

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA

REGULAR MEETING

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

**Tuesday, January 23, 2018
3:00 p.m.**

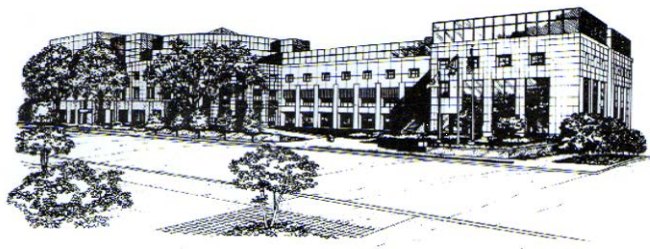
COUNTY COMMISSIONERS

Nick Maddox, Chairman
At-Large

Jimbo Jackson, Vice Chair
District 2

Bryan Desloge
District 4

Mary Ann Lindley
At-Large



John E. Dailey
District 3

Kristin Dozier
District 5

Bill Proctor
District 1

Vincent S. Long
County Administrator

Herbert W. A. Thiele
County Attorney

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

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

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

Board of County Commissioners
Leon County, Florida
Agenda
Regular Public Meeting
Tuesday, January 23, 2018, 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Reverend Dr. Kandace Brooks of St. Pauls United Methodist Church

Pledge of Allegiance by Commissioner Mary Ann Lindley

AWARDS AND PRESENTATIONS

- Proclamation Recognizing the United States Tennis Association 40 and Over Mixed Doubles 7.0 National Champions
(*Commissioner Dailey*)
- Proclamation Recognizing the National Day of Racial Healing held on January 16, 2018
(*Commissioner Desloge*)

CONSENT

1. Minutes: October 24, 2017 State & Federal Legislative Priorities Workshop; October 24, 2017 Apalachee Regional Park Master Plan & Associated Landfill Closure Workshop; November 14, 2017 Regular Meeting; November 28, 2017 Board Reorganization & Regular Meeting and October 26, 2017 Joint City/County Affordable Housing Workshop
(*Clerk of the Court*)
2. Payment of Bills and Vouchers
(*County Administrator/ Office of Financial Stewardship*)
3. Fiscal Year 2018/2019 Budget Calendar
(*County Administrator/ Office of Financial Stewardship*)
4. Proposed Resolutions for Acquisition of Property by Eminent Domain for Meridian Road Crossdrain Project
(*County Attorney*)
5. Proposed Enabling Resolution to Reauthorize the Community Development Block Grant Citizens Advisory Task Force
(*County Administrator/ Human Services & Community Partnerships*)
6. Agreement with Apalachee Center, Inc. for the Provision of State-Mandated Baker Act and Marchman Act Services
(*County Administrator/ Human Services & Community Partnerships*)

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

7. Status Report on Contracts for Legal Services Provided by Outside Counsel
(*County Attorney*)

8. Status Report on 2017 Transfers of Leon County Surplus Computing Equipment to Goodwill Industries
(County Administrator/ Office of Information & Technology)

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

9. Status Report on the 2018 First Quarter Economic Dashboard
(County Administrator/ PLACE/ Office of Economic Vitality)
10. Ratification of Board Actions Taken at the December 11, 2017 Annual Retreat
(County Administrator/ County Administration)
11. Comprehensive Wastewater Treatment Facilities Plan Request for Proposals
(County Administrator/ Public Works/ Stormwater Management)
12. Big Bend Crime Stoppers, Inc. Funding Request
(County Administrator/ Office of Financial Stewardship/ Office of Intervention & Detention Alternatives)
13. Bid Award to Advon Corporation in the Amount of \$2,487,940 for the Construction of the New District II Medical Examiner's Office
(County Administrator/ Office of Financial Stewardship/ Purchasing/ Public Works)
14. Full Board Appointment to the Tourist Development Council
(County Administrator/ County Administration/ Division of Tourism)
15. Appointment of Commissioners to the Canvassing Board
(County Administrator/ County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

16. First and Only Public Hearing to Consider the Recommended Order and Exceptions on the Site and Development Plan Application for Brookside Village Residential Subdivision
(County Attorney)

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, February 13, 2018 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**

PUBLIC NOTICE
Leon County Board of County Commissioners
2018 Tentative Regular Meeting Schedule

Date	Day	Time	Meeting in 5th Floor Chambers
January 23	Tuesday	1:00 p.m.	<i>Joint Workshop Comp Plan Amendments</i>
January 23	Tuesday	3:00 p.m.	Regular Board Meeting
February 13	Tuesday	3:00 p.m.	Regular Board Meeting
February 27	Tuesday	3:00 p.m.	Regular Board Meeting
February 27	Tuesday	6:00 p.m.	<i>Transmittal Hearing on 2018 Cycle Comp Plan Amendments</i>
March 27	Tuesday	3:00 p.m.	Regular Board Meeting
April 10	Tuesday	12:00 p.m.	<i>Charter Review Committee Final Report Workshop</i>
April 10	Tuesday	3:00 p.m.	Regular Board Meeting
April 10	Tuesday	6:00 p.m.	<i>Adoption Hearing on 2018 Cycle Comp Plan Amendments</i>
April 24	Tuesday	9:00 a.m.	<i>Preliminary Budget Workshop</i>
April 24	Tuesday	3:00 p.m.	Regular Board Meeting
May 8	Tuesday	3:00 p.m.	Regular Board Meeting
May 22	Tuesday	3:00 p.m.	Regular Board Meeting
June 19	Tuesday	9:00 a.m.	<i>Budget Workshop</i>
June 19	Tuesday	3:00 p.m.	Regular Board Meeting
July 10	Tuesday	9:00 a.m.	<i>Budget Workshop (if necessary)</i>
July 10	Tuesday	3:00 p.m.	Regular Board Meeting
August 21	Tuesday	6:00 p.m.	<i>Public Hearing on Charter Amendments</i>
September 4	Tuesday	3:00 p.m.	Regular Board Meeting
September 4	Tuesday	6:00 p.m.	<i>First Public Hearing on Tentative Millage Rate and Budgets</i>
September 24	Monday	3:00 p.m.	Regular Board Meeting
September 24	Monday	6:00 p.m.	<i>Second Public Hearing on Final Millage Rate and Final Budgets</i>
October 9	Tuesday	3:00 p.m.	Regular Board Meeting
October 23	Tuesday	3:00 p.m.	Regular Board Meeting
November 20	Tuesday	3:00 p.m.	Board Reorganization and Regular Board Meeting
December 10	Monday	9:00 a.m.	Board Retreat
December 11	Tuesday	3:00 p.m.	Regular Board Meeting

PUBLIC NOTICE
Leon County Board of County Commissioners
2018 Tentative Regular Meeting Schedule

*All Workshops, Meetings, and Public Hearings are held in the Leon County Courthouse,
5th Floor Commission Chambers, at 301 South Monroe Street, and are subject to change.*

JANUARY

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OCTOBER

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DECEMBER

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PUBLIC NOTICE
Leon County Board of County Commissioners
2018 Tentative Schedule

Month	Day	Time	Meeting Type
January 2018	Monday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 9	No meeting	BOARD RECESS
	Monday 15		MARTIN LUTHER KING, JR. DAY
	Tuesday 16	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 23	1:00 p.m.	Joint City/County Workshop on the 2018 Cycle Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Consider the Recommended Order and Exceptions on the Site and Development Plan Application for Brookside Village Residential Subdivision
	Thursday 25	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	Thursday 25 & Friday 26	Seminar 2 of 3	FAC Advanced County Commissioner Program Alachua County; Gainesville, FL
February 2018	Wednesday 7	7:30 a.m.-7:00 p.m.	FAC Legislative Day <u>Challenger Learning Center – 200 S. Duval St.</u>
	Friday 9	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		<u>6:00 p.m.</u>	<u>First and Only Public Hearing to Consider Adoption of Resolution Authorizing Road Improvements for Tower Oaks Subdivision</u>
	Tuesday 20	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 27	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2018 Comprehensive Plan Amendments
March 2018	Thursday 1	3:00 – 6:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Saturday 3 – Wednesday 7		NACO Legislative Conference Washington Hilton - Washington, DC
	Monday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 22	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	Tuesday 27	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
April 2018	Tuesday 10	12:00 - 3:00 p.m.	Workshop on Charter Review Committee Final Report

Month	Day	Time	Meeting Type
April 2018 (cont.)	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint City/County Adoption Hearing on 2018 Cycle Comprehensive Plan Amendments
	Tuesday 17	9:00 a.m.	Capital Region Transportation Planning Agency Workshop TBA
	Thursday 19 & Friday 20	Seminar 3 of 3	FAC Advanced County Commissioner Program Alachua County; Gainesville, FL
	Tuesday 24	9:00 a.m. – 3:00 p.m.	Preliminary Budget Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
May 2018	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 22	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 24	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	Monday 28	Offices Closed	MEMORIAL DAY
June 2018	Monday 18	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 19	9:00 a.m. – 3:00 p.m.	Budget Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 21	3:00 – 6:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 26 - Friday 29		FAC Annual Conference & Educational Exposition Orange County; Hyatt Regency, Orlando, FL
July 2018	Wednesday 4	Offices Closed	INDEPENDENCE DAY
	Monday 9	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	Tuesday 10	9:00 a.m. – 3:00 p.m.	Budget Workshop (if necessary)
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Friday 13 - Tuesday 16		NACo Annual Conference & Exposition Gaylord Opryland - Davidson County - Nashville, TN
	Tuesday 24	No Meeting	BOARD RECESS
	Wednesday – Saturday TBD		National Urban League Annual Conference TBD
August 2018	<u>Wednesday 1 – Saturday 4</u>		<u>National Urban League Annual Conference Columbus, Ohio</u>
	Thursday 9 - Sunday 12		Chamber of Commerce Annual Conference Amelia Island, FL
	Tuesday 21	6:00 p.m.	Public Hearing on Charter Amendments (if necessary)

Month	Day	Time	Meeting Type
August 2018 (cont.)	Tuesday 28	Primary Election	PRIMARY ELECTION DAY
September 2018	Monday 3	Offices Closed	LABOR DAY
	Tuesday 4	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 18/19*
	Thursday 13	4:00 p.m. & 6:00 p.m.	Community Redevelopment Agency Meeting & Public Hearing, City Commission Chambers
	Tuesday 18	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<u>Wednesday 19 – Sunday 23</u>		<u>Congressional Black Caucus Annual Legislative Conference</u> <u>Washington DC</u>
	Thursday 20	5:00 – 8:00 p.m.	Blueprint Intergovernmental Agency Meeting & 5:30 p.m. Budget Public Hearing, City Commission Chambers
	Tuesday 25 <u>Monday 24</u>	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 18/19*
	<u>Wednesday - 26</u> <u>Thursday 27</u>		<u>FAC Innovation, Education & Leadership Summit</u> <u>Charlotte Harbor Event & Conference Center –</u> <u>Charlotte County- Punta Gorda, FL</u>
* These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings.			
October 2018	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 16	9:00 - 11:00 a.m.	Capital Region Transportation Planning Agency Workshop TBA
	Tuesday 23	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
November 2018	Tuesday 6	General Election	ELECTION DAY
	Monday 12	Offices Closed	VETERAN'S DAY OBSERVED
	Thursday 15	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	Tuesday 20	3:00 p.m.	Regular Meeting & Reorganization County Courthouse, 5 th Floor Commission Chambers
	Thursday 22	Offices Closed	THANKSGIVING DAY
	Friday 23	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
	Monday 26	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<u>Wednesday 28 - Friday 30</u>		<u>FAC Legislative Conference - Marriott Tampa</u> <u>Waterside – Hillsborough County-Tampa, FL</u>
December 2018	Monday 10	9:00 a.m. – 4:00 p.m.	Board Retreat TBD
	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers

Month	Day	Time	Meeting Type
December 2018 (cont.)	Thursday 13	3:00 – 6:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 18	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 24	Offices Closed	CHRISTMAS EVE
	Tuesday 25	Offices Closed	CHRISTMAS DAY
	Monday 31	Offices Closed	NEW YEAR'S EVE
January 2019	Monday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 8	No Meeting	BOARD RECESS
	Monday 21		MARTIN LUTHER KING, JR. DAY
	Tuesday 22	3:00 p.m.	Regular Meeting

Citizen Committees, Boards, and Authorities **2018 Term Expirations and Vacancies**

www.leoncountyfl.gov/committees/list.asp

CURRENT VACANCIES

Community Development Block Grant Citizen's Task Force

Board of County Commissioners (3 appointments)

Tourist Development Council

Board of County Commissioners (1 appointment)

Owner or operator of a hotel, motel, recreational vehicle park, or other tourist accommodation in the County and subject to the Tourist Development tax.

