2017	2/5/2017	150	50	\$ 1,200	\$ 1,200
Florida State University Track & Field	FSU Relays	3/24/2017	3/26/2017	1,000	2,000	\$ 7,000	\$ 5,000
Florida State University Track & Field	Seminole Twilight Invitational	5/5/2017	5/5/2017	400	200	\$ 1,200	\$ 500
Gym Force Gymnastics Booster Club	1st Annual Girls AAU North Florida Qualifier	1/20/2017	1/22/2017	460	150	\$ 2,400	\$ 1,800
Gym Force Gymnastics Booster Club	18th Annual Gym Force Classic	2/24/2017	2/26/2017	1,600	350	\$ 3,500	\$ 1,800
Gulf Winds Track Club	Swamp Forest Trail Marathon & Half Marathon	1/7/2017	1/7/2017	25	40	\$ 500	\$ 500
Gulf Winds Track Club	Tallahassee Marathon	2/4/2017	2/5/2017	940	468	\$ 10,000	\$ 6,000
Lincoln High School	Capital City Classic	12/9/2016	12/10/2016	1,400	300	\$ 2,500	\$ 1,200
Lincoln High School	Trojan Invite	1/14/2017	1/14/2017	380	90	\$ 1,000	\$ 500
Lincoln High School/ Chiles High School	FHSAA 2A Region 1 Wrestling Tournament	2/24/2017	2/25/2017	1,300	600	\$ 2,500	\$ 2,500
North Florida School of Aikido	North Florida School of Aikido Annual Seminar	3/24/2017	3/26/2017	30	40	\$ 1,200	\$ 600
North Florida School of Aikido	North Florida School of Aikido Weapons w/ Melissa Bell Sensei	6/9/2017	6/11/2017	25	30	\$ 1,200	\$ 500
Prostyle Tallahassee Volleyball	4th Annual Tallahassee Invitational	2/4/2017	2/5/2017	5,000	1,500	\$ 15,000	\$ 10,000
Prostyle Tallahassee Volleyball	Battle of the Borders Volleyball Tournament	9/22/2017	9/23/2017	750	300	\$ 2,500	\$ 1,000
Tallahassee Community College Athletics	Tallahassee Community College Seal Financial Tip-Off Classic	11/4/2016	11/5/2016	100	50	\$ 1,200	\$ 500
Tallahassee Community College Athletics	Tallahassee Community College Capital Courtyard Women's Basketball Classic	11/17/2016	11/19/2016	200	200	\$ 1,500	\$ 1,200
Tallahassee Community College Athletics	Tallahassee Community College Men's Holiday Classic	12/29/2016	12/30/2016	66	40	\$ 1,200	\$ 1,000
Tallahassee Community College Athletics	Tallahassee Community College Womens Holiday Classic	12/29/2016	12/30/2016	66	40	\$ 1,200	\$ 1,000
Trousdell Gymnastics Center Staff and Boosters	Canopy Roads Classic	10/8/2016	10/9/2016	170	60	\$ 1,000	\$ 1,000
TGC Boosters	Capital City Cup-Gymnastics	2/4/2017	2/5/2017	150	150	\$ 1,000	\$ 800
FSU Men's Tennis	2016 ITA Regional Championshp	10/20/2016	10/24/2016	500	250	\$ 2,500	\$ 1,200

**Leon County Sports Event Grants  
FY 2017**

Florida Athletic Coaches Association	FACA Cross Country All Star Classic	11/18/2016	11/19/2016	250	60	\$ 1,000	\$ 1,000
Leon/Rickards High School	2016 Leon/Rickards Fast Break Basketball Thanksgiving Invitational	11/25/2016	11/26/2016	100	20	\$ 1,000	\$ 1,000
Maclay School	Maclay Soccer Invitational Tournament	12/2/2016	12/3/2016	600	200	\$ 2,000	\$ 2,000
Capital City Classic	Capital City Classic Basketball Tournament	12/21/2016	12/22/2016	200	110	\$ 5,000	\$ 2,500
Lawton Chiles High School - JV Boys Soccer	Capital City Classic - JV boys soccer tournament	1/6/2017	1/7/2017	200	60	\$ 1,200	\$ 600
Inspire Group	Inspire MLK Basketball Invitational Tournament	1/20/2017	1/22/2017	375	180	\$ 5,000	\$ 2,500
FSU Club Cheer: Garnet Girls	Seminole Showdown	2/18/2017	2/19/2017	200	100	\$ 2,500	\$ 2,000
Warner Sports Promotions	ASG President's Day Invitational	2/18/2017	2/19/2017	2,500	1,296	\$ 10,000	\$ 8,000
Men's Ultimate Frisbee	Tally Classic	3/4/2017	3/5/2017	1,500	400	\$ 3,000	\$ 2,000
Red Hills Coaching & Triathlon	Red Hills Triathlon	3/25/2017	3/25/2017	100	25	\$ 1,000	\$ 500
City of Tallahassee & Friends of Parks Foundation (FOOP)	2017 Tallahassee Open Disc Golf Tournament	4/9/2017	4/9/2017	240	120	\$ 700	\$ 700
Florida Disabled Outdoors Association	SportsAbility	4/6/2017	4/8/2017	200	175	\$ 2,000	\$ 2,000
Tallahassee Tottenham Hotspur Futbol Club	Florida State Invitational Tournament	4/7/2017	4/9/2017	3,400	2,400	\$ 20,000	\$ 17,000
TMH Foundation	USTA Tallahassee Tennis Challenger	4/22/2017	4/29/2017	300	340	\$ 5,835	\$ 4,500
Tallahassee Memorial HealthCare (TMH)	The Ride for Hope	6/9/2017	6/10/2017	200	30	\$ 500	\$ 500
Lincoln Center Foundation	Victory Is My Destiny	7/22/2017	7/22/2017	120	60	\$ 1,500	\$ 1,000
City of Tallahassee PRNA Tennis Division	2017 North Florida Junior Designated	7/22/2017	7/24/2017	500	400	\$ 7,000	\$ 6,000
						Total Sports Event Granted as of 1/20/2017: \$ 108,950	

**FY17 COCA Cultural Grant Program**  
**Recommended grant awards (TDT funding)**  
**(as of August 30, 2016)**

Application #	Organization	Project Name	Final Funding Amount (Recommended)
CG2017-0601	Mickee Faust (1)	Spring Cabaret	\$5,032.00
CG2017-0602	Mickee Faust (2)	Queer as Faust Festival	\$5,420.00
CG2017-0401	Tallahassee Film Society (1)	World Lens	\$3,550.00
CG2017-1102	Tallahassee Community Chorus (2)	Unity Concert	\$4,000.00
CG2017-0402	Tallahassee Film Society (2)	Florida Animation Festival	\$3,250.00
CG2017-0302	Tallahassee Civic Chorale (2)	Global Music	\$2,700.00
CG2017-0301	Tallahassee Civic Chorale (1)	Snow Angel	\$2,700.00
CG2017-0201	Theatre with a Mission	Loco for Love 2.0	\$5,175.00
CG2017-2301	Tallahassee Museum (1)	Collections, Research and Exhibitions	\$199,938.00
CG2017-2302	Tallahassee Museum (2)	Education and Cultural Events	\$125,062.00
CG2017-2201	Challenger Learning Center (1)	STEAMming	\$27,439.00
CG2017-1202	Tallahassee Youth Orchestra (2)	Zwilich Youth Ballet Commission and Premiere	\$8,000.00
CG2017-1601	John G. Riley Center and Museum (1)	FAAHPN Conference	\$31,900.00
CG2017-1702	Young Actors Theatre (2)	Mainstage Season	\$25,500.00
CG2017-2202	Challenger Learning Center (2)	Imax and Planetarium Programming	\$74,154.00
CG2017-2101	Tallahassee Ballet (1)	Season Programming and Professional Workshops	\$58,423.00

**FY 17 COCA Cultural Grant Program**  
**Recommended grant awards (general revenue funding)**  
**(as of August 30, 2016)**

Application #	Organization	Project Name	Final Funding Amount (Recommended)
CG2017-1502	Theatre Tallahassee (2)	Education Program	\$6,500.00
CG2017-0502	Tallahassee Bach Parley (2)	Kids Go for B'roque	\$1,000.00
CG2017-0702	621 Gallery (2)	Programs	\$3,637.80
CG2017-2102	Tallahassee Ballet (2)	Community Outreach and Education	\$24,000.00
CG2017-1701	Young Actors Theatre (1)	Community Outreach	\$39,500.00
CG2017-1302	Artist Series of Tallahassee (2)	Artist in Residence Program	\$8,490.00
CG2017-1201	Tallahassee Youth Orchestra (1)	Youth Ensemble Rehearsals and Performances	\$20,500.00
CG2017-1001	FSU Opera	Opera Outreach Schools Project	\$14,000.00
CG2017-1402	African Carribean Dance Theater (2)	Year Round Programs	\$17,816.00
CG2017-2002	Tallahassee Symphony Orchestra (2)	Outreach and Engagement Concerts	\$6,050.00
		<b>TOTAL</b>	<b>\$141,493.80</b>

**FY16 COCA Cultural Facilities Matching Grant Program**  
Funding Recommendations

(\*Utilizing funds from FY15 TDT Collections)

<u>Organization</u>	<u>Project</u>	<u>Recommended Funding</u>
Challenger Learning Center	STEAM Laboratories	\$ 56,875.00
<i>to construct two additional classroom spaces to conduct STEAM (science, technology, engineering, arts and mathamatics) programming</i>		
Goodwood Museum and Gardens	Rough House Restoration and Renovation	\$ 100,000.00
<i>to restore the exterior and rehabilitate the interior of the historic Rough House Cottage</i>		
LeMoyne Center for the Visual Arts	repairs to Meginnis-Munroe House	\$ 92,484.00
<i>to repair the exterior of the historic Meginnis-Monroe House</i>		
<b>Total Recommended Funding</b>		<b>\$ 249,359.00</b>

**FY17 Cultural Tourism Marketing Grant Panel Meeting**

<b>Application #</b>	<b>Organization</b>	<b>recommended grant funding amount</b>	
MG2017-12	Opening Nights	\$ 3,000.00	to purchase social media advertisements to promote the 2016-17 Opening Nights season of performances.
MG2017-06	FSU Challenger Center	\$ 3,000.00	to redesign the Challenger Learning Center website and to purchase online, SEM advertisements.
MG2017-03	Artist Series of Tallahassee	\$ 3,000.00	to purchase email, social media and radio advertisements to promote the Artist Series' 2016-17 season.
MG2017-10	LeMoyné Center for the Visual Arts	\$ 3,000.00	to produce a Youtube video advertisement campaign to promote the LeMoyné Center.
MG2017-08	Goodwood Museum and Gardens	\$ 3,000.00	to redesign and rebuild the Goodwood Museum website.
MG2017-18	Tallahassee Museum	\$ 3,000.00	to promote the 2nd Annual Tallahassee Songwriters Festival out of market.
MG2017-19	Tallahassee Symphony Orchestra	\$ 3,000.00	to publish full-page promotional advertisements for the Fy16-17 season in Tallahassee Magazine.
MG2017-04	Asian Coalition	\$ 3,000.00	to rebuild website and purchase social media advertisements to promote the 2017 Asian Festival.
MG2017-14	Tallahassee Bach Parley	\$ 3,000.00	to purchase radio, social media and direct mail campaign to promote Tallahassee Bach Parley outside of market.
MG2017-07	FSU Museum of Fine Arts	\$ 3,000.00	to purchase social media advertisements to promote all of the 2016-17 exhibit schedule.
MG2017-11	Mickee Faust	\$ 3,000.00	to advertise Mickee Faust Cabaret performances in newspapers outside of the local market
MG2017-13	Southern Shakespeare Company	\$ 3,000.00	to purchase radio advertisements to promote the Southern Shakespeare Festival.
MG2017-16	Tallahassee Civic Chorale	\$ 3,000.00	website redesign and enhancement as well as out-of-market newspaper, radio and social media advertising
MG2017-22	Word of South	\$ 3,000.00	to purchase social media advertising to promote the Word of South Festival.
MG2017-21	Theatre Tallahassee	\$ 3,000.00	to purchase radio, tv and social media advertisements to promote a concert as part of the 2016-17 season.
MG2017-01	621 Gallery	\$ 2,700.00	to redesign website and logo for 621 Gallery.
MG2017-02	African Caribbean Dance Theatre	\$ 2,700.00	to purchase radio promotions to promote the FADF as well as for website maintenance and development.
MG2017-05	Capital Chordsmen	\$ 1,350.00	to purchase out of market newspaper advertisements to promote 2016-17 Capital Chordsman concerts.
MG2017-09	John G. Riley Center and Museum	\$ 2,700.00	to purchase social media advertisements to promote the FAAHPN Conference.
MG2017-15	Tallahassee Ballet	\$ 2,700.00	to purchase a direct mailing campaign to promote the 2016 production of <i>The Nutcracker</i> .
MG2017-17	Tallahassee Community Chorus	\$ 2,700.00	to update and enhance website and some out of market advertising for TCC 2016-17 performances.
MG2017-20	Theatre with a Mission	\$ 2,700.00	to promote the Historic Spanish/Indian Wedding and the Premiere of <i>Loco for Love</i> outside of Leon County
		\$ 62,550.00	

**Leon County  
Board of County Commissioners**

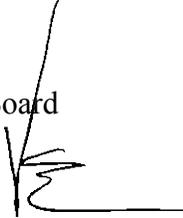
**Notes for Agenda Item #9**

# Leon County Board of County Commissioners

## Agenda Item #9

April 4, 2017

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

**From:** Vincent S. Long, County Administrator 

**Title:** Cooperative Forest Road Agreement with the United States Department of Agriculture Forest Service National Forests in Florida

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Public Works Director Robert Mills, Assistant Public Works Director
<b>Lead Staff/ Project Team:</b>	Dale Walker, C.P.M., Director of Operations

### **Statement of Issue:**

This item seeks the Board's approval to renew the Cooperative Forest Road Agreement between Leon County, Florida and the United States Department of Agriculture (USDA) Forest Service National Forests in Florida, for maintenance on National Forest Service roads. Additionally, this item seeks the Board's approval of the revised Schedule "A" Road List within the Cooperative Agreement to include an additional 8.18 miles of National Forest Service Roads which will provide a detour route when Highway 20 West is closed for accidents.

### **Fiscal Impact:**

This item has a fiscal impact. The total estimated cost of the road maintenance is \$63,330, which is an increase of \$16,000 annually to support the additional 8.18 miles. Funding for the additional expense can be included in Public Works operations budget as part of the upcoming budget process. The County's expenses have historically been paid for by the Secure Rural Schools and Community Self Determination funding from the Federal Government. Currently, the funding has been reduced (from \$55,000 to \$32,582). County staff is continuing to work with the National Association of Counties (NACo) and Patton Boggs towards having the full level of funding be restored during the current session of Congress.

### **Staff Recommendation:**

Option #1: Approve the United States Department of Agriculture Forest Service Cooperative Agreement, and the revised Schedule "A" Road List for maintenance on National Forest Service Roads (Attachment #1), and authorize the Chairman to execute.

## **Report and Discussion**

### **Background:**

Prior to 1995, a number of National Forest Service Roads (NFSR) were maintained by the County for the benefit of the public, without any agreement between the Forest Service and the County.

In 1995, the County was made aware by the Forest Service that federal funding had become available through the Federal Highway Administration's (FHWA) Forest Roads Program for reconstruction of Forest Roads by local governments. During the February 21, 1995 meeting, the Board agreed to enter into a Cooperative Agreement with the Forest Service in order to qualify for those funds.

While the FHWA funding for Forest Road reconstruction is no longer available, the Forest Service now provides funding to Leon County through the Secure Rural Schools (SRS) and Community Self-Determination Act of 2000, Public Law (PL) 106-393. This law was enacted to provide transitional assistance to rural counties affected by the decline in revenue from timber harvests on federal lands. Traditionally, these counties relied on a share of the receipts from timber harvests to supplement local funding for school systems and roads.

On October 3, 2008, the Secure Rural Schools and Self-Determination Act of 2000 was amended and re-authorized in P.L. 110-343. This law provided annual compensation to counties for federally owned forestry land exempt to local property taxation, and ensured that counties across the country could continue to count on stable payments that provide funding for schools and roads. In past years, Leon County has received approximately \$55,000 of such funding annually; however, since Congress did not reauthorize the Secure Rural Schools and Community Self Determination act for 2017, the Forest Service has had to revert to making payment under the 1908 Act. The anticipated payment to Leon County under this old formula is \$32,582 annually. County staff is continuing to work with the National Association of Counties (NACo) and Patton Boggs towards having the full level of funding be restored during the current session of Congress.

In addition to the roads currently on Schedule "A" of the Cooperative Forest Road Agreement (Attachment #1), there have been numerous requests in recent years from citizens living in the area of Highway 20 West for the County to assume maintenance responsibilities on NFSR-301 (Backwoods Jackson Bluff Road), for the purpose of creating a detour route. These requests stem from concerns by citizens that in the event of an emergency road closure of Highway 20 West, motorists currently have no detour route around the closure. Historically, there have been a number of incidents where this situation has occurred.

### **Analysis:**

The 10.54 miles of National Forest Service Roads currently being maintained by the County provide a substantial benefit for general travel by the public and to citizens whose only access to their homes are by National Forest Service Roads. The County has maintained these dirt

roadways since 1995, through Cooperative Agreements between the Forest Service and County, as the County's maintenance schedule is substantially more frequent than that provided by the Forest Service. Given that the Apalachicola National Forest contains approximately 2,000 miles of dirt roads in the four county region, the Forest Service's typical grading schedule is once every three years compared to the County's schedule of once every two weeks. The County's schedule is necessary to maintain the roads in a safe condition for regular vehicle traffic.

The new Agreement proposes to add an additional 8.10 miles to the maintenance cycle, Joe Thomas Road West (NFSR-326) (1.00 mile), and NFSR-301 (7.10 miles). The cost to maintain these additional segments has been estimated at \$16,000, bringing the total maintenance costs to \$63,630. Currently, the County spends \$47,430/year on the maintenance of 10.54 miles of National Forest Service Roads. A total of 18.64 miles will be maintained.

Approval of the Agreement will allow the County to continue to provide a more frequent road maintenance schedule than would otherwise be provided by the Forest Service. Approval will also allow for the establishment of a detour route through the National Forest in the event of an emergency road closure on Highway 20 West.

Due to much lower traffic volumes than other National Forest Roads maintained by the County, the detour route would only require maintenance approximately once per month. This is one-half as often as the other National Forest Roads maintained by the County, but still a much higher service level than provided by the National Forest Service. Once established, the final detour route would run from the end of pavement on Joe Thomas Road West to Silver Lake Road and then back to Highway 20 West.

**Options:**

1. Approve the United States Department of Agriculture Forest Service Cooperative Agreement and the revised Schedule "A" Road List for maintenance on National Forest Service Roads (Attachment #1), and authorize the Chairman to execute.
2. Do not approve the United States Department of Agriculture Forest Service Cooperative Agreement and the revised Schedule "A" Road List for maintenance on National Forest Service Roads.
3. Board direction.

**Recommendation:**

Option #1.

**Attachment:**

1. Cooperative Forest Road Agreement



FS Agreement No. 17-RO-11080500-009

Cooperator Agreement No. \_\_\_\_\_

**COOPERATIVE FOREST ROAD AGREEMENT**  
**Between**  
**LEON COUNTY**  
**And The**  
**USDA, FOREST SERVICE**  
**NATIONAL FORESTS IN FLORIDA**

PARTIES TO AGREEMENT: This agreement, made and entered into this the \_\_\_\_\_ day of April, 2017, by and between Leon County, hereinafter referred to as “Cooperator,” and the USDA, Forest Service National Forests in Florida, hereinafter referred to as the “U.S. Forest Service.”

PURPOSE OF AGREEMENT: The purpose of this agreement is to set forth the general terms and conditions, acceptable to the parties hereto, for the cooperative planning, survey, design, construction, reconstruction, improvement, and maintenance of certain Forest Roads in Leon County, State of Florida, pursuant to the provisions of 16 U.S.C. 532-538, 23 U.S.C. 205, and the regulations issued by the Secretary of Agriculture.

The Congress has, from time to time, authorized and appropriated funds for "Forest Roads," which are defined as "those Forest roads of primary importance for the protection, administration, and utilization of the National Forests, or where necessary, for the use and development of the resources upon which communities within or adjacent to the National Forests are dependent." Recognizing that substantial benefits will accrue to the Nation and to the State from the construction, reconstruction, improvement, maintenance, and use of certain Forest roads and roads on the State or local road system over which the Cooperator has/have jurisdiction, and further that such roads carry substantial volumes of public service traffic as well as National Forest traffic, and further that the Cooperator has/have road construction, reconstruction, improvement, maintenance, and right-of-way acquisition facilities available to assist in the accomplishment of the work, it is accordingly deemed fitting and desirable to the parties hereto to express by this agreement the general terms of their mutual cooperation in that regard to achieve the maximum benefits therefrom in the public interest.

1. INTENT TO COOPERATE. It is the intention of the parties under this agreement to cooperate as follows:
  - a. Agree that certain roads under the jurisdiction of the Cooperator or the U.S. Forest Service which serve the National Forest and also carry traffic which is properly the responsibility of the Cooperator should be maintained and, if necessary, improved to



- a standard adequate to accommodate safely and economically all traffic which uses such roads.
- b. Agree on the identification of roads or road segments which meet the criteria in item a by a listing and appropriate maps.
  - c. Provide for formal meetings and informal consultation on a regular basis to discuss and agree on action with respect to the roads identified pursuant to item b.
  - d. Provide for regular and adequate maintenance of the roads identified in item b, including the assignment of maintenance responsibilities.
  - e. Provide for entering into project agreements when improvements of a road under the jurisdiction of one party is to be financed in whole or in part from funds or resources provided by the other party.
  - f. Provide for appropriate jurisdictional status of roads through transfer of easements and acquisition of easements by the appropriate party.
2. IDENTIFICATION OF ROADS. A list of roads and segments of roads which meet the criteria set forth in item 1a is agreed upon and is marked "Schedule A" and attached as part of this agreement. Schedule A may be modified from time to time by agreement between the Cooperator and U.S. Forest Service, by adding or removing roads or road segments, or by altering the description of a road or road segments, to give it proper identity. Each such modification shall be indicated by a revised Schedule A bearing the signatures of the parties or their authorized representatives and the effective date of the revision.
3. MAINTENANCE PLANS. At the annual meeting provided for in item 6, plans for maintaining the roads listed in Schedule A shall be agreed upon. Such plans shall include assignment of responsibility for maintenance or particular elements of maintenance to the Cooperator or U.S. Forest Service for each road or segment of road listed in Schedule A. To the extent practical, and subject to availability of funds, responsibility for maintenance shall be assigned in proportion to use for which each party is properly responsible.
- Maintenance shall include preserving and keeping the roads, including structures and related facilities as nearly as possible in their original condition as constructed or reconstructed to provide satisfactory and safe road service.
- Maintenance plans shall provide for prompt changes in maintenance assignments during the period of the plan upon agreement by the parties or their designated representatives.
4. PROJECT AGREEMENTS. When improvement of a road listed in Schedule A is to be financed in whole or in part from funds or resources provided by the party not having jurisdiction, the parties shall enter into a project agreement providing for performing the improvement work and its financing. A project agreement is not required for



improvement of a road or a road segment over which the party performing and financing such improvement has jurisdiction. Project agreements shall be supplements to this general agreement and subject to the agreements, provisions, and conditions herein contained.

- a. A project agreement shall be entered into prior to beginning of improvement or construction work for which a project agreement is required.
- b. The project agreement shall include the following elements:
  1. Identification of road or road segment to be improved or constructed.
  2. Plans and specifications for the project or provision for their development and subsequent agreement thereon.
  3. Schedule of construction or improvement work and designation of the party or parties to perform the work.
  4. Estimates of cost of improvement or construction.
  5. Agreement as to how cost of work is to be borne including arrangements to share in the work or to deposit funds with the performing party for a share of the costs.
- c. If funds are provided by the Cooperator on an advance basis for work to be performed by the U.S. Forest Service, they shall be deposited in the Treasury of the United States to the credit of cooperative work, U.S. Forest Service. Any unused balance of cooperative funds for the purposes outlined in the project agreement shall be returned to the Cooperator after completion of the work performed or upon agreement of the U.S. Forest Service. If the cooperative funds are made available on a reimbursement basis as the work progresses or upon its completion, the U.S. Forest Service shall submit to the Cooperator periodic billings, but not more often than monthly, or a final billing as the case may be.

The amount of cooperative funds as set forth in the project agreement shall be the maximum commitment of the Cooperator to the project unless changed by a modification of the project agreement.

If funds are provided by the U.S. Forest Service for work to be performed by the Cooperator the arrangements shall be set forth in the project agreement. Payments to the Cooperator shall be made as provided for in the project agreement.

If it appears that the project cost may exceed the estimate and additional funds may be needed, no obligation shall arise against the Federal government with respect to the increased cost except by modification of the project agreement prior to incurring any commitment.



5. RIGHTS-OF-WAY. Easements or other interests in land acquired by either party shall be adequate to serve the road needs of both parties. The party having jurisdiction of an existing road or intended to have jurisdiction of a road to be constructed shall obtain the needed rights-of-way in its name. There shall be no provisions in any easement document that will prevent the U.S. Forest Service from using or authorizing the use of roads for which Federal funds were expended. The Cooperator must be in a position to assure the U.S. Forest Service the continuance of such uses for the period needed. The party acquiring the easement or other interest in land shall obtain such title evidence and title approval as required in its acquisitions for roads of comparable standards.

The costs of such easements or other interests in land are to be at the expense of the acquiring party.

The U.S. Forest Service shall cooperate in the procurement of rights-of-way over land administered by other agencies of the United States required for any project included under this agreement and shall furnish the Cooperator copies of survey notes, maps, and other records.

To the extent possible under available authority, each party agrees to convey easements over lands or interests in lands it owns or administers to the other party in order to provide jurisdiction by the appropriate party as may be agreed to for any road or road segment listed on Schedule A.

6. ANNUAL MEETING AND CONTINUING CONSULTATION. The Cooperator and U.S. Forest Service shall meet at least once each year to review matters covered by this agreement and to agree on actions to implement this agreement including, but not limited to, (1) approval of changes in the listing of roads on Schedule A; (2) approval of the annual maintenance plan; (3) approval of project agreements for construction or reconstruction; and (4) approval of transfer of jurisdiction of particular roads by easement conveyance. It is also the intent of the parties to arrange for continuing consultation between their representatives with the objective of reaching prompt agreement by the parties on all matters of mutual concern which are covered by this agreement. The Forest Supervisor of the Florida National Forest for the U.S. Forest Service, and Director for the Cooperator shall be responsible for making the arrangements for formal meetings and continuing consultation.
7. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperatives, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the



Government.

8. MODIFICATION AND TERMINATION.

- a. This agreement may be modified by mutual consent.
- b. This agreement may be terminated by either party upon at least 30 days prior written notice, except that such termination shall in no way affect or change any commitment made authorizing the use of roads or rights-of-way for purposes for which Federal funds were expended, or any operation in progress at time of notice, and provided that such termination shall in no way affect the agreement of the parties hereto with respect to any obligations incurred under the agreement until a full settlement has been made.

9. MISCELLANEOUS.

- a. The United States shall not be liable to the recipient for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work under this award, including damage to any property owned by the recipient or any third party.
- b. Nothing herein contained shall be construed to obligate the U.S. Forest Service or the Cooperator beyond the extent of available funds allocated or programmed for this work, or contrary to applicable laws, rules, and regulations.
- c. No Member of, or Delegate to, the Congress, or Resident Commissioner, shall be admitted to any share or part of this agreement or to any benefits that may arise therefrom, unless it is made with a corporation for its general benefit.
- d. Where applicable, any contract, agreement, or understanding entered into pursuant to this agreement providing for work to be performed shall include the requirements of Federal laws, Executive orders, and Regulations.

10. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Name: Tony Park or Public Works Director Address: 2280 Miccosukee Road City, State, Zip: Tallahassee, FL 32308 Telephone: 850/606-1500 FAX: 850/606-1501 Email: pwdirector@leoncountyfl.gov	Name: Dale Walker or Director of Operations Address: 2280 Miccosukee Road City, State, Zip: Tallahassee, FL 32308 Telephone: 850/606-1500 FAX: 850/606-1501 Email: pwopsdirector@leoncountyfl.gov



**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Name: Harold Shenk Address: 57 Taff Dr. City, State, Zip: Crawfordville, FL 32327 Telephone: 850/926-3561 FAX: 850/926-1904 Email: hshenk@fs.fed.us	Name: Sherry Gaston Address: 57 Taff Dr. City, State, Zip: Crawfordville, FL 32327 Telephone: 850/556-4398 FAX: 850/926-1904 Email: sgaston@fs.fed.us

11. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of last signature and is effective through December 31, 2021 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.

12. AUTHORIZED REPRESENTATIVES. By signature below, the parties certify that the individuals listed in this document as representatives of each party are authorized to act in their respective areas for matters related to this agreement.

This agreement shall be effective as of the date herein written and shall supersede all prior existing agreements, if any, for the same roads.

\_\_\_\_\_  
 JOHN E. DAILEY, CHAIRMAN  
 LEON COUNTY  
 Date

\_\_\_\_\_  
 KELLY RUSSELL, Forest Supervisor  
 U.S. Forest Service, National Forests in Florida  
 Date

*ATTESTED BY:*

\_\_\_\_\_  
 GWENDOLYN MARSHALL, Clerk  
 Leon County Clerk of Court & Comptroller  
 Date

*APPROVED AS TO FORM:*

\_\_\_\_\_  
 HERBERT W.A. THIELE, ESQ.  
 Leon County Attorney's Office  
 Date



The authority and format of this agreement have been reviewed and approved for signature.

3/6/2017

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JOANN MCGEE

U.S. Forest Service Grants Management Specialist

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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SCHEDULE A  
TO  
FOREST ROAD AGREEMENT NUMBER:  
BETWEEN  
LEON COUNTY  
AND THE  
UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
APALACHICOLA NATIONAL FOREST  
2017

The following listed roads or segments meet the criteria in Item 1a, Intent to Cooperate, of the Standard Road Agreement.

**Roads Covered by Agreement**

**Forest Service Roads**

<u>Number and Name</u>	<u>Length in Miles</u>	<u>Description of Termini</u>	
NFSR-301	Backwoods Jackson Bluff Road	7.10	NFSR-326 East to NFSR-358
NFSR-322	L.L. Wallace Road	2.83	CR-373 East to PVT
NFSR-324	Dog Lake Tower Road	3.01	Springhill (CR-373) West to NFSR-358
NFSR-326	Joe Thomas Rd, West	1.00	Joe Thomas Road, West, from end of pavement East to NFSR-301.
NFSR-358	J.B. Clark Road	3.50	NFSR-370 South to beginning of pavement at NFSR-305
NFSR-358	Silver Lake Road	0.25	NFSR-370 North to beginning of pavement at NFSR-371
NFSR-370	Aenon Church Road	0.95	NFSR-358 East to beginning of pavement

Notes:

Leon County also has Easements for the following roads:

- EW Reeves Road (paved portion of NFSR-305 from Springhill [CR-373] West to NFSR 317)
- Rivers Road (paved portion of NFSR-305 from Highway 319 West to end of private)
- Tom Roberts Road (Springhill Road [CR-373] West to beginning of private) and J. B. Clark Road (from end of private North to NFSR-305)
- Bice Road (paved portion of NFSR-317) from EW Reeves Road (NFSR-305) South to end of private
- Springhill Road (CR-373)
- Lonnie Gray Road (NFSR-303)
- Glover Road (NFSR-300-A)
- Smith Creek Hwy (CR-375)
- New Hope Church Road (NFSR-333)
- LL Wallace (NFSR-322)
- Aenon Church Road (NFSR-370)
- Crowder Pit Road (NFSR-328)
- Backforest Road (363-A) just the paved portion North and West of the Woodville Ball Field

**Leon County  
Board of County Commissioners**

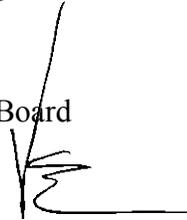
**Notes for Agenda Item #10**

# Leon County Board of County Commissioners

## Agenda Item #10

April 4, 2017

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

**From:** Vincent S. Long, County Administrator 

**Title:** BearWise Award from the Florida Fish and Wildlife Conservation Commission

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Director, Public Works
<b>Lead Staff/ Project Team:</b>	Robert Mills, Assistant Public Works Director Shawn Abbott, Solid Waste Superintendent

### **Statement of Issue:**

This agenda item seeks the Board's acceptance of the BearWise Award from the Florida Fish and Wildlife Conservation Commission in the amount of \$30,000 to modify regular trashcans to make them bear-resistant for residents and reinforce dumpster lids for businesses in the western portion of the County.

### **Fiscal Impact:**

This item is associated with an award in the amount of \$30,000. Although it requires a 45% match like many grant programs, these funds will not flow through the County as the State will be directly invoiced for the agreed upon goods and services. Therefore, a Budget Amendment Request is not needed. The required County match will be provided through in-kind services and a cost share with participating businesses.

### **Staff Recommendation:**

Option #1: Accept the BearWise Award from the Florida Fish and Wildlife Conservation Commission in the amount of \$30,000 (Attachment #1), and authorize the County Administrator to execute all related documents.

## **Report and Discussion**

### **Background:**

The Florida Fish and Wildlife Conservation Commission (FWC) has been working with local governments to address unsecured trash in an effort to reduce human-bear conflicts. During the 2016 legislative session, the Legislature and Governor approved \$500,000 for FWC to cost-share the purchase of bear-resistant equipment with local governments in areas with high levels of human-bear conflicts. The majority (approximately \$375,000) of the State appropriated funding came from permit sales for the 2015 bear hunt, with the remaining balance (approximately \$125,000) appropriated from the State Game Trust Fund. FWC also requested funds from the Fish and Wildlife Foundation of Florida using proceeds of the Conserve Wildlife Tag (CWT) license plate. An additional \$325,000 in CWT funds were awarded, resulting in a total of \$825,000 for local governments during FY 2016-2017.

At the July 12, 2016 meeting, staff advised the Board that once FWC published the program criteria and application materials, staff would review the opportunity to utilize the program funding to reduce bear attractants for residential and non-residential properties in the unincorporated area. Staff was notified in December 2016 that Leon County would be awarded \$30,000.

### **Analysis:**

The County will receive a total of \$30,000 in BearWise funds to provide bear-resistant equipment to 4,500 residents and 21 businesses in three zip codes (32310, 32304, and 32305) with the highest level of human-bear conflicts (Attachment #2). Staff worked with FWC to identify areas throughout Leon County that experienced the highest reported levels of bear-to-human interactions. Utilizing FWC's database which tracks these interactions, staff was able to plot these reported interactions on a map to determine which zip codes to target. The program requires a 45% match, which will be provided through in-kind services and a cost share with participating businesses.

Approximately \$9,000 of the award will be used to purchase 450 sets of hardware to modify regular trashcans to make them bear-resistant. The County will utilize inmate labor and volunteers to install the hardware on the regular trashcans, which has an estimated in-kind value of \$2,700. Waste Pro has indicated that as long as the residents unlatch the cans in advance of service, there will be no additional charge to service the modified cans.

The County will use the remaining \$21,000 in funds to modify 42 dumpsters to make them more bear-resistant (\$500 x 42 dumpsters) for commercial businesses in the same three zip code area. Commercial businesses interested in the program may need to rent a security bar on their dumpsters to make them bear-resistant, which will cost \$20/month, resulting in a cost share of approximately \$5,040/yr. Waste Pro estimated installation of modifications on the dumpsters at \$2,100 (\$100/dumpster), but they have agreed to install the modifications at no cost.

Additionally, staff estimates it will spend approximately \$4,000 for mailers describing the hardware option to the residential customers in the three zip code area, and \$1,000 to advertise the commercial dumpster modification program. These costs will be absorbed through in-kind services with Waste Pro.

Rather than directly awarding Leon County a \$30,000 grant, FWC will administer this award by paying the invoices for the agreed upon goods and services. Therefore, these funds will not flow through the County nor require Board approval of a Budget Amendment Request to accept the award. Upon Board acceptance, staff will begin working with Waste Pro to install the improvements.

**Options:**

1. Accept the BearWise Award from the Florida Fish and Wildlife Conservation Commission in the amount of \$30,000 (Attachment #1), and authorize the County Administrator to execute all related documents.
2. Do not accept the BearWise Award from the Florida Fish and Wildlife Conservation Commission in the amount of \$30,000.
3. Board direction.

**Recommendations:**

Option #1

Attachment:

1. Award Notification
2. Map of Project Area

## **FWC Awards \$825,000 to Local Governments to Reduce Human- Bear Conflicts**

### ***Twelve Counties to receive funding aimed to curb human-bear conflicts***

**TALLAHASSEE, Fla.** – The Florida Fish and Wildlife Conservation Commission (FWC) today announced which local governments will be awarded a share of the \$825,000 in bear conflict reduction funding. This funding aims to reduce the number of bears spending time in neighborhoods by participating in cost sharing with local governments to provide more residents with bear-resistant equipment. Unsecured trash is the number one reason that bears enter neighborhoods, and come into conflict with people. The funding proposals were scored by FWC staff, including bear biologists, and were awarded based on several criteria including the likelihood the project would reduce human-bear interactions.

FWC Chairman Brian Yablonski said, “The recent scientific work to accurately estimate Florida’s adult bear population has confirmed that the recovery of the Florida black bear is a true conservation success story. A large bear population in Florida means that FWC must continue our mission to balance the needs of our bears and Florida residents. Today’s funding announcement is innovative conservation work in action and serves as an important step forward for Florida communities that are working to address this serious problem. By continuing to strengthen our partnerships with local governments and neighborhoods, we are helping give Floridians the tools needed to reduce interactions with bears.”

During the 2016 Legislative Session, the Legislature and Governor Rick Scott provided \$500,000 to cost-share with local governments in areas with high levels of human-bear conflicts. The majority of this funding, roughly \$375,000, came from permit sales for the 2015 bear hunt, and an additional \$125,000 came from the State Game Trust Fund. At least 60 percent of the State appropriated funding is required to go to local governments who implemented ordinances requiring trash be kept secure from bears. Seminole, Lake, Santa Rosa, and Orange counties passed trash ordinances and therefore were eligible to receive additional funding. FWC also requested funding from the Fish and Wildlife Foundation of Florida using proceeds of the Conserve Wildlife Tag license plate. An additional \$325,000 in CWT funds were awarded, resulting in a total of \$825,000 available in funding. FWC has also requested additional funding as part of the agency’s legislative budget request for next fiscal year.

Earlier this year, FWC researchers partnered with Dr. Joseph Clark, a nationally recognized black bear scientist, to perform scientifically modeling to estimate Florida’s bear population. This ground breaking study determined that Florida’s black bear population is widespread and robust with over 4,000 adult bears in the state. Even though Florida black bears are not normally aggressive, more bears in Florida means there is a higher likelihood for human-bear interactions which can be dangerous. FWC works to balance the needs of this large population with the safety of Floridians.

FWC Executive Director Nick Wiley said, “We are grateful to see such a significant level of funding now flowing to support and incentivize community based solutions that will surely reduce conflicts between people and bears. This has truly been a team effort with strong support from our Governor, Legislature, the Fish and Wildlife Foundation of Florida and the leaders and residents in our local communities who are stepping up to help. As we take this important step forward, we need to be mindful that efforts to implement our comprehensive bear management plan will need to continue in earnest as our bear populations continue to grow and thrive across Florida.”

The “BearWise” funding opportunity was announced on July 11 and applications were due October 14. A panel of FWC staff evaluated each application based on several factors, including:

- Does the municipality have an ordinance in place that requires residents and businesses to keep trash and other attractants secure from bears?
- How many households within the municipality are in an area with significant human-bear conflicts?
- How much funding will the municipality match for the project (funds or in-kind or a combination of both)?
- What is the likelihood the project will result in a community-wide reduction of human-bear conflicts?
- How many residences and businesses are expected to benefit from the project?

**The cost-share bear conflict reduction funding awards:**

**Collier County - \$17,499** – County Parks and Recreation will receive \$4,899 to buy bear-resistant trashcans for 3 parks and preserves, and Farm Workers Village HOA will receive \$12,600 to modify 591 regular trashcans to make them bear-resistant.

**Franklin County - \$3,400** – The County will receive \$2,400 and the City of Carrabelle will receive \$1,000 to modify regular trashcans to make them bear-resistant for residents in the southern portion of the County.

**Gulf County - \$25,422** – The County will receive \$25,422 to modify regular trashcans to make them bear-resistant for residents in the southern portion of the County.

**Lake County - \$150,000** – The County will receive \$150,000 to provide bear-resistant trashcans to residents at a discounted cost. The County has an ordinance that requires trash be kept secure.

**Leon County - \$30,000** – The County will receive \$30,000 to modify regular trashcans to make them bear-resistant for residents and reinforced dumpster lids for businesses in the western portion of the County.

**Marion County - \$22,000** – The County will receive \$22,000 to provide bear-resistant trashcans to residents at a discounted cost in areas experiencing human-bear conflicts.

**Orange County - \$150,000** – The County will receive \$150,000 to provide bear-resistant trashcans to residents at a discounted cost in the northwestern portion of the County, which has an ordinance that requires trash be kept secure.

**Putnam County - \$18,000** – The County will receive \$18,000 to provide bear-resistant trashcans to residents at a discounted cost in areas experiencing human-bear conflicts.

**Santa Rosa County - \$150,000** – The County will receive \$150,000 to provide bear-resistant trashcans to residents at a discounted cost in the southern portion of the County, which has an ordinance that requires trash be kept secure.

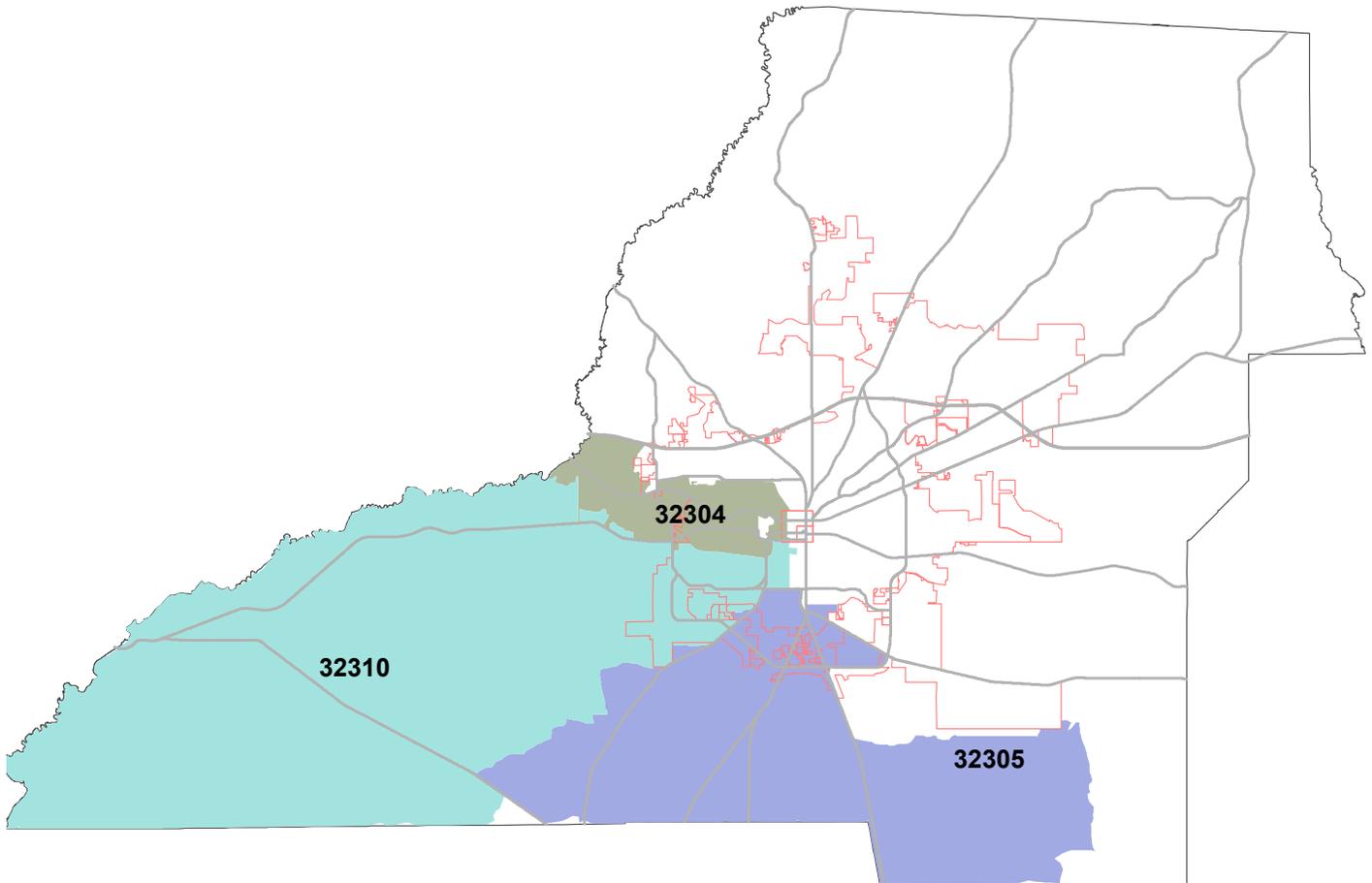
**Seminole County - \$159,000** – The County will receive \$150,000 to provide bear-resistant trashcans to residents at a discounted cost in the western portion of the County, which has an ordinance that requires trash be kept secure. Springs Landing HOA, which is located in the western portion of the County, will be awarded \$9,000 to provide bear-resistant trashcans to residents at a discounted cost.

**Volusia County - \$80,000** – The County will receive \$40,000 to provide bear-resistant trashcans to residents at a discounted cost, and the cities of Daytona and DeBary will receive \$20,000 each to provide the same for their residents.

**Wakulla County - \$19,679** – The County will receive \$19,679 to provide bear-resistant trashcans to residents at a discounted cost.



1 in = 6 miles



### Legend

- Major Steets
- City Limit
- Leon County

### Zip Codes

- 32304
- 32305
- 32310

#### DISCLAIMER

NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

**Leon County  
Board of County Commissioners**

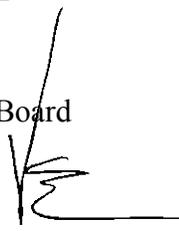
**Notes for Agenda Item #11**

# Leon County Board of County Commissioners

## Agenda Item #11

April 4, 2017

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

**From:** Vincent S. Long, County Administrator 

**Title:** Status Report on Alternative Septic Tank Technology for the Wakulla Springs Basin Management Action Plan Implementation

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

### **Statement of Issue:**

This agenda item provides a status report on the Wakulla Springs Basin Management Action Plan implementation of alternative septic tank technology.

### **Fiscal Impact:**

This item has no fiscal impact to the County.

### **Staff Recommendation:**

Option #1: Accept the Status Report on alternative septic tank technology for the Wakulla Springs Basin Management Action Plan implementation.

## Report and Discussion

### **Background:**

The Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP) was proposed for adoption by the Florida Department of Environmental Protection (FDEP) in October 2015. The Board considered a challenge of the Final Order at the Board's December 8, 2015 regular meeting due to concerns related to the Onsite Sewage Treatment and Disposal Systems (OSTDS) Implementation Plan. The County Attorney and County staff expressed concern that the focus of the OSTDS Implementation Plan was solely on OSTDS nutrient reductions without recognizing the financial and management burdens placed on property owners, and potentially committed Leon County Government to activities which were repeatedly objected to during BMAP development. The Board did authorize filing of the challenge if the Administration and County Attorney were unable to negotiate necessary modification by the appeal deadline. Correspondence between the agencies resolved immediate objections, but Leon County reserved the rights to object to the future BMAP update incorporating the OSTDS Implementation Plan if necessary.

BMAP Management Strategy LC-4 specifically relates to passive septic tank nitrogen removal technologies under review by the Florida Department of Health (FDOH). Specifically, Leon County committed to:

1. Review results of this Florida study of nitrogen-reducing, performance-based Onsite Sewage Treatment and Disposal System (OSTDS) [septic tanks], including passive systems;
2. Identify passive systems regulated under Section 381.0065, F.S., approved by the 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 appropriate systems for new construction in the Primary Springs Protection Zone (PSPZ).

This status report is essential to the following FY2017-FY2020 Strategic Initiative that the Board approved at the January 24, 2017 meeting:

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

Also, advances our strategies to meet the following Bold Goal:

- (BG2) – Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone.

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

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

**Analysis:**

FDOH regulates OSTDS and is the entity which determines which technology can be permitted. The FDOH completed the study of passive technologies in December 2015 and submitted their report to the Legislature as required. The passive technologies studied by FDOH used only one effluent dosing pump with mechanical and moving parts and excluded the use of aerator pumps. However, the Technical Review and Advisory Panel for the FDOH have not recommended the passive systems be allowed for general installation at this time. Staff is unable to propose amendments to the code of laws until FDOH incorporates the systems into their rule. Staff will continue to monitor regulatory development and propose County ordinance amendments to the Board once alternative passive technology is available to permitting agencies.

There is an opportunity for limited number of passive technology installations under the Advanced Septic Tank Pilot Project being managed by the Northwest Florida Water Management District, on behalf of FDEP, under a Springs Restoration Grant. Both Leon County and Wakulla County are targeted for participation in the project. County staff remains in contact with both District and FDEP staff regarding the project implementation and plans to bring an agenda item to the Board with more information later this year.

**Options:**

1. Accept the Status Report on Alternative Septic Tank Technology for the Wakulla Springs Basin Management Action Plan Implementation.
2. Do not accept the Status Report on Alternative Septic Tank Technology for the Wakulla Springs Basin Management Action Plan Implementation.
3. Board direction.

**Recommendation:**

Option #1.

**Leon County  
Board of County Commissioners**

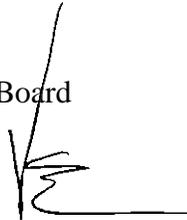
**Notes for Agenda Item #12**

# Leon County Board of County Commissioners

## Agenda Item #12

April 4, 2017

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

**From:** Vincent S. Long, County Administrator 

**Title:** Department of Development Support and Environmental Management 2017  
“Upgrade”

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support & Environmental Management

### **Statement of Issue:**

This item presents a Development Support and Environmental Management (DSEM) “upgrade” rollout to better promote and perform previous process improvements and service offerings put in place in recent years and to launch significant new changes and enhancements to better facilitate both the highest quality service to our customers and the highest quality development for our community.

### **Fiscal Impact:**

This item has a fiscal impact. Funds are available as a result of vacancies within the DSEM and Building Inspection Funds to support the upgrade features described herein for the balance of the current fiscal year. Funding from the DSEM and Building Inspection Funds will be contemplated in the FY 2018 budget to support these ongoing enhancements.

### **Staff Recommendation:**

- Option #1: Accept the County Administrator’s planned upgrade of customer support services at the Department of Development Support and Environmental Management.
- Option #2: Approve the creation of the Chief Development Resources Officer position within the Department of Development Support and Environmental Management.
- Option #3: Direct staff to bring back an agenda item and resolution to formally create the Advisory Committee for Quality Growth and thereby dissolve the existing DSEM User Group.

## Report and Discussion

### **Background:**

The County Administrator continuously assesses and seeks opportunities to enhance the capacity of the organization to fulfill its responsibilities to its citizens, carry out the policies, priorities, and vision of the Board of County Commissioners, and to be in a continuous state of better meeting the needs of our customers. Key to Leon County's organizational success to this end has been our commitment to be a listening and learning organization which never forgets that while we are vested with enormous and sometimes complex responsibilities, we are ultimately in the people business.

Among the most important and certainly most difficult functions of county government is administering a regulatory framework (permitting process) which reflects our local growth management policies and the statewide Florida building code. Few people would argue the importance of local growth management policies and processes necessary to: mitigate urban sprawl, protect important environmental features, preserve historic lands and buildings, promote affordable housing, require appropriate public infrastructure to support development, ensure public involvement and avoid the unfortunate and prevalent default development pattern of 21st century America which results in "the geography of nowhere". These issues go directly to the quality of life of our community. However, people differ on growth management policies and processes because they impact them very personally, whether they are sitting in traffic on a congested road or reacting to what they believe to be incompatible development in their neighborhood. Philosophically, individuals may believe that growth management policies and processes may be too restrictive or too permissive and at the same time their individual philosophies may not reconcile with their reactions when those policies or processes impact them personally.

Similarly members of our development industry are impacted personally by our growth management policies and processes. In addition to serving our community at large at DSEM, members of our development industry are important customers. Our men and women at DSEM are a bit like public safety officers who direct traffic, but at the intersection of public policy and private investment. Their jobs are difficult even when traffic is smooth and steady, but it becomes even more so when traffic gets busy. This happens in cycles which correspond to the economy and when more and new "drivers" are added to the roadway. At times like these we tend to hear more complaints about the development process being too complicated and/or time consuming.

As such, times like these provide enormous opportunities to make specific and systematic improvements to our processes to better serve our customers. That is precisely what we have done in the past, however, in times like these it appears that it is also easy to forget that. Instead unfortunately some people tend to revert to a distant notion of development process as one which is intentionally growth averse. In fact, during the last economic boom in the early 2000s, significant improvements were made to our development process to serve our local development industry that are found in few other places in the nation. Perhaps the most emblematic of those being the County and City creating a common permitting software system, consolidating GIS

functions and later establishing countywide minimum environmental standards, and even building the Renaissance Center for no other purpose than to create a one-stop shop for all local planning, permitting and development services.

In response to the burst of the “housing bubble” and the economic downturn leading to the Great Recession which followed, the County took an assessment of the former department known as “Growth and Environmental Management” and was renamed to Development Support and Environmental Management to better reflect the County’s *People Focused, Performance Driven* culture shift and commitment to continuously improve and refine its services with an emphasis on value-added support in the form of staff expertise, technical resources, and customer support to assist the development community in realizing the highest quality development potential. The Great Recession severely impacted the development industry and consumer confidence as a whole, resulting in untold layoffs and the closure of many businesses. To support the local construction industry during this period of uncertainty, the County took strategic steps, including the use of cash reserves, to focus its resources on investing in the community by accelerating the five-year capital improvement program construction schedule to provide immediate employment opportunities through the construction of public infrastructure projects. While others waited due to the down economy, Leon County Government embarked on some of its most ambitious projects such as the Public Safety Complex, Cascades Park, and the construction and expansion of branch libraries. More than \$100 million was invested back into the community through public infrastructure projects creating an estimated 985 jobs and providing an economic bridge for employment opportunities as the nation awaited the recovery of the market.

Throughout the economic recovery, the County continued to listen to our customers and made significant changes to the development review and approval process in order to meet their expectations. Most recently, DSEM has initiated significant process improvements, expanded services offered, launched new technology, and implemented enhancements to streamline development processes and better assist customers (discussed later in this item). However, staff has observed that many of the services offered are not being fully utilized as often as possible, particularly on the front end of the development process, and acknowledge that while many customers regularly express genuine satisfaction and appreciation of the professional level of service and assistance they receive, too many complaints and perceptions persist related to the time and complexity of the development approval process. This upgrade is the next iteration of service enhancement at DSEM which will promote existing services, process improvements, enhance the customer feedback process, offer unparalleled customer service through an “ombudsman” position and higher level professional services to functionally resolve foreseeable problems, offer greater clarity and certainty in our development process, and enhance intergovernmental coordination.

**Analysis:**

Leon County Government, and DSEM in particular, has a long history of working side by side with local stakeholders to shape and implement the policies that guide development in the community. For example, County Administration and DSEM facilitate regular gatherings with the development community, both formal and informal, to get their input on what the County is doing right, or wrong, and where we can improve as an organization. These efforts include hosting lunch & learn sessions, regular presentations and participation in local trade group meetings, industry training sessions, facilitating the Leon LEADS Listening Sessions, and supporting the Board-appointed DSEM User Group which reviews and offers recommendations on changes to the Comprehensive Plan and Land Development Regulations.

The ongoing communication efforts between DSEM and the end user is vital for the implementation of new programs and enhancement while reinforcing the relevance of managing responsible growth and facilitating the highest quality built and natural environment attainable for our community. A listing of the County’s programs, policies, and service enhancements supporting the development review and approval process is included below. This listing is not exhaustive but demonstrates the level of effort the County has, and continues to place, on fostering a positive and facilitating environment for our local development community:

- No impact fees.
- Eliminated the occupational license tax (also known as ‘the local business tax’) in 2009.
- Suspended the assessment of fees for requests to extend environmental management permits during the Great Recession and again in early 2013 for development related activities.
- Currently exploring mobility fees to replace the concurrency management system which disproportionately penalizes the last development project to a given area based on the lack of available roadway capacity.
- Currently analyzing residential preservation (RP)-designated parcels located inside the urban services area and not in platted subdivisions to determine the appropriate site-specific zoning designation in order to provide greater certainty for future development.
- Developed and implemented the Project Manager Model to ensure continuity during the review process, assist with the seamless facilitation of an integrated team approach to customer service, and provide ongoing reinforcement regarding DSEM’s primary goal of presenting a coordinated and unified team approach to customer service delivery.
- Implemented a dual track review and approval process for new development proposals allowing for concurrent development and environmental review.
- Implemented a conceptual site plan approval process with abbreviated submittal requirements to provide an applicant certain development approval assurances required to market a project and secure financing.
- Expanded web-based permitting services to allow additional classifications of contractors to apply for and receive County permits online.

- Implemented the department-wide utilization of ProjectDox software to allow customers to electronically submit applications (building permits, site and development plans, and environmental permits) and enable staff throughout the department to concurrently review applications in a more time efficient manner.
- Enhanced serve to provide after-hours and weekend building inspection services.
- Provide training sessions at the request of the Tallahassee Builders Association to assist builders in identifying potential environmental site constraints prior to engaging in the building permitting process.
- Hosted Citizen Engagement Series sessions on DSEM and the development review process.
- Integrated low impact development practices into the development review process.
- Developed county-wide minimum environmental standards in accordance with the voter-approved amendment to the County Charter in 2010 to provide consistency.
- Revised the County’s review thresholds for new development proposals which have reduced permitting times as more proposals qualify for the Administrative Streamlined Application Process (ASAP) review and approval by staff.
- Worked with representatives from the solar industry to streamline the review process for proposed solar applications and revised the associated permitting fee assessment methodology which resulted in reduced permitting fees for solar projects.
- Waived building permitting fees following Hurricane Hermine totaling \$21,610 for repairs and building reconstruction activities (89 permits) that resulted from the storm.
- Worked with FEMA to enter the National Flood Insurance’s Community Rating Program, and received a Class 6 Rating for the County. The rating resulted in a 20% savings for individual flood insurance premiums and represents an annual savings to County residents required to purchase flood insurance of nearly \$100,000.
- Recently added a portion of the building permit fee schedule to the onsite permit hard card for easy consumer reference.

This listing of efforts supporting the local business community is extensive and ongoing as the County continuously seeks opportunities to enhance service levels based on customer feedback. Beyond giving presentations and offering training sessions, DSEM went so far as to create a custom ‘Lego Lakes’ simulation game as part of the County’s Citizen Engagement Series to demonstrate to citizens the development review process and “getting to yes”.

At the Board’s most recent retreat in December 2016, facilitating the development review and approval process was again a high priority. As such, the County established a five-year bold goal to reduce the average permitting time for single family homes by 30% from 11 business days to eight. Over the past two fiscal years, single family permits have accounted for 94% of the new construction permits issued in unincorporated Leon County. This trend is anticipated to continue based on the County’s Comprehensive Plan, which implements an Urban Service Area

(USA) concept, and the availability of infrastructure (primarily central sewer service) inside the USA. Therefore, the County determined that focusing on this type of building permit application would be the most beneficial to the citizenry. Staff anticipates that similar stretch goals will ultimately be initiated for commercial and other non-residential permits.

Despite all of this, as previously mentioned there have been recent meetings and newspaper coverage portraying local government as being “not business friendly”. Other negative perceptions associated with the local development process discussed at these meetings and conveyed through local media publications were the overabundance of bureaucratic “red tape” and fears of retribution for speaking out or complaining about the permitting process. The County takes these issues very seriously and acknowledges the need to be constantly evolving to address specific process improvements and perceptions.

This upgrade builds upon the many programs and services offered through DSEM while also acknowledging that we can do more to facilitate assisting customers through the development review and approval process. The core components of this upgrade call for enhanced customer service and outreach efforts including the continual utilization of technology to support the industry coupled with the recognition of the personalized face-to-face customer interaction. This approach to service will be “high tech and high touch” for all paths of customer interaction with DSEM (in-person, over the phone, or online).

This upgrade and relaunch at DSEM includes the reallocation of existing staff resources and the creation of a new position to provide greater facilitation and assistance with the County’s value-added services provided relative to the development review and approval process. The new Chief Development Resources Officer, described later in more detail, will fulfill the long desired need for a senior level planning and development professional, or ombudsman, to be available in a consultant-type role for customers at DSEM. This new position will be a liaison dedicated to provide guidance, offer in-depth navigation and consultation on the development process, charged with managing and enhancing the customer service culture at DSEM, and serve as the County’s point person on development related issues with intergovernmental organizations, industry groups, and business associations to foster these important relationships on an ongoing basis.

The timing of this upgrade and relaunch arrives as the community is experiencing higher levels of developer interest and investment following the Great Recession. In light of this interest, there is a need for professional facilitation of projects at earlier stages of the development process. For example, as the economy continues to improve there will be added pressure to expand the USA and build infill projects affecting existing neighborhoods. The addition of the Chief Development Resources Officer with a strong background in planning and development can help facilitate the highest quality project attainable by consulting with the relevant parties in the earliest stages of the project. The same rationale applies to the ongoing exploration of mobility fees because a new system of transportation concurrency will require significant input, education, and facilitation between the County and the development industry.

Should the Board approve the staff recommendations associated with the upgrade at DSEM, staff will initiate a public rollout explaining and reinforcing these enhancements. More importantly,

these changes will reflect the upgraded service model set forth in the new customer value proposition for DSEM. These elements of the upgrade, along with the physical improvements to the welcome area at DSEM and planned staffing changes to support customer needs, are as follows:

1. DSEM Customer Value Proposition: The new customer value proposition articulates our clear commitment to our customers. Additional and customized training services will be provided to DSEM employees to further reinforce this value proposition.
  - *You are our customers. Whether you are a contractor or a conservationist, we believe that customer service and community stewardship are not mutually exclusive. We believe that by providing the highest quality of customer service, offering value-added professional guidance and technical resources, and ensuring efficiency and clarity at every stage of the development process, we facilitate the highest quality built and natural environment attainable for our community.*
2. Chief Development Resources Officer: DSEM’s extensive stakeholder outreach is chronicled in a previous section of this agenda item but further efforts are needed to alleviate ongoing negative perceptions, continue to build rapport with the development community, and enhance service levels to meet and exceed customer expectations. This upgrade builds upon the many programs offered through DSEM and acknowledges the need for greater facilitation to navigate the County’s value-added service enhancements through the creation of a dedicated liaison specifically available to provide guidance and answer questions about the development review and approval process. The County has already implemented the Project Manager Program to ensure continuity during the development review and permitting process for the more complex projects. The program assists with the seamless facilitation of an integrated team approach to customer service, and provides ongoing reinforcement regarding DSEM’s primary goal of presenting a coordinated and unified team approach to customer service delivery. The proposed Chief Development Resources Officer will be a senior planning and development professional with expertise in the development review and permitting process but will not be responsible for processing development plan concepts or associated permits. Instead, the Chief Development Resources Officer will offer the in-depth navigation and consultation-type services sought by DSEM customers that will help facilitate the highest quality project attainable for our community. This is a natural progression for the Project Manager Program and positive next step for DSEM by providing an additional level of assistance and mediation support for proposed development projects that require inter-departmental, inter-jurisdictional, or inter-agency coordination.

In addition to serving as a dedicated liaison for customer development needs, the Chief Development Resources Officer will continuously engage customers to identify process improvements with the goal of making the review process as straightforward and effortless as possible. To be successful, this position will have great autonomy to assess and identify process improvements and will be empowered to resolve issues on behalf of customers. Beyond face-to-face interactions with customers at DSEM, the Chief Development Resources Officer will proactively engage the development community and trade groups on behalf of the County and serve as the point person on intergovernmental coordination and improvements related to development services. This new position will be located

immediately adjacent to the welcome area at DSEM to supervise customer service matters and will be empowered to champion process improvements on behalf of customers. Further explanation of the duties and responsibilities of this new position are as follows:

- Serve as an ombudsman and in-house consultant to customers through proactive assistance in navigating the development review and building permitting processes.
- A dedicated liaison empowered to resolve customer service issues, work with staff to proactively identify project solutions, and make presentations to local trade groups, associations, and community organizations.
- Continuous evaluation of customer experience and opportunities for process improvements including policy modifications, land development regulation changes, utilization of new technologies, and enhanced customer interaction.
- Greater customer relations care including face-to-face interactions and follow up phone calls to ensure that customer expectations are being met.
- Coordinate and reinforce customer service training and values throughout DSEM.
- Staffing the restructured Advisory Committee for Quality Growth, subject to Board approval, currently known as the DSEM User Group (described in more detail in #4).
- Participation in the TBA’s Annual North Florida Home Show and coordination with TBA in advance of their Annual Parade of Homes to ensure that all of their permits have been issued in a timely manner in order to present their new inventory.
- Host open house events at DSEM for industry professionals.
- Manage, update, and make improvements to the DSEM website to ensure that it is user-friendly and details all of the available value-added services.
- Regular submission of brief Did-You-Know summaries of County development services and market trends for industry electronic newsletters.

The County Administrator has identified an ideal internal candidate, Barry Wilcox, to serve in this role and lead the relaunch at DSEM. Mr. Wilcox presently serves as the Comprehensive Plan and Urban Design Manager for the joint Planning Department and holds a master’s degree in Urban and Regional Planning. Already familiar with the County’s development approval process and many of the area stakeholders, Mr. Wilcox also brings nine years of private sector experience to the position in addition to professional certifications from the American Institute of Certified Planners and the U.S. Green Building Council. Prior to joining the Planning Department, Mr. Wilcox served as a Senior Project Manager and Director of Planning for two of the top multi-disciplinary development consulting firms in Central Florida. Respected by his professional peers, Mr. Wilcox serves on the executive committee of the Florida Chapter of the American Planning Association (APA Florida) and is the current Chairman of the Capital Area Section of APA Florida. His expertise, genial personality, communication style, and ability to relate to customer

perspectives given his private sector experience, fully aligns with the customer value proposition and will result in a successful upgrade at DSEM.

3. Customer Experience Liaison: DSEM receives a significant amount of phone calls and walk-in traffic on matters each day relating to development review and environmental permitting, official records, building plans review, etc. Currently, one person is stationed at the front desk to greet customers and serve as the primary receptionist for incoming phone calls (secondary and tertiary staff are utilized on a daily basis for phone and customer support). To better serve incoming customers, the primary call-taker will be moved to the back office area. This will lessen the call volume for the secondary and tertiary receptionists while also providing a dedicated person in the welcome area to assist customers face-to-face. The newly titled Customer Experience Liaison will be the first point of contact for an arriving customer at DSEM, entrusted to actively and immediately engage the customer in support of their efforts.

In order to successfully assist a novice seeking their first permit or an experienced developer with detailed site plans, the Customer Experience Liaison must be well versed in the County’s development processes and demonstrate the County’s core values relating to customer service. This position can be achieved through a realignment of existing personnel at DSEM. To serve in this important new role the County Administrator has selected Pam Scott, Sr. Administrative Associate under the DSEM Director, with 15 years of outstanding service to Leon County Government. Ms. Scott’s friendly demeanor, professionalism, along with her high level understanding of the development process and familiarity with staff will be able to marshal the necessary resources to facilitate the desired customer-centric environment at DSEM.

4. DSEM Office and Welcome Area: Based on input through the County LEADS process and members of the Tallahassee Builders Association, the DSEM suite at the Renaissance Center has recently been renovated to reflect a more professional, welcoming, and customer-oriented support area. Attachment #1 provides a few illustrations of the welcome area prior to any renovations. Although the recent renovations at DSEM offer a refreshing physical space and future improvements are planned for the adjacent records room, staff identified several opportunities to further convey the County’s commitment to customer service, efficiency, clarity, and providing technical resources throughout the development process. Attachment #2 offers conceptual renderings to aesthetically showcase the array of County services specifically designed to provide value-added support for development activity and reinforce the County’s vision, mission, and core practices. Additional enhancements displayed in the conceptual renderings include:
  - Signage to better welcome customers, reinforce the emphasis on customer service, and encourage feedback to thereby enhance the customer experience.
  - A television monitor to display service information, tutorials, testimonials and infographics relevant to the development industry including market trend data compiled by DSEM and the Office of Economic Vitality. For example, many customers are unaware that DSEM’s webpage includes average timelines based on the permit type, an uncommon practice among local government permitting agencies.

5. Advisory Committee for Quality Growth: To better reflect the need for a broader and continual examination of the development approval process, this upgrade includes a complete overhaul and restructuring of the County’s 14-member DSEM Citizen User Group (Attachment #3) including the renaming of this volunteer body as the *Advisory Committee for Quality Growth*.

The *Advisory Committee for Quality Growth* will serve as a standing committee made up of development industry professionals and community stakeholders to provide continuous feedback and guidance to DSEM on process improvements, service enhancements, and regulatory policies which support the highest quality growth and development attainable for our community. The responsibilities of this advisory committee will place a greater emphasis on proactive input and feedback for all development review and approval matters. Each member will be appointed by the full Board through a nomination process involving several stakeholder organizations that will continue to impose certain eligibility criteria for the now 15-member advisory committee as follows:

*Table #1: Proposed Membership Structure for the Advisory Committee for Quality Growth*

Seat #	Eligibility Criteria	Nominating Organization(s)
Seat 1	A person who is engaged in providing development, planning, or environmental-related consulting services.	Tallahassee Builders Association
Seat 2	A person who is engaged as a real estate professional or represents a real estate-related organization or association.	Tallahassee Builders Association
Seat 3	A person who is involved with commercial development.	Tallahassee Builders Association
Seat 4	A person who is involved with residential single family development.	Tallahassee Builders Association
Seat 5	A person who is employed by the university or local school system.	N/A
Seat 6	A person who serves on a neighborhood association board or represents a neighborhood-based organization.	Council of Neighborhood Associations
Seat 7-8	A person employed by, or represents, a community-based or environment-related organization.	N/A
Seats 9-11	Any resident of Leon County	N/A
Seats 12-15	A person who represents a business association or organization.	The three Chambers of Commerce, Network of Entrepreneurs & Business Advocates

Should the Board approve this recommendation, staff will bring back an agenda item and resolution at the next Commission meeting to formally create this advisory committee and to dissolve the existing DSEM Citizen User Group. The *Advisory Committee for Quality Growth* would be staffed by the new Chief Development Resources Officer and immediately charged with providing continuous feedback and input on the overall customer experience at

DSEM including proposed process improvements, customer service and desired regulatory enhancements.

6. Public Information Roll Out: As part of the DSEM upgrade, Community and Media Relations will conduct an extensive public information campaign to educate and engage businesses, citizens, community partners, and local media. The campaign will describe why and how the upgrades improve customer service, efficiency, clarity, and resources. If approved by the Board, Community and Media Relations will execute the following communications plan:

- Immediately issue a County news release describing the upgrade to citizens, businesses, and media.
- Submit a My View to the Tallahassee Democrat.
- Coordinate with partners to include DSEM upgrade information in community partner newsletters including, but not limited to, various homeowners associations, Council of Neighborhood Associations, business partners and associations, Office of Economic Vitality, as well as the Greater Tallahassee Chamber of Commerce.
- Schedule an open house to showcase not only the physical features and updates in the DSEM lobby, but also to introduce citizens and business partners to the upgrade service delivery and staff who will help them at all phases of a project.
- Participate in the Tallahassee Builders Association's 2017 Parade of Homes in early May.
- Produce short video testimonials that serve to highlight DSEM resources and services, as well as the new upgraded service model; these videos would be featured on social media and the County's television station.
- Use the May County Link advertisement in both the Tallahassee Democrat and the Capital Outlook to announce the DSEM upgrade, resources, and key information about the improvements.
- Distribute printed material on the County's online printed portal and other services.
- Produce and schedule radio spots to highlight the upgrade and inform citizens about online and in-person resources.
- Create informational content for the County's Comcast and CenturyLink channels.
- Create engaging social media content to highlight resources and service delivery.

### Conclusion

Among the most important and certainly most difficult functions of county government is administering a regulatory framework (permitting process) which reflects our local growth management policies and the statewide Florida building code. Few people would argue the importance of local growth management policies and processes which go directly to the quality of life in our community. However, people differ on growth management policies and processes because they impact them very personally, believing they are either too restrictive or too permissive. These personal beliefs are escalated during periods of rapid development activity

which occur in cycles that correspond with the economy and steer new development and new developers to perceive that the development process is too complicated and/or time consuming. It is important to underscore that times like these provide enormous opportunities to make specific and systematic improvements to our processes to better serve our customers. That is precisely what we have done in the past; however, it appears that it is also easy to forget as some people unfortunately tend to revert to a distant notion of the development process as one which is intentionally growth averse.

In addition to serving our community at-large, members of our development industry are important customers whom are impacted personally by our growth management policies and processes. As demonstrated throughout this analysis, Leon County Government has a long history of working side by side with local stakeholders to shape and implement the policies that guide development in the community. The *People Focused, Performance Driven* culture requires a continuous assessment and self-examination of the capacity of the organization to fulfill its responsibilities to its citizens and carry out the policies, priorities, and vision of the Board of County Commissioners. Again, significant improvements that are found in few other places in the nation were made to our development process during the last economic boom in the early 2000s to serve our local development industry. Further, DSEM initiated significant process improvements, expanded services offered, launched new technology, and implemented enhancements to streamline development processes and better assist customers. As previously mentioned, staff has observed that many of the services offered are not being fully utilized as often as possible, particularly on the front end of the development process, and acknowledge that while many customers regularly express genuine satisfaction and appreciation of the professional level of service and assistance they receive, too many complaints and perceptions persist related to the time and complexity of the development approval process.

The DSEM upgrade and relaunch presented herein is the next iteration of service enhancement at DSEM which will promote existing services, process improvements, better incorporate citizens and professionals in the development process, offer unparalleled customer service through an “ombudsman” position and higher level professional services to functionally resolve foreseeable problems, offer greater clarity and certainty in our development process, and enhance coordination with intergovernmental and trade association stakeholders. It represents the County’s commitment as a listening and learning organization continuously in search of better meeting the needs of our customers by refining its services with an emphasis on value-added support in the form of staff expertise, technical resources, and customer assistance to aid the development community in realizing the highest quality development potential. Customers can expect to experience a high tech and high touch approach to the development review and approval process with a greater emphasis on personalized face-to-face interactions and follow-up phone calls to ensure customer satisfaction.