UPCOMING TERM EXPIRATIONS

MARCH 31, 2018

Contractors Licensing and Examination Board

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

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

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

APRIL 30, 2018

Tallahassee Sports Council

Board of County Commissioners (2 appointments)

TLC Minority, Women, & Small Business Enterprise Citizen Advisory Committee

Board of County Commissioners (2 appointments)

JUNE 30, 2018

Affordable Housing Advisory Committee

Board of County Commissioners (1 appointment)

Architectural Review Board

Board of County Commissioners (3 appointments)

Board of Adjustment and Appeals

Board of County Commissioners (1 appointment)

CareerSource Capital Region Board

Board of County Commissioners (3 appointments)

Planning Commission

Board of County Commissioners (1 appointment)

JULY 31, 2018

Big Bend Health Council, Inc.

Board of County Commissioners (4 appointments)

Leon County Educational Facilities Authority

Board of County Commissioners (1 appointment)

Water Resources Committee

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

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

SEPTEMBER 30, 2018

Council on Culture & Arts

Board of County Commissioners (2 appointments)

Joint School Coordinating Committee

Board of County Commissioners (1 appointment)

Leon County Research and Development Authority

Board of County Commissioners (3 appointments)

Science Advisory Committee

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

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

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

Board of County Commissioners (4 appointments)

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

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

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

OCTOBER 31, 2018

Canopy Roads Citizens Committee

Board of County Commissioners (2 appointments)

Tourist Development Council

Board of County Commissioners (3 appointments)

DECEMBER 31, 2018

Audit Advisory Committee

Board of County Commissioners (2 appointments)

Joint City/County Bicycling Workgroup

Board of County Commissioners (3 appointments)

Library Advisory Board

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

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

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

**Leon County
Board of County Commissioners
Notes for Agenda Item #1**

Leon County Board of County Commissioners

Agenda Item #1

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: October 24, 2017 State & Federal Legislative Priorities Workshop; October 24, 2017 Apalachee Regional Park Master Plan & Associated Landfill Closure Workshop; November 14, 2017 Regular Meeting; November 28, 2017 Board Reorganization & Regular Meeting and October 26, 2017 Joint City/County Affordable Housing Workshop

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Jordan Steffens, Finance Director, Clerk of the Court & Comptroller
Lead Staff/ Project Team:	Rebecca Vause, Clerk to the Board

Statement of Issue:

This agenda item seeks Board review and approval of the following minutes: October 24, 2017 State & Federal Legislative Priorities Workshop; October 24, 2017 Apalachee Regional Park Master Plan & Associated Landfill Closure; November 14, 2017 Regular Meeting; November 28, 2017 Board Reorganization & Regular Meeting and October 26, 2017 Joint City/County Affordable Housing Workshop.

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Approve the minutes of the October 24, 2017 State & Federal Legislative Priorities Workshop; October 24, 2017 Apalachee Regional Park Master Plan & Associated Landfill Closure Workshop; November 14, 2017 Regular Meeting; November 28, 2017 Board Reorganization & Regular Meeting and October 26, 2017 Joint City/County Affordable Housing Workshop

Attachments:

1. October 24, 2017 State & Federal Legislative Priorities Workshop
2. October 24, 2017 Apalachee Regional Park Master Plan & Associated Landfill Closure Workshop
3. November 14, 2017 Regular Meeting
4. November 28, 2017 Board Reorganization & Regular Meeting
5. October 26, 2017 Joint City/County Affordable Housing Workshop

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
WORKSHOP
2018 State & Federal Legislative Priorities
October 24, 2017**

The Leon County Board of County Commissioners met for a Workshop on the 2018 State and Federal Legislative Priorities on Tuesday, October 24, 2017 at 1:30 p.m.

Present were Chairman John Dailey, Vice Chairman Nick Maddox and Commissioners Mary Ann Lindley, Jimbo Jackson, Bryan Desloge and Kristen Dozier. Commissioner Proctor was not present. Also present were County Administrator Vincent Long, County Attorney Herb Thiele and Clerk to the Board Rebecca Vause.

Facilitator(s): Andrew Johnson, Assistant to the County Administrator
Nicki Paden, Management Analyst
Jeff Sharkey, Capitol Alliance Group
Sarah Vilms and Victoria Cram, Squire Patton Boggs

County Administrator Long introduced the workshop and presented Andy Johnson to make staff's presentation.

Mr. Johnson stated that the workshop is held annually to offer the Board an opportunity to develop its priorities for the upcoming legislative session. He offered that it would be another challenging year for local governments, with the state expected to face a budget deficit heading into the 2018 session. He indicated that any available monies that would typically be directed to local projects will now be directed into disaster readiness-type projects and that staff's recommended legislative priorities reflect this strategy. Staff then provided an overview of the seven appropriations request, 12 projects for potential grant funding, nine state policy issues, and the three federal policy issues proposed for the 2018 state and federal legislative sessions.

Proposed Appropriations Request – State

• Leon County-Tallahassee Critical Facilities Backup Generators	\$2 million
• Crooked Road Property Acquisition	\$150,000
• Leon Works Expo and Junior Apprenticeship	\$100,000
• Orchard Pond Greenway Trail, Phase II	\$300,000
• Lake Henrietta Renovation	\$1.5 million
• Ford Arm/Lexington Tributary Restoration	\$4 million
• Fred George Wetland Restoration	\$1 million

Potential Grant Funding

• Centerville Trace Septic-to-Sewer Project	\$1 million
• Harbinwood Estates Septic-to-Sewer Project	\$2.5 million
• Woodville Sewer Project	\$25 million
• Leon South Regional Water System	\$750,000
• Capital Circle Southwest	\$10 million
• Woodville Highway (Capital Circle to Paul Russell Road)	\$29.7 million
• Veterans Memorial Drive (CR 59) Ridge Replacement	\$530,000
• Apalachee Regional Park Master Plan	\$500,000
• St. Marks Headwaters Greenway Trails	\$800,000
• J.R. Alford Greenway Trails	\$400,000
• Williams Landing Improvements	\$450,000
• Waterfront Drive Structure Elevation	\$100,000

Workshop: 2018 State and Federal Legislative Priorities
October 24, 2017

Page 1

State Policy Issues

- Protection of the State Workforce
- Public Safety on College and University Campuses
- Support Funding for Hazard Mitigation Initiatives
- Support Funding for Trail Development
- Restoration of Gulf Coast Passenger Rail Service
- Statewide Animal Abuser Registry
- Texting While Driving
- Local Option High Impact Tourism Development Tax
- Florida Association of Counties (FAC) Issues

Mr. Sharkey, Capital Alliance Group, provided remarks regarding the upcoming 2018 State Legislative Session. He stated that their focus areas included: protection of home rule authority, joint City and County infrastructure requests; state worker projection, and LeonWorks.

Board Discussion

Chairman Dailey asked Ms. Paden to advise Rep. Slosberg that the Board not only adopted a Resolution of Support for legislation that would make texting while driving a primary offense, but that this initiative has also been placed on the Board's legislative priority list. He also suggested that, if possible, she be invited into Chambers to receive the signed Resolution.

Chairman Dailey suggested the Board include as part of its legislative priorities support for full funding of the Lake Jackson Aquatic Preserve Management Plan, to include proper staffing through the Department of Environmental Protection.

Chairman Dailey also asked Mr. Sharkey to keep the Board apprised of any developments related to the wireless communications infrastructure bill.

Commissioner Dozier discussed the potential for a Community Redevelopment Authority (CRA) bill to limit or end CRA's with Mr. Sharkey. He advised that he has not yet seen a bill which would completely terminate CRAs; however, this is an important issue that he and his team would be monitoring this session.

Commissioner Dozier suggested that the innovations and enhancements the County has made in its hurricane readiness could be a model for other counties and should be showcased. Mr. Sharkey commented that the County's rapid response communication efforts during the last Hurricane Irma were extraordinary and agreed should be shared.

Mr. Sharkey stated for the record that the local legislative delegation has been very helpful and supportive and has an understanding of the County's needs.

Commissioner Maddox moved, duly seconded by Commissioner Lindley, approval of the 2018 state legislative priorities, as amended to include support for full funding and staffing of the Lake Jackson Aquatic Preserve Management Plan through the Department of Environmental Protection and Option 2: Adopt the Resolution supporting legislation that would make texting while driving a primary offense and direct staff to invite Representative Emily Slosberg to the November 14 Board meeting for presentation of the Resolution. The motion carried 6-0 (Commissioner Proctor absent).

Proposed Federal Policy Issues:

Staff offered and provided an overview of the following three Federal policy issues for the Board's consideration:

- Amtrak Passenger Rail Restoration
- Disaster Recovery Funding
- National Association of Counties (NACo) Issues

Ms. Vilms and Ms. Cram, Squire Patton Boggs, provided remarks regarding the FY 18 appropriations process, continuing budget resolutions, supplemental funding bills to help Florida recover from recent hurricanes, health care reform and tax reform.

Board Discussion

Commissioner Dozier expressed appreciation for the lobbying teams' effort. She asked if there had been any discussions related to improvements in the speed in which FEMA reimbursement requests are processed. Ms. Vilms responded that they had not heard of any speed improvements; however, suggested that the County notify them when reimbursement requests have been submitted so that they may follow-up with FEMA and at the Congressional level to hopefully accelerate reimbursement. Commissioner Dozier referenced the application submitted by the City to establish a Foreign Trade Zone at the airport and the positive economic impact this could have on the region. She suggested this be included as a federal legislative priority.

Commissioner Dozier moved, duly seconded by Commissioner Jackson, approval of the 2018 federal legislative priorities, as amended to include support for the City of Tallahassee's application for a Foreign Trade Zone at the Tallahassee International Airport. The motion carried 5-0 (Commissioner Maddox out of Chambers and Commissioner Proctor absent).

Adjourn:

There being no further business to come before the Board, the workshop was adjourned at 1:30 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

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

**WORKSHOP
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
Apalachee Regional Park Master Plan
and Associated Landfill Closure
October 24, 2017**

The Leon County Board of County Commissioners met for a Workshop on the Apalachee Regional Park Master Plan and Associated Landfill Closure on Tuesday, October 24, 2017 at 12:00 p.m.

Present were Chairman John Dailey, Vice Chairman Nick Maddox and Commissioners Mary Ann Lindley, Jimbo Jackson, Bryan Desloge and Kristen Dozier. Commissioner Bill Proctor was absent. Also present were County Attorney Herb Thiele and Clerk to the Board Rebecca Vause.

Facilitator(s): Vince Long, County Administrator
Alan Rosenzweig, Deputy County Administrator
Tony Park, Director, Public Works
Leigh Davis, Director, Parks and Recreation
Kerri Post, Director, Tourism Development
Maggie Theriot, Director, Office of Resource Stewardship

Chairman Dailey convened the workshop at 12:00.

County Administrator Long provided an overview of the workshop. He conveyed that the proposed Master Plan for the Apalachee Regional Park was created in order to fulfill the Board's vision of transitioning the landfill into a prominent regional park. He discussed how the project aligns with many of the Board's strategic initiatives and targets and touted the cross-departmental collaboration and extensive community input which is reflected throughout the proposed plan. County Administrator Long explained that Mr. Park would provide a status report on the closure of the landfill and Ms. Theriot would summarize the Master Plan's development and provide highlights of the Plan.

Landfill Closure Activities

Mr. Park articulated that the landfill has been in operation since 1977, with formal closure targeted to be complete by May 2020. He mentioned this is a highly regulated process overseen by the Department of Environmental Protection (DEP). He conveyed that the closure of the landfill has multiple elements which include: modifications to stormwater facilities; hauling and spreading soil to shape four garbage cells totaling 84 acres with soil; adding synthetic liners covering the four cells; adding top soil and establish vegetative growth for stabilization. Mr. Park stated that the total estimated closure cost was originally projected at \$17.1 million; however, through three cost saving efforts, staff was able to reduce the total project cost to a current estimate of \$12.6 million. These cost saving measures included:

- Closure of the Class III East and West cells by Solid Waste staff and use of County soils - \$600,000 savings
- Construction and modifications to the existing stormwater management facility using in-house Public Works staff - \$313,000 savings
- Separating the Landfill Closure contract into two phases and using soil from the County's F.A. Ash Borrow Pit as opposed to having a private vendor provide the soil - \$3.6 million savings.