The timing of this upgrade arrives as the community is experiencing higher levels of developer interest and investment following the Great Recession. In light of this interest, the DSEM upgrade will be implemented immediately in order to satisfy the need for prudent facilitation of projects at earlier stages of the development process, alleviate ongoing negative perceptions, continue to build rapport with the development community, and enhance service levels to meet and exceed customer expectations. And finally, the upgrade calls for a restructuring of the

advisory body on development matters to engage trade groups, business associations, and interested stakeholders in a collective forum to continuously examine the entirety of the development review and approval process and provide guidance to staff on process improvements, service enhancements, and regulatory policies which support the highest quality development attainable for our community. The participation of these groups and proactive identification of evolving customer needs and service enhancements will further support the County’s commitment to refine our services to better meet customer expectations. This upgrade is not the first example, and will not be the last, to demonstrate our commitment to significant and continuous improvements to meet the needs of our customers and reaffirm that customer service and stewardship are not mutually exclusive.

**Options:**

1. Accept the County Administrator’s planned upgrade of customer support services at the Department of Development Support and Environmental Management.
2. Approve the creation of the Chief Development Resources Officer position within the Department of Development Support and Environmental Management.
3. Direct staff to bring back an agenda item and resolution to formally create the Advisory Committee for Quality Growth and thereby dissolve the existing DSEM User Group.
4. Board direction.

**Recommendation:**

Options #1, #2 & #3.

**Attachments:**

1. DSEM welcome area prior to renovations.
2. Renovated DSEM welcome area with design concept enhancements.
3. Overview of the existing Development Support and Environmental Management Citizens User Group.







**Committed to Service  
and Stewardship**

- ← Customer Service
- ← Building Permitting
- ← Records
- ← Development Resources  
Conference Room →

 **DESIGNWORKS** on 3rd Floor



**Development Support and  
Environmental Management**



**Did you know ...**

- ✓ After-hours building inspections
- ✓ Weekend building inspections
- ✓ Online permitting portal
- ✓ Temporary event and sign permits
- ✓ Pre-application meetings at no cost
- ✓ Provide technical assistance regarding Florida Building Code

2016

10-Year Permitting Heat Map

A large flat-screen TV mounted on the wall. The screen displays a news broadcast. On the left side of the screen, there is a graphic with the year '2016' and some smaller text. In the center, a man in a dark suit and white shirt is speaking. Below him, there is a '10-Year Permitting Heat Map' showing a map of Florida with various colored regions. At the bottom of the screen, there are some navigation buttons and a 'Q&A' section.

**... we do all this**

- ✓ Verify licenses of contractors and subcontractors
- ✓ Meet with Neighborhood and Homeowners Associations
- ✓ Provide flood protection for new structures
- ✓ Records retrieval and electronic recording services
- ✓ DesignWorks studio located on 3rd floor



# Leon County Government

## VISION

A community that is safe, healthy and vibrant.

## MISSION

To efficiently provide public services which serve and strengthen our community.

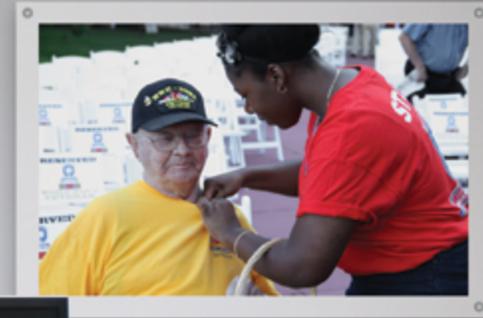


## OUR VALUE PROPOSITION

**What You Get as a Taxpayer and a Stakeholder in our Community**  
Leon County Government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers, but as stakeholders and co-creators of our community -- providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.

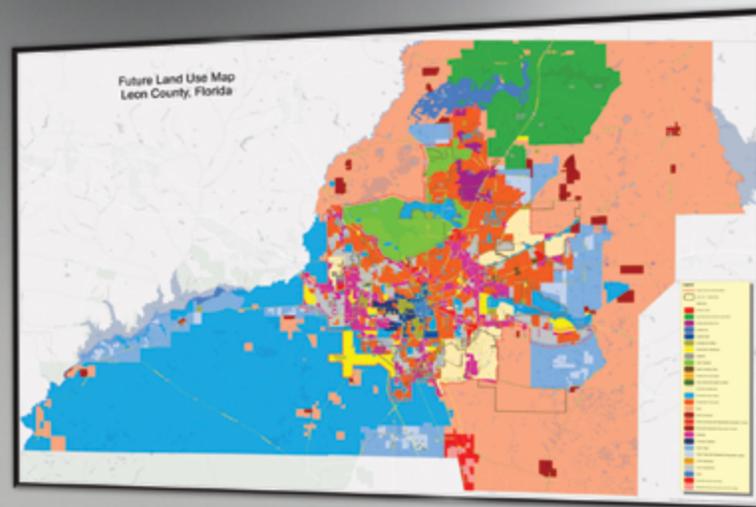
## CORE PRACTICES

- Defining the "User" Center in Customer Service
- Connecting with Citizens
- Democratizing Highest Standards of Public Service
- Accepting Accountability
- Empowering Team Success
- Exercising Responsible Stewardship of the Community's Resources
- Living our "People First, Performance Driven" Culture









**Chief Development  
Resources Officer**  
DARREN DEVELOPER



Pick a card,  
any card ...  
Our team is  
here to help  
you!

### Committed to Service and Stewardship



**Who are our customers? You are!**  
Whether you are a **contractor** or a **conservationist**, we believe that **service** and **stewardship** are not mutually exclusive. We believe that by providing the highest quality of customer service, offering well-versed professional guidance and technical resources, and ensuring efficiency and clarity at every stage of the development process, we facilitate the highest quality built and natural environment attainable for our community.

# Development Support & Environmental Management Citizens User Group

## **Responsibility:**

The purpose of this Focus Group is to collect stakeholder input and provide technical resources on proposed ordinances that impact growth management and other issues relating to current planning, development review, and environmental compliance as requested by the Board and staff.

The Group will develop and provide to the Board, through the Leon County Development Support & Environmental Management Department staff, input and technical guidance on growth environmental issues considered to be of priority interest. The Group will review and provide input and technical guidance on new ordinances or amendments as they relate to the Comprehensive Plan and implementing Land Development Regulation.

## **Created By:**

In July of 1997, the Board of County Commissioners formally established the DSEM Citizens User Group to replace and consolidate several user groups that were being used by the department.

On September 2, 2014, the Board adopted an Enabling Resolution to reauthorize the Development Support & Environmental Management Citizens User Group (formerly the GEM Citizens User Group) as a Focus Group.

## **Appointments:**

The Development Support and Environmental Management Citizen's User Group shall have fourteen (14) members, specifically to represent a balance of community interests.

Seven (7) members are selected as follows: each County Commissioner appoints one at-large member, preferably from their district, who shall have demonstrated experience and interest in development and environmental management-related issues within Leon County.

Seven (7) members are appointed by the full Board based on the eligibility criteria below.

## **Terms:**

Three-year terms expiring on Sept. 30. No member may serve for more than two consecutive three-year terms per Resolution 14-37.

## **Eligibility Criteria:**

Seven (7) members, appointed by the full Board, are to be appointed based on the following criteria:

- a) a member who is engaged in providing development, planning or environmental-related consulting services;
- b) a member who is engaged as a real estate professional or represents a real estate-related organization or association;
- c) a member who serves on a neighborhood association board or represents a neighborhood-based organization or association;
- d) a member who is employed by the university or local school system;
- e) a member who is involved with land development;
- f) a member who represents a business association or organization; and
- g) a member who represents a community-based, environment-related organization.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #13**

# Leon County Board of County Commissioners

## Agenda Item #13

April 4, 2017

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

**From:** Herbert W.A. Thiele, County Attorney  
Vincent S. Long, County Administrator

**Title:** Fords Arm South Water Quality Improvement Project Status Update



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<b>Review and Approval:</b>	Herbert W.A. Thiele, County Attorney Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Patrick T. Kinni, Deputy County Attorney Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	David McDevitt, Director, Development Support & Environmental Management Tony Park, P.E., Director, Department of Public Works Theresa B. Heiker, P.E., Stormwater Management Coordinator

### **Statement of Issue:**

This agenda item seeks Board acceptance of status report on Fords Arm South Water Quality Improvement Project and authorization to schedule public hearings for consideration of a Development Agreement to acquire property in furtherance of Project goals.

### **Fiscal Impact:**

This item has no fiscal impact to the County at this time. Should the Board direct staff to pursue the Development Agreement, property acquisition funds are available in the approved budget for the Project.

### **Staff Recommendation:**

Option #1: Accept status report on Fords Arm South Water Quality Improvement Project and authorize staff to negotiate a Development Agreement with the property owner and schedule two public hearings for consideration of such Development Agreement at its May 9 and June 20, 2017 Board meetings.

## **Report and Discussion**

### **Background:**

The County has an approved and funded capital project budget for the Fords Arm Watershed improvements designed to improve stormwater conveyances and water quality. Property acquisition is required as part of the aforementioned improvements. Staff has identified property interests to be acquired through a Development Agreement with the property owner. The Fords Arm South Water Quality Improvement Project (“Project”) consists of three distinct projects which are designed to improve the stormwater quality discharging to Lake Jackson, and to address flooding experienced in the Linene Woods neighborhood, the Lakeshore Estates neighborhood, as well as to Meridian Road. The Fords Arm of Lake Jackson is located in the southeast quadrant of the lake, receiving stormwater from south and east of the lake. The Project is broken into three target areas shown on the attached map (Attachment #1): the Linene Woods Tributary Improvements, the Western Channels Project and the Meridian Crossdrain Project.

### **Linene Woods Tributary Improvements:**

- Regrading the main ditches that run from Lakeshore Drive north to Hunter’s Crossing and from Hunter’s Crossing to the wetland north of John Hancock Drive;
- Replacing the existing crossdrain under John Hancock Drive to increase the stormwater capacity;
- Regrading two lots purchased for flood mitigation, one on Lakeshore Drive and the other on John Hancock Drive, to better transition the stormwater into the crossdrains under the respective roadways;
- All regraded ditches will be stabilized to prevent future sediment scour into the wetland and Lake Jackson; and
- Conveyance improvements within the Linene Woods Subdivision to reduce nuisance flooding.

### **Western Channels Project:**

- Regrading the main ditches that run through the Lakeshore Estates neighborhood to the wetland north of John Hancock Drive;
- All regraded ditches will be stabilized to prevent future sediment scour into the wetland and Lake Jackson; and
- Replacing the crossdrain under Timberlane Road so that peak flows pass under rather than over the road, ensuring access for residents.

### **Meridian Road Crossdrain Project:**

- Addressing the flooding of Meridian Road by the Lexington Branch. Stormwater from over 1,800 acres beginning in the vicinity of Thomasville Road and Interstate 10 overwhelms the existing single pipe under Meridian Road. The pipe will be increased to three box culverts providing ten times the flow capacity;
- Property upstream of Meridian Road will be purchased to turn the stormwater flow west under Meridian Road at John Hancock Drive;
- A meandering swale will treat the stormwater after it passes under Meridian Road; and

- A large creek will join Lexington Branch in a sediment sump to further improve water quality before it reaches the wetland and Lake Jackson.

As part of the negotiations with the property owner of Parcels 100 and 101 adjacent to Meridian Road, to secure necessary drainage and construction easements for the Project, the County proposed entering into a Development Agreement to effectuate a dual purpose objective: to both complete the Fords Arm South Water Quality Improvement Project; and ensure that the development of owner's property is consistent with general development requirements in the Land Development Code. This includes the consideration of zoning, density/intensity of use, impervious area, canopy road protection zone, stormwater standards, landscape/natural area requirements, driveway connections, architectural design, lighting, signing standards, public facilities and neighborhood compatibility.

**Analysis:**

Sections 163.3220 through 163.3243, Florida Statutes, constitute the "Florida Local Government Development Agreement Act", and specifies the procedures and requirements by which local governments may enter into development agreements with property owners and developers. Development agreements, for example are required to include a legal description of the land subject to the agreement; the duration of the agreement; the uses permitted on the land, including population densities and building intensities and height; a description of the public facilities that will provide utility services to the development; and requires that a development agreement be consistent with the local government's comprehensive plan and land development regulations. (See Section 163.3227, Florida Statutes (2016)). However, before entering into a development agreement, the local government shall conduct at least two public hearings. Further, notice of intent to consider such a development agreement is required to be advertised at least seven days prior to each public hearing. Further, notice of such intent to consider a development agreement is also required to be mailed to affected property owners before the first public hearing. Such notice shall specify the location of the property subject to the agreement, proposed uses, proposed population densities and proposed building intensities, etc. Division 5 of Chapter 10, of the Land Development Code, further governs the provisions of development agreements. Section 10-2.502(d) for example, additionally requires that notice be provided by mail to all properties located within 800 feet of the subject property to the proposed agreement, specifying the date, time, and place at which the public hearing will take place. Also, both the contractual requirements set forth in Section 163.3227, Florida Statutes (2016); and those set out in the Leon County Land Development Code, will be complied with by staff in the preparation of the subject development agreement.

County staff has worked with representatives of the owner of Parcels 100 and 101, located adjacent to Meridian Road, toward drafting a Development Agreement. While a proposed Development Agreement is not complete, it will clarify the status of the development rights assigned to the property, consistent with the Comprehensive Plan vested rights determination set forth by the Circuit Court Order dated March 16, 1992, and affirmed on appeal before the First District Court of Appeals, on December 31, 1992. The Court's order vested the property from the future land use and concurrency provisions of the Comprehensive Plan, and also provided the owner with the ability to develop up to 69,000 square feet of commercial uses on the property.

The proposed Development Agreement will clarify the applicable development standards and the review process applicable to the property pursuant to the provisions of the Land Development Code, and thereby, would extinguish a longstanding debate between the property owner and the County regarding these matters.

The proposed Development Agreement will also include provisions to address and mitigate anticipated impacts to the portion of the property falling within the Canopy Road Protection Zone, including the assignment of costs to the property owner for turning lane improvements on Meridian Road anticipated to be required as a result of the development of the property. In addition, the proposed Development Agreement is proposed to allow off-site mitigation of onsite natural area and open space requirements, provides for the incorporation of the adjacent parcel to the south into the overall development plan of the property, while addressing the current onsite buildings and associated uses, establishes architectural design and site planning standards for the development, and clarifies the applicable stormwater and floodplain management standards.

Sections 163.3225 and .3227, Florida Statutes, govern the requirements for development agreements and public hearings in consideration of same. Additionally, Section 10-2.501 through 2.504 likewise govern development agreements under the Leon County Land Development Code. Therefore, before entering into a development agreement the County is required to conduct at least two public hearings and is required to provide both published and mailed notice in advance of the Board's consideration of such development agreement at a public hearing. Staff has identified May 9 and June 20, 2017 as potential dates to conduct the aforementioned public hearings.

**Options:**

1. Accept status report on Fords Arm South Water Quality Improvement Project and authorize staff to negotiate a Development Agreement with the property owner and schedule two public hearings for consideration of such Development Agreement at its May 9 and June 20, 2017 Board meetings.
2. Accept status report and do not authorize staff to schedule two public hearings for consideration of a Development Agreement.
3. Board direction.

**Recommendation:**

Option #1.

**Attachment:**

1. Map of the Linene Woods Tributary Improvements, the Western Channels Project and the Meridian Crossdrain Project

### Fords Arm South Water Quality Improvement Project



**Leon County  
Board of County Commissioners**

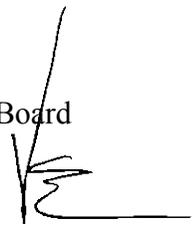
**Notes for Agenda Item #14**

# Leon County Board of County Commissioners

## Agenda Item #14

April 4, 2017

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

**From:** Vincent S. Long, County Administrator 

**Title:** Voluntary Annexation Proposal from Golden Oak Land Group, LLC to Annex Property Located at 1051 March Road

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support & Environmental Management
<b>Lead Staff/ Project Team:</b>	Ryan Culpepper, Director, Development Services Division Weldon Richardson, Senior Planner, Development Services

### **Statement of Issue:**

As required by the Tallahassee-Leon County 2030 Comprehensive Plan, this voluntary annexation item is being brought to the Board for review and comment regarding the proposed annexation.

### **Fiscal Impact:**

The County currently collects minimal stormwater and solid waste service fees which would discontinue upon annexation.

### **Staff Recommendation:**

Option #1: Do not object to the proposed voluntary annexation of property located at 1051 March Road.

## **Report and Discussion**

### **Background:**

As required by the Tallahassee-Leon County 2030 Comprehensive Plan and implemented through the Tallahassee-Leon County Interlocal Agreement, this voluntary annexation item is being brought to the Board for review and comment regarding the proposed annexation. Golden Oak Land Group, LLC, is requesting voluntary annexation of the subject property into the City of Tallahassee. According to the Leon County Property Appraiser's database, the subject parcel is owned by Golden Oak Land Group, LLC, parcel identification number 31-01-20-202-000-0. The subject property is a metes and bounds parcel consisting of approximately 12.48 acres, and is located at the southeast corner of March Road and Dansby Place.

### **Analysis:**

The subject site is zoned Single-and-Two-Family Residential District (R-3) and is designated Urban Residential-2 (UR-2) on the Future Land Use Map of the Comprehensive Plan (Policies 2.2.24 of the Tallahassee/Leon County Comprehensive Plan). The referenced parcel is located inside the Urban Service Area and is currently developed with one (1) single-family dwelling unit and two (2) accessory buildings consisting of a total of approximately 2,448 sq. ft. A map showing the location of the parcel proposed for annexation is included as Attachment #1.

Annexation by the City of Tallahassee shall be in accordance with the requirements of Chapter 171, Florida Statutes, and Policy 2.1.4 of the Intergovernmental Coordination Element of the Comprehensive Plan and as set forth in the Interlocal Agreement for Annexation Procedures between Leon County and the City of Tallahassee. Specifically, the Interlocal Agreement provides in part that:

That the City Annexation Plan, together with the petition for each annexation shall be provided by the City to the County Administrator, the Director of Development Support and Environmental Management and the County Attorney at least twenty (20) calendar days prior to the first reading of the Ordinance considering such annexation, and at least five (5) calendar days prior to the next regularly scheduled County Commissioners ("Board") meeting. The Board shall have the opportunity to review, comment and suggest changes regarding the proposed annexation at a Board meeting prior to the adoption of the annexation Ordinance by the City Commission, and any Board comments will be provided to the City Manager at least five (5) calendar days prior to the public hearing on the annexation ordinance.

The applicant has indicated in their petition for annexation a desire to develop the site as a residential subdivision and has included a conceptual plan for development. The City of Tallahassee has indicated in their proposed Ordinance (No. 17-O-02) that they are committed to providing municipal services to the referenced property. Both the applicant's petition for voluntary annexation and the proposed Ordinance are included as Attachment #2. The proposed Ordinance will be introduced to the City Commission on March 22, 2017, and is scheduled to be

presented at a Public Hearing by the City Commission on April 26, 2017, for the purposes of finalizing this annexation.

The County and City Administrations have instituted procedures to implement annexation provisions. The City submits information and analyses for review by County staff. County staff comments on the proposed voluntary annexation are:

1. County Attorney: The County Attorney has indicated that the proposed annexation appears to comply with Chapter 171 of the Florida Statutes.
2. Public Works: The Public Works Department finds the County currently collects \$85.00 stormwater fee and \$40.00 solid waste fee revenue from the site which will be lost upon annexation. Public Works recommends that the annexation include the March Road right-of-way adjacent to the property line so the City would become the authority for the driveway connections to this portion of March Road. Another option is for the developer to modify the concept plan to minimize the driveway connections to March Road as previously discussed with Leon County staff. The developer agreed during these discussions to revise the concept plan to only allow seven driveways directly to March Road, and comply with the County's recently adopted Driveway and Street Connection Guidelines and Procedures Manual.
3. Development Services: In June 2006, the site was approved for the development of a 48 unit single-family residential subdivision known as the Williamsburg Estates Subdivision. However, development of the site was never initiated and the associated permits subsequently expired in March 2010. The Division finds that the proposed annexation would have no impact to the County's Concurrency Management System. A detailed list of all property owners within 500 feet of the proposed annexation has been included as Attachment #3. There has not been any correspondence to County staff concerning the annexation of this parcel.
4. Environmental Services: The proposed site design/layout, particularly prospective driveway connections to March Road, shall be in compliance with the recently adopted Leon County Driveway and Street Connection Guidelines and Procedures Manual.
5. Planning, Land Management & Community Enhancement (PLACE): The Tallahassee/Leon County Department of PLACE finds that the proposed annexation request is consistent with the Comprehensive Plan, provided the annexation is implemented in accordance with the requirements of Chapter 171, Florida Statutes, Policy 2.1.4 of the Intergovernmental Coordination Element of the Comprehensive Plan, and as set forth in the Interlocal Agreement for Annexation Procedures between the City of Tallahassee and Leon County (Attachment #4).

**Options:**

1. Do not object to the voluntary annexation proposal from Golden Oak Group, LLC to annex property located at 1051 March Road.
2. Object to the voluntary annexation proposal from Golden Oak Group, LLC to annex property located at 1051 March Road.
3. Board direction.

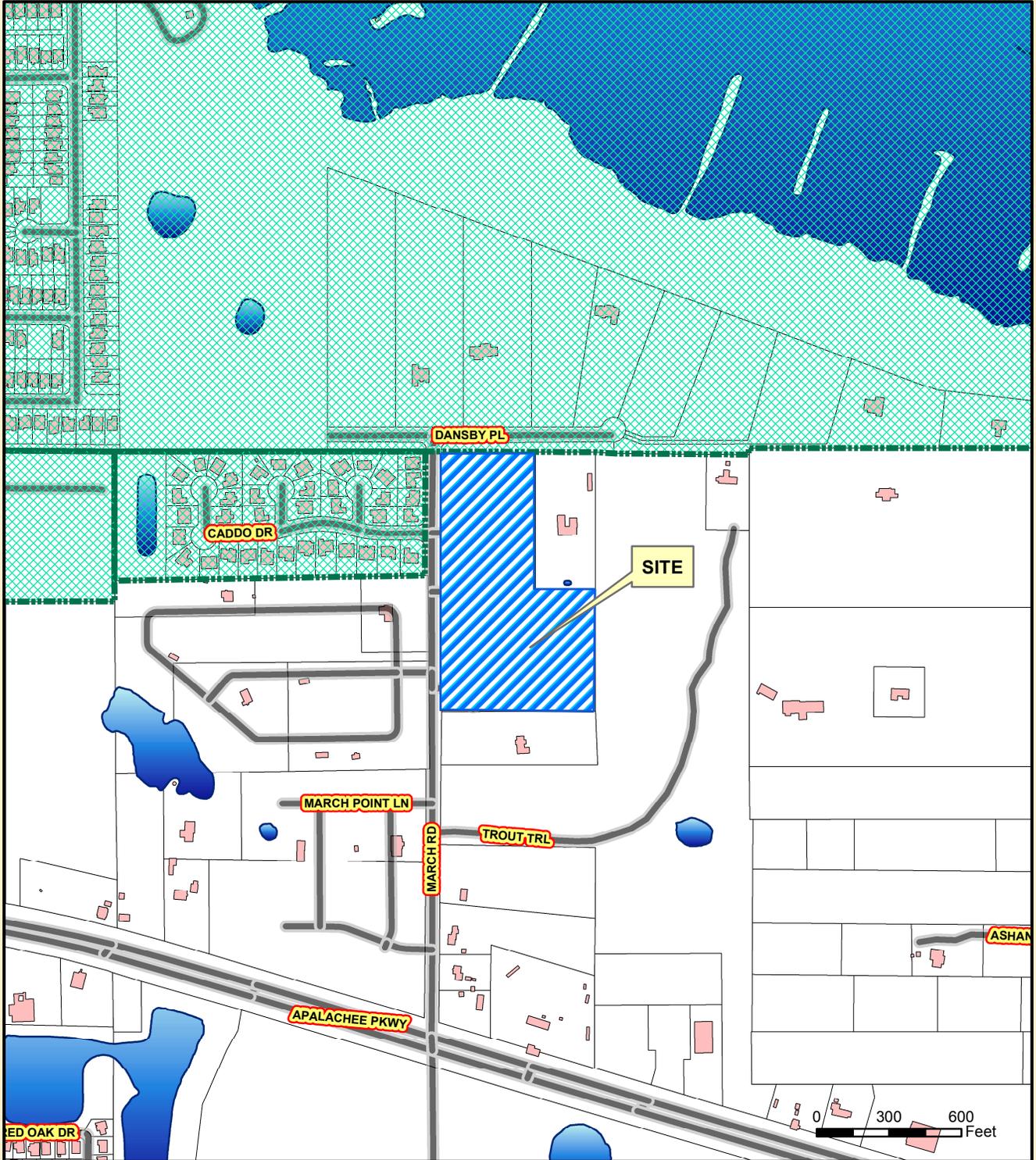
**Recommendation:**

Option #1.

**Attachments:**

1. Location Map
2. Request for Annexation from Golden Oak Land Group, LLC & City Ordinance (No.17-O-02)
3. List of property owners within 500 feet
4. Memorandum from the Department of PLACE, dated February 14, 2017

# Annexation of 1051 March Road



**Annexation of 1051 March Road**  
**Map Produced By Nancy Garcia, Senior Planner**  
**03/13/2017**



Note: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.



An All-America City

February 7, 2017

Mr. Ryan Culpepper  
Development Services Director  
Leon County Department of Development Support  
& Environmental Management  
435 North Macomb Street  
Tallahassee, FL 32301

RE: Annexation of Williamsburg Estates Subdivision

Dear Mr. Culpepper:

Attached is the ordinance introduction package (Ordinance No. 17-O-02) for the annexation of Williamsburg Estates Subdivision for your review and use. You are being provided a copy of the voluntary annexation petition as required by Policy 2.1.4 of the Intergovernmental Coordination Element of the Comprehensive Plan.

The annexation ordinance is planned to go to the City Commission for introduction on March 22, 2017 and the public hearing will be April 26, 2017. Any comments from the Board of County Commissioners must be received by the City Manager prior to the public hearing.

Please contact me at 891-8488 if you have any questions regarding this transmittal.

Sincerely,

Raoul Lavin  
Assistant City Manager  
Administration and Professional Services

Attachments

Cc: Lewis E. Shelley, City Attorney  
Louis Norvell, Assistant City Attorney  
Ric Fernandez, City Manager  
Wayne Tedder, Assistant City Manager

CITY HALL  
300 South Adams Street  
Tallahassee, FL 32301-1731  
850-891-0000  
TDD: 711 • Talgov.com

ANDREW D. GILLUM  
Mayor  
RICARDO FERNANDEZ  
City Manager

SCOTT MADDOX  
Commissioner  
LEWIS E. SHELLEY  
City Attorney

NANCY MILLER  
Commissioner  
JAMES O. COOKE, IV  
City Treasurer-Clerk

CURTIS RICHARDSON  
Commissioner  
T. BERT FLETCHER  
City Auditor

GIL D. ZIFFER  
Commissioner



**CITY OF TALLAHASSEE**  
**PETITION FOR VOLUNTARY ANNEXATION**

The following information must be submitted to the Office of Financial Management for consideration to be annexed. You can deliver it in person, send in via U.S. mail or email it to:

**Office of Financial Management**  
**City of Tallahassee, City Hall – 4<sup>th</sup> Floor**

**Attn: Matt Matherne – 850.891.8458 or [matthew.matherne@talgov.com](mailto:matthew.matherne@talgov.com)**

**300 South Adams Street**  
**Tallahassee, Florida 32301**

- Voluntary Petition – must include signature(s), date and address(es) of each applicant if there are multiple owners.
- Map indicating the area (shade or cross-hatch) to be annexed.
- Tax Parcel Identification (PID) number for the parcel as recorded with the Leon County Property Appraiser's Office
- A non-PDF version of the recorded legal document (legal description in metes and bounds) of the property to be annexed.
- The City of Tallahassee does not charge a fee for annexation, however, Leon County does charge \$600 per parcel for each parcel submitted for annexation.
- The Office of Financial Management will schedule a pre-application conference with the relevant City and County staff to discuss the project and to provide the applicant with a Leon County contact person for payment of the fee and for contact regarding the County's review.

***For more information on the requirements to be submitted or any further information about the process please call or email Matt Matherne @ 850.891.8458 or [matthew.matherne@talgov.com](mailto:matthew.matherne@talgov.com).***

CITY HALL  
300 South Adams Street  
Tallahassee, FL 32301-1731  
850-891-0000  
TDD: 711 • Talgov.com

ANDREW D. GILLUM  
Mayor

RICARDO FERNANDEZ  
City Manager

SCOTT MADDOX  
Commissioner

LEWIS E. SHELLEY  
City Attorney

NANCY MILLER  
Commissioner

JAMES O. COOKE, IV  
City Treasurer-Clerk

CURTIS RICHARDSON  
Commissioner

T. BERT FLETCHER  
City Auditor

GIL D. ZIFFER  
Commissioner

To: The City Commission of the City of Tallahassee  
From: Tom Asbury  
Golden Oak Land Group, LLC  
  
Date: 2/2/2017  
Re: Petition for Annexation – 1051 March Road, Tax ID 31-01-20-202-0000

---

The undersigned owner(s) of the referenced property,

12.48 AC parcel at the SE corner of March Rd and Dansby Place, Parcel I.D.: 31-01-20-202-000-0

legally described on the attached Exhibit A, and shown on the sketch attached as Exhibit B, hereby request(s) the annexation of said property by the City of Tallahassee in accordance with Chapter 171, Florida Statutes which authorizes the petitioning for voluntary annexation. Exhibits A and B are hereby incorporated by reference and made a part hereof.

The undersigned certify that he/she/they is/are the owners of the property described in the attached exhibits, and that all owners of the property have signed this petition. This petition and request shall be binding upon the owner(s), all successor owner of the subject property including the heirs, assigns, and devisees of the undersigned; and shall run with the land to any purchasers of the subject property.

PETITIONER(S):

Signature:   
 Print Name: Tom Asbury  
 Address: 4708 Capital Circle NW  
Tallahassee, FL 32303  
 Phone: 850-402-1111  
 Email address: tasbury@homesbypremier.com  
 Date: \_\_\_\_\_

State of: FL  
 County of: Leon

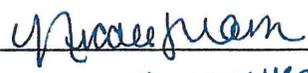
Before me, this 2nd day of February, 2017.

personally appeared Tom Asbury who executed the foregoing Petition for Voluntary Annexation, and acknowledged before me that same was executed for the purposes therein expressed.

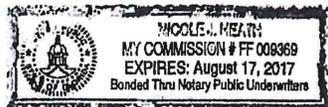
Personally known:  \_\_\_\_\_; or

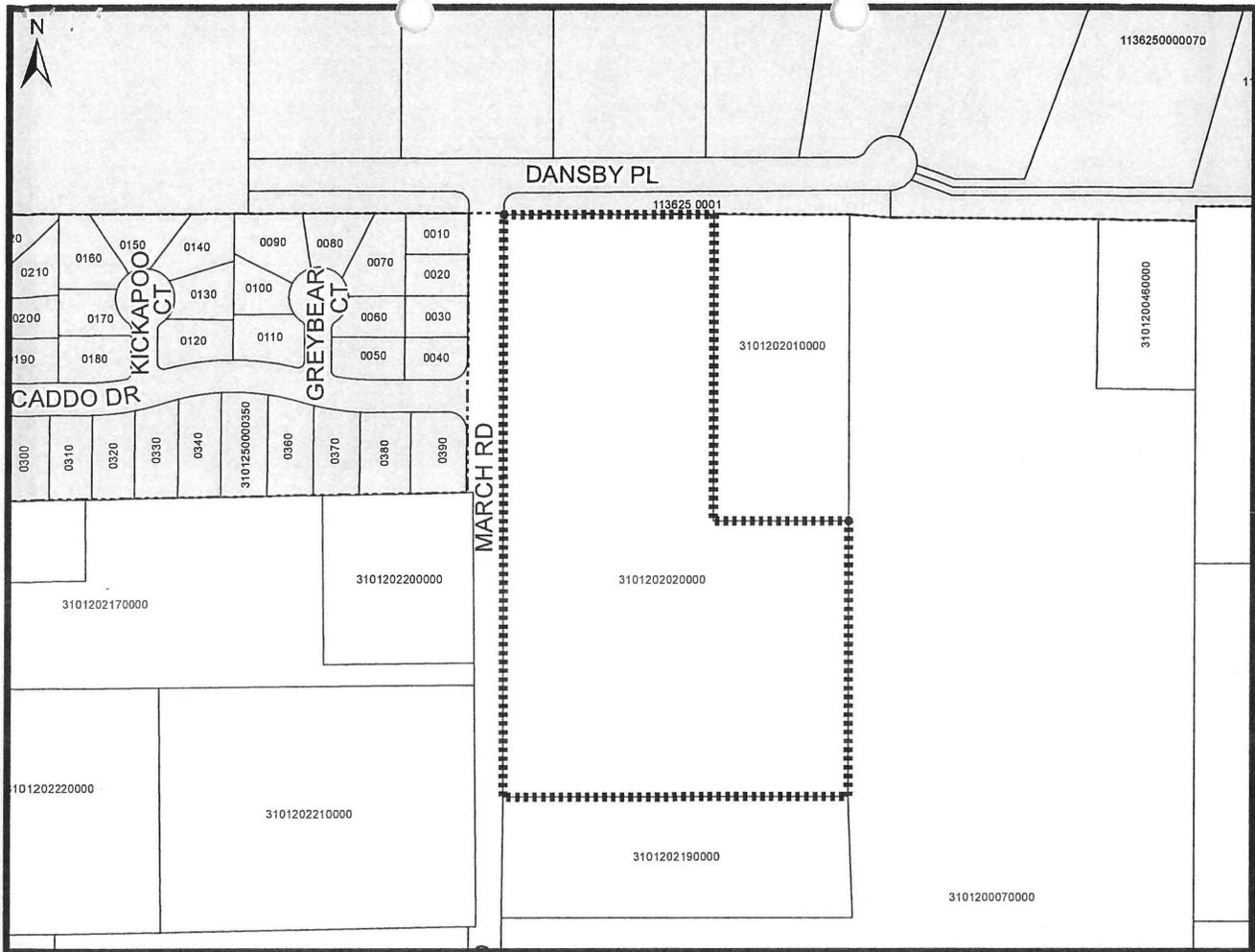
Produced identification: \_\_\_\_\_.

Type of identification produced: \_\_\_\_\_.