Mr. Park then elaborated on the two phases of closure and mentioned the 30 years of on-going monitoring and maintenance that would be required.

Preparation and Collaboration

Ms. Theriot assured the Board that staff will continue to engage and communicate with surrounding neighborhoods and key stakeholders throughout both the closure and construction phases. She noted that the 600 acres will include paddling and land based trails and an assortment of other amenities. She then summarized the development of the Master Plan and acknowledged the participation of community, stakeholders and contracted partners; specifically recognizing Wood+Partners architects. Ms. Theriot shared that the outcome resulting from community input (surveys and public meetings) were: 1) preservation of natural beauty; 2) facilities that appeal to a wide variety of users; 3) expansion of connectivity of natural resources, and 4) space for special events and festivals. She then discussed future expansion opportunities. She also pointed out that with the volume of amenities proposed for the park and the funds required to achieve even basic infrastructure, the Plan is structured into two stages, stage one being through 2025. Stage 2 remains conceptional at this time with the scope and funding being left open intentionally for future Board consideration.

The Board was then provided an overview of the proposed Master Plan; which embraces a Sense of Place concept. It was noted that characteristics of the site, such as its distinctive topography, open wildflower meadows, fresh water ponds and mature stands of cypress and hardwood forested area are featured in the park design. In addition, the proposal includes a dog park, air field and two disc golf courses. The Board was then provided a summary of amenities proposed for Phase 2.

Funding

Deputy County Administrator Rosenzweig shared that Stage 1 of the Master Plan is estimated to cost \$5.1 million and a combination of general revenues and tourist development taxes will be used to fund the project. He mentioned that the first five years have been approved as part of the budget process and future expenditures will be brought back to the Board as part of the budget process for final approval. He also noted that there will be some operating impact associated with the park and requests for positions to maintain the additional acreage will be brought back at the appropriate time. Regarding the landfill closure, Mr. Rosenzweig advised that funding for the closure of the landfill would be paid for through restricted landfill revenues, and can only be used for the closure of the landfill. The revenues were collected through a portion of the tipping fees paid at either the landfill or the transfer station for the sole purpose of closure.

County Administrator Long expressed his appreciation to the team and consultants for their work on this project. He submitted that the closure of the landfill is a highly complex, very technical project on its own, but has provided a transformative opportunity to create a signature park for the community.

Board Discussion:

Commissioner Lindley expressed her enthusiasm for the project. She asked how the project would help the County meet its sustainability goals and expressed some concern over the use of in-house staff to reduce the cost of the project. Mr. Park responded that the use of solid waste and public works staff has been completed and separating the closure contract into two phases and using soil from the County's borrow pit resulted in the bulk of the savings. In response to Commissioner Lindley's inquiry regarding sustainability goals, Ms. Theriot stated that a multitude of trees would be placed throughout with a focus on native and flowering trees. She added that the proposed 12 miles of hiking and biking trails and the 30 acres of wildflowers coincide with the Board's sustainability goals.

Commissioner Desloge established with staff that an expanded marketing initiative will be taken to introduce the community to the new park.

Commissioner Dozier stated that she was very excited about the long term plans for the park and appreciated the collaborative effort. She mentioned that she had received a number of e-mails of concern from residents of the Woodrun neighborhood regarding the location of the roll away center. Staff assured Commissioner Dozier that the roll away center was not proposed to be moved until Phase 2 of the project and that neighborhood concerns regarding the roll away center being at the entrance of the neighborhood would be addressed and options for alternate placement would be brought back to the Board. Another area of concern brought forward by Commissioner Dozier related to pet safety and the potential for more wildlife encounters with the opening of additional acreage. Ms. Theriot responded that habitat preservation is a part of the concept for the park and pet owners are encouraged to leash their dogs while in the park and also mentioned the opening of the dog park. Commissioner Dozier also established with staff that the capping of the cells would over time help to address the issue of smell. She then confirmed that the intent is to not allow drones at the air field; however, this is an area open for discussion at a later date.

Commissioner Jackson established that the proposed primitive camping site consisted of 9.5 acres with very simple infrastructure. He congratulated staff on the \$5 million savings identified through cost saving efforts.

Commissioner Lindley moved, duly seconded by Commissioner Maddox, approval of Option 1: Approve the Apalachee Regional Park Master Plan and direct staff to move forward with Stage 1 of the Plan as presented.

Chairman Dailey suggested that the park feature native blooming trees as its signature theme and that the park be considered as a solar farm. He submitted that there are areas that cannot be used for recreation and should be considered for the purpose of developing clean energy.

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

Adjourn:

There being no further business to come before the Board, the workshop was adjourned at 12:58 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

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

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
November 14, 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 Bill Proctor, Kristin Dozier, and Mary Ann Lindley. Commissioner Jackson participated via phone. Commissioner Desloge was absent. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, Finance Director Jordan Steffens and Clerk to the Board Rebecca Vause.

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

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Rabbi Jack Romberg from Temple Israel. Commissioner Dozier then led the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

- Commissioner Lindley presented a Proclamation recognizing November 2017 as “National Family Caregivers” Month. Twyla Sketchly, Florida Bar certified elder law attorney thanked the Board for recognizing local caregivers.

CONSENT:

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

1. Minutes: September 26, 2017 and October 3, 2017 Special Public Hearing

The Board approved Option 1: Approve the minutes of the September 26, 2017 Regular Meeting and October 3, 2017 Special Public Hearing.

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for November 14, 2017, and Pre-Approval of Payment of Bills and Vouchers for the Period of November 15 through November 27, 2017.

3. FY 2017 Carry Forward Appropriations and FY 2017 Year-End Adjustments

The Board approved Options 1 & 2: 1) Authorize the carry forward of FY 2017 appropriations to the FY 2018 budget by adopting the associated resolution and budget amendment, and 2) Approve the FY 2017 year-end budget adjustments, and the associated resolution and budget amendments.

4. Ratification of Board Actions Taken at the October 10, 2017 Workshop on Crime Statistics in Leon County

The Board approved Option 1: Ratify the actions taken at the October 10, 2017 Workshop on Crime Statistics in Leon County.

5. Ratification of Board Actions Taken at the October 24, 2017 Workshop on the 2018 State and Federal Legislative Priorities

The Board approved Options 1 & 2: 1) Ratify the actions taken by the Board at the October 24, 2017 Workshop on the 2018 State and Federal Legislative Priorities, and 2) Adopt the resolution supporting legislation that would make texting while driving a primary offense.

6. Installation of a Historical Marker at the Leon County Fairgrounds

The Board approved Options 1 & 2: 1) Approve the installation of the historical marker at the Leon County Fairgrounds and authorize the County Administrator to execute the approval documentation, and 2) Approve the resolution and associated budget amendment request for costs associated with the installation of the historical marker.

7. Ratification of Actions Taken at the October 26, 2017 Joint County-City Affordable Housing Workshop

The Board approved Option 1: Ratify the actions taken at the October 26, 2017 Joint County-City Affordable Housing Workshop.

8. Second Amendment to Toll Road Operation and Lease Agreement Related to the Orchard Pond Parkway

The Board approved Option 1: Approve the Second Amendment to Toll Road Operation and Lease Agreement and authorize Chairman to execute.

9. Modification of the Florida Division of Emergency Management, Fiscal Year 2016, State Homeland Security Grant

The Board approved Option 1: Approve the modification to the agreement with the State of Florida, Division of Emergency Management and authorize the County Administrator to execute.

10. Proposed Revision to Leon County Personnel Policies and Procedures

The Board approved Option 1: Adopt proposed revised Personnel Policies and Procedures, Section VII – Attendance and Leave – Annual Leave Sell Back Program.

11. Status Report on a Tourism Marketing Initiative with Knight Creative Communities Institute

The Board approved Option 1: Accept the status report on a tourism marketing initiative with the Knight Creative Communities Institute.

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

County Administrator Long advised that Item #15 had been removed from the agenda.

12. Voluntary Annexation Proposal from Joan Wadsworth West Revocable Trust to Annex Property Located at 4840 Thomasville Road

County Administrator Long introduced the item.

Commissioner Maddox moved, duly seconded by Commissioner Proctor, approval of Option 1: Do not object to the proposed voluntary annexation of property located at 4840 Thomasville Road. The motion carried 6-0 (Commissioner Desloge absent).

13. Bid Award to Mainline Information Systems for the Computer/Storage Environment Replacement

County Administrator Long introduced the item. He noted the award has been property budgeted and competitively bid.

Commissioner Proctor asked for further clarification on the item. Pat Curtis, Office of Information and Technology Director, explained that the contract provides for an upgrade and replacement of the existing computer environment throughout the County for email, file services, web services, Geographic Information Services, Banner, the Justice Information System, the Jail Management System, and various other automation systems. In response to Commissioner Proctor's inquiry about the contract length, Ms. Curtis responded that its length was typical and that five years is the usual timeframe due to frequent improvements in available technology. He also received clarification on the additional points allocated to the top two proposal scores. Ms. Curtis explained that the additional points were awarded based on interviews scheduled with the top two bidders. She added that, based on the interviews, Mainline Information Systems was determined to be more suitable for scalability and provided long-term cost savings.

Commissioner Dozier appreciated staff's attention to technology enhancements.

Commissioner Dozier moved, duly seconded by Commissioner Lindley, approval of Option 1: Approve the bid award to Mainline Information Systems, Inc. and authorize the County Administrator to sign a five-year financing program with Dell Financial Services for a total amount not to exceed \$1,012,020. The motion carried 6-0 (Commissioner Desloge absent).

14. Comprehensive Plan Amendment to Clarify Voting Procedures

County Attorney Thiele introduced the item. He explained that the Board would not be adopting an amendment at this time, but would direct staff to incorporate the text amendment into the 2018 Comprehensive Plan Amendment Cycle. He relayed that the proposed language would more precisely set forth the voting process for land use map amendments and government specific text amendments, i.e., the County would not have to vote on City map amendments and similarly, the City Commission would not need to vote on unincorporated area only map amendments.

Speakers:

- Jeff Blair, 9143 Stargate Way, voiced his support for City and County collaboration as they are not two separate places. He stated that decisions on governance and growth management should be made countywide as they impact all citizens. He recommended the Board table the item and convene a citizen input process to further evaluate the change.
- Pamela Hall, 5051 Quail Valley, commented that the proposed amendment was very disconcerting to her. She asserted that decisions made about the City impact everyone in the County. She submitted that County Commissioners are elected by residents of the entire County and including such language would be an abdication of responsibilities. She urged the Board to not move forward with the amendment.

Commissioner Proctor stated that he would not support the item because the majority of his constituents live within the City limits. He asserted that it was his responsibility to vote on City issues which affect his constituents. He asked County Attorney Thiele how the proposed amendment would impact future expansions of the Urban Service Area (USA). Mr. Thiele responded that modifying the USA boundary would require approval by both the City and County Commissions. Commissioner Proctor discussed the one house per ten acres requirement in the Rural zoning district of the Comprehensive Plan and asked what measures could be taken to look at expanding the density. County Administrator Long explained that it was the Board's prerogative to request an analysis on increasing densities in rural categories; however, reminded the Board that staff was in the process of significant comp plan reform and asked that specific direction be given so that it may be included in the current review.

Commissioner Dozier referenced the controversial issues before the City Commission last year, i.e., Myers Park and Killearn and provided that while these were City only issues her constituents had wanted her to weigh in. She asked for clarification regarding how the amendment would change the voting process. County Attorney Thiele explained that the proposed amendment did not change the voting process, but provided clarifying language that recognizes that neither party has veto power outside of their jurisdiction. He added that both commissions historically have voted jointly, but votes by the Board on amendments that solely affected properties within the City limits were ceremonial and vice versa for the City on County amendments. Commissioner Dozier opined that even if the County's vote is ceremonial, oftentimes having a conversation on an amendment is beneficial.

Commissioner Lindley expressed her concerns about adding the proposed language. She stated that she hears from constituents on a variety of topics of concern within the City and suggested that joint discussions are significant and important.

Commissioner Lindley moved, duly seconded by Commissioner Proctor, to initiate a Comprehensive Plan amendment to eliminate the two cycles per year limitation and adopt no other proposed amendments at this time.

Commissioner Proctor echoed the benefits of weighing in on issues within the City even if the Board's vote is only ceremonial.

Commissioner Maddox expressed dissatisfaction with the Board's vote only being ceremonial. He added that he was amenable to continuing to hold joint meetings and vote on all amendments to the Comprehensive Plan for the benefit of debate.

Commissioner Dozier asked that consideration be given to adding language to provide more opportunities for businesses and opportunities for agriculture in the rural areas.

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

15. REMOVED - Initiation of Text Amendment to the Rural Land Use Category in the Comprehensive Plan

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.

In Chairman Dailey's absence, Vice Chairman Maddox reconvened the Board and chaired the remainder of the meeting.

16. First and Only Public Hearing to Consider an Administrative Amendment to the Southwood Development of Regional Impact Development Order

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

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the first and only Public Hearing and approve a proposed Administrative Amendment to the Southwood Development of Regional Impact Development Order. The motion carried 4-0 (Commissioners Dailey, Jackson and Desloge absent).

17. First and Only Public Hearing to Consider an Ordinance Amending Chapter 4 (Animals) of the Code of Laws of Leon County, Florida

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

Commissioner Dozier moved, duly seconded by Commissioner Lindley, approval of Option 1: Conduct the first and only public hearing and adopt the Ordinance amending Chapter 4 (Animals) of the Leon County Code of Laws.

Vice-Chairman Maddox thanked members of the public who were in attendance to support the proposed changes.

Commissioner Dozier expressed her appreciation to staff and members of the community for their hard work on this issue.

Commissioner Lindley echoed thanks to those who worked on the amendments and expressed her support for the changes.

Commissioner Proctor stated that he was troubled by some of the fees and asked how the fee schedule was derived. Cara Aldridge, Animal Control Director, clarified that the amendments only pertain to those fees associated with tethering. County Attorney Thiele in response to Commissioner Proctor's concerns regarding the fees found in the ordinance established that the fees were adopted when the ordinance was originally approved by the Board.

The motion carried 4-0 (Commissioners Dailey, Jackson and Desloge absent).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

Speakers:

- John Hendrix, 1551 Cristobel Drive, Co-organizer of the Tally 35 Coalition, asked that the County join the City in considering a pledge to reach 100% renewable energy by 2035.
 - Commissioner Lindley recalled that the Board would be provided an update in December on the County's Climate Action Plan.
 - Commissioner Maddox expressed concern that, without knowing the baseline, the 100% goal and 2035 deadline may be unattainable. He recommended that the Board receive additional information before adopting such a goal.
- Bart Bibler, 3673 Mossy Creek Lane, thanked Commissioner Maddox for meeting with him. He encouraged the Board to join the City in discussions on how to reach 100% renewable energy and suggested that community workshops be help jointly with the City to educate the public on the plan and how the goal can be achieved.
- Richard Hopkins, 1209 Camellia Drive, provided the Board with a "Community C02 Scorecard for Leon County". (A copy of the scorecard is attached.)
- Amy Datz, 1130 Crestview Avenue, Environmental Caucus of Florida, advocated for solar water heaters for all residents and encouraged the Board to consider a pledge to reach 100% renewable energy by 2035.
- Clara Fleischer, 4706 Inisheer Court, stated that she was pleased with the County's sustainability program and urged the Board to join the pledge of 100% renewable energy by 2035. She also offered her help in the County's Climate Action Plan.
 - Commissioner Lindley indicated that she needed to know more before she could vote on the County making such a pledge.
 - *Commissioner Lindley moved, duly seconded by Commissioner Maddox, to request staff to include in the December update on the County's Climate Action Plan an analysis on the feasibility of pursuing 100% renewable energy in Leon County by the year 2035.*
 - County Administrator clarified that the City Commission did not adopt the pledge, but had directed staff to provide an analysis.
 - Commissioner Dozier appreciated the public comments received. She expressed interest in the development of a community climate action plan, as that would be much inclusive than just renewable energy. She mentioned that incentives such as green roofs and light colored roofs have not been looked at by either the City or County. She noted that the County does not have a utility and that providers such as Talquin are a key component to a new approach. Commissioner Dozier suggested the Board discuss what it would like to see in a community dialogue, the issues that might be on the table and what the County's role is. She believed it would be a challenge to join a City plan that has yet to be presented to the City Commission and which may be more utility focused. She suggested the County initiate a broader conversation and invite the City and others to join in.
 - Commissioner Proctor advocated for the creation of a Utility Review Board.
 - *The motion carried 4-0 (Commissioners Dailey, Jackson and Desloge absent).*
- Dr. Edward Holifield, Longleaf Court, expressed his distrust of local government and what he deemed was the devaluation of black lives in the County. He stated that the removal of speed bumps near school bus stops along Lake Bradford/Longleaf Drive would place the children at risk of speeding vehicles. He also spoke of his ban from Big Bend Cares property.
 - Commissioner Proctor asserted that Big Bend Cares, as the recipient of federal and county funding, has no authority to ban anyone from its property.

- Commissioner Dozier expressed that the Board continues to face a lot of challenges and while the community should never forget its past, it should celebrate how far it has come.

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

- No Items.

County Administrator Long:

- No Items.

COMMISSIONER DISCUSSION ITEMS

Commissioner Proctor:

- Introduced his intern Darius O'Neal, a student at Florida A&M University.
- Requested that staff provide an update on the Citizens Charter Review Committee.

Commissioner Dozier:

- *Commissioner Dozier moved, duly seconded by Commissioner Lindley, to ask Shop Local 850 to make presentation at the Board's November 28, 2017 meeting and direct staff to coordinate with Shop Local 850 to promote their Shop Local Holiday Weekend. The motion carried 6-0 (Commissioner Desloge absent).*
- Commended staff for their work on Tallahassee Start-up Week.
- Noted that the Big Bend Continuum of Care (COC) Board has made a tremendous amount of progress over the last year to move the organization forward. She announced that the COC Board will be recommending that there be both a Commissioner appointee and senior County staff appointee to their Board (who can serve as an alternate).

Commissioner Lindley:

- Reflected on the success of the Veterans Day Breakfast.
- Gave a salute to all County veterans who were working and could not attend the breakfast.
- Commented on the recent Florida Department of Transportation statewide program on wildflowers where tribute was paid to Tallahassee resident Eleanor Dietrich for her efforts in wildflower promotion and education. She mentioned the positive feedback received when she announced the County's proposed 30-acre wildflower habitat restoration as part of the future development of the Apalachee Regional Park.
- Noted that the Canopy Road Committee is working to increase its outreach and education efforts and suggested a future Citizen Engagement Series event on the topic.

Commissioner Maddox:

- Thanked Dr. Hall and Mr. Blair for their comments on Item #14.
- Reported that he had recently attended a forum on crime and was encouraged that so many people are willing to get involved to help address the this issue affecting the community.

Chairman Dailey:

- On behalf of Chairman Dailey, the following motions were offered:
 - *Commissioner Dozier moved, duly seconded by Commissioner Maddox, a Proclamation recognizing January 20, 2018 as Arbor Day in Leon County. To be presented at the December 12, 2017 Board meeting. The motion carried 6-0 (Commissioner Desloge absent).*
 - *Commissioner Maddox moved, duly seconded by Commissioner Dailey, to direct staff to bring back an agenda item on renaming the Leon County Courthouse Annex in*

honor of retiring Chief Judge Charles A. Francis. The motion carried 6-0
(Commissioner Desloge absent).

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

RECEIPT AND FILE:

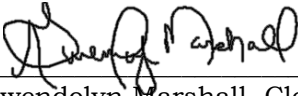
- None.

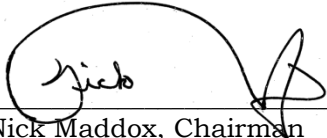
ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:46 p.m.

LEON COUNTY, FLORIDA

ATTEST:

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

BY: 
Nick Maddox, Chairman
Board of County Commissioners

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
BOARD REORGANIZATION & REGULAR MEETING
November 28, 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 Bill Proctor, Kristin Dozier, Mary Ann Lindley, Bryan Desloge and Jimbo Jackson. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, Finance Director Jordan Steffens and Board Secretary Rebecca Vause.

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

INVOCATION AND PLEDGE OF ALLEGIENCE

The Invocation was provided by Reverend Brad Clayton, Faith Presbyterian Church. Chairman Dailey then led the Pledge of Allegiance.

BOARD REORGANIZATION

Remarks and Presentation

Chairman Dailey recognized the Honorable Gwen Marshall, Clerk of the Circuit Court & Comptroller, who presided over the Reorganization Ceremony of the Board of County Commissioners of Leon County. Clerk Marshall provided introductory remarks and recognized distinguished guests in attendance: Leon County Sheriff Walt McNeil, State Attorney Jack Campbell, Leon County Tax Collector Doris Maloy, Leon County Property Appraiser Akin Akinyemi and former County Commissioners Rudy Maloy and Bob Rackleff.

Clerk Marshall then recognized Chairman John Dailey, Vice Chairman Nick Maddox, and Commissioners Bill Proctor, Jimbo Jackson, Bryan Desloge, Kristin Dozier and Mary Ann Lindley.

- **Presentation to Outgoing Chairman John Dailey**
 - Vice Chairman Maddox, on behalf of the Board, presented Chairman Dailey a plaque recognizing and thanking him for his leadership as Chairman.
 - County Administrator Long, on behalf of all County employees, presented Chairman Dailey a collage representing the various events he attended and presided over during the past year.
 - Commissioners and staff individually shared outgoing comments to Chairman Dailey acknowledging and thanking him for his guidance, leadership and congeniality.
- **Presentation of Years of Years of Service Pins to County Commissioners and Aides**
 - Commissioner Mary Ann Lindley – five years
 - Commissioner Jimbo Jackson – one year
 - Commission Aide Kellie Sirmons – one year

- **Remarks by Outgoing Chairman John Dailey**

Chairman Dailey acknowledged the great working relationship and congeniality that exists among all the Commissioners. He expressed his appreciation and honor for the opportunity to serve as Chairman and thanked all County employees for their exemplary work. .

Reorganization

- **Election of Chairman and Vice Chairman**

- Clerk Marshall called for nominations for Chairman of the Board of County Commissioners for 2017/2018.

Commissioner Dozier moved the nomination of Nick Maddox as Chairman of the County Commission, which was duly seconded by Commissioner Desloge. The motion carried 7-0.

- Clerk Marshall called for nominations for Vice-Chairman of the Board of County Commissioners for 2017/2018.

Commissioner Dailey moved the nomination of Commissioner Jackson as Vice-Chairman of the County Commission, which was duly seconded by Commissioner Proctor. The motion carried 7-0.

- **Administration of the Oath of Office to the newly-elected Chairman**

Clerk Marshall administered the Oath of Office to Commissioner Nick Maddox.

- **Incoming Chairman's Remarks**

Chairman Maddox expressed his appreciation to his fellow Commissioners for the opportunity to lead the Commission during the upcoming year. He stated that he looked forward to continuing the Board's "team concept" and to building further collaboration with the City and the citizens of Leon County. Chairman Maddox commented on the quality of County staff and his continued amazement at all they accomplish. He asserted that Leon County was the "best government" in the State of Florida and was proud to be part of the organization.

Benediction

The Benediction was provided by Pastor Quincy D. Griffin Sr. from the Family Worship and Praise Center.

Recess for Reception

Chairman Maddox announced that a small reception would be held in the 5th floor reception area and invited all to attend. Commissioners were reminded that the Board would reconvene at 4:00 to conduct its regularly scheduled meeting.

This concluded the Board's Reorganization.

REGULAR BOARD AGENDA

Chairman Maddox called the meeting back to order at 4:00 p.m.

Awards and Presentations

- Joe Berg, Director of Shop Local 850, made presentation on the economic impact of shopping locally and thanked the Board for supporting the “Shop Local Weekend” campaign, which will be held December 8-10, 2017.
- Commissioner Dozier thanked Mr. Berg on his efforts to promote local business and suggested taking a look at how County staff can better track local businesses.