Signature of Notary Public: 

Printed name of Notary Public: Nicole J. Heath



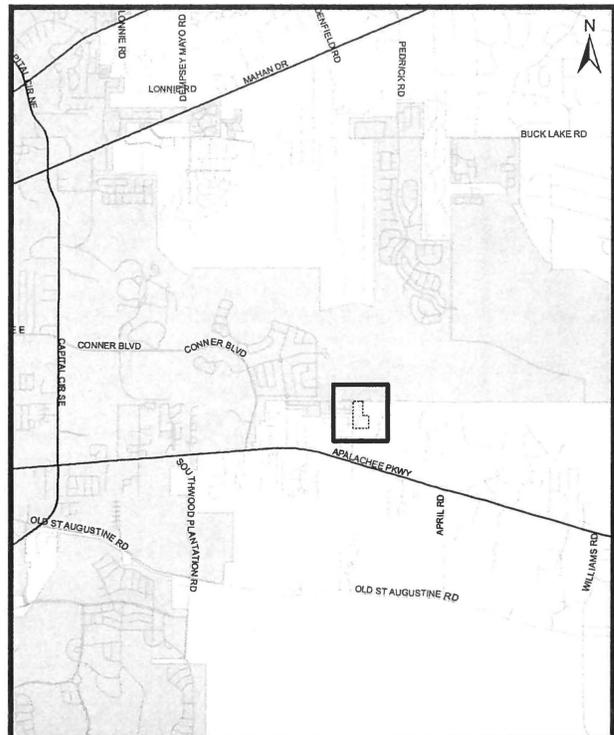


### Ordinance No. 16-O-XX

## Williamsburg Estates Subdivision PROPOSED ANNEXATION

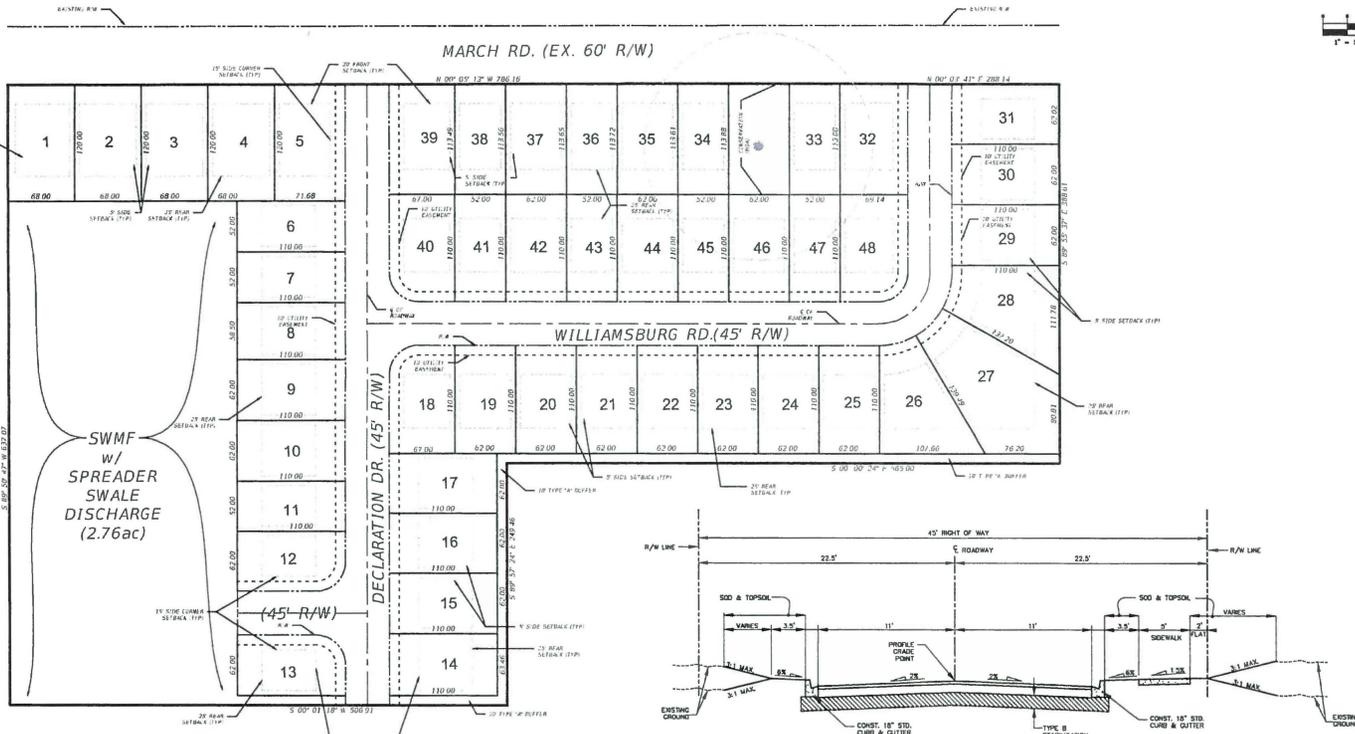
### LEGEND

-  PROPOSED CITY LIMITS
-  CURRENT CITY LIMITS



# CONCEPTUAL SITE PLAN

## WILLIAMSBURG ESTATES SUBDIVISION



### SITE DATA

PARCEL ID:	31-01-20-202-0000	BUILDING SETBACKS:	FRONT	: 20'
EXISTING ZONING:	R-3		SIDE YARD (INTERIOR)	: 5'
PARCEL AREA:	12.48 AC		SIDE CORNER	: 15'
PROPOSED USE:	SFR - DETACHED		REAR	: 25'
SUBDIVISION TYPE:	PUBLIC	MINIMUM LOT SIZE:	LOT AREA	: 5,000 SF
PROPOSED # OF UNITS:	48 SINGLE FAMILY DETACHED		LOT WIDTH	: 50'
PROPOSED DENSITY:	3.85 UNITS PER ACRE		LOT DEPTH	: 100'

\* A DEVIATION FROM THE CODE RED'D SIDE SETBACK WILL BE SOUGHT.

**SURFACE COURSE -**  
 THE FIRST LAYER SHALL BE 1 1/4" TYPE SP-8.5 ASPHALTIC CONCRETE AND BE PLACED AFTER COMPLETION OF THE BASE COURSE. THE FINAL LAYER SHALL BE 3/4" OF TYPE SP-8.5 ASPHALTIC CONCRETE AND BE PLACED AT THE COMPLETION OF THE CONSTRUCTION (INCLUDING ALL UNDERGROUND UTILITY INSTALLATIONS).  
**BASE COURSE -** LIME ROCK (LBR 100) (4" COMPACTED THICKNESS)  
**SUBGRADE -** TYPE B STABILIZATION (MIN. LBR 40) (12" MIN. THICKNESS)  
 MATERIALS AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH FOOT SPECIFICATIONS.



DATE: \_\_\_\_\_

REVISIONS:

NO.	DATE	DESCRIPTION

PROJECT: WILLIAMSBURG ESTATES

CONCEPT PLAN

DESIGNED:   
 CHECKED:   
 IN CHARGE:

SHEET 01

Ordinance No. 17-O-2

AN ORDINANCE OF THE CITY OF TALLHASSEE, FLORIDA, AMENDING CHAPTER SIX OF THE CHARTER OF THE CITY OF TALLHASSEE, TO ANNEX WITHIN THE CORPORATE AREA OF THE CITY OF TALLHASSEE, FLORIDA, UPON ADOPTION OF SAID ORDINANCE, PROPERTY BEING SITUATED IN LEON COUNTY, FLORIDA, IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, there has been filed with the City of Tallahassee, Florida, a petition containing the names and signatures of all of the property owners in the area described hereinafter requesting annexation into the corporate area of the City of Tallahassee, Florida, and,

WHEREAS, it has been determined that the property described hereinafter is reasonably compact and contiguous to the corporate area of the City of Tallahassee, Florida, and it has further been determined that the annexation of said property will not result in the creation of any pocket or enclave; and,

FURTHER WHEREAS, the City of Tallahassee, Florida, is in a position to provide municipal services to the property described herein, and that the City Commission of the City of Tallahassee, Florida, deems it in the best interest of the City to accept said petition and to annex said property.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLHASSEE, FLORIDA:

Section 1. That the property described below, situated in Leon County, Florida, be and the same is hereby annexed to and made a part of the City of Tallahassee, Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statutes, to wit:

**Williamsburg Estates Subdivision**

Begin at the intersection of the Easterly right of way boundary of March Road with the Southerly boundary of Dansby Estates, as recorded in Plat Book 12, Page 47 of the Public Records of Leon County, Florida, lying along the southerly boundary of Section 36, Township 1 North, Range 1 East. From said POINT OF BEGINNING

thence South 89 degrees 50 minutes 14 seconds East, along said Southerly boundaries, a distance of 388.61 feet to the Northwest corner of that parcel as described in Official Records Book 3292, Page 1005 (Tax ID: 31-01-20-201) of the Public Records of Leon County, Florida; thence, leaving said Southerly boundaries, South 00 degrees 00 minutes 24 seconds East, along the Westerly boundary of said parcel last referenced, 565.00 feet to the Southwest corner of said parcel last referenced, thence South 89 degrees 57 minutes 24 seconds East, along the Southerly boundary of said parcel last referenced, 249.46 feet to the Southeast corner of said parcel last referenced, lying on the westerly boundary of that parcel described in Official Record Book 3417, Page 1545; thence South 00 degrees 01 minutes 18 seconds West, along said westerly boundary, 506.91 feet to the Northeast corner of that parcel as described in Official Records Book 1598, Page 1407 (Tax ID: 31-01-20-219); thence South 89 degrees 50 minutes 47 seconds West, along the Northerly boundary of said parcel last referenced a distance of 637.07 feet to the Northwest corner of said parcel last referenced, lying on the Easterly right of way boundary March Road; thence run Northerly along said Easterly right of way boundary the following three (3) courses: North 00 degrees 00 minutes 16 seconds West 344.60 feet, North 00 degrees 05 minutes 13 seconds West 441.57 feet, North 00 degrees 03 minutes 41 seconds East 288.14 feet to the POINT OF BEGINNING.

Section 2. That upon ordinance becoming effective, the property owners and any resident on the property described herein shall be entitled to all the rights and privileges and immunities as are from time to time granted to residents and property owners of the City of Tallahassee, Florida, as further provided in Chapter 171, Florida Statutes, and shall further be subject to the responsibilities of residence or ownership as may from time to time be determined by the governing authority of the City of Tallahassee, Florida, and the provisions of said Chapter 171, Florida Statutes.

Section 3. If any section or portion of a section of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force, or effect of any other section or part of this ordinance.

Section 4. That all ordinances or parts of ordinances in conflict herewith be and the same are hereby revoked.

Section 5. That this ordinance shall become effective immediately upon its passage and adoption.

INTRODUCED in the City Commission on the \_\_\_\_\_ day of \_\_\_\_\_,  
2017

PASSED the City Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Andrew D. Gillum, Mayor

ATTEST:

\_\_\_\_\_  
JIM O. COOKE, IV  
City Treasurer-Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
LEWIS E. SHELLEY  
City Attorney

	K	O	P	R	S	AA	BO
1	TAXID_LABE	OWNER1	OWNER2	ADDR1	ADDR2	ZIP1	SITEADDR
2	11-36-20-801-000-0	CITY OF TALLAHASSEE		300 S ADAMS ST	TALLAHASSEE FL 32301	32301	4900 HERITAGE PARK BLVD
3	11-36-25- -000-1	DANSBY ESTATES HOMEOWNERS ASSOCIATION		5516 DANSBY PL	TALLAHASSEE FL 32311	32311	
4	11-36-25-000-001-0	LEWIS ROBERT H	LEWIS TRACY B	4115 POE PL	TALLAHASSEE FL 32311-3699	32311	5500 DANSBY PL
5	11-36-25-000-002-0	GIESE DENISE M		5504 DANSBY PL	TALLAHASSEE FL 32311	32311	5504 DANSBY PL
6	11-36-25-000-003-0	SCARABIN JOHN BRENT		5508 DANSBY PL	TALLAHASSEE FL 32311	32311	5508 DANSBY PL
7	11-36-25-000-004-0	TRAN MARIE	TRAN AUSTIN THANH	3122 MAHAN DR	TALLAHASSEE FL 32308	32308	5512 DANSBY PL
8	11-36-25-000-005-0	HOLM SCOTT	HOLM CHERYL	5516 DANSBY PL	TALLAHASSEE FL 32311	32311	5516 DANSBY PL
9	11-36-25-000-006-0	RECHT AMY JACKSON LIVING TRUST		5520 DANSBY PL	TALLAHASSEE FL 32311	32311	5520 DANSBY PL
10	11-36-25-000-007-0	BARCO GARY M & CHRISTY R FAMILY TRUST		6392 FITZ LN	TALLAHASSEE FL 32311	32311	5524 DANSBY PL
11	11-36-25-000-008-0	GILROY RICHARD G	GILROY JEANNE	27717 MOORING COVE CT	YALAHA FL 34797	34797	5528 DANSBY PL
12	11-36-25-000-009-0	AMWAKE JOSEPH A	AMWAKE CAROLYNN P	5532 DANSBY PL	TALLAHASSEE FL 32311	32311	5532 DANSBY PL
13	31-01-20-201-000-0	ROMAN VICTOR	ROMAN BRIGID MARY	PO BOX 2675	TALLAHASSEE FL 32316	32316	5515 DANSBY PL
14	31-01-20-202-000-0	GOLDEN OAK LAND GROUP LLC		4708 CAPITAL CIR NW	TALLAHASSEE FL 32303	32303	1051 MARCH RD
15	31-01-25-000-001-0	RUPANAGUDI SRIKANT		1100 MARCH RD	TALLAHASSEE FL 32311	32311	1100 MARCH RD
16	31-01-25-000-002-0	RAMESSU VELMA MAAT	RAMESSU KABAKA KEWAN	1104 MARCH RD	TALLAHASSEE FL 32311	32311	1104 MARCH RD
17	31-01-25-000-003-0	BERRY JON G	BERRY DOROTHY I	1108 MARCH RD	TALLAHASSEE FL 32311	32311	1108 MARCH RD
18	31-01-25-000-004-0	FLOWERS CHRISTIAN S		1112 MARCH RD	TALLAHASSEE FL 32311	32311	1112 MARCH RD
19	31-01-25-000-005-0	ZHENG LI Y	ZHU CUI Y	1117 GREYBEAR CT	TALLAHASSEE FL 32311	32311	1117 GREYBEAR CT
20	31-01-25-000-006-0	KENNEDY JOANNE C		1115 GREYBEAR CT	TALLAHASSEE FL 32311	32311	1115 GREYBEAR CT
21	31-01-25-000-007-0	AMWAKE JOSEPH L	AMWAKE JEAN M	1113 GREYBEAR CT	TALLAHASSEE FL 32311	32311	1113 GREYBEAR CT
22	31-01-25-000-035-0	MUNTEAN DAVID JR		5485 CADDO DR	TALLAHASSEE FL 32311	32311	5485 CADDO DR
23	31-01-25-000-036-0	HILL MARSHA R	HILL VICTOR B	5489 CADDO DR	TALLAHASSEE FL 32311	32311	5489 CADDO DR
24	31-01-25-000-037-0	LINCOLN WILL	LINCOLN LEATHER	5493 CADDO DR	TALLAHASSEE FL 32311-2107	32311	5493 CADDO DR
25	31-01-25-000-038-0	LUU TRINH		5497 CADDO DR	TALLAHASSEE FL 32311	32311	5497 CADDO DR
26	31-01-25-000-039-0	WALKER BARBARA J		5501 CADDO DR	TALLAHASSEE FL 32311	32311	5501 CADDO DR
27	31-01-20-214-000-0	LEXINGTON PARC LLC		2959 APALACHEE PKWY	TALLAHASSEE FL 32301	32301	1242 MARCH RD
28	31-01-20-217-000-0	BEVIS THOMAS G		1130 MARCH RD	TALLAHASSEE FL 32311	32311	1156 MARCH RD
29	31-01-20-219-000-0	STEPHENSON MARIE J M		1163 MARCH RD	TALLAHASSEE FL 32311	32311	1163 MARCH RD
30	31-01-20-220-000-0	BEVIS THOMAS G		1130 MARCH RD	TALLAHASSEE FL 32311	32311	1130 MARCH RD
31	31-01-20-221-000-0	BEVIS LEWIS R JR	BEVIS BONNIE ELLIOTT	1120 MARCH RD	TALLAHASSEE FL 32311	32311	1188 MARCH RD
32	31-01-25-000-008-0	POTTSCHMIDT NORMAN C JR	POTTSCHMIDT BARBARA A	1107 GREYBEAR CT	TALLAHASSEE FL 32311	32311	1107 GREYBEAR CT
33	31-01-25-000-009-0	LITTLES VINCE C	LITTLES MELBA M	1108 GREY BEAR CT	TALLAHASSEE FL 32311	32311	1108 GREYBEAR CT
34	31-01-25-000-010-0	OTT GREGORY		1112 GREYBEAR CT	TALLAHASSEE FL 32311	32311	1112 GREYBEAR CT
35	31-01-25-000-011-0	MADDEN EUGENE J REVOCABLE TRUST		1114 GREYBEAR CT	TALLAHASSEE FL 32311	32311	1114 GREYBEAR CT
36	31-01-25-000-012-0	SMITH JIMMIE M	SMITH ELAINE C	1109 KICKAPOO CT	TALLAHASSEE FL 32311	32311	1109 KICKAPOO CT
37	31-01-25-000-013-0	REYES JOHNNY	REYES CARMEN N	PO BOX 14061	TALLAHASSEE FL 32317	32317	1105 KICKAPOO CT
38	31-01-25-000-014-0	SUSSMAN ROBERT M	SUSSMAN RUTH A	1103 KICKAPOO CT	TALLAHASSEE FL 32311	32311	1103 KICKAPOO CT
39	31-01-20-007-000-0	THOMAS & DOROTHY JONES LTD		5265 TROUT TRAIL	TALLAHASSEE FL 32311	32311	MARCH RD



## MEMORANDUM

**TO:** Ryan Culpepper, Development Services Director  
Leon County Department of Development Support & Environmental Management

**THROUGH:** Barry Wilcox, Division Director, Comprehensive Planning and Urban Design Division  
Tallahassee-Leon County Planning Department

**FROM:** Julie Christesen, Senior Planner, Tallahassee-Leon County Planning Department

**DATE:** February 14, 2017

**SUBJECT:** Consistency Review: Proposed Voluntary Annexation of Property Located at 1051 March Road

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Staff has reviewed the proposed annexation of property located at 1051 March Road. There is one parcel (tax identification number 31-01-20-202-000-0) proposed for annexation. The property is designated Urban Residential-2 on the Future Land Use Map and is zoned Residential-3 Single and Two Family Residential District. Property Appraiser records indicate that there is one single family dwelling unit and two accessory buildings with an approximate combined square footage of 2,448 square feet on the parcel.

Staff finds the proposal consistent with the Comprehensive Plan, subject to the following provisions of Intergovernmental Coordination Element Policy 2.1.4 [I] being adequately met:

- The annexation shall be implemented in accordance with the requirements of Chapter 171, Florida Statutes, and as set forth in an Interlocal Agreement for Annexation Procedures to be entered into by and between Leon County and the City of Tallahassee as set forth in Policy 2.1.4[I].

*The following is additional information related to this site:*

- This property is designated as the Urban Residential-2 land use category on the Future Land Use Map. The primary function of the Urban Residential land use category is to promote a range of residential densities (up to 20 dwelling units per acre) thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The category allows townhouses, single family detached homes, two-family homes, and apartments as well as open space/recreation and community facilities related to residential use.
- The current zoning on this property is R-3 Single and Two Family Residential District, which is intended to be located in areas designated Bradfordville Mixed Use, 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 and two-family housing

Voluntary annexation of the property located at 1051 March Road  
*February 14, 2017*  
*Page 2 of 2*

types. The maximum gross density allowed for new residential development in the R-3 district is 8 dwelling units per acre; a minimum density of 4 dwelling units per acre is required when applied to the Urban Residential future land use category.

- All adjoining parcels are designated Urban Residential-2 on the Future Land Use Map.

**Leon County  
Board of County Commissioners**

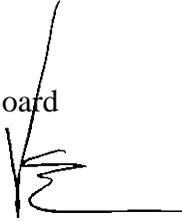
**Notes for Agenda Item #15**

# Leon County Board of County Commissioners

## Agenda Item #15

April 4, 2017

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

**From:** Vincent S. Long, County Administrator 

**Title:** Full Board Appointments to the Tallahassee Sports Council, the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, and the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Mary Smach, Agenda Coordinator

### **Statement of Issue:**

This agenda item seeks the Board's consideration of Full Board appointments of citizens to the Tallahassee Sports Council, the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, and the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee.

### **Fiscal Impact:**

This item has no fiscal impact to the County.

### **Staff Recommendation:**

See next page.

Title: Full Board Appointments to the Tallahassee Sports Council, the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, and the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee

April 4, 2017

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**Staff Recommendation:**

- Option #1: Consideration of the appointment of **two** members to the Tallahassee Sports Council for a three-year term ending April 30, 2020. The eligible applicants are: Chuck Davis, Judy Alexander, Dominique Bailey, John Gladden, Alex Mackinnon, Jason Pappas and Brien Schmauch.
- Option #2: Consideration of the appointment of **one** member to the Joint City/County Bicycle Workgroup for the remainder of the unexpired term ending December 31, 2017. The eligible applicants are: Yvonne Gsteiger and John Gladden
- Option #3: Consideration of the ratification of the Commission of the Status of Women and Girls (CSWG) appointment of one member to the CSWG for the remainder of the unexpired term ending December 31, 2018. The eligible applicant is: Gina Giancomo
- Option #4: Consideration of the appointment of **four** members to the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee.
- a. **One** member who shall have expertise in the field of architecture, construction or engineering, serving a two-year term ending April 30 2019. The eligible applicants are: Christi Hale-Sparkman, Ted Parker and Donna G. Spencer.
  - b. **One** community member at-large serving a two-year term ending April 30 2019. The eligible applicants are: Dominique Bailey, Terrance Barber, Christi Hale-Sparkman, Ted Parker, Donna G. Spencer, Samantha Stickland, Joanie Trotman and Jennifer Weaver, Barbara Westcott and Michelle Wyrick.
  - c. **Two** community members at-large serving a one-year term ending April 30, 2018. The eligible applicants are: Dominique Bailey, Terrance Barber, Christi Hale-Sparkman, Ted Parker, Donna G. Spencer, Samantha Stickland, Joanie Trotman and Jennifer Weaver, Barbara Westcott and Michelle Wyrick.

Title: Full Board Appointments to the Tallahassee Sports Council, the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, and the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee

April 4, 2017

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## 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 to fill vacancies.

### **Analysis:**

#### **Tallahassee Sports Council (TSC)**

Purpose: The purpose of the TSC is to focus on the economic benefits of visitor-generating events to support sports tourism for the betterment of the Tallahassee-Leon County community.

Composition: The TSC is composed of 18 members; 12 members are designated by position, and the remaining six are at-large members appointed by the full Board who have demonstrated experience and interest in aspects of sports within Leon County. The terms for the at-large members are for three-year terms and they may not serve more than three consecutive terms.

Vacancies: The following two at-large members of the TSC have terms that expire April 30, 2017: Chuck Davis and Patti Hilaman. Mr. Davis is eligible and is seeking reappointment (Attachment #1). Ms. Hilaman is not seeking reappointment (Attachment #2). See Table #5.

*Table #5. Tallahassee Sports Council*

<b>Vacancy</b>	<b>Term Expires</b>	<b>Application Attachment #</b>	<b>Eligible Applicant</b>	<b>Recommended Action</b>
Chuck Davis	4/30/2017	3.	Chuck Davis <sup>1</sup>	Full Board to make <b>two</b> appointments for a three-year terms ending April 30, 2020
Patti Hilaman	4/30/2017	4.	Judy Alexander	
		5.	Dominique Bailey <sup>2</sup>	
		6.	John Gladden <sup>3</sup>	
		7.	Alex McKinnon	
		8.	Jason Pappas	
		9.	Brien Schmauch	

<sup>1</sup> Is seeking reappointment

<sup>2</sup> Also applied for the Tallahassee-Leon County MWSBE Citizen Advisory Committee

<sup>3</sup> Also applied for the Joint City/County Bicycle Workgroup

Title: Full Board Appointments to the Tallahassee Sports Council, the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, and the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee

April 4, 2017

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### **Joint City/County Bicycle Workgroup**

Purpose: This focus group provides input on cycling-related projects, improvements, events, and ordinances that are considered to be of community interest, to the Planning Department staff for consideration for their recommendations to the Board of County Commissioners and the City Commission.

Composition: The Workgroup has 12 members; six members are appointed by the Board and six members are appointed by the City Commission. Members are representatives of cycle-related non-profit organizations, state/local agencies, bicycle groups, and local bicycle businesses. Terms are for three years and members are limited to two full consecutive terms. Vacancies are filled for the remainder of the unexpired term.

Vacancies: Member Mark Wheeler has resigned (Attachment #10). His term was scheduled to expire on December 31, 2017.

*Table #2. Joint City/County Bicycle Workgroup*

<b>Vacancy</b>	<b>Term Expires</b>	<b>Application Attachment #</b>	<b>Eligible Applicant</b>	<b>Recommended Action</b>
Mark Wheeler	12/31/2017	11. 12.	Yvonne Gsteiger John Gladden <sup>4</sup>	Full Board to make one appointment for the remainder of the unexpired term ending 12/31/2017.

<sup>4</sup> Also applied for the Tallahassee Sports Council

### **Tallahassee-Leon County Commission on the Status of Women & Girls (CSWG)**

Purpose: The CSWG's goal is to promote awareness on issues that affect women and girls in the community, including but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic security, access to justice, and freedom from violence. The CSWG provides input and recommendations on approaches with which to address these issues.

Composition: The CSWG has 21 members: 7 members appointed by the Board of County Commissioners with each County Commissioner having one appointment; 7 members appointed by the City Commission; and 7 members appointed by the CSWG and ratified by the County Board of Commissioners and the City Commission. Members serve two-year terms, expiring September 30. Members can serve no more than three terms. Vacancies are filled for the remainder of the unexpired term.

Title: Full Board Appointments to the Tallahassee Sports Council, the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, and the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee

April 4, 2017

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Vacancies: CSWG appointed member Tineshia Morris has resigned (Attachment #13). Ms. Morris' term was scheduled to end on September 30, 2018. The CSWG Full Commission met on February 10, 2017 and has selected Gina Giacomo to fill the vacancy. The CSWG requests the Board's ratification of Ms. Giacomo's appointment for the remainder of the unexpired term. See Table #3.

*Table 3. Tallahassee-Leon County Commission on the Status of Women & Girls (CSWG)*

<b>Vacancies</b>	<b>Term Expiration</b>	<b>Application Attachment #</b>	<b>Eligible Applicants</b>	<b>Recommended Action</b>
Tineshia Morris	9/30/2018	14.	Gina Giacomo	Full Board to ratify the CSGW appointment of Gina Giacomo for the remainder of the unexpired term ending on 9/30/2018

**Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee (MWSBE CAC)**

On September 12, 2016, the Blueprint Intergovernmental Agency (IA) approved consolidating the County and City Advisory Committees for the respective MWSBE Programs into one single committee for improved efficiency and support under the Tallahassee-Leon County MWSBE Division of the Office of Economic Vitality.

On February 7, 2017, the Board of County Commissioners approved the establishment of the new joint Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee by adopting a resolution. On February 22, 2017, the City also approved the newly established joint committee by adopting a resolution.

Purpose: The MWSBE CAC monitors the progress of the MWSBE program and is responsible for reviewing and recommending policy alternatives, as well as providing programmatic recommendations relative to certification appeals and Good Faith Efforts.

Composition: The MWSBE CAC has eleven members who are appointed as follows:

- Four members appointed by the City Commission
- Four members appointed by the County Commission
- One member appointed by the Big Bend Minority Chamber of Commerce
- One member appointed by the Capital City Chamber of Commerce
- One member appointed by the Greater Tallahassee Chamber of Commerce

Title: Full Board Appointments to the Tallahassee Sports Council, the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, and the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee

April 4, 2017

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Of the four Board appointed members, at least one shall have expertise in the field of architecture, construction or engineering. Board appointed members will initially serve a staggered term, with two members serving a one-year term and two members serving a two-year term. After the initial appointment, all terms will be for two-years, with no member serving more than three consecutive two-year terms. Terms will expire on April 30.

Vacancies: There are currently 4 vacancies on this newly established joint committee. At least one of the four vacant seats must be filled with a member who has expertise in the field of architecture, construction or engineering. All current members of the Leon County MWSBE Citizen Advisory Committee were contacted and invited to apply for membership on the new joint Tallahassee-Leon County MWSBE CAC. All eligible applicants are listed in Table #4.

*Table #4. Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee*

<b>Vacancy</b>	<b>Application Attachment #</b>	<b>Applicant</b>	<b>Recommended Action</b>
<p><u>4 total vacancies:</u>                      2 members serve a one-year term                      2 members serve a two-year term                      (at least one of the four members shall have expertise in the field of architecture, construction or engineering)</p>	15.	Dominique Bailey <sup>5</sup>	Full Board to make <b>two</b> appointments for a one-year term ending April 30, 2018.
	16.	Terrance Barber	
	17.	Christi Hale-Sparkman <sup>6</sup>	
	18.	Sparkman <sup>6</sup>	
	19.	Ted Parker <sup>7</sup>	Full Board to make <b>two</b> appointments for a two-year term ending April 30, 2019.
	20.	Donna G. Spencer <sup>8</sup>	
	21.	Samantha Stickland	
	22.	Joanie Trotman	
	23.	Jennifer Weaver	
	24.	Barbara Westcott Michelle Wyrick	

<sup>5</sup> Also applied for the Tallahassee Sports Council

<sup>6</sup> Meets requirement: Shall have expertise in the field of architecture, construction or engineering

<sup>7</sup> Meets requirement: Shall have expertise in the field of architecture, construction or engineering

<sup>8</sup> Meets requirement: Shall have expertise in the field of architecture, construction or engineering

Title: Full Board Appointments to the Tallahassee Sports Council, the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, and the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee

April 4, 2017

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**Options:**

1. Consideration of the appointment of **two** members to the Tallahassee Sports Council for a three-year term ending April 30, 2020. The eligible applicants are: Chuck Davis, Judy Alexander, Dominique Bailey, John Gladden, Alex MacKinnon, Jason Pappas and Brien Schmauch.
2. Consideration of the appointment of **one** member to the Joint City/County Bicycle Workgroup for the remainder of the unexpired term ending December 31, 2017. The eligible applicants are: Yvonne Gsteiger and John Gladden
3. Consideration of the ratification of the Commission of the Status of Women and Girls (CSWG) appointment of one member to the CSWG for the remainder of the unexpired term ending December 31, 2018. The eligible applicant is: Gina Giancomo
4. Consideration of the appointment of **four** members to the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee.
  - a. **One** member who shall have expertise in the field of architecture, construction or engineering, serving a two-year term ending April 30, 2019. The eligible applicants are: Christi Hale-Sparkman, Ted Parker and Donna G. Spencer.
  - b. **One** community member at-large serving a two-year term ending April 30, 2019. The eligible applicants are: Dominique Bailey, Terrance Barber, Christi Hale-Sparkman, Ted Parker, Donna G. Spencer, Samantha Stickland, Joanie Trotman and Jennifer Weaver, Barbara Westcott and Michelle Wyrick.
  - c. **Two** community members at-large serving a one-year term ending April 30, 2018. The eligible applicants are: Dominique Bailey, Terrance Barber, Christi Hale-Sparkman, Ted Parker, Donna G. Spencer, Samantha Stickland, Joanie Trotman and Jennifer Weaver, Barbara Westcott, Michelle Wyrick.
5. Board direction.

**Recommendation:**

Options #1, #2, #3 & #4 a.-c.

Title: Full Board Appointments to the Tallahassee Sports Council, the Joint City/County Bicycle Workgroup, the Tallahassee-Leon County Commission on the Status of Women and Girls, and the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee

April 4, 2017

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Attachments:

1. Davis reappointment email
2. Hilaman resignation
3. Davis application & resume
4. Alexander application & resume
5. Bailey TSC application & resume
6. Gladden TSC application & resume
7. MacKinnon applicaton
8. Pappas application & resume
9. Schmauch application & resume
10. Wheeler resignation email
11. Gsteiger application & resume
12. Gladden JBW application & resume
13. Morris resignation email
14. Giacomo application & resume
15. Bailey MWSBE application & resume
16. Barber application & resume
17. Hale-Strickland application & resume
18. Parker application
19. Spencer application & resume
20. Strickland application & resume
21. Trotman application
22. Weaver application
23. Wescott application
24. Wyrick application

**From:** Brian Hickey  
**To:** Smach, Mary  
**Date:** 3/15/2017 12:15 PM  
**Subject:** Sports Council updates

Chuck Davis would like to stay (renew his seat) on the Tallahassee Sports Council.

Mitch Englert has retired, he was an emeritus position. We can remove him from the council. His position will not be replaced.

Please change out Ronnie Youngblood with Rocky Hanna.

Thank you,

Brian Hickey, CDME, CSEE  
Director of Sports  
Leon County Tourism Development  
850-606-2313 [www.VisitTallahassee.com](http://www.VisitTallahassee.com)  
Industry Partner, Florida Sports Foundation  
Member, National Association of Sports Commissions

>>> Patti Graganella <PGraganella@flcities.com> 3/2/2017 12:33 PM >>>  
Thank you so much for understanding

I am a phone call away if you should ever need me for anything

I will help you in anyway

From: Brian Hickey [mailto:HickeyB@leoncountyfl.gov]  
Sent: Thursday, March 2, 2017 12:32 PM  
To: Patti Graganella <PGraganella@flcities.com>  
Subject: Re: sports council

Patti

Thank you. I completely understand the different ways we are all being pulled. You have been so helpful to me and the Sports Council. I greatly appreciate your time and interest. Your email prompted me to look at the time line of your term. It is hard for me to believe it was three years ago that you began to serve on the TSC. time moves so quickly.

April 30, 2017 would be the end of your term and we will not have any meetings between now and then. I can notify the BOCC Agenda Coordinator to open up your seat if you are so interested.

Thank you again for your time and interest to the TSC.

Brian Hickey

Brian Hickey, CDME, CSEE  
Director of Sports  
Leon County Tourism Development  
850-606-2313www.VisitTallahassee.com  
Industry Partner, Florida Sports Foundation  
Member, National Association of Sports Commissions

>>> Patti Graganella <PGraganella@flcities.com> 3/2/2017 11:49 AM >>>

Good morning my friend.

It is with mixed emotions that I send you this email. I need to resign from this wonderful group. With the demands of my job, family and other commitments, I am not able to continue.

I take pride in contributing to whatever group I am associated with and I feel like I have not done my part for the Tallahassee Sports Council. I hope you understand.

I wish you all the best.

Patti Graganella



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

Name: BRAD HAMILTON  
Address: CITY OF TALLAHASSEE

Telephone: 850-893-3453

Name: ROBERT PEARSON  
Address: TALLAHASSEE PODIATRY

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](http://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? No

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: Chuck Davis

This application was electronically sent: 9/5/2012 8:56:37AM

**Charles E. Davis**  
**3021 Huntington Drive**  
**Tallahassee, Florida 32308**  
**850-717-3120 work**  
**850-385-8611 home**

Began business career at the early age of 10. Exposed to the hospitality industry by working at a Country Club in the capacity of cart boy, short order cook, bartender, and dinner host. Progressed through college working as a night auditor for a hotel. Following college, worked for Golden Corral, and Holiday Inn.

Over 23 years of sales experience in computer networking, structured cabling products and physical security components. Sales of products included LAN, WAN and wireless networks. Responsibilities involved selling to state and local government vertical markets and channel partners encompassing North Florida and South Georgia. Employed by three Fortune 500 global companies. Implemented company sales goals by strategically planning market strategies, while using the methods of Consultative Selling. Created demand by utilizing philosophy of selling wider and deeper in accounts. Transitioned to the Public Sector with Florida Department of Corrections. Incorporated this full-time career into a passion for volunteer service by coaching, mentoring and participating in Leukemia and Lymphoma Society's Team-in-Training (TNT) program, the largest nonprofit sports organization nationwide, and Florida Guardian Ad Litem. Pioneered a weekly track program to provide a holistic environment for children, youth and adults of all ages for over 60 people, including kids from low income housing.

## **EXPERIENCE**

### **Florida Department of Corrections** **Interstate Agreement on Detainers Coordinator**

February 2010- present

Facilitate the transfer of inmates to recipitating States. Work as a liaison between prosecutors and inmates. Maintain CCIS users.

### **United Parcel Services** **Driver's Assistant**

Seasonal Employee November 2009 – December 2009

### **Network Cabling Services** **Network Technician**

May 2009 – July 2009

Installed network infrastructures. Pulled cable plant. Installed media devices.

**Team Leader for the Champions Program, TITUS Sports Academy, Tallahassee, FL**

January 2009 – May 2009

Serve as liaison between coaches, administration and students in area schools covering 3 counties, 180 coaches, 6000 students for the Champions Program (provided by Titus and funded by Capital Health Plan).

**ANIXTER, INC**

**Outside Sales Representative, NW Florida Panhandle/South Georgia**

2003 – 2008

Aggressively prospected and developed accounts, generated sales quotes, and handled customer inquiries. Made cold and warm calls for new market initiatives. Became technically knowledgeable about data communication products and vendors. Engaged heavily in business development.

**TITUS Sports Academy Facilitator, Tallahassee, FL**

2007 - 2008

Conduct Body Mass Index testing for the Capital Health Plan Champions Program conducted throughout the Leon County School system.

**REXEL Manager Datacom Sales, Fort Myers, Florida**

2002 - 2003

Learned and evaluated customer operations to aid in identifying customer objectives, requirements and preferences. Sold, marketed, promoted and demonstrated products by establishing and maintaining customer relationships. Increased business by generating sales to new customers. Pursued product applications utilizing personal knowledge, internal specialists or other internal resources, vendor representatives and other available sources. Exhibited a positive, friendly and helpful attitude with customers.

**Graybar Electric Company Senior Outside Sales Representative for Datacom Sales, Tallahassee, FL**

1984 - 2001

Secured a multi-year, multimillion dollar contract with Florida Telecommunications Relay Inc.. It generated a million dollar annual gross profit. Exceeded budget every year for ten consecutive years. Member of Gamma Beta Epsilon Sales Fraternity for seven years. In the top 1% of sales force. Progressively managed and maintained contacts with established customers and sourced new business through prospecting new customers. Promoted and sold Graybar products in compliance with all company pricing policies and instructions, to achieve maximum gross margin rate. Handled customer complaints promptly, effectively and reported potential claims. Carried out sales and merchandised programs as directed and recommended new items for stock.

**EDUCATION**

**Valdosta State University, Valdosta, GA**

Bachelor of Fine Arts in Public Relations 1979 - 1983

Minor in Speech Communications

## **VOLUNTEER**

Guardian Ad Litem- Certified court appointed guardian for Leon, Jefferson, Gadsden, and Wakulla counties.