CONSENT:

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

1. Minutes: October 10, 2017 Regular Meeting

The Board approved Option 1: Approve the minutes of the October 10, 2017 Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for November 28, 2017, and Pre-Approval of Payment of Bills and Vouchers for the Period of November 29 through December 11, 2017.

3. FY 2017 State Homeland Security Grant

The Board approved Options 1 & 2: 1) Accept the State Homeland Security Grant in the amount of \$107,912 and authorize the County Administrator to execute the grant agreement, and 2) Approve the Resolution and associated Budget Amendment Request in the amount of \$107,912.

4. 2018 Citizen Engagement Series, Club of Honest Citizens, and Village Square Events

The Board approved Options 1 & 2: 1) Approve the continued relationship with the Village Square and Club of Honest Citizens program, and authorize the County Administrator to execute the agreement, in a form approved by the County Attorney, and 2) Approve the tentative schedule of events for the 2018 Citizen Engagement Series, Club of Honest Citizens, and Village Square events.

5. Status Report on the Adult Civil Citation Program in Leon County

The Board approved Option 1: Accept the status report on the Adult Civil Citation Program in Leon County.

6. Status Update on Deep Injection Wells

The Board approved Option 1: Accept the status update on deep well injection in Florida and Waste Management's application for a permit to construct an exploratory well for the purpose of determining the feasibility of ultimate disposal of leachate at the Springhill Regional Landfill.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

GENERAL BUSINESS

7. Agreement to a Property Conveyance from the Leon County School Board

County Administrator Long introduced the item. He stated that the agreement would convey property owned by Leon County School Board (Miccosukee Park including the Concord School) to Leon County in fulfillment of the conservation easement requirement related to the construction of the School Board's Bus Transportation Facility. He commented that with the County's significant investment in the property, the opportunity to own the property provides for a long term benefit to the County.

Chairman Maddox established with County Attorney Thiele that his position with the Foundation for Leon County Schools was not in conflict with the item.

Commissioner Desloge thanked staff for their work on this endeavor and hoped in time it could be developed into something special for residents.

Commissioner Desloge moved, duly seconded by Commissioner Dozier approval of Option 1: Approve the Agreement to Convey Property from the School Board of Leon County.

Commissioner Dozier expressed her enthusiasm for the item. She also noted the importance of the Concord School to the Miccosukee community and asked if there was a way to recognize the building's historical significance. County Administrator Long stated that staff would bring back recommendations as part of the Miccosukee Rural Community Sense of Place Plan.

The motion carried 7-0.

8. Full Board Appointment to the Early Learning Coalition of the Big Bend Region

County Administrator Long introduced the item.

Commissioner Dozier moved, duly seconded by Commissioner Desloge, the appointment of Allyce Heflin to the Early Learning Coalition of the Big Bend Region for a four-year term ending December 31, 2021. The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS

None.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

- No Items.

County Administrator Long:

- Thanked Commissioner Dailey for his year of service as Chairman and stated that he was looking forward to another great year.

COMMISSIONER DISCUSSION ITEMS

Commissioner Dozier:

- Congratulated Chairman Maddox and Vice Chairman Jackson.
- Thanked local nonprofits for promoting awareness about “Giving Tuesday.”
- Expressed appreciation for staff’s efforts in the development of the slate of Citizen Engagement Series events.
- Recognized that November is National Adoption Month and commended local parents who have adopted.

Commissioner Desloge:

- Recommended that Leon County join the National Association of Counties (NACo) in sending a letter to congressional leadership in support of full funding for the Payments in Lieu of Taxes (PILT) program for FY 2018 and reauthorizing the Secure Rural Schools (SRS) program until a permanent solution is developed.
 - *Commissioner Desloge moved, duly seconded by Commissioner Lindley, to join NACo’s PILT/SRS Coalition and authorize the Chairman to send a letter of support to congressional leadership. The motion carried 7-0.*
- Reflected on his recent trip to Japan as a representative for NACo. He appreciated the opportunity to exchange ideas, best practices, etc., with the local government

Commissioner Lindley:

- Thanked Mr. Berg for his presentation and encouraged the community to shop and support local businesses.

Commissioner Proctor:

- Congratulated Chairman Maddox and Vice Chairman Jackson on their respective appointments.
- Commented on Commissioner Desloge’s recent article in the *Tallahassee Democrat* regarding national tax reform. Commissioner Proctor expressed concern that churches and other nonprofit organizations would be negatively impacted by the proposed tax reform. He recommended that the Board invite the President of the Tallahassee Board of Realtors to present to the Board on the potential impacts of the proposed tax on the Leon County community. Approved without Objection.
- Respectfully requested that the venue for the December 11, 2017 Board Retreat be changed. If the location remains unchanged, he would not attend due to the location’s ties to slavery. Should the location remain, Commissioner Proctor stated that he would support the actions taken by the Board at the Retreat.
- Mentioned the November 15, 2017 *Tallahassee Democrat* Opinion article he wrote in which he expressed his concerns regarding the Springhill Road Gateway project. He noted that this issue would be addressed in the upcoming Blueprint IA meeting and was hopeful that his thought and views on this subject would be considered.
- Acknowledged Chairman Maddox and Vice Chairman Jackson and looked forward to the Board’s continued efforts to maintain Leon County as one of the best local governments.

Commissioner Jackson:

- Thanked fellow commissioners for their support of his appointment as Vice-Chairman.

Chairman Maddox:

- Stated that he looked forward to the upcoming year and appreciated the vote of confidence shown by his fellow Commissioners.

RECEIPT AND FILE:

- None.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 4:42 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

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

**JOINT CITY/COUNTY WORKSHOP
AFFORDABLE HOUSING
City Commission Chambers
October 26, 2017**

The City and County Commissions met in special joint workshop session on October 26, 2017 in the City Hall Commission Chambers with City Commissioners Gillum, Miller, Ziffer and Richardson, and County Commissioners Lindley, N. Maddox, Dozier and Jackson present. Also present were City Manager Fernandez, City Attorney Shelley, City Treasurer-Clerk Cooke, Mr. Michael Parker, Director of Community Housing & Human Services; Mr. Shington Lamy, Director, Office of Human Service and Community Partnerships; City staff; County staff; and members of the public. County Commissioner Dailey arrived at 10:09 a.m. City Commissioner S. Maddox arrived at 10:47 a.m. County Commissioners Desloge and Proctor were absent.

County Commissioner Dailey, Chairman of the Leon County Board of Commissioners and designated Chair of today's joint workshop meeting, had not yet arrived; Mayor Gillum called the meeting to order at 10:05 a.m. Mayor Gillum welcomed all to the Tallahassee City Commission and Leon County Commission joint workshop meeting being held to receive the final report of the Tallahassee-Leon County Affordable Housing Workgroup. Mayor Gillum noted that today's meeting would begin with the presentation of the Workgroup's final report and staff's recommendations, followed by public comment prior to any official action.

Mr. Parker introduced the following participants in today's meeting: Mr. Jim Grauley, President/Chief Operating Officer (COO) of Columbia Residential, LLC; Mr. David Edwards, CEO of Purpose Built Communities; Mr. Raoul Lavin, Assistant City Manager - Administrative & Professional Services; Ms. Wanda Hunter, Assistant County Administrator for Citizen Services; Ms. Jamie Ross, President/CEO Florida Housing Coalition; Mr. Bill Wilson, Affordable Housing Workgroup Chair; and, Ms. Brenda Williams, Executive Director of the Tallahassee Housing Authority (THA).

**FINAL REPORT OF THE
TALLAHASSEE-LEON COUNTY
AFFORDABLE HOUSING WORKGROUP**

Mr. Lamy recapped that at the October 2016 joint workshop meeting the County and City Commissions reaffirmed a commitment to housing programs, established the Tallahassee-Leon County Affordable Housing Workgroup, established guiding principles for the Workgroup's task, and charged the Workgroup to formulate a plan or report on the redevelopment of a multi-family housing development (Orange Avenue Redevelopment) that included the following elements: (1) recommendations for the coordination and collaboration of local government, non-profit and for-profit resources; (2) a housing design that considers the needs of residents and enhances the overall community, engaging organizations that promote best practices in affordable housing models; (3) recommendations for leveraging the financial resources of local, state and federal resources to address permanent supportive housing for the homeless population; and, (4) recommendations for a structure that would sustain the collaborative effort of the Affordable Housing Workgroup.

Mr. Wilson, Chair of the Affordable Housing Workgroup, requested that members of the Workgroup present in the Chambers stand to be recognized. Mr. Wilson identified the Workgroup as a good cross-section of organizations supporting housing activities in the community. Mr. Wilson reported that 26 recommendations developed by the group would be presented today.

Mr. Parker advised seven of the Workgroup's 26 recommendations were already provided for; however, 19 recommendations would require direction. Mr. Parker stated today's presentation would begin with an update regarding the status of the Orange Avenue Redevelopment project.

Mr. Grauley, on behalf of Columbia Residential, stated that he was honored to be a participant in this process. Mr. Grauley explained that Columbia was engaged through a RFP process to provide the master planning for the Orange Avenue site and reported there had been great participation from neighborhood groups, Florida A&M University, and the Leon County School District. Mr. Grauley outlined the series of events used to gather input, preferences, and concerns regarding the site and the surrounding neighborhood, and announced said input, preferences and concerns would culminate into a master plan to be presented to the Tallahassee Housing Authority late January of 2018. Mr. Grauley advised that the master plan would (1) show a visual representation of this input, in multiple phases; (2) detail financing and funding considerations; and, (3) focus on the disruption to the residents as a result of construction. Regarding next steps and benchmarks after the master plan is completed, Mr. Grauley detailed the need to begin concentrating on funding and how to align the phases of development so they are most competitive for financial resources, and pointed out that the Florida Housing Finance Corporation (Florida Housing) process and the input and support from local government was most important. Mr. Grauley stated Columbia was excited to be a part of the process and welcomed any opportunity for continued engagement with stakeholders. Mr. Grauley advised that he, along with Ms. Brenda Williams from the THA, were available to answer questions.

Commissioner Miller inquired if credit would be given for the significant investments that had been made in the vicinity of the Orange Avenue Redevelopment project (i.e. redevelopment of the former site of the Orange Avenue Apartments HUD-designated public housing complex built in 1972). The site lays north of Orange Avenue and is bifurcated by Country Club Drive. Mr. Joe Earp, Affordable Housing Consulting, LLC, a member of the Columbia Residential team, responded that information regarding accomplished investments in the area to be revitalized could be captured during the narrative request for applications (RFA) process. Mr. Grauley stated that the narrative RFA was favorable in these kinds of initiatives because it is based less on legal points or lottery numbers and gives applicants a better opportunity to tell their story.

Commissioner Richardson expressed his excitement regarding the Orange Avenue Redevelopment project and stated that it was his hope, after the master plan was presented, that the two Commissions take action to indicate the project as a priority.

Before acknowledging Mayor Gillum, County Commissioner Dailey apologized for being a few minutes late and thanked Mayor Gillum for commencing today's workshop meeting. Mayor Gillum voiced his desire to echo Commissioner Richardson's comments and thanked Ms. Williams for her tireless work to recruit high quality firms to compete for the redevelopment of the 29-acre Orange Avenue site. Mayor Gillum identified a pilot program in Duval County whereby Duval County identified a project as the highest priority project for their local government and Florida Housing then assigned their support and financial backing behind Duval County's project. Mayor Gillum expressed his hope that Tallahassee would be able to propose a similar program.

County Commissioner N. Maddox expressed his excitement to have Columbia Residential and Purpose Built Communities involved with the Orange Avenue project and requested that a joint resolution be included in today's recommendations, to be adopted at the

time the Master Plan is presented, identifying the Orange Avenue Redevelopment project as this local government's priority.

Mr. Grauley thanked the Commissions for their support and pledged to present a strong master plan.