Gulf Winds Track Club- Board of Directors 2012

Gulf Winds Track Club- Leader for beginning trail running group of 90 people

Race Director- Corrections Foundation Doggie Dash, Jefferson County Humane Society Barktoberfest

Race Committee- Thomasville Road 10 K

Tall Timbers Research Facility

Leukemia & Lymphoma Society -Team in Training Coach 2005 – 2008

Chiles High School- Volunteer Running Coach 2008

Deer Lake Middle School Volunteer Cross Country Coach 2002 - 2008

Interval Track Group Coach 2008 - present

YMCA Basketball, T-Ball, and Football Coach & Referee 1997 - 2000

MS 150 for Multiple Sclerosis Day Cycling Tour Fundraising 2004 - 2007

## **MEMBERSHIPS/ORGANIZATIONS**

YMCA of Moultrie, GA, Member 2003 - present

Premier Health and Fitness Club, Member, Tallahassee, FL 2000 - present

Morning Wellness Basketball Group, First Baptist Church, Tallahassee, FL 1988 - present

Faith Presbyterian Church, Tallahassee, FL 1984 - 1998

Gulf Winds Track Club, Tallahassee, FL 1984 - present

Capital City Cyclists, Tallahassee, FL 1998 - 2008

Gulf Winds Triathlon, Tallahassee, FL 2006 – 2008

Thomasville Road Baptist Church- Family Circus Sunday School

ST Peter's Anglican Church- Veritas Service Church Greeter

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

## TALLAHASSEE SPORTS COUNCIL

<p><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov</b></p> <p><b>Applications will be discarded if no appointment is made after two years.</b></p>		
Name: Judy Alexander		Date: 3/18/2017 7:45:31PM
Home Phone: (850) 321-6886	Work Phone: (850)321-6886X	Email: JALEXANDER98@COMCAST.NE
Occupation: EDUCATOR/BUSINESS OWNER	Employer: HIGH TOUCH HIGH TECH	
Preferred mailing location: Work Address		
Work Address: 1516 WILLOW WICK DRIVE		
City/State/Zip: TALLAHASSEE,FL 32308		
Home Address 1516 WILLOW WICK DRIVE		
City/State/Zip: TALLAHASSEE,FL 32308		
Do you live in Leon County? Yes	If yes, do you live within the City limits? Yes	
Do you own property in Leon County? No	If yes, is it located within the City limits? No	
For how many years have you lived in and/or owned property in Leon County?		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? Yes		
If yes, on what Committee(s) are you a member? TALLAHASSEE SPORTS COUNCIL		
<b><u>If you are appointed to a Committee, you are expected to attend regular meetings.</u></b>		
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, Night
<p><b>(OPTIONAL)</b> Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <p>Race: Caucasian                      Sex: Female                      Age: 55.00</p> <p>Disabled? No                              District:</p>		
<p><b>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.</b></p>		

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

Name: LEIGH DAVIS  
Address: 3049 BIDHURST CT

Telephone: 8507660519

Name: BRIAN HICKEY  
Address: TALLAHASSEE SPORTS COUNCIL

Telephone: 8504918642

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

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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? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

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

If yes, please explain. HIGH TOUCH HIGH TECH IS AN OFFICIAL VENDOR FOR LEON COUNTY SCHOOLS

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: Judy Alexander

This application was electronically sent: 3/18/2017 7:45:31PM

**JUDY ALEXANDER**  
**1516 Willow Wick Drive**  
**Tallahassee, Florida 32308**  
**850-321-6886 (mobile)**  
**850-807-2595 (fax)**  
[\*\*Jalexander98@comcast.net\*\*](mailto:Jalexander98@comcast.net)

**Business Owner/Science Educator**  
High Touch-High Tech, Inc.

**1996- Present**  
Tallahassee, Florida  
Houston, Texas

Sales and marketing of programs and all business functions, including accounting, database set-up, purchasing, employee hiring/training/developing and inventory. Teach hands-on science programs at area elementary schools and educational organizations.

**Editor**  
A Closer Look

**2012-2015**

Performed all aspects of mystery shopping report editing.

**Consultant to first Middle Eastern franchise owner**

**2013-2014**  
(4 months)  
Doha, Qatar

**Faculty, Head Track & Field/Cross Country Coach**  
North Florida Christian School  
Florida State University High School

**2001-2005**  
Tallahassee, FL

Full-time high school Spanish Teacher and head of language department at private school. Head track and field and cross country coach for 4 seasons.

**Reporter/ Editor/ Customer Service Manager/Senior Researcher**  
Reed Construction Data, Reed Elsevier, Inc.

Various Locations

Managed Ft. Lauderdale office, including all aspects of information/data gathering, production and publication before relocating to Kansas City. Designed and launched customer service department for product enhancement. As of October 1990, worked from in-home satellite office gathering hotel project-related data for subscribers.

**Reporter**  
F.W. Dodge Reports, McGraw-Hill, Inc.

Houston, Texas

Called on architects, engineers, owners and developers for information on planned and bidding construction projects, for subscription trade publication.

**Bilingual (English/Spanish); critical thinking and complex problem solving; results-oriented decision making; active listening; computer applications/database setup; sales and marketing; hiring/employee training and development**



# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

## TALLAHASSEE SPORTS COUNCIL

<p><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</b></p>		
Name: Dominique Bailey		Date: 3/7/2017 3:30:01PM
Home Phone: (816) 301-0104	Work Phone: (-)X	Email: dibailey32@gmail.com
Occupation: ACADEMIC COORDINATOR	Employer: FLORIDA A& M UNIVERSITY	
Preferred mailing location: Work Address		
Work Address: 640 GAMBLE		
City/State/Zip: TALLAHASSEE, FL 6		
Home Address 2424 W THARPE		
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? No	If yes, is it located within the City limits? No	
For how many years have you lived in and/or owned property in Leon County?		1 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?		
<b><u>If you are appointed to a Committee, you are expected to attend regular meetings.</u></b>		
How many days permonth would you be willing to commit for Committee work?		2 to 3
And for how many months would you be willing to commit that amount of time?		3 to 5
What time of day would be best for you to attend Committee meetings?		Day, Night
<p><b>(OPTIONAL)</b> Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p>		
Race: African American	Sex: Male	Age: 28.00
Disabled? No	District: District 2	
<p><b>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.</b></p>		

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

Name: FREDRICK  
Address: 824 ELEDA

Telephone: SIMMONS

Name:  
Address:

Telephone:

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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? No

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: Dominique Bailey

This application was electronically sent: 3/7/2017 3:30:01PM

## CURRICULUM VITA



**DOMINIQUE BAILEY, NCC, LPC**  
THERAPIST  
LICENSED COUNSELOR (LPC)  
CERTIFIED SCHOOL COUNSELOR

### OBJECTIVE

With over 10 years of community activism, educational leadership, and consultation, my life's work is dedicated to helping individuals "make a difference".

### CIRRICULUM VITA

*SOUTHEAST MISSOURI STATE UNIVERSITY*

Graduate of Counseling and Education (CACREP accredited program)

### VITALS

2424 West Tharpe Street  
Apartment 1-C  
Tallahassee, FL. 32303  
Phone: 1(816)-301-0104  
Email: [Dibailey32@gmail.com](mailto:Dibailey32@gmail.com)

---

### EDUCATION

**M. S.** Southeast Missouri State University, Cape Girardeau, MO  
**December, 2014**

*Major:* Secondary School Counseling  
*Minor:* Mental Health (Individual and Family Counseling)

**B. A.** Southeast Missouri State University, Cape Girardeau, MO  
**May, 2012**

*Major:* Psychology  
*Minor:* Communication Studies

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### LICENSE AND CERTIFICATION

National Certified Counselor - December 2014  
#347594

Provisional Licensed Practitioner Counselor- January 2016  
#1062565

Certified School Counselor – July 2015  
#1147569

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### PROFESSIONAL EXPERIENCE

#### **Academic Coordinator**

Florida A & M University, *Upward Bound (RIMS)*

**January 2017- Present**

#### *Responsibilities:*

Coordinate academic support services for eligible participants, including tutoring, course selection and advising, career exploration and graduate school enrollment assistance.

Manage summer math and writing skills assessments, cohort course scheduling and linked group tutoring, as well as supervise the Math and Writing Tutors.

Provide individualized counseling to 70 students. The goal of this program is to help students achieve academic success and retain them through graduation.

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## CURRICULUM VITA

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DOMINIQUE BAILEY, NCC, LPC  
THERAPIST  
LICENSED COUNSELOR (LPC)  
CERTIFIED SCHOOL COUNSELOR

---

### OBJECTIVE

With over 10 years of community activism, educational leadership, and consultation, my life's work is dedicated to helping individuals "make a difference".

### CIRRICULUM VITA

SOUTHEAST MISSOURI STATE  
UNIVERSITY

Graduate of Counseling and Education (CACREP accredited program)

### VITALS

2424 West Tharpe Street  
Apartment 1-C  
Tallahassee, FL. 32303  
Phone: 1(816)-301-0104  
Email: [Dibailey32@gmail.com](mailto:Dibailey32@gmail.com)

### School Counselor

Hayti R-II School District, *Hayti High School*

**January 2015- January 2017**

#### *Responsibilities:*

Responsible for monitoring and evaluation of districts Missouri School Improvement Plan (MSIP) in efforts of gaining full accreditation by the Department of Secondary Education.

Director of Academics and Career, responsibilities include scholarships search committee, graduation sponsor and drop-out preventions.

Teaching secondary counseling intervention methods; Teaching a class on professional speech and debate in the field of business and diversity; serving on various departmental, college, and university committees; developing and revising courses.

### Program Director

*AmeriCorps 21<sup>st</sup> Century Grant Southeast Region, Missouri*  
**January 2015 – January 2017**

#### *Responsibilities:*

Direct Supervisor for 10 Full-Time AmeriCorps volunteers. Oversight includes, reporting and monitoring progress in educational setting and community setting.

Strategize ways to improve and maintain progress in the areas of community wellness, economical resources, educational advancement.

Provide consultation methods to volunteers in reference to communicating and reaching the population in which he or she serves.

### Executive Director / Lead Therapist

*Crossroads Consultation and Therapy Cape Girardeau, Missouri*  
**April, 2011 – Present**

#### *Responsibilities:*

Provide individual consultation services to adolescent and young adults in the areas of academic enrichment, social development, and career consultation.

Facilitate group interventions, providing counseling and rehabilitation population such as at risk teens, adults who suffer from depression, educational informative groups, etc.

Present informative workshops and conferences on counseling education, covering areas that include but not limited to: mental health issues, economic resources advantages, personal health, educational issues, etc.

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## CURRICULUM VITA

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### DOMINIQUE BAILEY, NCC, LPC

THERAPIST

LICENSED COUNSELOR (LPC)

CERTIFIED SCHOOL COUNSELOR

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### OBJECTIVE

With over 10 years of community activism, educational leadership, and consultation, my life's work is dedicated to helping individuals "make a difference".

### CIRRICULUM VITA

SOUTHEAST MISSOURI STATE  
UNIVERSITY

Graduate of Counseling and  
Education (CACREP accredited  
program)

### VITALS

1426 Themis Street

Cape Girardeau, MO 63701

Phone: 1(816)-301-0104

Email: [Dibailey32@gmail.com](mailto:Dibailey32@gmail.com)

### Youth Education Specialist

Cape Girardeau, *Missouri Division of Youth Services*

**June, 2013 – June 2015**

#### *Responsibilities:*

Duties include facilitate and instruct group therapy and individual therapy.

Responsible for demonstrating communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel.

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications also maintains confidentiality of students and students' records.

### Graduate Assistant

*Southeast Missouri State University, Cape Girardeau, Missouri*

**April, 2011 – June 2013**

#### *Responsibilities:*

Provided early consultation and advisement to at-risk students and students on academic probation.

Developed and maintain accurate knowledge of Student Handbook, Undergraduate and Graduate Catalog to assist with students when necessary.

Assist students with implementing and planning study skills, academic readiness and career preparation. Review and analyze schedules and degree plan to assist students with graduation preparation.

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### EXTRA-CURRICULAR & VOLUNTEER EXPERIENCE

#### **Mentor**

*Big Brother, Big Sister*

Cape Girardeau, Missouri

**September 2010 – December 2012**

#### *Responsibilities:*

Developed a one to one relationship with a youth by offering consistency, encouragement, and role modeling.

Assist students with implementing and planning study skills, academic readiness and career preparation. Review and analyze schedules and degree plan to assist students with graduation preparation.

**8<sup>th</sup> District Undergraduate Representative**

*Omega Psi Phi Fraternity Inc.* Cape Girardeau, Missouri  
**September 2010 – December 2012**

*Responsibilities:*

Chapter President in the state of Missouri in charge of analyzing yearly grade and community contributions.

Directed the academic and community service involvement of 150 undergraduate chapter members across the state of Missouri, Kansas, Colorado, Iowa and Nebraska.

**Youth Specialist YMCA of Greater KC Kansas City, MO****July 2006 - July 2008***Responsibilities:*

Motivated and supported youth in building the character strengths, skills and relationships that lead to positive behaviors, and better health. Focused on youth development, healthy living and social responsibility smart life choices, and the pursuit of higher education and goals.

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**AWARD & RECOGNITION**
**Missouri's Bootheel, Newcomer of the Year Award July 2015**

Award given to first-time educators that receive nominations from the community for outstanding contributions to the field

**Dominique Bailey Endowment Award December 2014**

Awarded, First African-American male to graduate from Southeast's Missouri's School Counseling, CACREP- accredited Master's program.

**Missouri, Chapter advisor of the year October 2012**

Awarded given, the best chapter advisor to undergraduate chapters of Omega Psi Phi Fraternity, Inc. from Missouri, Kansas, Colorado, Nebraska, New Mexico, and Arkansas

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Graduate of Counseling and Education (CACREP accredited program)

### VITALS

1426 Themis Street

Cape Girardeau, MO 63701

Phone: 1(816)-301-0104

Email: [Dibailey32@gmail.com](mailto:Dibailey32@gmail.com)

### RESEARCH INTEREST

**Bailey, D.I.** (2016) *The study of Psychological Development amongst black males, how environments impact their social, mental, physical well-being.*

**Bailey, D.I.** (2015) *Analyzing assessment and curriculum of education across multi-cultures. Specifically, how does education and the learning process differ from culture to culture?*

**Bailey, D.I.** (2014) *The impact of socialization and cultural psychology and how it relates to the development of adolescents. Specifically, how does the environment and mental capacity of family systems impact a child's growth and well-being?*

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### PRESENTATIONS

**Bailey, D.I.** (2016) *FAFSA Frenzy Night*. Presentation for Southeast Missouri State's UI-100 course. Cape Girardeau, Mo.

**Bailey, D.I.** (2016). *State of Mind: Mental Health in the Black Community*. Presentation at Hayti High School's Black History Achievement Program. Hayti, Mo.

**Bailey, D.I.** (2014). *The effects of PTSD on post-war veterans*. Presentation at Southeast Missouri State's Mental Health Awareness Week. Cape Girardeau, Mo.

**Bailey, D.I.** (2013). *Life after graduation*. Presentation for young men of Missouri's Division of Youth Services. Cape Girardeau, Mo.

**Bailey, D.I.** (2013). *Bridging families and schools together*. Presentation for young men of Missouri's Division of Youth Services. Cape Girardeau, Mo.

**Bailey, D.I.** (2012) *Financial Literacy 101*. Presentation for Southeast Missouri State's UI-100 course. Cape Girardeau, Mo.

**Bailey, D.I.** (2012) *10 Important facts for preparing for college*. Presentation for Southeast Missouri State's UI-100 course. Cape Girardeau, Mo.

**Bailey, D.I.** (2012) *FAFSA Frenzy, the student guide*. Presentation for Southeast Missouri State's UI-100 course. Cape Girardeau, Mo.

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## CURRICULUM VITA

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**DOMINIQUE BAILEY, NCC, LPC**  
 THERAPIST  
 LICENSED COUNSELOR (LPC)  
 CERTIFIED SCHOOL COUNSELOR

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 Cape Girardeau, MO 63701  
 Phone: 1(816)-301-0104  
 Email: [Dibailey32@gmail.com](mailto:Dibailey32@gmail.com)

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### CERTIFICATIONS

CACREAP Certified School Counselor

National Certified Counselor (NCC)

Provisional Licensed Counselor (PLPC)

Praxis II (School Counselor #0421/5421) Certified Passing Score

### REFERENCE PAGE

#### **Charles Gause, Ph.D., NCC, LPC**

Southeast Missouri State University  
 Professor & Department Chair

[cgause@semo.edu](mailto:cgause@semo.edu)

573.651.2417

**Office:** Scully 411

#### **Victor Wilburn, Ph.D**

Southeast Missouri State University  
 Professor - Child Development

[vwilburn@semo.edu](mailto:vwilburn@semo.edu)

(573)-986-4907

**Office:** SC106A

#### **Wanda Flowers**

Hayti High School  
 Executive Assistant  
 Counselor and Guidance Department Chair

(573) 359-6505

[flowersw@hayti.k12.mo.us](mailto:flowersw@hayti.k12.mo.us)

#### **Mr. Sean Spinks**

Director of Academic Support Services  
 Southeast Missouri State University

(314) 604-6563

[sspinks@semo.edu](mailto:sspinks@semo.edu)

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## CURRICULUM VITA

**Tina Wright**  
Vice Principal  
Franklin Elementary  
(573) 335-5456  
[wrightt@capetigers.com](mailto:wrightt@capetigers.com)

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**DOMINIQUE BAILEY, NCC, LPC**  
*THERAPIST*  
*LICENSED COUNSELOR (LPC)*  
*CERTIFIED SCHOOL COUNSELOR*

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## OBJECTIVE

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## CIRRICULUM VITA

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*UNIVERSITY*

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Cape Girardeau, MO 63701  
Phone: 1(816)-301-0104  
Email: [Dibailey32@gmail.com](mailto:Dibailey32@gmail.com)





COMMITTEES:

JOANNA FRANCIS LIVING WELL FOUNDATION  
LEON HIGH SCHOOL S.A.C.  
GILCHRIST E.S. S.A.C.  
T.R.B.C.'S S.R.M.  
N.S.M. DEVELOPMENT TEAM- TAP PHARMACEUTICALS INC.

EDUCATION:

LEON H.S. DIPLOMA- 1989

VALDOSTA STATE UNIVERSITY BSCJ-1993

LAW ENFORCEMENT ACADEMY 1994- TOP ACADEMIC

REAL ESTATE LICENSE- EXPIRED

COACHING/ LEADERSHIP/ MANAGEMENT- LEADERSHIP SUMMIT CHICAGO, IL.

INTERVIEW AND INTERROGATION...NUMEROUS OTHERS

PERSONALITY IDENTIFICATION/ COACHING

SR. REGIONAL TRAINER- TAP PHARMACEUTICALS INC.

EXPERIENCE:

PLAYED HIGH SCHOOL AND COLLEGIATE ATHLETICS

FREQUENTLY EXERCISE AND TRAIN (BIKING, RUNNING, LIFTING)

TALLAHASSEE F3 MEMBER

COACHED 10 YEARS OF HIGH SCHOOL FOOTBALL IN TALLAHASSEE (LEON, NFC, & MACLAY)

COACHED MIDDLE SCHOOL BASEBALL FOR MACLAY

COACHED NUMEROUS YEARS OF CITY YOUTH BASEBALL AND SOCCER

REASON:

THESE AREAS ARE CERTAINLY TWO OF MY PASSIONS. LIVING IN LEON COUNTY FOR 42 YEARS, THIS IS CLEARLY WHERE I HAVE CHOOSE TO RAISE MY FAMILY AND VEST MY FUTURE. I WOULD ENJOY THE OPPORTUNITY TO GIVE BACK TO THE COMMUNITY THAT HAS GIVEN SO MUCH TO ME THROUGHOUT THE YEARS. I BELIEVE THAT THROUGH ACTIVITIES AND SPORTS, IT PROVIDES FOR A UNIQUE PLATFORM WHERE ONE IS ABLE TO HELP OTHERS AND CHANGE LIVES.

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

Name: VINCE LONG Telephone: 850.606.5300  
Address: 301 S. MONROE ST.

Name: WADE MCDANIEL Telephone: 850.570.1712  
Address: RD. 301 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](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.**

Have you completed the Orientation? No **YES per 3/15/17 email**  
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 yes, 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? 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: John D. Gladden

This application was electronically sent: 3/13/2017 1:53:41PM

Mary,

I literally just finished the "on-line" training program...GOOD SPEAKING WITH YOU AS WELL!

John

>>> Mary Smach 3/14/2017 4:53 PM >>>

Dear Mr. John Gladden,

Thank you for your interest in serving on an advisory committee. Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community.

We received your applications for the Tallahassee Sports Council and the Joint City/County Bicycle Workgroup (see attached). Unfortunately, your applications were incomplete as the orientation was not completed. Please complete the online orientation and let me know that you have done so by return email.

<http://cms.leoncountyfl.gov/committees/Training.asp>

If I can be of any further assistance please feel free to contact me.

*Mary Smach*

Agenda Coordinator

Leon County Administration

301 S. Monroe St. Suite 502

Tallahassee, FL 32301

850-606-5311

[www.leoncountyfl.gov](http://www.leoncountyfl.gov)

"People Focused. Performance Driven"

Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

## JOHN D. GLADDEN

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### CAREER OBJECTIVES

To participate in the teamwork, the leadership, the execution, and ultimately drive results for the citizens of Leon County. While at the same time, leverage my community relationships and experiences to build Community Champions to execute the plan.

### EXPERIENCE

**Midtown Medical/ Restoration Bone & Joint, LLC** \_\_\_\_\_ 2010- Current  
**Sales Distributorships/ Regional Sales Manager/ Representative-** (10-99/ W2)  
Topical Rx/ Global/ Bellevue Pharmacy, DonJoy, Tornier, Osiris, AMI (embolectomy catheters, joint replacements, Stim cells matrix, trocars, instruments) **BP-2013 President's Awards Trip Winner, AMI- 379% and 146% to quota Q4-11 & Q1-12**

**Globus Medical** \_\_\_\_\_ 2007 – 2009

**Regional Field Sales- (Spinal Specialist)**

Market a complete "full line" of spinal products (occipital to sacral), as well as biomaterials. Facilitate "in-service" demonstrations for hospital personnel as well as to both ortho and neuro surgeons in the Tallahassee, Panama City, and Dothan, Alabama territories

- Producing the highest new business volume for region's new representatives & third overall in region of 12 reps- first half of year ( growth= \$0 - \$167,500 of sales in 6 months)...\***216% TOTAL GROWTH from 2007**
- Established a surgeon group for consultant work on developmental products
- Rank second overall in training class of thirty with a score 96.4

**TAP Pharmaceuticals,** \_\_\_\_\_ 2005 – 2007

**Senior Regional Field Sales Trainer** – 11/2006- 6/2007

Instructed Initial and Advance National Sales Training classes. Facilitated regional classes to advance selling skills and product knowledge. Created regional projects and training to improve skills. Coached and motivated the regions representatives. Evaluated, coached, and documented underachieving representatives. Assisted management with interviewing and any other initiatives

**Interim District Manager** - 8/2006- 11/2006

Analyzed and set strategic business plans for each TEAM. Conducted field ride days. Coached and mentored both new and tenured representatives. Investigated and documented underachieving representatives. Rewarded and motivated representatives

**Regional Field Sales Trainer** - 1/2005- 9/2006

Instructed Initial and Advance National Sales Training classes. Facilitated regional classes to advance selling skills and product knowledge for Prevacid, Amitiza, and Rozerem. Created regional projects and training to improve selling skills. Coached and motivated the regions representatives. Evaluated, coached, and documented underachieving representatives. Assisted management with interviewing and any other initiatives

- Awarded the "Tour de Trainer Award" for development of the N.S.M. – 2006 Vantage Point Training

**Southern Surgical - Distributor** \_\_\_\_\_ 7/2004-1/2005

**Independent Orthopedic Sales Representatives**

Marketed Spinal Concepts (spinal division), Accumed (bone plating and screws), and Arthrocare (bi-polar radio frequency) in North Florida as well as South Georgia

**TAP Pharmaceuticals,** \_\_\_\_\_ 4/2000 - 7/2004

**Managed Care Executive** (3/2003- 7/2004)

Developed relationships with key Pharmacy Directors, Medical Directors, and long term care providers to ensure Prevacid and Lupron's access for managed care plans as well as long term care facilities...assist **CONTRACT** constructing

- Capital Health Plan- Tallahassee, Florida
- Florida Healthcare Plan- Daytona Beach, Florida
- Aetna of Florida- Jacksonville, Florida
- Health First Network (I.P.A.)- Pensacola, Florida
- Florida Department of Health/ Corrections
- Recipient of the highest "D.M. Discretionary Bonus Award" for 4Q-03'

**Professional Healthcare Representative** (4/2000 - 3/2003)

Marketed the proton pump inhibitor Prevacid for the anti-ulcer market, to GI's, IM's, GP's, FP's, Ped's, Ortho's, GS's, and PA's in the Tallahassee market

- Promoted to the District Trainer 2003
- Promoted to the District Marketing Specialist 2002
- Promoted to the Managed Care Specialist 2001
- Finished as the number two sales rep out of 3000 reps **NATIONALLY** - 2001
- Obtained the sixth highest script increase out of 3000 reps **NATIONALLY**-2001
- Tenth highest market share out of 3000 reps in the **NATION**
- Number two sales rep out of 85 reps in Florida -2000 & 2001
- Achieved highest market share attainment out of 85 reps in Florida 2000, 2001, & 2002
- Finished number one out of 85 reps in Florida for total scripts- 2001
- Obtained the highest percent script increase out of 85 reps in Florida- 2001
- Produced the highest script volume increase out of 85 reps in Florida- 2001
- Achieved the number one prescribed PPI out of 12 reps in Territory- 2000 & 2001
- Won more awards and award trips than any other rep in the **NATION** out of 3000 reps during 2000 & 2001
- Winner of "Excalibur" 2000 & 2001, Will Hall Saiyushu Award 2000 & 2001, and Maximum Impact
- Orchestrated TAP as being a **LIFETIME HONORARY MEMBER** of the **FLORIDA SHERIFF'S ASSOCIATION**
- Achieved the **highest test score** during pharmaceutical sales training

**\*Leon County Sherriff's Department,** Tallahassee, Florida \_\_\_\_\_ 1/1994 - 4/2000/ **\*Current**

***S.W.A.T. Member, Burglary Detective, School Resource Unit, Uniform Patrol, Bailiff, and Detention Facility***

- Received the "**TOP ACADEMIC AWARD**" for Law Enforcement Academy

**Remax Realty,** Tallahassee, Florida, \_\_\_\_\_ 8/1993 -1/1994

**Residential Sales Specialists**

**EDUCATION**

**Valdosta State University,** Valdosta, Georgia

**Bachelor of Science,** Criminal Justice - INTERNSHIP F.D.L.E. (August 1993)





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

Name: PATRICK PENCE Telephone: 8504591107  
Address: KILLEARN ESTATES

Name: Telephone:  
Address:

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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? No

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: Alex MacKinnon

This application was electronically sent: 3/24/2017 9:59:03AM



# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

## TALLAHASSEE SPORTS COUNCIL

<p style="text-align: center;"><b>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.</b></p>	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

Name: Jason Pappas	Date: 7/12/2016 4:05:30PM
--------------------	---------------------------

Home Phone: (850) 728-9769	Work Phone: (850)645-0239X	Email: jpappas@fsu.edu
----------------------------	----------------------------	------------------------

Occupation: ASSISTANT TEACHING PROFESSOR	Employer: FLOIRDA STATE UNIVERSITY
------------------------------------------	------------------------------------

Preferred mailing location: Work Address  
Work Address: 139 CHIEFTAN WAY

City/State/Zip: TALLAHASSEE, FL 32306

Home Address 3189 BROCKTON WAY

City/State/Zip: TALLAHASSEE, FL 32308

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

Do you own property in Leon County? Yes      If yes, is it located within the City limits? Yes

For how many years have you lived in and/or owned property in Leon County? 5 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? 1

And for how many months would you be willing to commit that amount of time? 2

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: Male      Age: 42.00

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.**

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

Name: BRIAN HICKEY Telephone: 850-606-2306  
Address: 106 EAST JEFFERSON STREET, TALLAHASSEE, FL 32301

Name: DR. JOSHUA NEWMAN Telephone: 850-644-6570  
Address: 139 CHIEFTAN WAY, TALLAHASSEE, FL 32306

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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: Jason C. Pappas

This application was electronically sent: 7/12/2016 4:05:30PM

**From:** "Pappas, Jason" <jpappas@admin.fsu.edu>  
**To:** Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 3/10/2017 1:41 PM  
**Subject:** Re: Tallahassee Sports Council  
**Attachments:** jason\_pappas\_CV January 12th 2016.doc

Mary,

Yes I am, I will go ahead and complete the orientation. Also, I have attached my updated resume, please let me know if you need anything else.

Sincerely,  
Jason Pappas

Jason C. Pappas, Ed.D.  
Assistant Teaching Professor, Sport Management  
Florida State University  
139 Chieftan Way  
1006 Tully  
PO Box 3064280  
Tallahassee, FL 32306

T: 850.728.9769  
E: jpappas@fsu.edu<mailto:jpappas@fsu.edu>

From: Mary Smach <SmachM@leoncountyfl.gov>  
Date: Friday, March 10, 2017 at 1:30 PM  
To: "Pappas, Jason" <jpappas@admin.fsu.edu>  
Subject: Tallahassee Sports Council

Hi Mr. Pappas,

We have an upcoming vacancy on the Tallahassee Sports Council, and we have your July 2016 application on file (see attached). I am inquiring to see if you are still interested in serving on this Council.

Unfortunately, your application was incomplete as the orientation was not completed. If you are still interested, please complete the online orientation and let me know that you have done so by return email.  
<http://cms.leoncountyfl.gov/committees/Training.asp>

In addition, please send me your resume so that I may include it with your application for Board consideration.

Regards,

Mary Smach  
Agenda Coordinator  
Leon County Administration  
301 S. Monroe St. Suite 502  
Tallahassee, FL 32301  
850-606-5311

[www.leoncountyfl.gov](http://www.leoncountyfl.gov)<<http://www.leoncountyfl.gov>>

"People Focused. Performance Driven"

Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

**Dr. Jason C. Pappas**  
3189 Brockton Way  
Tallahassee, FL 32308  
Cell: (850) 728-9769  
Email: [jpappas@fsu.edu](mailto:jpappas@fsu.edu)

---

### **EDUCATION**

**University of Southern California**, Los Angeles, CA  
Doctor of Education, Higher Education Administration, May 2010

**Graduate of Sports Management Institute Program**, June 2006, University of Michigan/University of Texas

**University of South Carolina**, Columbia, SC  
Master of Education, Higher Education Administration, December 2001

**Florida State University**, Tallahassee, FL  
Master of Science, Sport Administration, May 1998  
Bachelor of Science, Business Communication, December 1996

### **PROFESSIONAL EXPERIENCE**

**Florida State University, College of Education**  
August 2013 to present, Assistant Teaching Professor  
August 2012 to July 2013, Visiting Assistant Instructor  
January 2012-August 2012, Adjunct Professor

**Florida State University, Department of Intercollegiate Athletics**  
July 2011-January 2012, Associate Athletic Director, Director of Athletic Academic Advising  
January 2011-July 2011, Assistant Athletic Director, Director of Athletic Academic Advising

**University of Southern California, Department of Intercollegiate Athletics**  
July 2006-December 2010, Assistant Athletic Director, Director of Athletic Academic Advising

**University of South Carolina, Department of Intercollegiate Athletics**  
August 2003-July 2006, Director of Academic Support Services  
January 1999-July 2003, Academic Advisor

**Florida State University, Department of Intercollegiate Athletics**  
December 1996-May 1998, Academic Counselor

## **ADMINISTRATIVE RESPONSIBILITIES**

### **Florida State University, College of Education**

August 2012-present, Co-Director of the Sport Management Conference

- Organize the annual Sport Management Conference with an average of 300 attendees
- Recruit speakers from around the country

August 2012-present, Practicum Coordinator

- Develop relationships with almost two hundred sport professionals within various athletic organizations over the Southeastern and Northeastern United States extending into Canada.
- Place of undergraduate and graduate students in internships all over the country and world

August 2013-present Faculty Supervisor

- Sport Management Student Association
- FSU Wrestling Club

August 2014-present Faculty Supervisor

- Men's and Women's FSU Rugby Team
- FSU Pageant

August 2015-present Faculty Supervisor

- Men's and Women's Swimming and Diving Club

## **HONORS AND ACTIVITIES**

### **University of Southern California**

Elected as flag bearer for Ed.D 2010 graduating class

Ed.D ambassador in promoting the Ed.D program

### **University of South Carolina**

Served on the Student Judicial Committee

CHAMPS LIFE SKILLS – Award, 2003 (Coordinated the application process)

### **Florida State University**

Nominated for Teaching Award 2015

Nominated for Teaching Award 2014

Transformation Through Teaching Award

Earned scholarship by working as team manager for football program for four years

Genesis Freshman Leadership Program

Selected for Seminole Torchbearers Leadership Award

Nominated for the Bob E. Leach Award in recognition for outstanding leadership

Graduate Assistant for Athletic Academic Support

## **PROFESSIONAL ORGANIZATIONS**

N4A (National Organization of Athletic Academic Advising) - 8 years  
Completed the Inaugural N4A Professional Development Institute Program  
Member of the NCAA Peer Review Committee  
FSUS School Board Member 2 years  
FSUS Policy Committee 1 year

## **PUBLICATION**

Miller, G., & Pappas, J. (2004). Student-athletes: How do they cope? *Academic Athletic Journal*, 1, 1-7.

### **Interviews Published**

Neman, J. & Wolverson, B. (2013). Few Athletes Benefit From Move To Multi Year Scholarship. *Chronicle of Higher Education*.

## **TEACHING**

### **Courses Taught**

#### **Undergraduate**

Introduction to Sport Management (SPM 4154)  
Current Issues in Sport (SPM 4004)  
Issues in International Sport (SPM 4020)  
International Sport Venues (SPM 4630)  
Sport Management Practicum for Undergraduate level (SPM 4941)  
University 101 (UNIV 101)

#### **Graduate**

Sport Management Practicum for Graduate level (SPM 5947)  
Athletic Administration (SPM 5158)  
Professional Development in Sport (SPM 5907)  
Current Issues in Sport (SPM 5930)  
Field Lab Internship (SPM 5940)  
SPM 5022 International Sport Issues (SPM 5022)

## **REFERENCES**

**Dr. Jeff James**  
**Department Chair/Sport Management**  
Florida State University  
1006 Tully Gym  
Tallahassee, FL 32316  
850-644-4813  
jdjames@admin.fsu.edu

**Kevin Terry**  
**Assistant Athletic Director**  
West Georgia University  
1601 Maple Street  
Carrollton, GA 30118  
678-839-6532  
kgterry@westga.edu

**Sue Semrau**  
**Head Athletic Coach for Women's Basketball**  
Florida State University  
403 Stadium Drive West  
Tallahassee, FL 32316  
850-644-3641  
ssemrau@fsu.edu

**Vanessa Fuchs**  
**Senior Associate Athletic Director/SWA**  
Florida State University  
403 Stadium Drive West  
Tallahassee, FL 32316  
850-644-7926  
[vfuchs@admin.fsu.edu](mailto:vfuchs@admin.fsu.edu)

**Jennifer Buchanan**  
**Interim Dean and Research Associate Dean of the Faculties**  
Florida State University  
Tallahassee, FL 32306  
850-644-6876  
jbuchanan@admin.fsu.edu

**Mark Zeigler**  
**Associate in College of Communication and Information Systems**  
403 Stadium Drive West  
Tallahassee, FL 32316  
850-644-0561  
mzeigler@fsu.edu

**Dr. Magdi El Shahawy**  
**Senior Associate Athletic Director for Academic Services**  
University of Southern California  
University Park Campus  
Los Angeles, CA 90089  
(213) 740-0885 (office)  
(213) 494-4986 (cell)

**Shawn Eichorst**  
**Athletic Director**  
University of Nebraska  
One Memorial Stadium  
Lincoln, NE 68588-0120  
(402) 472-3011 (office)  
(402) 429-1052 (cell)

**Ray Tanner**  
**Athletic Director**  
University of South Carolina  
Rice Athletic Center  
Columbia, SC 29208  
(803) 777-4202 (office)

**Additional references upon request**

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TALLAHASSEE SPORTS COUNCIL

<p><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</b></p>		
Name: Brien Schmauch		Date: 3/10/2017 3:36:22PM
Home Phone: (850) 528-5597	Work Phone: ()-X	Email: brien.schmauch@alofttallahassee.com
Occupation: SALES MANAGER	Employer: ALOFT TALLAHASSEE DOWNTOWN	
Preferred mailing location: Work Address		
Work Address: 200 N. MONROE		
City/State/Zip: TALLAHASSEE, FL 32301		
Home Address: 3274 GRAMERCY PLACE		
City/State/Zip: TALLAHASSEE, FL 32308		
Do you live in Leon County?	Yes	If yes, do you live within the City limits? Yes
Do you own property in Leon County?	Yes	If yes, is it located within the City limits? Yes
For how many years have you lived in and/or owned property in Leon County?		14 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?		
<b><u>If you are appointed to a Committee, you are expected to attend regular meetings.</u></b>		
How many days per month 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
<p><b>(OPTIONAL)</b> Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p>		
Race:	Sex:	Age:
Disabled?	District:	
<p><b>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.</b></p>		

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

Name: CLAY INGRAM Telephone: 850-393-6794  
Address: 202 THE CAPITOL, 402 S. MONROE ST TALLAHASSEE, FL 32399

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](http://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? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No  
If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? Yes  
If yes, please explain. I AM THE SALES MANAGER FOR THE ALOFT HOTEL AND WE OCCASIONALLY PROVIDE ROOMS FOR VISITING MEDIA FOR VISIT TALLAHASSEE. MY WIFE IS

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: Brien Schmauch

This application was electronically sent: 3/10/2017 3:36:22PM

2866 Frogs Leap Way, Tallahassee, Florida 32309

850.528.5597 brianschmauch@gmail.com

## PROFESSIONAL PROFILE & RELEVANT SKILLS

Executive sales and marketing strategist with capacity to achieve substantial financial, political and public awareness outcomes through the engagement of an extensive network of area influencers, taste makers, and trend setters and principally driven communication campaigns delivering comprehensive community benefits in lieu of singular successes.

- \* Community Steward
- \* B2B Engagement
- \* Project Development/Mgmt
- \* Event Architecture
- \* Strategic Planning
- \* Media & Board Relations

## PROFESSIONAL EXPERIENCE/ACCOMPLISHMENTS

### McKibbon Hospitality - Aloft Tallahassee Downtown

2012 - current

#### *Sales Manager*

- Responsible for creating and implementing strategic sales campaign for 162 guest room, preferred downtown property with revenue of \$6 million per year.
- Produced 150% revenue increase each year from FY 2013 to FY 2015.
- Surpassed quarterly sales goals for 12 consecutive quarters through establishment, maintenance and management of key local, state and national accounts including federal, state and local government, colleges and universities, government and industry associations, political groups, and Fortune 500 companies.
- Provided training to team members in all areas of property including front desk, housekeeping, sales, food and beverage, management and executive positions.
- Developed and implemented executive management training program for McKibbon Hospitality's highest revenue generating entities.
- Provided development, planning and tactical oversight of the properties revenue generating special events including talent bookings, specialty menu and beverage offerings, media relations and promotional efforts to increase attendance.
- In concert with Starwood marketing executives, provided market-focused input and direction into the production of all print, multimedia, broadcast, social media and design elements.
- Served as media spokesperson and provided on camera and print interviews regarding current events in area and at the hotel.
- Created property's social media identity and published current and relevant content to drive hotel business as well as provide community information.
- Represented property at community and business events to raise awareness of hotel, generate leads and increase revenue.

### Pinnacle Massage Therapy, LLC

2010-current

#### *Owner/LMT*

- Created profitable wellness company with specialized services for niche clientele of high-performing athletes.
- Hired and retained services of highly skilled experts to travel and provide services nationwide for various tournaments, qualifying events and competitions.
- Created and implemented niche based marketing campaign including broadcast, print and social media strategies to enhance overall brand awareness, as well as health and performance benefits to targeted consumer.
- Managed all internal business functions including sales, accounting, client records, and related tasks.

### Deepstep Band

2007- 2008

#### *Road Manager*

- Established relationships with market-specific entertainment venues to schedule concert dates.
- Coordinated and negotiated event contracts including all appearance and production details.
- Created and implemented marketing campaigns in advance of scheduled appearances to increase ticket and promotional product sales.
- Coordinated all travel schedules and arrangements for band members and support staff.

### Florida State University

2005- 2007

#### *Athletic Academic Support - Tutorial Coordinator*

- Recruited and hired qualified tutorial staff members for 60+ employee unit.

- Responsible for training and management of all tutorial staff members to ensure students reached required academic standards.
- Produced annual performance handbook for distribution to senior leadership and tutorial staff.
- Evaluated prospective student-athlete transcripts and provided input regarding suitability for enrollment.
- Produced data-specific reports for NCAA submission.
- Designed distance learning opportunity database for student athletes.

**Athletic Academic Support - Assistant Advisor**

**2004- 2005**

- Produced annual performance handbook for distribution to students and staff.
- Produced data-specific reports for NCAA submission.
- Designed distance learning opportunity database for student athletes.

**University of Georgia Football**

**2001-2003**

**Graduate Assistant, Athletic Department**

- Performed advance work for SEC football program staff, team members and executives including travel arrangements, event coordination and meeting space.
- Coordinated details of visiting team's arrival and departure to Athens and facilitated smooth transitions for players and staff.
- Organized and maintained daily schedule for Assistant Head Coach John Eason.
- Supervised student manager staff members responsible for coordinating drill practice schedules and equipment setup.
- Provided equipment maintenance and oversight during all games, practices and events including high profile bowl games.

**North Carolina State University**

**2000-2001**

**Athletic Ticket Sales Assistant**

- Created sales campaign strategy to increase revenue for women's basketball season tickets and single game tickets which resulted in a 27% increase over previous season.
- Utilized specialized ticketing software to process and allocate season and single game ticket orders for various university sporting events.
- Responsible for daily financial reconciliation of ticket sales.
- Coordinated ticketing for special interest groups including high school football coaches, football student tickets and men's basketball recruits.
- Worked closely with the University's alumni group, the Wolfpack Club, to accommodate donor needs.

**EDUCATION**

**Florida State University - B.S. Sports Management 1996-2000**

**University of Georgia - M.Ed. Sport Administration, 2000- 2002**

**CORE Institute, Certificate of Completion, 2008- 2010**

**PROFESSIONAL AFFILIATIONS/NETWORKS**

**Tallahassee Seminole Club**

- \* Board of Directors; Scholarship Chair; Annual Scholarship Golf Tournament Director; Bowling Tournament Creator

**Tallahassee Quarterbacks Club**

- \* Secured well-known sports figures to speak at events

**Business Network International**

- \* Membership Committee, President

**Greater Tallahassee Chamber of Commerce**

- \* Ambassador; Opportunity Tallahassee 2015; Total Resource Campaign – Rookie of the Year (\$26,000 total)

**Springtime Tallahassee/Spanish Krewe Member**

- \* New Member of the Year Award

**PROFESSIONAL ENDORSEMENTS**

*Brien is a great asset to our community and really helps promote the brand of our city. His involvement with the arts is not only as one of our cultural grant program panel reviewers but as a supporter of our State of the Arts reception at Aloft is commendable. He has a great reach in Tallahassee and has the ability to make an impact in all his endeavors.*

**Dr. Audra Pittman, Executive Director, Council on Culture & Arts – COCA**

*Brien has been an incredible asset for our organization. He has built up an extensive network in his industry and in the local Tallahassee market and has utilized his connections and networking ability to further the interests of commerce in the Downtown Tallahassee area. His unique perspective has provided excellent ideas for marketing our organization and promoting Downtown Tallahassee in general. He would be an excellent candidate for the position with the DIA.*

**Jared Willis, President, Downtown Business Association**

*Brien is an "outside-the-box" idea guy! The Tallahassee Chamber ribbon cutting to kick-off the Springtime Tallahassee Grand Parade was a simple but effective way to add drama and definition to our event.*

**Carol Leon, General Chair 2016, Springtime Tallahassee**

*Brien is a well-connected, outgoing personality, whose unique background in hotel sales gives him insight as to why groups visit our area, and his sports background connects him to that sports travel community - both would suit him well in this role.*

**Ben Graybar, Vice President, Hancock Bank & Leadership Tallahassee Class of 26**

*Brien has a unique manner of combining his entrepreneurial initiatives with strong marketing skills. His risks are calculated and his results are usually noteworthy. It is always a pleasure working on projects with a talented individual like him.*

**Al Moran, Vice President for Communications and Marketing, Tallahassee Community College**

*I first met Brien when he was participating in Opportunity Tallahassee. Based off this initial meeting Brien followed up with a personal meeting. His determination to represent his organization while providing real benefits to the University was evident in all our conversations. He has promoted his hotel to our faculty and staff and we are appreciative as evidenced by our utilization. Brien's enthusiasm and drive would be a significant asset to the Tallahassee Downtown Improvement Authority.*

**Dr. Gary K. Ostrander, Vice-President Research, Florida State University**

*What I admire the most about Brien is that no matter what is being discussed he becomes a creator of ideas and connector of people. Most people shy away from getting involved but that's not Brien's style, he jumps right in. His endless database of people, vast knowledge, and willingness to help instantly makes him a go-to person for practically every situation. I can't thank him enough for all the help he has provided me and the causes I hold dear.*

**Hugh Tomlinson, North Florida Financial Corp/ President, Tallahassee QB Club & Board Member, NEBA**

*Brien is a team builder who understands the value of forming strategic partnerships in order to encourage growth and prosperity for downtown Tallahassee. He is also a tireless worker with a proven record of service to the community. I also know that Brien is uniquely poised to effectively foster the relationship between local and state government and the downtown business community which is critical for economic expansion.*

**The Honorable Clay Ingram, Florida House of Representatives/President & CEO, Greater Pensacola Chamber of Commerce**

*Mr. Schmanuch has built a very strong relationship with us here FAMU as the Sale Manager at Aloft Tallahassee. He has gone above and beyond the call of duty to assist us with all our needs here at the University. I strongly recommend him for this position.*

**Vernon E. Bryant, Coordinator, Public Functions, Florida A&M University**

*When I arrived in Tallahassee, it was imperative to find a partner with Opening Nights Performing Arts who understood the importance of customer service when it comes to the myriad of guest artists visiting Tallahassee annually. Brien has exceeded all expectations and provides a service that is second to none in the hospitality industry in our city.*

**Christopher Heacox, Director, Opening Nights Performing Arts, Florida State University**

*It has been a pleasure to partner with Brien Schmauch throughout his tenure at Aloft Hotel. Brien has proven his passion for Tallahassee by consistently thinking of the greater good and not just the next sale. He provides a positive experience to his guests and making sure they enjoy their entire visit and not just the time they spent inside the property. Brien has provided leadership to numerous philanthropic organizations and he continues to bring new ideas to make our community better.*

**Brian Hickey, CDME, CSEE, Director of Sports for Visit Tallahassee, a Division of Leon County**



**From:** "White, Artie" <Artie.White@talgov.com>  
**To:** "Smach, Mary" <SmachM@leoncountyfl.gov>  
**Date:** 2/10/2017 9:13 AM  
**Subject:** FW: January 2017 - Joint City/County Bicycle Working Group meeting agenda

Mary,  
Below is Mark's resignation. We spoke afterwards to confirm that he wanted to resign. He still wants to be on the email list and will attend as a citizen when he is available, but he is resigning from being an official appointee. Mark brought the important law enforcement perspective to the group, but we will still have that with Kathy McDaris, who is a retired law enforcement official.

Kind regards,  
Artie

From: Mark Wheeler [mailto:wheeloid2012@gmail.com]  
Sent: Sunday, January 15, 2017 7:27 PM  
To: White, Artie; Kathy McDaris  
Subject: Re: January 2017 - Joint City/County Bicycle Working Group meeting agenda

Artie.White@talgov.com<mailto:Artie.White@talgov.com>, I'm giving up on the committee. None the less thanks for the opportunity , wish you luck. Let me know if I can help you individually. I wish they would try to be cops for a week....as much as they wish everyone, cops included, rode a bike.....sorry

Mark W

On Jan 6, 2017 12:24, "White, Artie" <Artie.White@talgov.com<mailto:Artie.White@talgov.com>> wrote:

Good afternoon.

Attached is the agenda for the upcoming Joint City/County Bicycle Working Group meeting. The meeting will be on Monday, January 9 at 6:00 p.m. in the Planning Department Conference Room on the 3rd Floor of the Renaissance Building (435 N. Macomb Street).

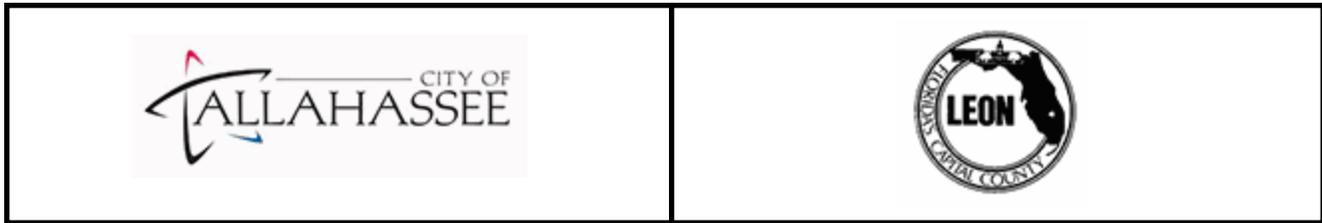
Please let me know if you have any questions.

Kind regards,  
Artie

Artie White, AICP, CNU-A  
Principal Planner  
Tallahassee-Leon County Planning Dept.  
Comprehensive Planning & Urban Design  
850.891.6432<tel:(850)%20891-6432> • artie.white@talgov.com<mailto:artie.white@talgov.com>  
[Description: JUST-PLN]

Please note that under Florida's Public Records laws, most written communications to or from city and county staff or officials regarding public business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

# JOINT CITY/COUNTY BICYCLE WORKING GROUP APPLICATION



Name: Yvonne Gsteiger	Date: 4/27/2016 8:34:22AM
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Home Phone: (850) 251-8800	Work Phone: ()-X	Email: ygsteiger@gmail.com
----------------------------	------------------	----------------------------

Occupation: LAWYER	Employer: FLORIDA LEGISLATURE
--------------------	-------------------------------

Preferred mailing location: Home Address  
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address 2110 TRESCOTT DRIVE

City/State/Zip: TALLAHASSEE, FL 32308

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

Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes

For how many years have you lived in and/or owned property in Leon County? 40 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? 2 to 3

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: 58.00

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 ON THE BOARD OF DIRECTORS OF SUSTAINABLE TALLAHASSEE. I HAVE BEEN CYCLING IN TLH SINCE 1976 WHEN I MOVED TO TOWN, WHEN THERE WERE ONLY ABOUT 10 CYCLISTS WHO RODE AND COMPETED. I CYCLED ACROSS THE US IN 1988. I HAVE PARTICIPATED IN TRIATHLONS, ROAD RACES, TOURED, TOURED ON A TANDEM WITH MY DAUGHTER, AND ON ALLEY-CATS WITH MY OTHER DAUGHTER. I LEAD BIKE TOURS IN THE SUMMERS FOR A NATIONAL CYCLING COMPANY. I VOLUNTEER FOR THE BICYCLE HOUSE. I WORK WELL ON TEAMS AND HAVE MANY IDEAS FOR MAKING THIS COMMUNITY BECOME MORE BICYCLE FRIENDLY. I HAVE ATTACHED MY PROFESSIONAL RESUME, NOT MY RESUME THAT ARTICULATES MY PERSONAL ACHIEVEMENTS.

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

Name: NADA CAREY  
Address: TERRACE STREET

Telephone: 850-322-6747

Name: LYN KITTLE  
Address: GRASSROOTS WAY

Telephone: 850-671-2879

**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](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.**

Have you completed the Orientation? No **YES per 3/10/17 email**

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? No

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: Yvonne Gsteiger

This application was electronically sent: 4/27/2016 8:34:22AM

**From:** Yvonne Gsteiger <ygsteiger@gmail.com>  
**To:** Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 3/10/2017 4:02 PM  
**Subject:** Re: Joint City/County Bicycle Workgroup

I viewed the entire orientation powerpoint. I am quite familiar with it, since I deal with many of these issues (ie public meetings/public records) in my job.

Yvonne

On Thu, Mar 9, 2017 at 3:15 PM, Mary Smach <SmachM@leoncountyfl.gov> wrote:

> Hi Ms. Gsteiger,  
>  
> I noticed that you indicated on your application that you did not complete  
> the online orientation. To be considered for membership, we ask that you  
> please visit our website to view the orientation, and reply by return email  
> that you have done so.  
>  
> <http://cms.leoncountyfl.gov/committees/Training.asp>  
>  
> Thank you for your time.  
>  
> Mary Smach  
> Agenda Coordinator  
> Leon County Administration  
> 301 S. Monroe St. Suite 502  
> Tallahassee, FL 32301  
> 850-606-5311 <(850)%20606-5311>  
>  
> [www.leoncountyfl.gov](http://www.leoncountyfl.gov)  
>  
> "People Focused. Performance Driven"  
>  
> Thank you for your email. Please note that under Florida's Public  
> Records laws, most written communications to or from county staff or  
> officials regarding county business are public records available to the  
> public and media upon request. Your e-mail communications may therefore be  
> subject to public disclosure.  
>

## YVONNE GSTEIGER

2110 Trescott Drive  
Tallahassee, FL 32308  
Cell: 850-251-8800

### EDUCATION:

Legal: **Florida State University Law School** Tallahassee, FL  
1987 J.D. Degree; major coursework - Environmental and Regulatory Law

Graduate: **Florida State University** Tallahassee, FL  
1983 Two M.S. Degrees – Sport Psychology; Motor Learning  
G.P.A.: 3.8 out of 4.0  
Dean’s List each quarter at school  
Who’s Who in American Universities and Colleges  
Recipient of College of Education Fellowship

Undergraduate: **Florida State University** Tallahassee, FL  
1980 Two B.A. degrees – German; Foreign Language Education  
G.P.A: 3.9 G.P.A in majors: 4.0  
Graduated Magna Cum Laude  
Phi Kappa Phi National Honorary Society  
Florida State University Women’s Tennis Team  
Delta Phi Alpha National German Honorary Society

### EXPERIENCE:

11/13-current **Drafter**—Florida House of Representatives

- Draft proposed legislation and amendments requested by House members
- Draft resolutions, tributes, and other documents requested by House members
- Collaborate with substantive staff on House member ideas and draft proposed ideas into bill form

7/11-6/13 **Director of Grants and External Affairs** – Everglades Foundation

- Responsible for Foundation’s grant program and daily working with grantees to ensure effective and consistent messages
- Managed comprehensive external affairs program, including communicating with federal, state, and regional decision-makers
- Expanded partner base with business, sporting, and civic entities
- Responsible for annual strategic plan and budget for grants and external affairs program
- Responsible for developing effective communication program with partner groups to ensure unified positions on issues
- Assisted CEO in identifying long and short-term goals for Everglades restoration

## YVONNE GSTEIGER

- 9/07 – 7/11      **Sr. Cabinet Advisor, Environment & Land Use** – CFOs Atwater and Sink in DFS
- Advised/researched issues for CFO sitting as Board member of Trustees; Siting Board; Land & Water Adjudicatory Commission, Dept. of Revenue and Administration Commission
  - Drafted and lobbied legislative proposals for CFO
  - Drafted responses to constituent issues affecting environment/land use/climate change
  - Advised on legal issues for final orders associated with the Land & Water Adjudicatory Commission and Administration Commission
  - Appointed as CFO designee to FL Energy & Climate Commission
- 1/05-9/07      **Assistant General Counsel** – Department of Revenue
- Drafted administrative Final Orders for Executive Director
  - Represented DOR in lawsuits filed against it
  - Drafted proposed DOR rules
  - Provided legal analyses on sales/use tax issues
- 9/01-present      **Adjunct Professor** – FSU and FAMU
- Co-taught classes on Florida Everglades to undergraduate and graduates at FSU
  - Taught Environmental Law and Policy class to graduate and PhD students at FAMU
  - Created new lobbying certification program at FAMU
- 9/95-12/04      **Senior Policy Analyst** – South Florida Water Management District
- TLH liaison for land issues coming before FL Cabinet
  - Educated/lobbied legislative and agency staff and legislators on water management and budget issues
  - Drafted legislation related to water management
  - Represented agency at Emergency Operations Center
  - Areas of expertise: P2000 and Florida Forever Acts, land acquisition and management, eminent domain, Everglades, including CERP, Lake Okeechobee, ASR, permitting and SWIM
- 2/93-7/95      **Staff Attorney** – House Natural Resources Committee
- Drafted bills relevant to legislators
  - Provided legal analyses to legislators on natural resource issues
  - Areas of expertise: Clean Water Act, Clean Air Act
  - Lead drafter on Everglades Forever Act
- 9/91-1/93      **Assistant VP for Gov. Relations** – Ass'n of Voluntary Hospitals
- Lobbied legislators and agencies on behalf of non-profit hospitals
  - Authored portions of weekly health-related newsletter

## YVONNE GSTEIGER

11/89-8/91

**Staff Attorney** – House Health Care Committee

- Drafted bills relevant to committee or legislators
- Provided legal input to legislators on health care issues if requested

8/87-11/89

**Director of Regulatory Affairs** – FL Electric Cooperatives Ass'n

- Represented 17 co-ops at the Public Service Commission
- Represented the co-ops during rule-making proceedings
- Represented the co-ops at national meetings

**PERSONAL:**

Birth: July 20, 1957 in Neuchatel, Switzerland

**PUBLICATIONS:**

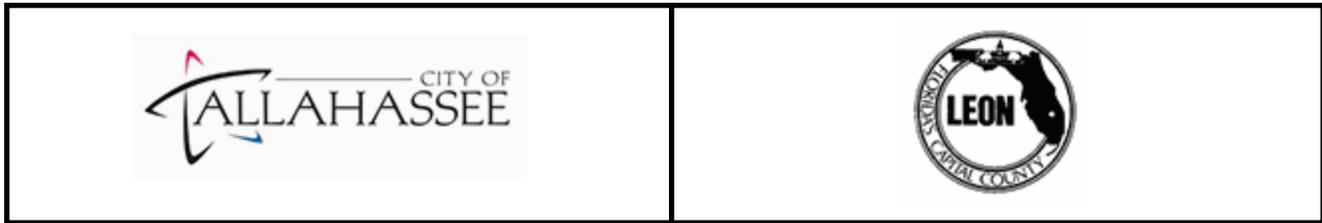
- Co-author for sales/use tax article published in Florida Bar Journal (2007)
- Chapter on SWIM program published in The Florida Environmental and Land Use Treatise (2003)
- Chapter on Florida Water Law published in Florida Environmental and Land Use Treatise (2003)
- For Sale: Florida's Water Supply in Florida Water (1997)
- Co-author of bibliography of FL Archeology articles

**ACTIVITIES:**

Graduate of Leadership Tallahassee – Class 25  
Celtic Band –play Hammer dulcimer and Irish flute  
Spin instructor  
Certified as Teacher of English to non-English speakers



# JOINT CITY/COUNTY BICYCLE WORKGROUP APPLICATION



Name: John Gladden	Date: 3/13/2017 1:53:41PM
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Home Phone: [REDACTED]	Work Phone: (850)606-3260X	Email: gladdenj@leoncountyfl.gov
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Occupation: MEDICAL SALES-LLC/SHERIFF'S	Employer: LEON COUNTY SHERIFF'S OFFICE
-----------------------------------------	----------------------------------------

Preferred mailing location: Home Address  
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address [REDACTED]

City/State/Zip: [REDACTED]

Do you live in Leon County?	Yes	If yes, do you live within the City limits?	No
Do you own property in Leon County?	Yes	If yes, is it located within the City limits?	No
For how many years have you lived in and/or owned property in Leon County?	42 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?	2 to 3
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?	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: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_  
Disabled? \_\_\_\_\_ 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.**

COMMITTEES:

JOANNA FRANCIS LIVING WELL FOUNDATION  
LEON HIGH SCHOOL S.A.C.  
GILCHRIST E.S. S.A.C.  
T.R.B.C.'S S.R.M.  
N.S.M. DEVELOPMENT TEAM- TAP PHARMACEUTICALS INC.

EDUCATION:

LEON H.S. DIPLOMA- 1989

VALDOSTA STATE UNIVERSITY BSCJ-1993

LAW ENFORCEMENT ACADEMY 1994- TOP ACADEMIC

REAL ESTATE LICENSE- EXPIRED

COACHING/ LEADERSHIP/ MANAGEMENT- LEADERSHIP SUMMIT CHICAGO, IL.

INTERVIEW AND INTERROGATION...NUMEROUS OTHERS

PERSONALITY IDENTIFICATION/ COACHING

SR. REGIONAL TRAINER- TAP PHARMACEUTICALS INC.

EXPERIENCE:

PLAYED HIGH SCHOOL AND COLLEGIATE ATHLETICS

FREQUENTLY EXERCISE AND TRAIN (BIKING, RUNNING, LIFTING)

TALLAHASSEE F3 MEMBER

COACHED 10 YEARS OF HIGH SCHOOL FOOTBALL IN TALLAHASSEE (LEON, NFC, & MACLAY)

COACHED MIDDLE SCHOOL BASEBALL FOR MACLAY

COACHED NUMEROUS YEARS OF CITY YOUTH BASEBALL AND SOCCER

REASON:

THESE AREAS ARE CERTAINLY TWO OF MY PASSIONS. LIVING IN LEON COUNTY FOR 42 YEARS, THIS IS CLEARLY WHERE I HAVE CHOOSE TO RAISE MY FAMILY AND VEST MY FUTURE. I WOULD ENJOY THE OPPORTUNITY TO GIVE BACK TO THE COMMUNITY THAT HAS GIVEN SO MUCH TO ME THROUGHOUT THE YEARS. I BELIEVE THAT THROUGH ACTIVITIES AND SPORTS, IT PROVIDES FOR A UNIQUE PLATFORM WHERE ONE IS ABLE TO HELP OTHERS AND CHANGE LIVES.

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

Name: VINCE LONG Telephone: 850.606.5300  
Address: 301 S. MONROE ST.

Name: WADE MCDANIEL Telephone: 850.570.1712  
Address: RD. 301 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](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.**

Have you completed the Orientation? No **YES per 3/15/17 email**  
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 yes, 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? 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: John D. Gladden

This application was electronically sent: 3/13/2017 1:53:41PM

Mary,

I literally just finished the "on-line" training program...GOOD SPEAKING WITH YOU AS WELL!

John

>>> Mary Smach 3/14/2017 4:53 PM >>>

Dear Mr. John Gladden,

Thank you for your interest in serving on an advisory committee. Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community.

We received your applications for the Tallahassee Sports Council and the Joint City/County Bicycle Workgroup (see attached). Unfortunately, your applications were incomplete as the orientation was not completed. Please complete the online orientation and let me know that you have done so by return email.

<http://cms.leoncountyfl.gov/committees/Training.asp>

If I can be of any further assistance please feel free to contact me.

*Mary Smach*

Agenda Coordinator

Leon County Administration

301 S. Monroe St. Suite 502

Tallahassee, FL 32301

850-606-5311

[www.leoncountyfl.gov](http://www.leoncountyfl.gov)

"People Focused. Performance Driven"

Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

**JOHN D. GLADDEN**

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**CAREER OBJECTIVES**

To participate in the teamwork, the leadership, the execution, and ultimately drive results for the citizens of Leon County. While at the same time, leverage my community relationships and experiences to build Community Champions to execute the plan.

**EXPERIENCE**

**Midtown Medical/ Restoration Bone & Joint, LLC** 2010- Current  
**Sales Distributorships/ Regional Sales Manager/ Representative-** (10-99/ W2)  
Topical Rx/ Global/ Bellevue Pharmacy, DonJoy, Tornier, Osiris, AMI (embolectomy catheters, joint replacements, Stim cells matrix, trocars, instruments) **BP-2013 President's Awards Trip Winner, AMI- 379% and 146% to quota Q4-11 & Q1-12**

**Globus Medical** 2007 – 2009

**Regional Field Sales- (Spinal Specialist)**

Market a complete "full line" of spinal products (occipital to sacral), as well as biomaterials. Facilitate "in-service" demonstrations for hospital personnel as well as to both ortho and neuro surgeons in the Tallahassee, Panama City, and Dothan, Alabama territories

- Producing the highest new business volume for region's new representatives & third overall in region of 12 reps- first half of year ( growth= \$0 - \$167,500 of sales in 6 months)...\***216% TOTAL GROWTH from 2007**
- Established a surgeon group for consultant work on developmental products
- Rank second overall in training class of thirty with a score 96.4

**TAP Pharmaceuticals,** 2005 – 2007

**Senior Regional Field Sales Trainer** – 11/2006- 6/2007

Instructed Initial and Advance National Sales Training classes. Facilitated regional classes to advance selling skills and product knowledge. Created regional projects and training to improve skills. Coached and motivated the regions representatives. Evaluated, coached, and documented underachieving representatives. Assisted management with interviewing and any other initiatives

**Interim District Manager** - 8/2006- 11/2006

Analyzed and set strategic business plans for each TEAM. Conducted field ride days. Coached and mentored both new and tenured representatives. Investigated and documented underachieving representatives. Rewarded and motivated representatives

**Regional Field Sales Trainer** - 1/2005- 9/2006

Instructed Initial and Advance National Sales Training classes. Facilitated regional classes to advance selling skills and product knowledge for Prevacid, Amitiza, and Rozerem. Created regional projects and training to improve selling skills. Coached and motivated the regions representatives. Evaluated, coached, and documented underachieving representatives.

Assisted management with interviewing and any other initiatives

- Awarded the "Tour de Trainer Award" for development of the N.S.M. – 2006 Vantage Point Training

**Southern Surgical - Distributor** 7/2004-1/2005

**Independent Orthopedic Sales Representatives**

Marketed Spinal Concepts (spinal division), Accumed (bone plating and screws), and Arthrocare (bi-polar radio frequency) in North Florida as well as South Georgia

**TAP Pharmaceuticals,** 4/2000 - 7/2004

**Managed Care Executive** (3/2003- 7/2004)

Developed relationships with key Pharmacy Directors, Medical Directors, and long term care providers to ensure Prevacid and Lupron's access for managed care plans as well as long term care facilities...assist **CONTRACT** constructing

- Capital Health Plan- Tallahassee, Florida
- Florida Healthcare Plan- Daytona Beach, Florida
- Aetna of Florida- Jacksonville, Florida
- Health First Network (I.P.A.)- Pensacola, Florida
- Florida Department of Health/ Corrections
- Recipient of the highest "D.M. Discretionary Bonus Award" for 4Q-03'

**Professional Healthcare Representative** (4/2000 - 3/2003)

Marketed the proton pump inhibitor Prevacid for the anti-ulcer market, to GI's, IM's, GP's, FP's, Ped's, Ortho's, GS's, and PA's in the Tallahassee market

- Promoted to the District Trainer 2003
- Promoted to the District Marketing Specialist 2002
- Promoted to the Managed Care Specialist 2001
- Finished as the number two sales rep out of 3000 reps **NATIONALLY** - 2001
- Obtained the sixth highest script increase out of 3000 reps **NATIONALLY**-2001
- Tenth highest market share out of 3000 reps in the **NATION**
- Number two sales rep out of 85 reps in Florida -2000 & 2001
- Achieved highest market share attainment out of 85 reps in Florida 2000, 2001, & 2002
- Finished number one out of 85 reps in Florida for total scripts- 2001
- Obtained the highest percent script increase out of 85 reps in Florida- 2001
- Produced the highest script volume increase out of 85 reps in Florida- 2001
- Achieved the number one prescribed PPI out of 12 reps in Territory- 2000 & 2001
- Won more awards and award trips than any other rep in the **NATION** out of 3000 reps during 2000 & 2001
- Winner of "Excalibur" 2000 & 2001, Will Hall Saiyushu Award 2000 & 2001, and Maximum Impact
- Orchestrated TAP as being a **LIFETIME HONORARY MEMBER** of the **FLORIDA SHERIFF'S ASSOCIATION**
- Achieved the **highest test score** during pharmaceutical sales training

**\*Leon County Sherriff's Department,** Tallahassee, Florida 1/1994 - 4/2000/ **\*Current**

***S.W.A.T. Member, Burglary Detective, School Resource Unit, Uniform Patrol, Bailiff, and Detention Facility***

- Received the "**TOP ACADEMIC AWARD**" for Law Enforcement Academy

**Remax Realty,** Tallahassee, Florida, 8/1993 -1/1994

**Residential Sales Specialists**

**EDUCATION**

**Valdosta State University,** Valdosta, Georgia

**Bachelor of Science,** Criminal Justice - INTERNSHIP F.D.L.E. (August 1993)



**From:** Haley Cutler <haley.cutler@theoasiscenter.net>  
**To:** Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 3/14/2017 2:42 PM  
**Subject:** CSWG Resignation - Tineshia Morris

Hello Mary,

Prior to beginning her service on the Tallahassee/Leon County Commission on the Status of Women and Girls, Tineshia Morris resigned because she moved out of Tallahassee/Leon county. Her term was from 10/1/2016 - 9/30/2018.

Thank you!

--

Haley Cutler  
Executive Director  
<<http://www.theoasiscenter.net/>>  
\*Improving the lives of women and girls through celebration and support. \*

\*Looking forward to staying in touch!\*

haley.cutler@TheOasisCenter.net ~ 850-222-2747 ~ [www.TheOasisCenter.net](http://www.TheOasisCenter.net)  
317 E. Call St. Tallahassee, FL 32301  
<<http://www.facebook.com/TheOasisCenter>>

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

			
Name: Gina Giacomo		Date: 11-12-16	
Home Phone: 850-445-8683	Work Phone: 850-488 3415	Email: kitten@fastmail.us	
Occupation: Director of Administration		Employer: Florida Commission on Offender Review	
<p><b>Please check box for preferred mailing address.</b></p> <p><input type="checkbox"/> Work Address:</p> <p>City/State/Zip:</p>			
<p><input type="checkbox"/> Home Address: 411 Richview Park Cr East</p> <p>City/State/Zip: Tallahassee Florida 32301</p>			
<p>Do you live in Leon County? Yes    If yes, do you live within the City limits? Yes</p> <p>Do you own property in Leon County? Yes    If yes, is it located within the City limits? Yes</p> <p>For how many years have you lived in and/or owned property in Leon County? _22 years</p>			
<p>Are you currently serving on a City or County Advisory Committee? No</p> <p>If Yes, on what Committee(s) are you a member? _____</p>			
<p>Have you served on any previous City or County committees? No</p> <p>If Yes, on what Committee(s) have you served? _____</p>			
<p><b><i><u>If you are appointed to the Tallahassee-Leon County Commission on the Status of Women and Girls, you are expected to attend regular meetings.</u></i></b></p> <p>How many days per month would you be willing to commit for Committee work? 2 to 3</p> <p>And for how many months would you be willing to commit that amount of time? 6 or more</p> <p>What time of day would be best for you to attend Committee meetings? Day or Evening</p> <p>Can you serve a full three-year term? Yes</p>			
<p><b>(OPTIONAL)</b> The City of Tallahassee and Leon County strive to meet their goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <p>Race: Caucasian ( Italian and American Indian )</p> <p>Sex: Female                      Age: 53_                      Disabled? No</p>			

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in the City of Tallahassee or Leon County; any charitable or community activities in which you participate; and reasons for your interest in the Commission on the Status of Women and Girls. Please attach your resume, if one is available.

**Education**

Florida Agricultural Mechanical University	1997 to 2001	M.S. Educational Leadership
Southern Illinois University	1987 to 1989	B.A. Adm. Criminal Justice
Leadership Tallahassee	2015-2016	Class 33
Florida Sterling Council	2014	Sigma Yellow Belt Certification
The Center for Public Policy Probation	2012	Parole Executives Certification
Department of Financial Services	2000	Certified Contract Manager
Department of Corrections	1989	Certified Probation Officer

**Organizations:**

Florida Counsel on Crime and Delinquency 1989 to present  
 An organization that serves as a catalyst for the prevention of delinquency and the reduction of crime by enhance the quality of life for all Floridians through community serve.  
 Chapter 2 (Leon county) Vice President and President  
 Elected Florida Statewide Board Secretary, Treasure, President Elect, President

Zonta Club of Tallahassee 2013 to present  
 An organization of executives and professionals working together to advance the status of women through service and advocacy.  
 Vice -President, President Elect , Currently President

PACE LEON Center for Girls 2016 to 2019  
 Board member  
 Chair Celebration of Girls

The Rotary Club of Tallahassee 2016 to present  
 Member

Keiser University Tallahassee Criminal Justice Advisory Board 2006 to present  
 Board Member

Village Square 2014 to present  
 Member

Tallahassee Community Medical Outreach 1998 to 2002  
Board Member

Capital American Italian Organization (CIAO) 2010 to 2014  
Secretary, Vice president, President

**Additional community involvement:**

Big Bend Coalition for the Homeless' Hope Community: Conduct workshops on financial planning, job hunting skills and stress management for the clients, mentor clients, and transition clients from the homeless center to a home.

PACE Center for Girls: mentor a class of girls by sharing my life and profession with them, adopt a girl for the holidays, present awards for girls circle groups, and support prom.

Refuge House: donate items and assemble comfort packs for sexual assault victims, donate food, and participate in speak out against violence events.

Capital Area Community Action Agency: Attend graduation for Family Self Sufficiency and be paired up with graduates to mentor them on their career path. whole child Leon fund raising, Oasis center for women and girls,

Volunteer/Fundraising Dress for Success, Oasis center for women and girls, Lighthouse Children Residential home, school supplies for child sex trafficking victims, City and County candidate forum, KIDS vote campaign, Second harvest of the Big Bend, Leon county Relay for Life, Tallahassee Youth Triathlon Series, Elder Care food pantry, Habitat for Humanity, Adopt a nursing client for holidays, collecting coats for kids, Thanksgiving food baskets, SPOIL Project assist homeless on the streets of Tallahassee, Ernie Sims foundations mentoring Southside Tallahassee, and GAPP meeting with youth and law enforcement in Tallahassee.

**Reasons for my interest in the Commission on the Status of Women and Girls.**

My interest with the statues of women and girls started in high school when I marched in Washington DC for the ERA and meet suffragettes. At which time, I volunteered at the local domestic violence shelter. As my application reflects, I have continued my commitment throughout my life of supporting women and girls in my community. Each year I read the CSWG report and I have attended the City and County Commissions meeting when the CSWG report was presented. I have also participated in a sub-group of the CSWG.. If selected, as a member of the CSWG I know I will learn more about women and girls in my community, have the invaluable experience of working with the other CSWG members and Tallahassee/Leon County's key stakeholders to promote awareness of issues pertaining to women and girls. I am organized, attentive to details, a good listener, value continuous learning, a perpetual optimist, results driven, a team player, fun, flexible, and consider myself a servant-leader getting out of bed each day looking forward to serving others.