Mr. Edwards, with Purpose Built Communities (www.purposebuiltcommunities.org), a non-profit consulting firm that provides free consulting services to local leaders interested in implementing the Purpose Built model for neighborhood revitalization, detailed Purpose Built's mission to break the cycle of intergenerational poverty by creating healthy neighborhoods where everyone of all incomes can prosper and thrive. Mr. Edwards identified the following major components of this revitalization process to be (1) mixed-income housing; (2) cradle-to-college education; and, (3) community wellness. Mr. Edwards stated it was determined that Tallahassee's South City has the necessary conditions for success as a Purpose Built Community and that the focus was now on opportunities for investment in housing; partners to build the educational pipeline; and, a "Community Quarterback" organization, or a civic leadership, to take ownership of the revitalization.

Regarding mixed-income housing, Mr. Edwards noted that THA's partnership with Columbia Residential would certainly meet that criteria; however, there was still work to be done regarding financing for the project. Mr. Edwards advised that he was very comfortable said process would yield a positive result. Mr. Edwards reported that preliminary conversations with the School Superintendent and members of the school board had produced very positive feedback and that he was very hopeful an implementable education plan could be achieved. Regarding the implementation of a "Community Quarterback" organization, Mr. Edwards indicated there had been several productive meetings with a variety of civic, philanthropic and business leaders in Tallahassee and that he was very pleased with the response. Mr. Edwards expressed his belief that some would express a desire to partner with and help lead the revitalization.

Mr. Edwards stressed that a partnership with local government was essential, both from a financial and a leadership perspective, because there would be issues regarding investments of public infrastructure and rezoning to be addressed. Mr. Edwards also noted that a local government could financially support the "Community Quarterback" organization, highlighting as an example the Purpose Built project in Columbus, Ohio which is a joint partnership between Ohio State University, the City of Columbus, and the Columbus Housing Authority. Mr. Edwards concluded by saying he was thrilled with the progress to date and that he remained optimistic that a Purpose Built community plan would be implemented for Tallahassee.

Mayor Gillum inquired regarding the implementation of the "Community Quarterback" organization, and, announced that the City had received a grant from the Institute for Childhood Success to establish a "pay for success" relationship regarding financing for the implementation of early childhood education. Mayor Gillum suggested inviting those interested in becoming a part of the "Community Quarterback" organization into the network of those working with the Institute for Childhood Success. Mr. Edwards responded that there had been great conversations and meetings with those in the civic community and that the next step was to invite this group up to Atlanta to explore the role of "Community Quarterback" and how important it was to have this deep level of civic support. Mr. Edwards stated that he was confident Tallahassee would have a core set of individuals willing to own this project. Mr. Edwards explained that once those individuals were committed and close to implementing a plan, a manager or director would be hired to run the organization. Mr. Edwards noted that the

full benefit of an early-learning investment is only received when it is connected to high quality schools.

County Commissioner Lindley inquired regarding education and how local government could assist. Mr. Edwards responded that Purpose Built's vision was to have an A+ educational pipeline to serve the children of its neighborhoods, that Purpose Built believed the schools to be the most important economic asset of a neighborhood. Mr. Edwards explained that the preference was to start with the public school system, but that there were examples within the Purpose Built network, when unable to come to an agreement with the public school system, where other approaches such as charter schools were implemented. Mr. Edwards reminded that he had received positive feedback from the School Superintendent and members of the school board.

County Commissioner Dozier inquired if a local affordable housing leadership council could possibly align with the "Community Quarterback" organization and work together with the organization to use the same process to accomplish long-term housing needs in other areas of the community. Mr. Edwards responded that some cities have that ambition, but there is only one city at this time that has multiple projects and that he would argue that to transform distressed neighborhoods you need an organization that will keep the interest of the residents and the long-term affordability of those neighborhoods at the center of the effort. Mr. Edwards voiced his opinion that what is needed is an external third party who has the "long view" in mind and will always be there to make sure that focus continues.

Commissioner Dozier inquired if there was any way in which the Tallahassee-Leon Office of Economic Vitality (OEV) could help the "Community Quarterback," or the private sector, understand how critical this redevelopment was for the long-term health of our community. Mr. Edwards responded that he believed data collection was critical, but, from the local government perspective, what was not being done effectively was understanding how the changes in the conditions of these neighborhoods would actually impact the cost of services. Mr. Edwards pointed out, as these neighborhoods improve, you should begin to see a change in your demand on public safety, corrections, code enforcement; and, you need to understand that improvements will effect whether you can reduce services in some areas and increase them in others. Commissioner Dozier expressed her desire, when discussing Blueprint Intergovernmental Agency (IA) funding priorities, to have a broader discussion regarding the benefits for the community as a whole.

Commissioner Dozier inquired if the Purpose Built projects included workforce training partnerships. Mr. Edwards responded that they oftentimes did, however, it was dependent upon the city and its strengths. Mr. Edwards reminded, as this neighborhood is revitalized, that employers and commercial investment creating jobs will be attracted and make the neighborhood a vibrant economic space.

Commissioner Miller inquired how the community would be able to keep the area affordable for those currently living in the area, and, the importance of the schools relative to creating change. Mr. Edwards responded that distressed neighborhoods are very unstable and have residential turnover between 20 and 40%, which impacts health, economic vitality, and education. Mr. Edwards advised that some of the schools Purpose Built works with come into the model with a 70 or 80% annual turnover in their student bodies. Mr. Edwards described that very same dynamic in Atlanta's East Lake project and reported that the East Lake neighborhood and the charter school that serves East Lake now have a turnover rate of 4%. Mr. Edwards stressed that stabilization of the neighborhood was essential and that the Purpose Built model has programs in place to deliver stabilization. Mr. Edwards stated the transient rates go down as the neighborhood improves. Mr. Edwards cautioned, if you let

market forces unleash themselves, the affordability of that housing stock will become less and less affordable and you will lose those families; and, unless you have a “Community Quarterback” organization’s laser-like focus ensuring that you have ongoing affordability in the neighborhood, you will lose the affordability of the neighborhood.

County Commissioner N. Maddox, referencing the number of recommendations before the Commissions today, inquired if there was any contemplation for the City and/or the County to appoint a specific person to follow-up regarding the recommendations presented today. County Commissioner N. Maddox expressed his belief that a “Community Quarterback” was absolutely essential for the success of the Orange Avenue Redevelopment project and that he would be interested in a future conversation between the City and the County regarding possibly placing someone in a similar position moving forward.

Referencing the significant conversation regarding the importance of education as it relates to this project, County Commissioner N. Maddox inquired why someone from the School District was not invited to participate in today’s workshop and suggested that a representative from the District be included in future discussions. On point, County Commissioner Jackson stated there are significant “magnet programs” within some of the neighborhood schools adjacent to the Orange Avenue project, as well as the magnet programs in many of our public schools located in other areas of this community. County Commissioner Jackson stated that he believed community schools serve as a cultural hub and that churches and schools are a vital connecting piece for residents, and to automatically assume that one cannot get a quality education in these neighborhood schools, based on the challenges of these families and the neighborhood, is a little too presumptuous on our part. Mr. Wilson noted that Dr. Michelle Gayle was the School District’s representative appointed to the Affordable Housing Workgroup.

Commissioner Ziffer inquired regarding local governance within the Purpose Built model. Mr. Edwards stated that the “Community Quarterback” organization would have a Board made up of representatives of the partners of the organization, as well as members of the community and key stakeholders.

Mr. Parker stated that it was staff’s desire to continue to work with Columbia Residential and Purpose Built, delivering periodic status update reports to each Commission independently. Mr. Parker **noted Commissioner Richardson’s request to include in staff’s recommendation certain language regarding a joint resolution regarding the redevelopment as a government priority and County Commissioner N. Maddox’s endorsement of said resolution; and, County Commissioner Dozier’s request to collaborate with OEV in the collection of data.** Mr. Parker suggested that the above-referenced requests be included as a part of staff’s recommendation, rather than an independent action.

Commissioner Miller stated that this was not agendaed as a Blueprint IA meeting and that the parties that have an interest in IA direction were not present to voice their concerns. Commissioner Miller voiced her hesitance to make statements and determinations that direct the IA and stated that she was not comfortable supporting that particular recommendation. Discussion ensued. Mr. Parker explained his understanding was that County Commissioner Dozier’s request was a request that would be ratified by IA; County Commissioner Dozier agreed. Commissioner Miller stated that she certainly did not wish to vote against this recommendation, but that she did have concern. County Commissioner Dailey clarified that a motion would be heard at the end of today’s workshop, that staff would make note of comments or requests to be included in staff’s recommendations with no objection, and that said comments and requests would be included in the list of recommendation for consideration by the Commissions.

Mr. Parker stated that it was recommended that the IA prioritize all the projects in the Blueprint 2020 sales tax extension that would impact and benefit this project, specifically that the Orange Avenue/Meridian Placemaking improvements be highly prioritized; and, that staff be directed to partner with affordable housing organizations and entities with a focus on sustaining homeownership in these neighborhoods. Discussion ensued. County Commissioner Dozier voiced her belief that rental housing was important and stated that she would love to see some type of rent-to-own program. Commissioner Miller stated there was need all over the city and expressed her desire to expand the conversation throughout the Promise Zone and the entire community. Commissioner Richardson stated he believed homeownership should be championed. Regarding our other communities with needs, Commissioner Richardson noted “we have to start somewhere.” Commissioners S. Maddox and Ziffer expressed the opinion that it was important to have a mix of both rental and homeownership. Commissioner Gillum expressed his belief that “the data should be our guide.”

The Workgroup’s remaining recommendations, as outlined in the agenda item, along with staff’s recommendations, were detailed by Messrs. Parker and Lamy. Regarding the four recommendations relative to improving coordination and collaboration, Mr. Lamy detailed each recommendation and a discussion ensued. County Commissioner Dozier expressed her belief that increased collaboration was a critical piece and stated that she would like to explore public/private options. Regarding recommendations relative to housing designs that consider the needs of residents and enhance the overall community, Mr. Parker stated the Workgroup recommended establishing a Community Land Trust to assist with affordable housing and that staff was recommending the feasibility of said trust be evaluated. Discussion ensued with Ms. Jamie Ross, President/CEO Florida Housing Coalition. Mayor Gillum expressed his opinion that a Community Land Trust could be a helpful tool for stabilizing areas that are now, or will soon be, experiencing additional labels of gentrification. County Commissioner Lindley inquired regarding the sustainability of the proposed housing designs. Commissioner Richardson inquired if the properties within a Community Land Trust must be contiguous. Regarding the need for 126 permanent supportive housing units to tackle homelessness, as well as necessary supportive services, discussion ensued with Ms. Ross. **With no objection, it was agreed that Big Bend Continuum of Care be identified within staff’s recommendations as a “utility provider” with regards to permanent supportive housing and services.** Regarding dedicated funding sources for affordable housing, Mr. Parker stated the Workgroup recommended a dedicated funding source and that staff’s recommendation was to direct City and County staff to evaluate permanent funding sources for affordable housing. A brief discussion ensued.

CITIZEN INPUT

County Commissioner Dailey inquired if anyone desired to address the Commissions. The following persons appeared:

Ms. Rosa Morgan, 400 Capital Circle SE, appeared to voice her support for (1) leveraging public and private resources to maximize the production of affordable housing; (2) a Community Land Trust as a tool to fight gentrification; and, (3) the construction of energy efficient / sustainable affordable homes. Ms. Morgan urged the Commissions to challenge the architectural team to be innovative with their visual presentation of the Orange Avenue Redevelopment, noting that she would like to see characteristics of the Tallahassee community in the design, not Tampa or Atlanta.

Ms. Christic Henry, 3121 Pontiac Drive, on behalf of Capital Area Neighborhood Network (CANN) and Council of Neighborhood Associations (CONA), appeared to urge the Commissions to continue their efforts to ensure that the neighborhood voices, the resident voices, are reflected within decisions regarding any development in the community. Ms. Henry voiced her support for the Orange Avenue/Meridian Placemaking prioritization and thanked the Commissions for their efforts on behalf of the citizens of this community.

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In conclusion, Mr. Parker advised that it was staff's recommendation **to (1) accept the Tallahassee-Leon County Affordable Housing Workgroup's final report (Attachment A), and, (2) accept staff's recommendations as outlined in the agenda item, including the language and recommendations that came forward without objection in today's discussion.** Commissioner Ziffer **moved Options 1 & 2 as stated above;** upon second by County Commissioner Dozier; **the vote on the motion was as follows:**

AYE: City Commissioners Gillum, Ziffer, Richardson, Maddox and Miller; and
County Commissioners Dailey, Dozier, Lindley, N. Maddox and Jackson

NAY: none

ABSENT: County Commissioners Desloge and Proctor

Commissioner Richardson recognized Messrs. Steve Ghazvini and Tom Asbury, Sr. (of Premier Homes) present in the Chambers, and praised their commitment to include affordable housing in their development of the Welaunee Plantation property. Commissioner Richardson also reported a conversation he had with representatives of the St. Joe Company in which St. Joe expressed an interest in possibly providing affordable housing in the southwest quadrant along Tram Road and Capital Circle SW.

Ms. Brenda Williams, on behalf of THA, thanked the City and County Commissions for their support.

ADJOURNMENT

There being no further business to discuss, the special meeting adjourned at 12:05 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

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

**Leon County
Board of County Commissioners**

Notes for Agenda Item #2

Leon County Board of County Commissioners

Agenda Item #2

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Payment of Bills and Vouchers

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Tim Barden, Budget Manager Tiffany Fisher, Management Analyst

Statement of Issue:

This agenda item requests Board approval of the payment of bills and vouchers submitted January 23, 2018 and pre-approval of payment of bills and vouchers for the period of January 24 through February 12, 2018.

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 January 23, 2018, and pre-approve the payment of bills and vouchers for the period of January 24 through February 12, 2018.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the January 23 meeting, the morning of Monday, January 22. 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 February 13, 2018, it is advisable for the Board to pre-approve payment of the County's bills for January 24 through February 12 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 January 23, 2018 and pre-approve the payment of bills and vouchers for the period of January 24 through February 12, 2018.
2. Do not approve the payment of bills and vouchers submitted for January 23, 2018, and pre-approve the payment of bills and vouchers for the period of January 24 through February 12, 2018.
3. Board direction.

Recommendation:

Option #1.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #3

Leon County Board of County Commissioners

Agenda Item #3

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Fiscal Year 2018/2019 Budget Calendar

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Timothy Barden, Budget Manager Tiffany Fisher, Management Analyst

Statement of Issue:

This agenda item seeks Board acceptance of the FY 2018/2019 Leon County Budget Calendar.

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Approve the Fiscal Year 2018/2019 Budget Calendar (Attachment #1) including rescheduling the County Commission meeting and Final Budget Hearing originally set for Tuesday September 25, 2018 to Monday September 24, 2018.

Report and Discussion

Background:

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

Analysis:

Applicable statutes have been reviewed and a budget calendar created to maximize the use of the Board's time in developing the FY 2018/2019 budget. The following provides significant dates to the Board:

Tuesday, February 27, 2018, Regular Meeting: Staff will make recommendations for the Board to establish maximum discretionary funding levels for outside agencies as specified by County ordinance.

Tuesday, April 3, 2018, Executive Administrative Hearings (if necessary): Department Directors will meet with the County Administrator and Office of Management & Budget (OMB) to present their preliminary budgets.

Tuesday, April 24, 2018, (9:00 a.m. – 3:00 p.m.), Preliminary Budget Policy Workshop: Staff will present Workshop Items and seek guidance and policy decisions to assist with developing the FY 2018/2019 budget. In addition, any legislation that will affect the preparation of the FY 2019 budget will be presented.

Thursday, May 10, 2018, Constitutional Officers Meetings (if necessary): The County Administrator and Office of Management & Budget (OMB) meet with the Constitutional Officers to review preliminary budgets.

Tuesday, June 19, 2018 (9:00 a.m. – 3:00 p.m.), Budget Workshop: The County Administrator will present preliminary budgets, initiatives, and a biannual strategic plan update to the Board. Issues identified during the April 24 workshop and during meetings with the Constitutional Officers will be presented. Estimated property tax revenues presented will be based on the preliminary property values provided by the Property Appraiser on June 1, 2018. Additionally, staff will present the Mid-Year Financial Report to the Board. This will include preliminary revenue forecasts for the upcoming fiscal year and the status of the general and special revenue fund balances.

Tuesday, July 10, 2018 (9:00 a.m. – 3:00 p.m.), if necessary, Board Budget Workshop: This workshop will provide the Board an updated package of anticipated revenues and expenditures for FY 2018/2019, and any major funding adjustments necessary based on certified taxable property values provided by the Property Appraiser on July 1, 2018.

Tuesday, July 10, 2018 Regular Board Meeting: Ratification of the June 19, 2018 Budget Workshop, and as required by Florida Law, the establishment of the maximum tentative millage rate to be used for the TRIM notice.

Tuesday, September 4, 2018 and Monday, September 24, 2018, Regular Meetings: Two statutorily required public hearings on adopting the FY 2018/2019 budget and millage rates. In deference to the Jewish holidays (Rosh Hashanah and Yom Kippur), staff recommends that the second public hearing not be held on the second or third Tuesday of September. Florida Statutes require advertising and holding the final public hearing within 20 days of adopting the tentative budget. Tuesday September 25 is 21 days and is therefore not eligible. **Therefore, staff recommends scheduling the final hearing and County Commission meeting for Monday, September 24, 2018.**

Options:

1. Approve the Fiscal Year 2018/2019 Budget Calendar (Attachment #1) including rescheduling the County Commission meeting and Final Budget Hearing originally set for Tuesday September 25, 2018 to Monday September 24, 2018.
2. Do not approve the Fiscal Year 2018/2019 Budget Calendar.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. FY 2018/2019 Budget Calendar
2. Policy No. 93-44, Fiscal Planning

December 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Monday, December 11, 2017	Board Retreat	Board of County Commissioners (BOCC) Executive Staff

<i>December 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						

January 2018

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Friday, January 5, 2018	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 26, 2018	Departments/Constitutional/Judicial Officers submit Internal Service Requests	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)

<i>January 2018</i>						
SU	M	T	W	T	FR	SA
	1	2	3	4	5	6
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February 2018

Wednesday, February 14, 2018 Thursday, February 15, 2018 Friday, February 16, 2018	GovMax Training GovMax Open to Dept.	OMB OMB/ All Departments
Friday, February 23, 2018	Deadline for New Capital Project Requests	OMB/All Departments
Tuesday, February 27, 2018	Establish maximum funding levels for outside agencies at regular meeting	Board of County Commissioners (BOCC)

<i>February 2018</i>						
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March 2018

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Friday, March 9, 2018 Friday, March 16, 2018	Department Narrative Sheets and Business Plans sent GovMax closes, existing and new CIP submissions in GovMax	OMB/All Departments OMB/All Departments
Friday, March 30, 2018	Department Narrative sheets and Business Plans are due	OMB/All Departments

<i>March 2018</i>						
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April 2018

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Tuesday, April 3, 2018 10:00 am - 4:00 pm	Executive Administrative Hearing (if necessary)	County Administrator/ OMB/All Departments
Tuesday, April 24, 2018 9:00 am - 3:00 pm	Preliminary Budget Policy Workshop	OMB/All Departments

April 2018

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May 2018

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Thursday, May 10, 2018	Constitutional Officers Meeting (if necessary)	County Administrator/OMB/ Constitutional officers

May 2018

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June 2018

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Friday, June 1, 2018	Receive Tentative Certified Values from Property Appraiser	Property Appraiser
Friday, June 1, 2018	Notice to Property Appraisers regarding possible Non-Ad Valorem assessments for TRIM notice	Public Works/OMB/ Property Appraiser
Tuesday, June 19, 2018 9:00 am - 3:00 pm	Budget Workshop (Including presentation of the Mid-year report)	BOCC/County Administrator/ OMB/All Departments

June 2018

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July 2018

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Sunday, July 1, 2018	Certified Taxable Values provided by Property Appraiser	Property Appraiser
Sunday, July 1, 2018	Non-Ad Valorem assessments to be included on TRIM due to Property Appraiser	BOCC/ County Administrator/ OMB/ Property Appraiser
Tuesday, July 10, 2018 9:00 am — 3:00 pm (if necessary)	FY19 Budget Workshop	BOCC/ County Administrator/ OMB/All Departments
Tuesday, July 10, 2018	Regular Board Meeting	BOCC/ County Administrator/ OMB/ Departments/ Citizens

July 2018

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August 2018

Saturday, August 4, 2018	TRIM Maximum Millage Notice due to Property Appraiser and Department of Revenue	County Administrator/OMB/ Property Appraiser
Friday, August 24, 2018	Last day for Property Appraiser to mail TRIM notices	Property Appraiser

August 2018						
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September 2018

Tuesday, September 4, 2018	BOCC– 1st Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2018/2019	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Friday, September 14, 2018	Certification of Non-Ad Valorem assessment roll due to Tax Collector	County Administrator/ OMB/Property Appraiser
Monday, September 24 /, 2018	BOCC 2nd Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2018/2019	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Friday, September 28, 2018	Submit Adopted Budget Resolutions to Property Appraiser and Tax Collector	County Administrator/OMB

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October 2018

Monday, October 1, 2018	Beginning of New Fiscal Year	OMB
Friday, October 26, 2018	30 day deadline to publish the adopted budget online	OMB
Friday, October 26, 2018	Final Day to Submit TRIM Compliance Certification to Department of Revenue (DOR)	County Administrator/ OMB

October 2018						
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Board of County Commissioners Leon County, Florida

Policy No. 93-44

Title: Fiscal Planning

Date Adopted: May 10, 2016

Effective Date: May 10, 2016

Reference: N/A

Policy Superseded: Policy No. 92-3, "Fiscal Planning," adopted 3/10/92. Superseded by Policy No. 93-44, adopted 8/10/93; and amended 11/16/04, 2/8/11, and 3/11/14

It shall be the policy of the Board of County Commissioners of Leon County, Florida that: Policy No. 93-44, amended by the Board of County Commissioners on March 11, 2014, is hereby further amended as follows:

The County will establish fiscal planning practices to:

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

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

Revised 5/10/2016

**Leon County
Board of County Commissioners
Notes for Agenda Item #4**

Leon County Board of County Commissioners

Agenda Item #4

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Herbert W.A. Thiele, County Attorney

Title: Proposed Resolutions for Acquisition of Property by Eminent Domain for Meridian Road Crossdrain Project

Review and Approval:	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, Director, Public Works
Lead Staff/ Project Team:	Dan Rigo, Assistant County Attorney Theresa Heiker, P.E., Senior Design Engineer

Statement of Issue:

This agenda item seeks the Board's approval to exercise its eminent domain authority in the acquisition of the property interests needed for the Meridian Road Crossdrain Project.

Fiscal Impact:

This item has a fiscal impact. This program has been budgeted through the Capital Improvement budget. The one-acre easement is expected to cost no more than \$5,000, excluding any owners' attorney's fees and expert costs, and adequate funding for the acquisition of the property interests needed for this project is available.

Staff Recommendation:

Option #1: Adopt the proposed Resolutions for Acquisition of Property by Eminent Domain for the Meridian Road Crossdrain Project (Attachments #1 and #2).

Report and Discussion

Background:

This item seeks the Board's adoption of Resolutions (Attachment #1 and #2) authorizing the County Attorney to exercise the Board's eminent domain authority in the acquisition of the property interests needed for the Meridian Road Crossdrain Project (the "Crossdrain Project" or "Project") (Attachment #3). The only remaining property interests needed to be acquired for the Project are drainage easements associated with the two abutting green space/conservation area parcels owned by homeowners associations ("HOA") located on the west side of Meridian Road adjacent to the Project (Attachment #4) (collectively, the "Property Interests").

The larger of the two drainage easements, a one-acre easement identified as Parcel 803, is owned by Lakeshore Gardens Homeowners' Association, Inc. and lies over a one acre green space located at the entrance to the subdivision. The other drainage easement, one-tenth-acre easement identified as Parcel 804, is owned by Lakeshore Estates Unit 10 Homeowner's Association, Inc. and lies within a nine-acre conservation area. Neither of these HOA areas contain homes or other improvements and both currently experience flows of stormwater drainage. For these reasons, the HOA green space/conservation areas are well-suited for the Project, and the adjacent neighborhoods will benefit from the construction of the drainage improvements proposed for the Project. Staff has had ongoing discussions with the Lakeshore Garden representatives and their attorney in attempting to resolve the County's acquisition of the Parcel 803 drainage easement. However, because the HOA covenants and restrictions require the consent of at least 2/3 of the Lakeshore Gardens owners, it is likely that the County will need to proceed with an eminent domain lawsuit in order to timely obtain title to Parcel 803 within the Project schedule. With regard to the Parcel 804 acquisition from the Lakeshore Estates HOA, County staff has not been in contact with any HOA representatives because the HOA was administratively dissolved in 2000 for failing to file its annual report. Staff will be prepared to resolve the Parcel 804 acquisition upon being contacted by the Lakeshore Estates representatives.