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

Name: Doris Maloy TAX COLLECTOR \_\_\_\_\_ Telephone: 850-933-4882 \_\_\_\_\_

Address: Post Office Box 1835 Tallahassee, Florida 32302-1835 \_\_\_\_\_

Name: Kelly Otte EXECUTIVE DIRECTOR LEON PACE \_\_\_\_\_ Telephone: 850-241-0241 \_\_\_\_\_

Address: 1344 Cross Creek Cir, Tallahassee, FL 32301 \_\_\_\_\_

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

AS A MEMBER OF THE TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING 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 CITY OF TALLAHASSEE OR 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 PUBLISHED AT [www.leoncountyfl.gov/bcc/committees/training.asp](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? \_\_\_\_\_ Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on the Committee? NO If yes, from whom? \_\_\_\_\_

Do you or your employer, or your spouse or child or their employers, do business with the City of Tallahassee or Leon County? No

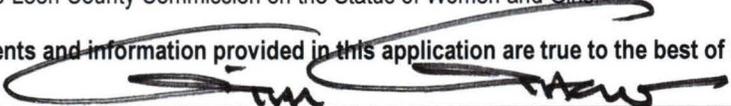
If yes, please explain. \_\_\_\_\_

Do you have any employment or contractual relationship with the City of Tallahassee or Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? No

If yes, please explain. \_\_\_\_\_

Please note that pursuant to City of Tallahassee policy, a background check may be conducted for City appointees to the Tallahassee-Leon County Commission on the Status of Women and Girls.

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

Signature:  \_\_\_\_\_

**Please return Application**

by mail: Mary Smach, Agenda Coordinator  
Leon County  
301 S. Monroe Street 5<sup>th</sup> Floor  
Tallahassee, FL 32301

by email: [smachm@leoncountyfl.gov](mailto:smachm@leoncountyfl.gov)  
by fax: 850-606-5301

Applications will be discarded after two years if no appointment is made.

## **Gina Giacomo**

411 Richview Park Circle East  
Tallahassee, FL 32301  
Work (850) 488-3415, Cell (850) 445-8683

### **Education:**

Master of Science, Educational Leadership  
Bachelor of Arts, Administration of Criminal Justice  
Associate of Science, Criminal Justice  
National Institute of Corrections, Parole Board Executives Certification  
The Center for Public Policy Probation and Parole Executives Certification  
Six Sigma Yellow Belt Certification  
Certified Contract Manager

### **Experience:**

#### **Director of Administration, Florida Parole Commission, December, 2008 - Present**

- Provide executive leadership and management of all administrative service programs of the Commission, including finance and accounting, budgeting, payroll, human resources, information technology, research and data, purchasing, leases, grants, contracts, capital improvements, safety program, training, audits, strategic planning, fixed assets, fleet management, maintenance, and emergency management.
- Responsible for preparing and implementing the Agency Legislative Budget Request, and Long Range Performance Plan. Review and approve all personnel and budget actions for the Agency. Perform continuous auditing and monitoring of financial statements to ensure expenditures are within budgetary allowances. Conduct legislative bill analyses, draft legislative proposals, and prepare numerous situational reports.
- Work with the Governor's Office and the House and Senate Appropriations Committees with regard to Commission budget and programs by providing detailed explanations of the Commission's request and supplemental information. Make presentations to legislative staff, stakeholders, and Federal, State, County agencies. Registered lobbyist for Agency.
- Responsible for preparing the Agency programs for the Auditor General, Risk Management, and FDLE audits and responding to the findings of the audits. Responsible for preparing the Agency programs for the Office of Program Policy Accountability reviews and implementing corrective actions. Conduct internal audits.
- Conduct analytic studies and forecast future trends to determine the relative cost, benefit of programs, and allocation of staff to meet Agency's strategic goals. Oversee

the collection and maintenance of the Agency's statistical data. Establish long and short term goals. Prepare the Agency's annual report.

- Ensure compliance with administrative rules, statutes, and directives. Issue policies and write procedure directives. Instruct, assign, and review work of senior level staff. Assist Director of Communications with responding to media requests.
- Perform continuous evaluation of information technology services. Confer with management to identify problems, implement solutions and automate processes to improve operations. Responsible for the integrity of the Agency's program and financial databases. Developed information technology transition plan and service-level agreement.
- Present salary increases, transfers, and promotions to Agency Head. Review and resolve a variety of complex employee matters or complaints not reconciled at a lower level. Represent the Agency Head as needed.
- Serve as the Agency's Information Technology Security Manager. Member of Florida's statewide Criminal and Juvenile Justice Information System Council. Member of the Department of Corrections Re-entry Council.
- Received TaxWatch Prudential Productivity 2009 Award of Distinction
- Received TaxWatch Prudential Productivity 2011 Certificate of Commendation Award
- Received Commission's Special Recognition Award in 2012
- Received Commission's Superior Accomplishment Award in 2013
- Agency received Safety Program Award from DMS Risk Management in 2013
- Received Commission's Superior Accomplishment Award in 2014
- Received the FCCD Chapter 2, Louie L. Wainwright Distinguish Service Award in 2014
- Received TaxWatch Prudential Productivity 2015 Award of Distinction

**Director of Operations, Florida Parole Commission, 2006-2008**

- Responsible for executive oversight and leadership of all operations personnel statewide. Responsible for the daily direction of central office and region staff to include the programs of Victim Services, Release Services, Revocations Services, Field Services, Clemency, Capital Case, and Seaport Investigations.
- Conducted analyses identifying gaps in performance, formulated countermeasures, developed action plans and conducted follow-up evaluations of internal processes to implement program-wide procedural and policy changes and allocation of staff to ensure that strategic and operational objectives were met.

- Responsible for the management of docketing, preparing, and presenting Parole, Conditional Release, Addiction Recovery, Control Release and Conditional Medical Release cases for release decisions, supervision reviews, bond decisions, violations of supervision, referral of inmate to programs and work release for Commission final decision. Ensured a safe and secure environment for victims, witnesses, visitors, and staff during the hearing process. Prepared legal documents for final Commission decisions. Responsible for the management of presenting warrants to commissioners for signature. Assisted the commissioners in making the most informed decisions to ensure public safety.
- Produced numerous situational and legislative reports. Conducted bill analyses, drafted legislative proposals, and assisted with the Budget, Long Range Performance Plan and Annual report. Made presentations to legislative staff, Federal/State agencies and advocacy groups.
- Coordinated and managed Governor Crist's special initiative on Restoration of Civil Rights which included coordinating numerous State and County agencies. Served on Governor Bush's Re-entry Council to reduce recidivism for successful re-entry into the community.
- Reviewed and approved personnel and budget actions for operations. Revised rules, issued policies, and wrote procedure directives pertaining to programs. Ensured compliance with administrative rules, statues, and directives. Instructed, assigned, and reviewed work of senior-level staff and resolved employee matters and complaints.
- Coordinated program activates with all United States city, county, state, and federal criminal justice agencies. Represented the Agency Head as needed.
- Responsible for inmate records staff, the integrity of the Agency's records database, and the calculation of offender release dates.
- Developed and provided training to Agency staff on: interviewing inmates, documentation and case file management, presenting findings to Commissioners and the Clemency Board, legality of evidence and testifying, investigative techniques, measuring performance, and interviewing victims.
- Received a Team TaxWatch Prudential Productivity 2008 Award for improvements in notifications of warrants to the Department of Corrections and county jails.
- Received the FCCD Chapter 2, Criminal Justice Distinguish Service Award in 2008

**Senior Management Analysis Supervisor, Substance Abuse Program, Department of Children and Families (DCF), 2005 – 2006**

- Managed the DCF team that provided support to Substance Abuse contracting units statewide. Prepared, negotiated, and directed the management of all Substance Abuse programs statewide. Developed RFP/ITN, evaluated bid applications, and budget activities, and tracked of service units and expenditures.

- Developed provider program readiness assessment tools, protocols, and manuals. Provided leadership for readiness assessment review team and resolution review report of providers. Developed Substance Abuse statewide provider coalition network managing entity model contract. Served as lead negotiator for integrated network of system of care managing entity contracts. Developed and implemented invoicing oversight procedures.
- Reviewed district contract monitoring results and the implementation of corrective action plans. Conducted follow-up activities on district corrective action plans, and assisted districts with addressing provider disputes.
- Developed and implemented policies and procedures to ensure compliance with Federal and State statues, rules, regulations and program procedures. Interpreted, implemented and made recommendation for revision to financial rule.
- Performed quality assurance review activities of community programs and facilities and developed cost models for efficient financing strategies. Evaluated Substance Abuse provider's budgets, financial records, programs, and capacity reports.
- Conducted interagency workgroups to address issues and explore potential opportunities for increased efficiency and cost savings. Provided training and technical assistance to providers, contract management/monitoring and program staff.
- Coordinated team activates, allocated personnel, and resolved employee matters and complaints.
- Received a Team TaxWatch Prudential Productivity 2006 Award for improvements in contracting.
- Received DCF Outstanding Performance Award for contracting in 2006

**Provider Performance Specialist, Substance Abuse Program Office, DCF, 2003 – 2005**

- Review Substance Abuse programs and facilities. Participated in the development of provider networks. Prepared, negotiated, and managed contracts. Developed RFP/ITN, evaluated bid applications, tracked service units, and ensured expenditures were in accordance with financial rule.
- Provided in-depth technical support to district contract and monitoring staff. Drafted policy directives and wrote procedure directives. Reviewed district monitoring reports and corrective action plans.
- Member of Steering Committee for coordination of substance abuse and child welfare programs.
- Developed contract language for evidence-based prevention services. Revised Family Intervention Specialist guidelines. Wrote Memorandum of Understanding for internal and external stakeholders.

- Received DCF Team Outstanding Service Award for contracting client services in 2005.

**Provider Performance Specialist, Contracted Client Services, DCF 2000 - 2003**

- Supported district contracting staff in evaluating data to identify gaps in performance, formulated countermeasures, and monitored improvements. Developed and provided statewide contract training for district and provider staff. Developed policies and internal procedures for contracting.
- Conducted on-site audits/monitoring of Family Safety, Mental Health, Substance Abuse programs and prepared final reports. Participated in districts contract negotiations. Created evaluation tools for monitoring programs.
- Assisted Family Safety Quality Assurance Unit with evaluating methods to assess provider performance and compliance for safety, permanency, and reunification for child welfare programs.
- Conducted validation of Auditor General Report on Community Based Care providers programs.
- Conducted statewide evaluation of district contracting system and participated in statewide contracting workgroups. Evaluated district's monitoring processes to ensure a weighted and planned approach.
- Drafted working agreements and memorandum of understanding with multiple state agencies.
- Dual employed with FPC and DCF from 2000-2003. Worked in an OPS position for FPC: Developed the Commission's Long Range Performance Plan, Annual Report and Performance Report. Assisted with the development of the Agency Legislative Budget Request, Program-Based Budget, and Zero-Based Budget.

**Agency Planner/Analyst, Florida Parole Commission, 1998-2000**

- Developed the Commission's Long Range Performance Plan, Annual Report and Performance Report. Assisted with the development of the Agency Legislative Budget Request, Program-Based Budget, and Zero-Based Budget. Conducted legislative bill analyses; developed spending plans; forecast trends.
- Conducted analytic studies to determine the relative cost and benefit of various programs to meet Agency's strategic goals. Assisted management staff in establishing new policies and analyzing programs.
- Made presentations to legislative staff, stakeholders, and other State agencies. Participated in both internal and external reviews of Agency programs.

- Created and implemented the Agency-wide performance-based budgeting system with extensive quality assurance and evaluation of performance measures.
- Assisted Inspector General with conducting audits.
- Received a TaxWatch Prudential Productivity 1999 Award for performance-based budgeting system.

**Revocations Administrator, Florida Parole Commission, 1995-1998**

- Responsible for the leadership and management of Revocation Services. Responsible for warrants, violation hearings, extraditions, preparing and docketing cases for Commission decisions, calculating offender release dates and processing Commission final decisions.
- Coordinated State and county agencies in a statewide "Warrant Sweep" Task Force, resulting in over 500 offenders being apprehended.
- Provided daily technical assistance on revocations to regional staff, outside agencies, and the public. Determined workloads, planned workflow, and set deadlines. Resolved employee matters and complaints.
- Ensured that laws, polices, procedures, rules, and regulations were adhered to. Set policy and wrote procedural directives for Revocations Section. Participated as member of Rules Committee. Filled in for Director of Operations.
- Consulted with Commissioners, district staff, and external agencies on revocation issues. Drafted section budget, Agency Strategic Plan, and ad hoc reports. Analyzed and reported on trends, forecasted workloads, and made presentations.
- Hired, supervised, trained, and evaluated staff. Coordinated work assignments, allocated personnel, and resolved employee matters and complaints.
- Assisted the Inspector General in conducting audits. Addressed victim's rights advocacy groups.
- Received a TaxWatch Prudential Productivity 1996 Award for developing a database resulting in significant quality improvements for revocations sections.
- Received Commission Field Services/Revocations Superior Achievement Award in 1995.

**Senior Revocations Specialist Supervisor, Florida Parole Commission, 1994-1995**

- Responsible for the management of a revocations team. Issued emergency warrants, extradited offenders, requested Governor's warrants, reviewed revocations hearings, docketed cases and prepared legal documents for final Commission decision.

- Developed policy and procedure manuals; streamlined procedures through Total Quality Management. Led statewide Quality Improvement team.
- Trained, supervised and coordinated work assignments, allocated personnel, and resolved employee matters and complaints.
- Prepared and presented training at statewide conferences.
- Received a TaxWatch Prudential Productivity Award 1994 for reducing duplication and improving efficiency with emergency warrants.

**Parole Examiner, Florida Parole Commission, 1993-1994**

- Prepared Clemency investigations for pardons, commutation of sentence, restoration of civil rights and death row for the Governor and Cabinet.
- Provided inmates with notice of violations of supervision, implemented due process procedures, and assessed the need to appoint legal counsel. Conducted bond hearings, revocation hearings, subpoenaed witnesses and prepared hearing summary reports for submission to Commission.
- Made recommendations for offender to return to prison or be restored to supervision with additional conditions of supervisions.
- Conducted pre-parole interviews to determine eligibility and risk assessment for release into the community and made recommendations for special conditions of supervision. Calculated offender release dates.
- Interviewed and explained criminal justice process to victims and their families.

**Security Officer: Christian Prison Ministries (The Bridge), 1990-1994**

- Provided care custody, control, and direct supervision to court-ordered female substance abuse offenders in a residential rehabilitation center. Made periodic patrols of the center and conducting counts of offenders at regular and irregular intervals. Maintained required logs and records.
- Applied discipline and performed room and offender searches to prevent the introduction of contraband. Counseled with offenders regarding emotional adjustment problems. Ensured a safe and secure environment.
- Coordinated NA/AA meetings, after-care programs and assisted offenders with obtaining employment.
- Responsible for monitoring visitation, receiving offender's monies from employment, dispensing medications and drug testing offenders.

- Developed course materials and facilitated life skills classes for residents; created a survival manual for residents leaving the center to assist them with integrating back into the community.

**Correctional Probation Officer II, Classification Officer, Florida Department of Corrections, Central Florida Reception Center, 1990-1993**

- Member of the Peer Review Team for ACA accreditation. Chaired disciplinary hearings and imposed sanctions. Prepared curriculum materials and taught disciplinary report writing to institution staff. Trained new staff on classifying inmates.
- Special Teams: Responsible for a specialized caseload of protective custody, close management, and release violators. Processed and briefed senior administrators on cases. Interviewed inmates and reviewed criminal histories to prepare readmission summaries for appropriate custody placement, program and job assignments.
- Youthful Offenders: Evaluated information from legal reports, interviews, criminal histories and correspondence. Prepared case histories to determine custody level and program assignments. Reviewed offenders for continued youthful offender status. Made recommendations to drug treatment and educational programs.
- Permanent Party: Responsible for inmates permanently assigned to the institution. Counseled inmates on program participation, adjustment to institution life, and personal issues. Wrote cumulative progress reports on inmates and responded to inmate grievances. Reviewed cases for recommendation to work-release and Department of Transportation work squads.
- Transient Team: Interviewed inmates and evaluated case histories to establish custody level, institutional placement, and job assignments. Reviewed offender's progress during classification, responded to inmate grievances, made recommendations to treatment programs.

**Correctional Probation Officer I, Parole Officer, Florida Department of Corrections, Probation & Parole, 1989-1990**

- Managed and maintained awareness of offender's daily activities in the community and evaluated desirability to remain at liberty. Responsible for the management of 300 offenders on the caseload. Prepared case reviews and violation of supervision reports.
- Counseled and referred offenders to specialized treatment programs. Assisted offenders in securing jobs. Conducted drug testing on offenders.
- Established and collected restitution, cost of supervision, and court-ordered payments.
- Prepared pre-sentence and pre-parole investigations for the court. Appeared in court for probation/parole revocation hearings.
- Certified as a Correctional Probation Officer

**Substance Abuse Counselor: Hill House Inc., (Residential Drug Treatment), 1988-1989**

- Monitored youthful offenders in substance abuse programs and provided guidance through counseling. Participated as team member in creating youthful offenders treatment plans, drug tested clients, assisted with facilitating group sessions and recreational activities.
- Created a booklet called "Finding A New Playground" which guided youthful offenders on how to have fun without using drugs.

**Internship: Illinois Department of Corrections, Work Release Center 1987-1988**

- Monitored inmate's behavior in the community and at the center. Performed room and inmate searches.
- Drug tested and transported inmates to educational and treatment programs. Assisted with facilitating group sessions and recreational activities.

**PROFESSIONAL MEMBERSHIP:**

- Florida Counsel on Crime and Delinquency
- Association of Paroling Authorities International
- American Probation and Parole Association
- Southern States Correctional Association
- Correctional Peace Officers Foundation
- Keiser University Advisory Board member
- Capital American Italian Organization
- Women of FSU
- ZONTA

**REFERENCES:** Available upon request

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TLC MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

<p style="text-align: center;"><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</b></p>	
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Name: Dominique Bailey		Date: 3/7/2017 3:30:01PM
Home Phone: (816) 301-0104	Work Phone: (-)X	Email: dibailey32@gmail.com
Occupation: ACADEMIC COORDINATOR	Employer: FLORIDA A& M UNIVERSITY	
Preferred mailing location: Work Address		
Work Address: 640 GAMBLE		
City/State/Zip: TALLAHASSEE, FL 6		
Home Address 2424 W THARPE		
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?	No	If yes, is it located within the City limits? No
For how many years have you lived in and/or owned property in Leon County?		1 years
Are you currently serving on a County Advisory Committee?		No
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees?		No
If yes, on what Committee(s) are you a member?		

Please indicate your area of expertise:

- Architecture
- Construction
- Engineering
- Community Member at-large

Please provide any additional information:

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

How many days permonth would you be willing to commit for Committee work? 2 to 3

And for how many months would you be willing to commit that amount of time? 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: African American      Sex: Male      Age: 28.00

Disabled? No      District: District 2

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: FREDRICK Telephone: SIMMONS  
Address: 824 ELEDA

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](http://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? No  
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: Dominique Bailey

This application was electronically sent: 3/7/2017 3:30:01PM

## CURRICULUM VITA



**DOMINIQUE BAILEY, NCC, LPC**  
 THERAPIST  
 LICENSED COUNSELOR (LPC)  
 CERTIFIED SCHOOL COUNSELOR

### OBJECTIVE

With over 10 years of community activism, educational leadership, and consultation, my life's work is dedicated to helping individuals "make a difference".

### CIRRICULUM VITA

*SOUTHEAST MISSOURI STATE UNIVERSITY*

Graduate of Counseling and Education (CACREP accredited program)

### VITALS

Phone: 1(816)-301-0104

Email: [Dibailey32@gmail.com](mailto:Dibailey32@gmail.com)

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### EDUCATION

**M. S.** Southeast Missouri State University, Cape Girardeau, MO  
**December, 2014**

*Major:* Secondary School Counseling

*Minor:* Mental Health (Individual and Family Counseling)

**B. A.** Southeast Missouri State University, Cape Girardeau, MO  
**May, 2012**

*Major:* Psychology

*Minor:* Communication Studies

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### LICENSE AND CERTIFICATION

National Certified Counselor - December 2014  
 #347594

Provisional Licensed Practitioner Counselor- January 2016  
 #1062565

Certified School Counselor – July 2015  
 #1147569

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### PROFESSIONAL EXPERIENCE

#### **Academic Coordinator**

Florida A & M University, *Upward Bound (RIMS)*

**January 2017- Present**

#### *Responsibilities:*

Coordinate academic support services for eligible participants, including tutoring, course selection and advising, career exploration and graduate school enrollment assistance.

Manage summer math and writing skills assessments, cohort course scheduling and linked group tutoring, as well as supervise the Math and Writing Tutors.

Provide individualized counseling to 70 students. The goal of this program is to help students achieve academic success and retain them through graduation.

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### School Counselor

Hayti R-II School District, *Hayti High School*

**January 2015- January 2017**

#### *Responsibilities:*

Responsible for monitoring and evaluation of districts Missouri School Improvement Plan (MSIP) in efforts of gaining full accreditation by the Department of Secondary Education.

Director of Academics and Career, responsibilities include scholarships search committee, graduation sponsor and drop-out preventions.

Teaching secondary counseling intervention methods; Teaching a class on professional speech and debate in the field of business and diversity; serving on various departmental, college, and university committees; developing and revising courses.

### Program Director

*AmeriCorps 21<sup>st</sup> Century Grant Southeast Region, Missouri*  
**January 2015 – January 2017**

#### *Responsibilities:*

Direct Supervisor for 10 Full-Time AmeriCorps volunteers. Oversight includes, reporting and monitoring progress in educational setting and community setting.

Strategize ways to improve and maintain progress in the areas of community wellness, economical resources, educational advancement.

Provide consultation methods to volunteers in reference to communicating and reaching the population in which he or she serves.

### Executive Director / Lead Therapist

*Crossroads Consultation and Therapy Cape Girardeau, Missouri*  
**April, 2011 – Present**

#### *Responsibilities:*

Provide individual consultation services to adolescent and young adults in the areas of academic enrichment, social development, and career consultation.

Facilitate group interventions, providing counseling and rehabilitation population such as at risk teens, adults who suffer from depression, educational informative groups, etc.

Present informative workshops and conferences on counseling education, covering areas that include but not limited to: mental health issues, economic resources advantages, personal health, educational issues, etc.

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### Youth Education Specialist

Cape Girardeau, *Missouri Division of Youth Services*

**June, 2013 – June 2015**

#### *Responsibilities:*

Duties include facilitate and instruct group therapy and individual therapy.

Responsible for demonstrating communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel.

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications also maintains confidentiality of students and students' records.

### Graduate Assistant

*Southeast Missouri State University, Cape Girardeau, Missouri*

**April, 2011 – June 2013**

#### *Responsibilities:*

Provided early consultation and advisement to at-risk students and students on academic probation.

Developed and maintain accurate knowledge of Student Handbook, Undergraduate and Graduate Catalog to assist with students when necessary.

Assist students with implementing and planning study skills, academic readiness and career preparation. Review and analyze schedules and degree plan to assist students with graduation preparation.

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### EXTRA-CURRICULAR & VOLUNTEER EXPERIENCE

#### **Mentor**

*Big Brother, Big Sister*

Cape Girardeau, Missouri

**September 2010 – December 2012**

#### *Responsibilities:*

Developed a one to one relationship with a youth by offering consistency, encouragement, and role modeling.

Assist students with implementing and planning study skills, academic readiness and career preparation. Review and analyze schedules and degree plan to assist students with graduation preparation.

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### **8<sup>th</sup> District Undergraduate Representative**

*Omega Psi Phi Fraternity Inc.* Cape Girardeau, Missouri

**September 2010 – December 2012**

#### *Responsibilities:*

Chapter President in the state of Missouri in charge of analyzing yearly grade and community contributions.

Directed the academic and community service involvement of 150 undergraduate chapter members across the state of Missouri, Kansas, Colorado, Iowa and Nebraska.

### **Youth Specialist YMCA of Greater KC Kansas City, MO**

**July 2006 - July 2008**

#### *Responsibilities:*

Motivated and supported youth in building the character strengths, skills and relationships that lead to positive behaviors, and better health. Focused on youth development, healthy living and social responsibility smart life choices, and the pursuit of higher education and goals.

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### AWARD & RECOGNITION

#### **Missouri's Bootheel, Newcomer of the Year Award July 2015**

Award given to first-time educators that receive nominations from the community for outstanding contributions to the field

#### **Dominique Bailey Endowment Award December 2014**

Awarded, First African-American male to graduate from Southeast's Missouri's School Counseling, CACREP- accredited Master's program.

#### **Missouri, Chapter advisor of the year October 2012**

Awarded given, the best chapter advisor to undergraduate chapters of Omega Psi Phi Fraternity, Inc. from Missouri, Kansas, Colorado, Nebraska, New Mexico, and Arkansas

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### RESEARCH INTEREST

**Bailey, D.I.** (2016) *The study of Psychological Development amongst black males, how environments impact their social, mental, physical well-being.*

**Bailey, D.I.** (2015) *Analyzing assessment and curriculum of education across multi-cultures. Specifically, how does education and the learning process differ from culture to culture?*

**Bailey, D.I.** (2014) *The impact of socialization and cultural psychology and how it relates to the development of adolescents. Specifically, how does the environment and mental capacity of family systems impact a child's growth and well-being?*

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### PRESENTATIONS

**Bailey, D.I.** (2016) *FAFSA Frenzy Night*. Presentation for Southeast Missouri State's UI-100 course. Cape Girardeau, Mo.

**Bailey, D.I.** (2016). *State of Mind: Mental Health in the Black Community*. Presentation at Hayti High School's Black History Achievement Program. Hayti, Mo.

**Bailey, D.I.** (2014). *The effects of PTSD on post-war veterans*. Presentation at Southeast Missouri State's Mental Health Awareness Week. Cape Girardeau, Mo.

**Bailey, D.I.** (2013). *Life after graduation*. Presentation for young men of Missouri's Division of Youth Services. Cape Girardeau, Mo.

**Bailey, D.I.** (2013). *Bridging families and schools together*. Presentation for young men of Missouri's Division of Youth Services. Cape Girardeau, Mo.

**Bailey, D.I.** (2012) *Financial Literacy 101*. Presentation for Southeast Missouri State's UI-100 course. Cape Girardeau, Mo.

**Bailey, D.I.** (2012) *10 Important facts for preparing for college*. Presentation for Southeast Missouri State's UI-100 course. Cape Girardeau, Mo.

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Email: [Dibailey32@gmail.com](mailto:Dibailey32@gmail.com)

**Bailey, D.I.** (2012) *FAFSA Frenzy, the student guide*.  
 Presentation for Southeast Missouri State's UI-100 course.  
 Cape Girardeau, Mo.

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### CERTIFICATIONS

CACREAP Certified School Counselor

National Certified Counselor (NCC)

Provisional Licensed Counselor (PLPC)

Praxis II (School Counselor #0421/5421) Certified Passing Score

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## CURRICULUM VITA

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### REFERENCE PAGE

**Shonta Smith, Ph.D.,**

Southeast Missouri State University

Professor & Department Chair

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573.651.2417

**Office:** Scully 411

**Victor Wilburn, Ph.D**

Southeast Missouri State University

Professor - Child Development

[vwilburn@semo.edu](mailto:vwilburn@semo.edu)

(573)-986-4907

**Office:** SC106A

**Wanda Flowers**

Hayti High School

Executive Assistant

Counselor and Guidance Department Chair

(573) 359-6505

[flowersw@hayti.k12.mo.us](mailto:flowersw@hayti.k12.mo.us)

**Mr. Sean Spinks**

Director of Academic Support Services

Southeast Missouri State University

(314) 604-6563

[sspinks@semo.edu](mailto:sspinks@semo.edu)

**Tina Wright**

Vice Principal

Franklin Elementary

(573) 335-5456

[wrightt@capetigers.com](mailto:wrightt@capetigers.com)





# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TLC MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

<p style="text-align: center;"><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</b></p>	
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Name: Terrance Barber	Date: 3/15/2017 10:49:14AM
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Home Phone: (850) 339-6191	Work Phone: (850)576-4111X	Email: terrancelbarber@gmail.com
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Occupation: SALES PROFESSIONAL	Employer: TALLAHASSEE DODGE
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Preferred mailing location: Home Address  
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address 2596 EDDIE RD

City/State/Zip: TALLAHASSEE, FL 32308

Do you live in Leon County? Yes      If yes, do you live within the City limits? No

Do you own property in Leon County? Yes      If yes, is it located within the City limits? No

For how many years have you lived in and/or owned property in Leon County? 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?

Please indicate your area of expertise:

- Architecture
- Construction
- Engineering
- Community Member at-large

Please provide any additional information:

I am more than excited to serve in any capacity that will enrich and enhance local business.

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

How many days permonth would you be willing to commit for Committee work? 2 to 3

And for how many months would you be willing to commit that amount of time? 6 or 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 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:  
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.

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

Name: MUTAQEE AKBAR Telephone: 8503830000  
Address: 324 N.COPELAND ST TALL. FL. 32304

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](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.**

Have you completed the Orientation? No YES per 3/16/17 email  
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? No  
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: terrance l barber

This application was electronically sent: 3/15/2017 10:49:14AM

**From:** Terrance Barber <terrancelbarber@gmail.com>  
**To:** Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 3/16/2017 9:22 AM  
**Subject:** Re: Application Incomplete

Good morning , I have now completed the training ! Thanks!

On Wed, Mar 15, 2017 at 2:01 PM, Mary Smach <SmachM@leoncountyfl.gov> wrote:

> Dear Mr. Terrance Barber,  
>  
> Thank you for your interest in serving on an advisory committee. Citizen  
> participation is important in developing Leon County's programs and  
> policies, and in providing quality public services to the community.  
>  
> We received your application for the Tallahassee-Leon County MWSBE Citizen  
> Advisory Committee (see attached). Unfortunately, your application was  
> incomplete as the orientation was not completed. Please complete the online  
> orientation and let me know that you have done so by return email.  
> <http://cms.leoncountyfl.gov/committees/Training.asp>  
>  
> If I can be of any further assistance please feel free to contact me.  
>  
> Mary Smach  
> Agenda Coordinator  
> Leon County Administration  
> 301 S. Monroe St. Suite 502  
> Tallahassee, FL 32301  
> 850-606-5311 <(850)%20606-5311>  
>  
> [www.leoncountyfl.gov](http://www.leoncountyfl.gov)  
>  
> "People Focused. Performance Driven"  
>  
> Thank you for your email. Please note that under Florida's Public  
> Records laws, most written communications to or from county staff or  
> officials regarding county business are public records available to the  
> public and media upon request. Your e-mail communications may therefore be  
> subject to public disclosure.  
>  
>

## Terrance L. Barber

2596 Eddie Road, Tallahassee, Florida 32308  
(850)339-6191 terrancelbarber@Gmail.com

### PROFESSIONAL SKILLS

- Knowledgeable of Microsoft Office
- Five years of Marketing and Promotional experience
- Fourteen years of Management and Ownership experience

### WORK/VOLUNTEER EXPERIENCE

Tallahassee Dodge Chrysler Jeep                      Tallahassee, Florida                      September 2014–present  
Sales Professional

- Meet and greet customer and establish what they need
- Negotiate pricing and gather information for financing
- Customer service and follow up
- Create a personal marketing strategy

SuperClean Auto Detailing                      Tallahassee, Florida                      May 2010–2014  
*Owner*

- Greet customers and determine wants and needs
- Negotiate advertising contracts and promotional campaigns
- Develop pricing strategies
- Oversee daily activities
- Disperse payroll as well as customize budget and other fiscal affairs

Xclusive VIP Clothing                      Tallahassee, Florida                      August 2009–June  
2012

*Manager/Sales Representative*

- Ordered inventory and supplies
- Greeted customers and ensured a friendly shopping environment
- Developed all sales and promotional activities
- Enforced policies about payments, exchanges, and security practices
- Explained the use and benefits of specialty merchandise to customers

Wall Doctor Inc.                      Tallahassee, Florida                      January 2000– December 2009

*Forman/Plasterer*

- Prepared wall board by plastering on veneer finish plaster to a smooth or textured surface
- Calculated and disbursed payroll for all employees
- Supervised building of scaffolds and walk boards
- Negotiated job contracts and set deadlines
- Managed quality assurance and customer satisfaction

**EDUCATION**

Tallahassee Community College	Tallahassee, Florida	2013-2016
Associate of Arts	GPA 3.80	

**REFERENCES**

<i>Darryl Ayers</i>	<i>previous manager</i>	<i>512-228-6056</i>
<i>Michael Walsh</i>	<i>previous manager</i>	<i>716-490-3687</i>
<i>Michael Sturman</i>	<i>business partner</i>	<i>850-556-7411</i>



# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TLC MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

<p style="text-align: center;"><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</b></p>	
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Name: Christi Hale-Sparkman		Date: 3/14/2017 5:01:29PM
Home Phone: (850) 508-5950	Work Phone: (850)575-2506X	Email: c.hale@halecontracting.net
Occupation: CONTRACTOR	Employer: HALE CONTRACTING, INC.	
Preferred mailing location: Work Address		
Work Address: 1736 COMMERCE BLVD		
City/State/Zip: MIDWAY,FL 32343		
Home Address 5716 FARNSWORTH 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? No
For how many years have you lived in and/or owned property in Leon County?		42 years
Are you currently serving on a County Advisory Committee?		Yes
If yes, on what Committee(s) are you a member?		LEON COUNTY MWSBE ADVISORY COMMITTEE
Have you served on any previous Leon County committees?		Yes
If yes, on what Committee(s) are you a member?		LEON COUNTY MWSBE ADVISORY COMMITTEE

Please indicate your area of expertise:

- Architecture
- Construction
- Engineering
- Community Member at-large

Please provide any additional information:

**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: 42.00  
 Disabled? No                          District: District 4

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

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

Name: CHUCK ROBERTS Telephone: 850-545-2360  
Address: 1538 METROPOLITAN BLVD,

Name: HEIDI THOMPSON Telephone: 850-264-6256  
Address: 901 ROSEHILL, TALLA

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

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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? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

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

If yes, please explain. CONTRACTOR Does not currently have a contract with 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: 3/14/2017 5:01:29PM

**From:** Christi Hale <C.hale@halecontracting.net>  
**To:** Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 3/14/2017 6:04 PM  
**Subject:** Re: Applications received

Hi Mary,  
I'm sorry, I thought I attached my resume to the application. I will send it directly to you tomorrow.  
Regarding the business we do with the County as a Contractor; Hale Contracting, Inc is a site and utility contractor and bids competitively on such work with Leon County and the City of Tallahassee.  
If you have any further questions, please do not hesitate to ask.  
Thank you very much,

Christi Hale Sparkman  
President  
Hale Contracting, Inc.

On Mar 14, 2017, at 5:25 PM, Mary Smach <SmachM@leoncountyfl.gov<mailto:SmachM@leoncountyfl.gov>> wrote:

Dear Ms. Christi Hale,  
Thank you for your interest in serving on an advisory committee. Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community.  
We received your application for the Contractors Licensing & Examination Board and the Tallahassee-Leon County MSWBE Citizen Advisory Committee. We currently have a vacancy on the MWSBE Committee and I will forward your application to the appropriate personnel. We will keep your application on file for a period of two years.

One of the questions on the application was "Do you or your employer, or your spouse or child or their employers, do business with Leon County? If yes, please explain." Your answer was yes "Contractor". Would you please go into a little more detail?

Also would you please be so kind as to send me your resume so that I may include it with your application for Board consideration?

If I can be of any further assistance please feel free to contact me.

Mary Smach  
Agenda Coordinator  
Leon County Administration  
301 S. Monroe St. Suite 502  
Tallahassee, FL 32301  
850-606-5311

[www.leoncountyfl.gov](http://www.leoncountyfl.gov)<<http://www.leoncountyfl.gov>>

"People Focused. Performance Driven"

Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

## ***Christi Hale Sparkman***

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5716 Farnsworth Court ~ Tallahassee, Florida 32312

Mobile 850-508-5950

E-Mail c.hale@halecontracting.net

### ***EXPERIENCE***

#### ***January 2004 to Present ~ Sole Owner/President*** ***Hale Contracting, Inc., Midway, Florida***

Purchased remaining company stock held by Mrs. Diane Curlee.  
Responsible for all financial and management decisions with the company.

#### ***June 2002 to January 2004 ~ Minority Owner/Vice President*** ***Hale Contracting, Inc., Midway, Florida***

Perform daily activities which involve all aspects with the management and operations of the excavation/sitework and heavy hauling business; Attend Pre-Bid and Pre-Construction meetings for the company; Work with Project Managers to prepare Bids for upcoming projects; Perform Take Offs for Concrete and Drainage Work; Process and prepare payroll, all invoicing and monthly draw requests; Complete State DOT Certified Payrolls and EEO policy requirements; Coordinate Trucking services with major local contractors; Manage and enforce the Company's Safety Program, EEO Policies, and Quality Control Plan; Oversee Projects to ensure accuracy and quality of work pertaining to Clearing and Grubbing, General Excavation and Grading, Base, Erosion Control, Concrete Curb and Gutter, Sidewalks, Traffic Separators, Ditch Paving, Storm Drain Inlets, Manholes, Junction Boxes, and Underdrain Systems; Oversee Superintendents, Foremans, and other Employees to ensure any company issues are handled in a professional and timely manner.

#### ***October 1999 – June 2002 ~ Corporate Secretary*** ***Hale Contracting, Inc., Crawfordville, FL***

Please see above job description

#### ***October 1997 to October 1999 ~ Administrative*** ***Assistant/Customer Service/Sales Representative. (Part-Time)*** ***Hale Contracting, Inc., Crawfordville, FL***

Perform daily activities relating to scheduling of Dump Truck Services; Communicate with customers regarding projects; Process Payroll and Invoicing activities.

**August 1998 to April 1999 ~ Administrative Assistant**  
**Roberts Sand Company, Inc., Tallahassee, Florida**

Perform daily activities relating to office procedures with regards to the Excavation Division; Process payroll; Deal directly with contractors and subcontractors in regard to issues with projects; Process submittals and monthly draw requests for payment; and other duties that pertain to the Excavation Division.

**July 1998 to April 1999 ~ Certified Respiratory Therapist**  
**Tallahassee Memorial Healthcare, Tallahassee, Florida**

**November 1994 to August 1998 ~ Administrative Secretary**  
**Florida Department of Education, Division of Workforce Development, Tallahassee, Florida**

Maintain calendar for Program Director; make travel arrangements for Director and Staff of 9 people; prepare travel reimbursement requests; maintain travel records for staff; prepare and submit requisitions for purchase; order & maintain office supplies; process monthly leave reports for staff; prepare materials for meetings, workshops, and conference; receive and place incoming calls; and perform other daily office related duties.

**May 1994 to November 1994 ~ OPS Clerk**  
**Florida Department of State, Division of Elections, Tallahassee, Florida**

Assist public with questions regarding 1994 qualified candidates, political committee; perform data entry pertaining to candidates treasurer's reports; reviewed Voter Registration information for 67 counties for accuracy; answered telephone; and performed other related duties.

**May 1993 to August 1993 ~ OPS Clerk**  
**Florida Department of State, Division of Corporation, Tallahassee, Florida**

Reviewed Corporate Annual Reports for completeness; filed and updated annual reports electronically in database; assisted public with questions regarding annual reports; processed all outgoing mail; and performed other office related duties.

**June 1992 to September 1992 ~ OPS Clerk**  
**Florida Department of State, Division of Corporations, Tallahassee, Florida**

Responded to written and verbal questions and requests from public regarding Florida Corporations.

**June 1991 to August 1991 ~ OPS Clerk**  
***Florida Department of State, Division of Licensing, Tallahassee, Florida***

Worked in file room; pulled files for telephone inquires; pulled batch of applications to be "worked" for concealed weapons, armed and unarmed security guards, private investigators, and sweepstakes licenses in Florida.

**EDUCATION**

**Tallahassee Community College**, Tallahassee, Florida  
*Associate in Science, July 1998*

Graduated with a degree focused on Respiratory Therapy. Prepared to sit for the Florida State Board Examination in November 1998.

**Godby High School**, Tallahassee, Florida  
*High School Diploma, June 1994*

Graduated with honors; listed in "Who's Who Among American High School Students;" Member of the Dance Team and Honor Society

**ACCOMPLISHMENTS**

**Certified Underground Utility Contractor:** Florida Department of Business and Professional Regulations License

**Chair, Leon County MWSBE Program Evaluation Committee**  
Selected as At-Large appointee by Leon County Commissioners, Voted in as Chair

**Leon County Minority, Women and Small Business Enterprise Committee member:** Appointed by Commissioner John Daily in 2013

**2013 Woman Business Enterprise of the Year:** Big Bend MED Week Committee, Inc.

**Certified Respiratory Therapist:** Received CRTT Credentials after sitting for State Board Examination in November 1998.

**Licensed Excavation Contractor:** Received Leon County Excavation License in February 2002

**2013, 2014 & 2015 La Ruta de Los Conquistadores Finisher:**  
Known as the toughest mountain bike race in the world. Crosses Costa Rica from the Pacific to the Caribbean coasts in 3 days.

**ASSOCIATIONS:**

***Florida Transportation Builders Association***  
***Big Bend Contractors Association***  
***Associated Builders and Contractors Association***  
***Bid Bend Minority Chamber of Commerce***

## ***REFERENCES***

State Representative Halsey Beshears 850-422-1075  
Mr. Chuck Roberts, President, Roberts & Roberts Contracting, Inc. 850-545-2360  
Mr. George Roberts, Vice President, Roberts & Roberts Contracting, Inc. 850-545-1191  
Mr. Brent Sparkman, CPA., Partner, Carr Riggs & Ingram 850—878-8777  
Mr. Michael Roberts, President, Roberts Sand Company, Inc. 850-575-7072  
Mr. Sam Solomon, President, Solomon Construction Co., 850-627-8428  
Mr. Henry Mayfield, President, M., Inc. 850-528-2038  
Mr. Rudy Rowe, President, Southland Contracting 850-562-8278  
Mr. Steve Ghazvini, President, Sandco, Inc. 850-251-8139  
Mr. Frank Williams, President, Florida Developers, Inc.  
Mr. Daniel Manausa, P.A., Manausa Law Firm 850-597-7616  
Mr. Aaron Boyette, President, Pro-Steel Buildings, Inc. 850-576-7189  
Mr. Kaila Hardee, Vice President, Centennial Bank 850-894-7115  
Mr. Bill Strauss, President, Talquin Portable Restrooms 850-556-7824  
Mr. Sylvester Jones, AJAX Corporation 850-251-1268



# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TLC MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

<p style="text-align: center;"><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</b></p>	
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Name: Ted Parker		Date: 3/9/2017 10:48:30AM
Home Phone: (850) 562-7415	Work Phone: (850)224-9571X	Email: ted@ajaxbuilding.com
Occupation: CONSTRUCTION	Employer: AJAX BUILDING CORP	
Preferred mailing location: Work Address		
Work Address: 1080 COMMERCE BOULEVARD		
City/State/Zip: MIDWAY,FL 32343		
Home Address 8171 ELYSIAN WAY		
City/State/Zip: TALLAHASSEE,FL 323121		
Do you live in Leon County? Yes	If yes, do you live within the City limits? No	
Do you own property in Leon County? Yes	If yes, is it located within the City limits? No	
For how many years have you lived in and/or owned property in Leon County?		50 years
Are you currently serving on a County Advisory Committee?		No
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees?		Yes
If yes, on what Committee(s) are you a member?		LEON COUNTY SBE/WMBE ADVISORY CMMITTE

Please indicate your area of expertise:

- Architecture
- Construction
- Engineering
- Community Member at-large

Please provide any additional information:

**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: African American      Sex: Male      Age: 64.00  
 Disabled? No      District: District 5

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

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

Name: JAY SMITH Telephone: 850 224 9571  
Address: 1080 COMMERCE BOULEVARD, MIDWAY FL

Name: Telephone:  
Address:

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Have you completed the Orientation? Yes  
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 yes, 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? 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: T. A. Parker

This application was electronically sent: 3/9/2017 10:48:30AM



# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TLC MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

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Name: Donna Gail Spencer	Date: 3/7/2017 1:33:02PM
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Home Phone: (850) 384-4472	Work Phone: (850)668-3885X	Email: dgspencer7@gmail.com
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Occupation: DIRECTOR, NEW BUSINESS & MARKETING	Employer: POPPELL FINANCIAL GROUP, LLC
------------------------------------------------	----------------------------------------

Preferred mailing location: Home Address  
 Work Address: 3116 CAPITAL CIR NE  
 STE 6  
 City/State/Zip: TALLAHASSEE, FL 32308

Home Address 3047 CAMELLIAWOOD CIR E  
 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?	No	If yes, is it located within the City limits?	No
For how many years have you lived in and/or owned property in Leon County?	1 years		

Are you currently serving on a County Advisory Committee? No  
 If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? No  
 If yes, on what Committee(s) are you a member?

Please indicate your area of expertise:

- Architecture
- Construction
- Engineering
- Community Member at-large

Please provide any additional information:

Familiar with residential and commercial construction starting from the design & planning all the way through to the certificate of occupancy.

**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?	

**(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: 56.00
Disabled? No	District: District 1	

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: KATHERINE H. WHITELEY, PHD Telephone: 251.476.5817  
Address: PO BOX 7803, MOBILE, AL 36670-0803

Name: LESLIE POWELL, EXECUTIVE DIRECT Telephone: 850.701.3307  
Address: LEGAL SERVICES OF N. FL., 2119 DELTA LN, TALLAHASSEE, FL 32303

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

**AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION [www.leoncountyfl.gov/bcc/committees/training.asp](http://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? No  
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: Donna Gail Spencer

This application was electronically sent: 3/7/2017 1:33:02PM



Donna Gail Spencer  
Florida  
(850) 384.4472  
[dgspencer7@gmail.com](mailto:dgspencer7@gmail.com)  
<https://www.linkedin.com/in/donna-gail-spencer-ab552b23>

## Professional Overview

I have provided solutions and products for clients around the country. I designed and implemented various systems to help them achieve their goals. My primary focus is educating and empowering women, and business owners with a concentration on those generations that may have been left out of the “serious business discussions.”

I have over 18 years of creating & maintaining client relationships in the Construction & Design industry and the Financial Services industry, by assisting in identifying gaps and efficiency opportunities. I have engaged large professional firms, governmental entities, design associations, bankers, realtors, individuals, manufacturing facilities, contractors, and lumberyards by implementing new policies, processes, and procedures. I have superior problem solving skills with organizational expertise, and am detail oriented with good organizational skills. My strong work ethic and ability to multitask is proven.

## Employment

9/2016 – Current **Poppell Financial Group, LLC** Tallahassee, FL  
*Director, Marketing & New Business*

- Responsible for New Enrollment compliance
- Mediate completion of legal documentation
- Direct marketing segmentation on different levels

2/2016 – 8/2016 **Bennett Shuman Architects, AIA** Pensacola, FL  
*CAD drafter, Code Research*

- Drafted both commercial and residential projects
- Assisted with Code Compliance direction & research
- Assisted with on-site inspection, including catastrophe rebuilding

2013 – 2016 **Michael R. Spencer Architects** Ft. Walton Beach, FL  
*CAD drafter, Code Compliance*

- Drafted both commercial and residential projects
- Assisted with Code Compliance direction & research
- Assisted with on-site inspection, including catastrophe rebuilding

2010 – 2015 **Wells Fargo Advisors, LLC** Pensacola, FL  
*Financial Advisor & Complex Operations Liaison*

- Attained & retained clients by assisting with design & implementation of both short and long-term investment needs
- Have a FINRA Series 7, and 66 licenses, licensed to practice in 9 states
- Appointed with 23 different Life Insurance companies

2009 – 2010 **Edward Jones**

*Financial Advisor*

- Helped clients determine financial and investment needs
- Have a current FINRA Series 7, a Series 66, and am licensed to practice in 6 states
- Was appointed with 7 different Life Insurance companies to see complete lines of their products

2006 – 2008 **Doug Whitfield Residential Designs, Inc.**

Pensacola, FL

*Cad Drafter & Administrative Assistant*

- Drafted upscale single-family residential homes on the various waterways, we have here in the Florida panhandle
- Produced architectural “working” drawings while attending to inventory, communication, scheduling, code compliance, and other regular daily duties

### Clubs/ Organizations

2017 **Leadership Tallahassee** - Affiliate

2012-2016 **United Way of Escambia County** - *Community Investment* – Health Panel, Volunteer

2015 recipient *Volunteer of the Year* award, Florida Panhandle - **Wells Fargo**

2013 nominated for The **Greater Pensacola Area's PACE Award** – *Emerging Leader*

**Leadership Pensacola**, Alumni

**Leadership Pensacola** – Curriculum Committee 2015, 2016, 2017

2012-2014 **United Way of Escambia County** - Loaned Executive Leadership

Inaugural member of *The North Florida Diversity Council* for **Wells Fargo**

I am interested in exploring career opportunities with your organization. The enclosed resume' details my relevant background and experience; my drive, enthusiasm, and personal initiative can only be revealed during a face-to-face meeting.

I can provide letters of recommendation from previous employers and clients as well as sales documentation and references.

I look forward to hearing from you soon.

Sincerely,

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TLC MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

<p style="text-align: center;"><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</b></p>	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

Name: Samantha Strickland	Date: 3/10/2017 9:21:39AM
Home Phone: (850) 321-3688	Work Phone: (850)321-3688X
Email: sam@thepodadvertising.com	
Occupation: OWNER/CEO	Employer: THE POD ADVERTISING

Preferred mailing location: Work Address  
 Work Address: 124 MARRIOTT DR STE 103  
 City/State/Zip: TALLAHASSEE, FL,FL 32301

Home Address 213 SUMMERBROOKE DRIVE  
 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? 22 years

Are you currently serving on a County Advisory Committee? No  
 If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? No  
 If yes, on what Committee(s) are you a member?

Please indicate your area of expertise:

- Architecture
- Construction
- Engineering
- Community Member at-large

Please provide any additional information:

**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: Caucasian      Sex: Female      Age: 41.00  
 Disabled? No      District: District 4

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

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

Name: CANITA PETERSON Telephone: (850) 933-6577  
Address: 6994 GRENVILLE ROAD TALLAHASSEE, FL 32309

Name: LORI FINN Telephone: 850-597-8374  
Address: 124 MARRIOTT DR, 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](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.**

Have you completed the Orientation? No Yes per 3/10/17 email

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? NO per email

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? 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: Samantha Strickland

This application was electronically sent: 3/10/2017 9:21:39AM

**From:** Samantha Strickland <sam@thepodadvertising.com>  
**To:** Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 3/10/2017 10:39 AM  
**Subject:** Re: Application Incomplete

Sorry about that! I have completed orientation, and NO, I'm not a stakeholder.

\*Samantha Strickland\*  
CEO

Direct: (850) 321-3688 | Office: (844) 457-7655  
124 Marriott Drive, Tallahassee, FL 32301  
\*www.ThePodAdvertising.com <<http://www.ThePodAdvertising.com>> |  
CoLab.ThePodAdvertising.com <<http://CoLab.ThePodAdvertising.com>>\*

On Fri, Mar 10, 2017 at 10:30 AM, Mary Smach <SmachM@leoncountyfl.gov> wrote:

> Dear Ms. Samantha Strickland,  
>  
> Thank you for your interest in serving on an advisory committee. Citizen  
> participation is important in developing Leon County's programs and  
> policies, and in providing quality public services to the community.  
>  
> We received your application for the Tallahassee-Leon County MWSBE Citizen  
> Advisory Committee (see attached). Unfortunately, your application was  
> incomplete as the orientation was not completed. Please complete the online  
> orientation and let me know that you have done so by return email.  
> <http://cms.leoncountyfl.gov/committees/Training.asp>  
>  
> Also, there was a question on the application "Do you anticipate that you  
> would be a stakeholder with regard to your participation on a  
> Committee?" that was answered "yes". After you view the orientation,  
> please let me know if the answer is still "yes".  
> If I can be of any further assistance please feel free to contact me.  
>  
> Mary Smach  
> Agenda Coordinator  
> Leon County Administration  
> 301 S. Monroe St. Suite 502  
> Tallahassee, FL 32301  
> 850-606-5311 <(850)%20606-5311>  
>  
> [www.leoncountyfl.gov](http://www.leoncountyfl.gov)  
>  
> "People Focused. Performance Driven"  
>  
> Thank you for your email. Please note that under Florida's Public  
> Records laws, most written communications to or from county staff or  
> officials regarding county business are public records available to the  
> public and media upon request. Your e-mail communications may therefore be  
> subject to public disclosure.  
>  
>

## EDUCATION

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### **THE FLORIDA STATE UNIVERSITY, MS, BS**

- **Master of Science** with honors, Mass Communication, April 1999  
*Emphasis on interactive communication and media strategies*
- **Bachelor of Science**, Communications for Business, August 1996  
*Emphasis on communication management, public relations, advertising*

### **CHIPOLA JUNIOR COLLEGE, AA**

Communications, May 1995

## EXPERIENCE

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### **THE POD ADVERTISING**

**Owner/Chief Executive Officer, 2011 - current**

- Company Management: Managing all aspects of one of Tallahassee's fastest growing marketing/communications firms
- Client Relations: Providing account service to current clients, as well as growing new business
- Creative Services: Providing "remote CMO" service to organizations around the country and leading creative team in campaign development and marketing strategy
- Human Resources: Recruiting and retaining top talent

### **FLORIDA COMMERCE CREDIT UNION**

**Vice President of Growth & Brand Management, 1999 - 2011**

- Working as a member of the executive management team to develop and implement the strategic goals of a \$300 million financial institution
- Managing all aspects of brand identity
- Managing all communications, public relations, business development and event planning including development of TV, radio, print, outdoor, direct mail and Internet advertisements
- Researching the market and membership demographics
- Producing all credit union internal and external events
- Developing and managing annual budget of more than \$1 million
- Directly supervising department of five employees

**Communications Coordinator, 1998-1999**

- Educating members and staff about products and promotions
- Writing all credit union communications
- Coordinating marketing projects with local vendors
- Assisting marketing director with implementation of new marketing strategies
- Coordinating all community events and fundraising

### **FLORIDA JUSTICE ASSOCIATION** (formerly The Academy of Florida Trial Lawyers)

**Member Services Coordinator, 1996 -1998**

- Promoting association services to state-wide membership
- Directing activities of the AFTL Foundation including annual state-wide law student mock trial competition
- Writing and designing internal and external publications, including the cover artwork for AFTL Journal

## LEADERSHIP

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- Chairman: FSU Film School Producers Guild (current)
- Moonshot Florida (501c3): Chairman (current)
- Victor Over Cancer Foundation: Executive Director (current)
- Making Light Productions (501c3): Board Member (current)
- Choose Tallahassee: Marketing Committee Chair (current)
- Leadership Tallahassee, Class XX
- Member: FCUL Statewide Image Campaign Development Council (2009)
- Board of Governors Member: Leadership Tallahassee (2004-2005)
- Board Member: Tallahassee Chapter of Credit Unions (2002-2004)

## HONORS

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- Emmy Award® - Suncoast Chapter - Academy of Television Arts & Sciences (2014)
- Tallahassee Democrat's 25 "Women You Need to Know" (2011)
- Leadership Tallahassee Distinguished Leadership Awards Nominee (2010)
- Dozens of marketing/communications awards from American Advertising Federation, CUNA Marketing & Business Development Council, Florida Public Relations Society (2001 – current)
- Featured in 850 Magazine as a "Red Carpet All-Star" (2010)

## SKILLS

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- Building strong relationships with employees, clients, vendors, and volunteers to maximize performance
- Creating presentations and presenting before large and small groups
- Thriving under pressure in fast-past environments
- Motivating teams to focus on goals and increase results
- Learning quickly and adapting to new challenges
- Utilizing Microsoft Office and Adobe Suite software to create powerful, creative documents and presentations



# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TLC MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

<p style="text-align: center;"><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</b></p>	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

Name: Joanie Trotman	Date: 3/7/2017 9:14:09AM
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Home Phone: (850) 727-7335	Work Phone: (-)X	Email: jtrotman@myfloridahoa.com
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Occupation: COMMUNITY ASSOCIATION MANAGER	Employer: FLORIDA ASSOCIATION & PROPERTY MANAGEMENT, INC.
----------------------------------------------	--------------------------------------------------------------

Preferred mailing location: Work Address  
Work Address: POST OFFICE BOX 11143

City/State/Zip: TALLAHASSEE, FL 32302

Home Address 16893 SUNRAY ROAD

City/State/Zip: TALLAHASSEE, FL 32309

Do you live in Leon County? Yes      If yes, do you live within the City limits? No

Do you own property in Leon County? Yes      If yes, is it located within the City limits? No

For how many years have you lived in and/or owned property in Leon County? 9 years

Are you currently serving on a County Advisory Committee? No

If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? Yes

If yes, on what Committee(s) are you a member? LEON COUNTY MINORITY, WOMEN & SMALL BUSINESS

Please indicate your area of expertise:

- Architecture
- Construction
- Engineering
- Community Member at-large

Please provide any additional information:

**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

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: 35.00

Disabled? Yes      District: District 4

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

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

Name: DAVID EASTMAN Telephone: 850-521-0890  
Address: 2155 DELTA BLVD 32303

Name: JOHN GRANT Telephone: 850-702-9400  
Address: 2121 KILLARNEY WAY

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

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Have you completed the Orientation? No **YES per 3/7/17 email**  
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 yes, 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? 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: Joanie Trotman

This application was electronically sent: 3/7/2017 9:14:09AM

**From:** Mary Smach  
**To:** jtrotman@myfloridahoa.com  
**Date:** 3/7/2017 4:00 PM  
**Subject:** RE: Application Incomplete

No, your email is sufficient.

Thank you,

Mary

>>> Joanie Trotman <jtrotman@myfloridahoa.com> 3/7/2017 3:55 PM >>>

I completed the orientation this afternoon. Is there a form that needs to be submitted?

Thank you,  
Joanie

**Joanie Trotman, CAM, CMCA, AMS**  
*Community Association Manager*  
*Certified Manager of Community Associations*  
*Association Management Specialist*

Florida Association & Property Management, Inc.  
2121 Killarney Way (32309)  
Post Office Box 11143  
Tallahassee, Florida 32302  
Telephone: (850) 727-7335  
Facsimile: (888) 899-2329  
Website: [MyFloridaHOA.com](http://MyFloridaHOA.com)

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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: KRISTEN MONTGOMERY Telephone: 786-301-7496  
Address: 542NW 47TH LANE , COCONUT CREEK, FL

Name: Telephone:  
Address:

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

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Have you completed the Orientation? No **YES PER EMAIL DATED 2/27/17**  
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? No

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: Jennifer Weaver

This application was electronically sent: 2/12/2017 3:56:38PM

**From:** "angel0332962 ." <jennifer.n.weaver@gmail.com>  
**To:** Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 2/27/2017 9:23 AM  
**Subject:** Re: Application Received

Thank you. I am a community member at large, and I will send my resume asap.

Regards,

On Feb 27, 2017 9:18 AM, "Mary Smach" <SmachM@leoncountyfl.gov> wrote:

> Your application is attached. Sorry for the inconvenience.  
>  
>  
> Mary Smach  
> Agenda Coordinator  
> Leon County Administration  
> 301 S. Monroe St. Suite 502  
> Tallahassee, FL 32301  
> 850-606-5311 <(850)%20606-5311>  
>  
> www.leoncountyfl.gov  
>  
> "People Focused. Performance Driven"  
>  
> Thank you for your email. Please note that under Florida's Public  
> Records laws, most written communications to or from county staff or  
> officials regarding county business are public records available to the  
> public and media upon request. Your e-mail communications may therefore be  
> subject to public disclosure.  
>  
>>> "angel0332962 ." <jennifer.n.weaver@gmail.com> 2/27/2017 8:57 AM >>>  
> Mary,  
>  
> Good morning, I hope all is well with you. I am in receipt of your email  
> regarding my application. I have completed the online orientation, however,  
> I could not access my attached application and as such I am not sure which  
> question I need to address. Will you please forward the application and/or  
> the question I need to answer?

> Thanks,

> On Feb 13, 2017 11:06 AM, "Mary Smach" <SmachM@leoncountyfl.gov> wrote:

>> Dear Ms. Jennifer Weaver,  
>> Thank you for your interest in serving on an advisory committee. Citizen  
>> participation is important in developing Leon County's programs and  
>> policies, and in providing quality public services to the community.  
>> We received your application for the Tallahassee-Leon County Minority,  
>> Women & Small Business Enterprise Citizen Advisory Committee. We currently  
>> have a vacancy on the committee, however, your application indicated that  
>> you did not complete the orientation and therefore your application is  
>> ineligible. In order for us to proceed, you will need to complete the  
>> online orientation. Please email me back to let me know if you have  
>> completed it and we will keep your application on file for a period of two  
>> years.  
>> <http://cms.leoncountyfl.gov/committees/list.asp>  
>> I've attached your application for your review. In addition, please  
>> respond to the question that is highlighted on the application and please  
>> send me your resume via email.  
>> If I can be of any further assistance please feel free to contact me.  
>> Thank you for your time.  
>>  
>> Mary Smach  
>> Agenda Coordinator  
>> Leon County Administration  
>> 301 S. Monroe St. Suite 502  
>> Tallahassee, FL 32301  
>> 850-606-5311 <(850)%20606-5311>

# Jennifer Weaver

3711 Shamrock Street West, Tallahassee, FL 32309 ▪ (772) 538-2898 ▪ jennifer.n.weaver@gmail.com

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## **EXPERIENCE**

**Florida Department of Health**, Tallahassee, FL

**2016-Present**

*Staff Attorney*

- Evaluate and prosecute violations of Florida Statutes and the Florida Administrative Code by licensees of the Board of Chiropractic Medicine, Board of Acupuncture, Board of Optometry, Board of Orthotists and Prosthetists, and Board of Speech-Language Pathology and Audiology.
- Develop legal opinions and recommendations for administrative action or case closure by reviewing and analyzing case files, state law and rules.
- Collaborate with experts to gain additional technical information which is utilized to develop and support legal opinions and recommendations.
- Collaborate with investigators to obtain additional information and/or evidence to support legal opinions and recommendations.
- Draft pleadings, discovery, and legal memoranda.
- Present recommendations for administrative action or case closure to Probable Cause Panels.
- Represent the Department of Health before the Division of Administrative Hearings.
- Present cases for final action before respective boards.
- Manage large caseload utilizing time management skills.

**Convergent**, Boca Raton, FL

**2015-2016**

*Staff Attorney*

- Advocate on behalf of several hospitals.
- Conduct contractual analysis of hospital contracts.
- Review contracts and policies to ensure they are in compliance with pertinent governing laws.
- Review, analyze and interpret laws governing healthcare.
- Communicate and negotiate with health insurance carriers to resolve contractual disputes.
- Correspond with patients to obtain information necessary to resolve contractual disputes.
- Utilize exceptional analytical, legal research and writing skills to draft appeals.

**UnitedLex Legal Solutions**, Miami, FL

**2015**

*Staff Attorney*

- Assisted clients with pre-trial litigation electronic discovery.
- Conducted various phases of discovery for law firms and corporations.
- Conducted relevancy, protection and privilege analysis to determine production status, and use in litigation.

**Robert J. Gorman and Associates**, Fort Pierce, FL

**2014-2015**

*Associate Attorney*

- Practiced in the areas of commercial litigation, family, probate, real estate, and personal injury.
- Represented clients at court hearings, conferences, trials, depositions, and mediations.
- Conducted research and drafted pleadings, memoranda, and other legal documents.
- Negotiated settlements on behalf of clients.
- Conducted all phases of discovery and production independently.
- Reviewed and edited proposed contracts.
- Managed large case load.

**Honorable Judge Cynthia Cox, Nineteenth Judicial Circuit**, Vero Beach, FL

**2014**

*Intern/Law Clerk*

- Researched, compiled and analyzed information on various civil law issues and used findings to frame and support arguments for judicial orders, summary judgments and motions to dismiss.
- Drafted bench memoranda, opinions and orders.

**Michael Hursey P.A.**, Miami, FL

*Law Clerk*

- Conducted research on criminal law issues and utilized research to draft memoranda and pleadings.
- Assisted attorney with every facet of trial and appeal.
- Participated in depositions.

**Vero Beach City Attorney's Office**, Vero Beach, FL

**2013**

*Extern*

- Drafted legal memoranda on various areas of Municipal Law.
- Reviewed and edited proposed contracts.
- Conducted research on various legal issues, including: land use, sovereignty and pensions.
- Trained support staff.

**Indian River County Attorney's Office**, Vero Beach, FL

**2012**

*Extern*

- Drafted memoranda on: eminent domain, franchises, assessment fees, and code enforcement liens.
- Conducted legal research utilized by the Board of County Commissioners and Outside Counsel.
- Assisted outside counsel with preparing for a post-trial hearing.

**Legal Advocacy Center of Central Florida**, Sanford, FL

**2011**

*Florida Bar Foundation Fellow*

- Drafted memoranda regarding: consumer law, disability rights law, and education law.
- Converted complex legal information into an understandable format and presented the information to clients.
- Interviewed potential clients and determined if they were eligible for services provided by the firm.

**EDUCATION**

**Florida International University College of Law**, Miami, FL

Juris Doctor, May 2013

**University of Florida**, Gainesville, FL

Bachelor of Science in Business Administration, May 2009

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TLC MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

<p style="text-align: center;"><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</b></p>	
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Name: Barbara Wescott	Date: 3/20/2017 5:35:08PM
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Home Phone: (850) 385-0150	Work Phone: (850)321-8144X	Email: barbara@swellcoin.com
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Occupation: FOUNDER & CEO	Employer: SELF
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Preferred mailing location: Home Address  
Work Address: 3012 WINDSOR WAY

City/State/Zip: TALLAHASSEE, FL 32312

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? 25 years

Are you currently serving on a County Advisory Committee? No  
If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? Yes  
If yes, on what Committee(s) are you a member? APPROVED FOR SAME COMMITTEE...BUT IT WAS IN TRANSIT

Please indicate your area of expertise:

- Architecture
- Construction
- Engineering
- Community Member at-large

Please provide any additional information:

As a startup entrepreneur, I am a passionate advocate for entrepreneurs, especially women, minorities, veterans and more mature entrepreneurs.

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

How many days permonth would you be willing to commit for Committee work? 2 to 3  
And for how many months would you be willing to commit that amount of time? 6 or 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 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: 54.00  
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.**

BARBARA WESCOTT IS A WOMAN ON A MISSION. AS CEO AND FOUNDER OF SWELLCOIN, AND CO-FOUNDER OF WOMEN WEDNESDAYS, BARBARA IS LIVING THE LEAN IN PHILOSOPHY TO CREATE TECHNOLOGIES THAT IMPROVE ECONOMIC OPPORTUNITY FOR EVERYDAY PEOPLE. BARBARA'S COMPANY SWELLCOIN IS A NEW TYPE OF BUY-LOCAL CASHBACK PLATFORM DESIGNED TO RESTORE AND INCREASE SMALL/LOCAL BUSINESS SPENDING, KEEPING MORE JOBS, MONIES AND PROSPERITY IN OUR COMMUNITIES. AND ALONG WITH WOMEN WEDNESDAYS CO-FOUNDER AMY KEYS, BARBARA AND AMY'S MISSION IS TO "GROW AND SHARE THE TALENTS OF WOMEN IN SPACES AND PLACES" BY INCREASING PARTICIPATION OF WOMEN IN PLACES OF OPPORTUNITY. PRIOR TO THESE ENDEAVORS, BARBARA EXCELLED IN THE VACATION RENTAL / REAL ESTATE INDUSTRY. IN EARLIER YEARS, BARBARA WORKED FOR THE NATIONAL SECURITY PROGRAM AT THE HARVARD'S KENNEDY SCHOOL OF GOVERNMENT, AND IN ELECTRONIC INTELLIGENCE COLLECTION/ANALYSIS FOR THE USAF. BARBARA IS PARTICULARLY HONORED TO HAVE SERVED AS AN AMBASSADOR FOR THE AMERICAN FIELD SERVICE IN SRI LANKA, A PROGRAM FOR THE BETTERMENT OF RELATIONS WORLDWIDE. BARBARA IS A MAINE NATIVE, WIFE AND PROUD MOTHER OF TWO, WHO HAS MADE TALLAHASSEE, FLORIDA HER HOME FOR OVER 25 YEARS.

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

Name: AMY KEYS Telephone: 8509803903  
Address: 901 RIGGINS RD. APT 414, TALLAHASSEE FL, 32308

Name: LUCAS LINDSAY Telephone: 5759370162  
Address: 914 RAILROAD AVENUE, TALLAHASSEE, FL 32310

**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](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.**

Have you completed the Orientation? No **YES per email dated 3/21/17**  
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? No  
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: Barbara J. Wescott

This application was electronically sent: 3/20/2017 5:35:08PM

**From:** Barbara Wescott <barbara@swellcoin.com>  
**To:** Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 3/21/2017 9:51 AM  
**Subject:** Re: Incomplete Application

Hello Mary, I just took the orientation, which reminded me I may have forgotten to mention that I am currently serving on the Jump Start Committee (re the new startup incubator at Innovation Park, with Commissioner Kristen Dozier).

As for a resume, I don't have one at the moment. I can work to pull one together. When do you need it by?

Thanks.

Barbara

On Tue, Mar 21, 2017 at 8:35 AM, Mary Smach <SmachM@leoncountyfl.gov> wrote:

>  
> Dear Barbara Westcott,  
>  
> Thank you for your interest in serving on an advisory committee. Citizen  
> participation is important in developing Leon County's programs and  
> policies, and in providing quality public services to the community.  
>  
> We received your application for the Tallahassee-Leon County MWSBE Citizen  
> Advisory Committee. Unfortunately, your application was incomplete as the  
> orientation was not completed. Please complete the online orientation:  
> <http://cms.leoncountyfl.gov/committees/Training.asp>  
>  
> I have attached your application for reference. Please let me know by  
> return email when you have completed the orientation.  
> Also, if you would like to send me your resume, I will attach it to your  
> application for the Board's review.  
> If I can be of any further assistance please feel free to contact me.  
>  
> Mary Smach  
> Agenda Coordinator  
> Leon County Administration  
> 301 S. Monroe St. Suite 502  
> Tallahassee, FL 32301  
> 850-606-5311 <(850)%20606-5311>  
>  
> [www.leoncountyfl.gov](http://www.leoncountyfl.gov)  
>  
> "People Focused. Performance Driven"  
>  
> Thank you for your email. Please note that under Florida's Public  
> Records laws, most written communications to or from county staff or  
> officials regarding county business are public records available to the  
> public and media upon request. Your e-mail communications may therefore be  
> subject to public disclosure.

>  
>  
--  
Barbara Wescott  
Founder & CEO  
Swellcoin.com  
@ Domi Station  
914 Railroad Ave  
Tallahassee, FL 32310  
850-321-8144

\*Swellcoin is a "Made in Tallahassee" loyalty platform to grow more  
buy-local / shop small spending - increasing profits for small businesses,  
savings for customers, and stronger local communities!\*

\*We're a proud veteran/woman-owned business.\*



# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TLC MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

<p style="text-align: center;"><b>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov</b></p> <p style="text-align: center;"><b>Applications will be discarded if no appointment is made after two years.</b></p>	
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Name: Michelle Wyrick	Date: 3/7/2017 12:38:47PM
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Home Phone: (850) 322-4227	Work Phone: (850)297-1300X	Email: Eliteoperational@hotmail.com
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Occupation: BUSINESS OWNER/PROPERTY	Employer: KAPPA KAPPA GAMMA @ FLORIDA STATE UNIVERSITY
----------------------------------------	-----------------------------------------------------------

Preferred mailing location: Home Address  
 Work Address: 7789 CHRISTY CARY LANE  
 7789 CHRISTY CARY LANE  
 City/State/Zip: TALLAHASSEE, FL 32304

Home Address 7789 CHRISTY CARY LANE

City/State/Zip: TALLAHASSEE, FL 32304

Do you live in Leon County? Yes      If yes, do you live within the City limits? No  
 Do you own property in Leon County? Yes      If yes, is it located within the City limits? No  
 For how many years have you lived in and/or owned property in Leon County? 13 years

Are you currently serving on a County Advisory Committee? Yes  
 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? [Leon County MSWBE Citizen Advisory Committee](#)

Please indicate your area of expertise:

- Architecture
- Construction
- Engineering
- Community Member at-large

Please provide any additional information:

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

How many days permonth would you be willing to commit for Committee work? 2 to 3  
 And for how many months would you be willing to commit that amount of time? 6 or 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: African American      Sex:      Age:  
 Disabled?      District: District 2

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: AKIN AKINYEMNI Telephone: 8504436496  
Address: 2100 CONTINENTAL AVE #2 NW

Name: LAURA REEVES Telephone: 8506744820  
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](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.**

Have you completed the Orientation? No YES per email dated 3/28/17

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? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

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

If yes, please explain. My business (Elite Operational) has done pressure cleaning for the county. We have cleaned courthouse once and the library twice. Do not have a current contract with 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: Michelle Wyrick

This application was electronically sent: 3/7/2017 12:38:47PM

**From:** Michelle W <Eliteoperational@hotmail.com>  
**To:** Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 3/28/2017 9:25 AM  
**Subject:** Re: Application Incomplete

No never had a contract with county.

Sent from my 4G LTE Android device

----- Original message-----

From: Mary Smach  
Date: Tue, Mar 28, 2017 9:19 AM  
To: eliteoperational@hotmail.com;  
Cc:  
Subject:Re: Application Incomplete

Do you currently have a contract with Leon County?

Mary Smach  
Agenda Coordinator  
Leon County Administration  
301 S. Monroe St. Suite 502  
Tallahassee, FL 32301  
850-606-5311

[www.leoncountyfl.gov](http://www.leoncountyfl.gov)<<http://www.leoncountyfl.gov>>

"People Focused. Performance Driven"

Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

>>> Michelle W <Eliteoperational@hotmail.com> 3/28/2017 9:17 AM >>>  
My business (Elite Operational) has done pressure cleaning for the county. We have cleaned courthouse once and the library twice.

Sent from my 4G LTE Android device

----- Original message-----

From: Mary Smach  
Date: Tue, Mar 28, 2017 9:15 AM  
To: eliteoperational@hotmail.com;  
Cc:  
Subject:Re: Application Incomplete

Hi Michelle,

There is one more question on the application that requires clarification. You answered yes to: Do you or your employer, or your spouse or child or their employers, do business with Leon County?

Please explain:

Thank you,

Mary Smach  
Agenda Coordinator  
Leon County Administration  
301 S. Monroe St. Suite 502  
Tallahassee, FL 32301  
850-606-5311

www.leoncountyfl.gov<http://www.leoncountyfl.gov>

"People Focused. Performance Driven"

Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

>>> Michelle W <eliteoperational@hotmail.com> 3/28/2017 8:56 AM >>>

Morning,

I completed the training, but should have mention already done training before. Training was done for county committee for MWSBE I was appointed by Akin & Lindley. However I cant go back on application to make corrections. Myself of husband does not work for county. MWSBE (County) Committee I sat on from 2012-16

Thanks  
Michelle

Sent from my 4G LTE Android device

----- Original message-----

From: Mary Smach  
Date: Wed, Mar 15, 2017 4:13 PM  
To: eliteoperational@hotmail.com;  
Cc:  
Subject:Re: Application Incomplete