The Crossdrain Project is the first of three segments planned for construction as part of the overall Fords Arm South Water Quality Improvement Project (the "Fords Arm South Project" or the "Overall Project") (Attachment #5). The Overall Project involves a series of stormwater management improvements in the Fords Arm South watershed to reduce the frequency of flooding in the watershed and improve the water quality of stormwater runoff reaching Lake Jackson. The Crossdrain Project segment involves the stormwater management improvements to be constructed in the area located adjacent to North Meridian Road (County Road 155) at John Hancock Drive (the "Crossdrain Project Area").

In accordance with Florida law, before proceeding with an eminent domain lawsuit, the County delivers to the owners a statutorily required Letter of Notification to Fee Owner and Statement of Offer. The notification letter informs them of their rights and responsibilities in an eminent domain acquisition and presents to them the County's offer of full compensation based on an approved appraisal report. The County must then attempt good-faith negotiations and, if the acquisition cannot be resolved in time to meet the Project schedule, at least 30 days must elapse

before an eminent domain lawsuit can be filed seeking to complete the acquisition at an Order of Taking. Upon the Court's entry of an Order of Taking, title to the Property Interests will vest in the County upon deposit in the Court Registry of the County's good faith estimates of value.

Analysis:

The Crossdrain Project Area is located in northern Leon County within the Fords Arm South watershed in the area adjacent to Meridian Road at John Hancock Drive, approximately one-half mile north of Interstate-10. This segment of the Overall Project will primarily manage the flow of stormwater within the Lexington Branch with construction of improvements taking place between the southern project boundary adjacent to the intersection of Meridian Road and John Hancock Drive and the northern project boundary adjacent to Timberlane Road. Under existing conditions, Meridian Road is overtopped during most storm frequencies and becomes hazardous at events above the ten-year frequency event. Culvert velocities are extremely high for all storm frequencies at rates typically in the range of 10 feet/second, which can easily strip vegetation and promote channel scour beyond the culvert discharge.

The Crossdrain Project will address both water quality and historic flooding in the southeast area of Lake Jackson by providing the following benefits:

- The single pipe under Meridian Road will be replaced with the construction of a cross drain made up of three box culverts, thereby providing ten times more flow capacity than currently exists. It will eliminate the hazardous condition that continually occurs in storm events exceeding a 10-year frequency level by allowing runoff to flow under Meridian Road instead of over the roadway as it currently flows.
- Stormwater runoff in the Lexington Branch, together with the runoff from a large creek coming from the north, will be directed into a sediment sump to allow any sediments to settle. The County's maintenance staff can then remove the sediments on a regular basis to further reduce the amount of nutrient-rich sediment reaching Lake Jackson.
- By eliminating the flooding of Meridian Road, the stormwater runoff will be contained within the channels thereby reducing the amount of sediment moving downstream to Lake Jackson which, in turn, will cause the lake to be less susceptible to shallowing and heating.

Under the preferred design for the proposed Crossdrain Project (Attachment #6), the Board has already acquired the necessary easement property interests on the east side of Meridian Road by virtue of the June 2017 Development Agreement entered into with Edward M. Mitchell, Jr. The acquisition of the additional easement property interests from the two abutting property owners on the west side of Meridian Road will allow for the County to design and construct the Crossdrain Project under the preferred design. The Crossdrain Project has been a long recognized need for the elimination of the hazardous flooding condition on Meridian Road, and for the reduction of sediments moving downstream into Lake Jackson. The Crossdrain Project is designed to reduce flooding and to improve water quality and, as such, it clearly represents a County public purpose.

Pursuant to Chapter 127, Florida Statutes, counties are granted the power of eminent domain. Pursuant to Section 127.02, Florida Statutes, a county may exercise the power of eminent domain for a county purpose. A county's board of county commissioners exercises its power of eminent domain by adopting a resolution for each of the properties to be acquired. The resolution adopted must set forth the following: (1) the purpose or use for which property is being acquired in sufficient detail to show it is being condemned for a public purpose; (2) an adequate description of the subject property; (3) the estate of interest to be acquired; and (4) a determination and finding that the subject property is reasonably necessary for the stated public purpose. The attached Engineering Memo (Attachment #7) provides supporting background and information for the Board to rely upon in making those findings.

Each of the proposed Resolutions includes the required provisions in accordance with Florida law, including findings that the Meridian Road Crossdrain Project represents a valid county public purpose and that the acquisition of the property is necessary to complete the Project. Pursuant to §127.02, Florida Statutes, the Board is required to make the previously-referenced determinations and findings by adopting a resolution for each of the properties being acquired and authorizing the exercise of the power of eminent domain to acquire the property.

Options:

1. Adopt the proposed Resolutions for Acquisition of Property by Eminent Domain for the Meridian Road Crossdrain Project (Attachments #1 and #2).
2. Do not adopt the proposed Resolutions for Acquisition of Property by Eminent Domain for the Meridian Road Crossdrain Project.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Proposed Resolution for Acquisition of Property by Eminent Domain – Parcel 803
2. Proposed Resolution for Acquisition of Property by Eminent Domain – Parcel 804
3. Map of Crossdrain Project Area
4. Crossdrain Project Area Parcel Map
5. Overall Project Description
6. Preferred Crossdrain Project Design
7. Memorandum from Theresa Heiker, P.E., Stormwater Management Coordinator, dated January 10, 2018

RESOLUTION NO. R18-___

(Parcel 803)

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AUTHORIZING THE EXERCISE OF ITS EMINENT DOMAIN POWER TO ACQUIRE CERTAIN PROPERTY INTERESTS IN LEON COUNTY, FLORIDA, TO CONSTRUCT, OPERATE, AND MAINTAIN EXPANSIONS, IMPROVEMENTS AND/OR OTHER ALTERATIONS CONCERNING THE MERIDIAN ROAD CROSSDRAIN PROJECT, WITH RESPECT TO PARCEL 803.

WHEREAS, Leon County, Florida (the “County”) is a charter county and political subdivision of the State of Florida; and

WHEREAS, pursuant to Chapter 127, Florida Statutes, the Board of County Commissioners (the “Board”) is authorized to exercise the power of eminent domain, including the eminent domain power granted to the Department of Transportation by Section 337.27(1), Florida Statutes, the transportation corridor protection provisions of Section 337.273, Florida Statutes, and the right of entry onto property pursuant to Section 337.274, Florida Statutes; and

WHEREAS, Lake Jackson, located in northern Leon County, has been recognized and designated as an Outstanding Florida Water, a State Aquatic Preserve, a Surface Water Improvement and Management Priority Waterbody, and a Florida Nonpoint Source Pollution Priority Waterbody; and

WHEREAS, in order to reduce the frequency of flooding in the in the Fords Arm South watershed, located adjacent to Lake Jackson, and to improve the water quality of stormwater runoff reaching Lake Jackson, the Board approved the Fords Arm South Water Quality Improvement Project (the “Fords Arm South Project” or “Overall Project”).

WHEREAS, the Overall Project involves a series of stormwater management improvements planned for construction in three segments, the first of which will be the Meridian Road Crossdrain Project (the “Crossdrain Project” or “Project”); and

WHEREAS, the Crossdrain Project involves the stormwater management improvements to be constructed in the area located adjacent to Meridian Road (County Road 155) at John Hancock Drive (the “Crossdrain Project Area”); and

WHEREAS, under existing conditions, Meridian Road is overtopped during most storm frequencies and becomes hazardous at events above the ten-year frequency event, with culvert velocities extremely high for all storm frequencies at rates which can easily strip vegetation and promote channel scour beyond the culvert discharge; and

WHEREAS, the Crossdrain Project will address both water quality and historic flooding in the southeast area of Lake Jackson by providing benefits including, but not limited to, (i) constructing a larger cross drain under Meridian Road to provide ten times more flow capacity than currently exists, (ii) directing stormwater runoff into a new sediment sump to allow sediments to settle and be removed to further reduce the amount of nutrient-rich sediment reaching Lake Jackson, and (iii) containing the stormwater runoff within the channels to reduce the amount of sediment moving downstream to Lake Jackson; and

WHEREAS, it is in the public interest and for the public benefit to reduce the frequency of flooding and to improve the water quality of stormwater which, in turn, protects the health, welfare, and safety of the general public; and

WHEREAS, the County and its consultants have considered and weighed many factors, including but not limited to the availability of Project design alternatives, costs, environmental factors, long-range planning, and safety considerations; and

WHEREAS, the County has insufficient interests in real property in the Crossdrain Project Area to construct the Project; and

WHEREAS, the estates and interests in the real property described herein are reasonably necessary to adequately accommodate the planned improvements, expansions, and/or alterations concerning the Project; and

WHEREAS, the County and its consultants have prepared property descriptions and surveys which sufficiently describe and identify the property and interests reasonably necessary to be acquired from the property owner for the public purpose of constructing the Project; and

WHEREAS, a non-exclusive perpetual drainage easement interest in the portion of the real property, which portion is identified in the map of description attached hereto as “Exhibit A,” hereinafter referred to as Parcel 803, is reasonably necessary for clearing, excavating, constructing, and maintaining drainage structures and outfall, ditches, and drains, and for ingress and egress purposes, in, over, under, on, and through Parcel 803 in order to construct the Project; and

WHEREAS, the County’s consultants indicate it is reasonably probable that the County will obtain all necessary approvals for the Project from the appropriate governmental entities, including those charged with protecting the natural resources; and

WHEREAS, the County’s consultants indicate that condemnation of a non-exclusive perpetual drainage easement interest in Parcel 803 will not result in irreparable harm to natural resources or the environment in the unlikely event that such approvals for this Project are not obtained from the appropriate governmental entities charged with protecting the natural resources; and

WHEREAS, the County has otherwise satisfied all applicable conditions precedent.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, as follows:

1. The Board hereby determines that the construction of the Meridian Road Crossdrain Project represents a valid County public purpose.

2. Acquiring a non-exclusive perpetual drainage easement interest in the real property identified as Parcel 803 as depicted in "Exhibit A" is reasonably necessary for clearing, excavating, constructing, and maintaining drainage structures and outfall, ditches, and drains, and for ingress and egress purposes, in, over, under, on, and through Parcel 803 in order to construct the Meridian Road Crossdrain Project.

3. The County Attorney, in cooperation with the County Administrator and his designated staff, is authorized and directed to institute such negotiations, eminent domain proceedings pursuant to Chapters 73 and/or 74, Florida Statutes, and other collateral proceedings, so as to allow the County to take title and possession of a non-exclusive perpetual drainage easement interest in Parcel 803 as depicted in "Exhibit A."

4. This Resolution shall become effective upon being adopted and executed.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 23rd day of January, 2018.

LEON COUNTY, FLORIDA

By: _____
Nick Maddox, Chairman
Board of County Commissioners

ATTEST:

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

By: _____

Approved as to Form:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

Exhibit "A"

Legal Description

PARCEL 803
Drainage Easement
Page 1 of 2

Commence at the northwest corner of Lot No. 12 of Lakeshore Estates Unit No. 3 a subdivision per map or plat recorded in Plat Book 7, Page 32 and thence run South 89 degrees 31 minutes 20 seconds East 25.48 feet along the northerly boundary of said Lot 12; thence leaving said northerly boundary run North 00 degrees 32 minutes 22 seconds West 151.88 feet to a point on a curve concave to the northerly, said point being the POINT OF BEGINNING on the northerly right-of-way boundary of John Hancock Drive. From said POINT OF BEGINNING leaving said right-of-way boundary continue North 00 degrees 32 minutes 22 seconds West 186.46 feet; thence North 77 degrees 31 minutes 13 seconds East 269.98 feet to a point on the westerly right-of-way boundary of Meridian Road; thence along said right-of-way boundary South 03 degrees 00 minutes 35 seconds West 127.17 feet; thence South 00 degrees 00 minutes 52 seconds West 22.25 feet to a point of curve to the right, said point being the right-of-way intersection of Meridian Road and John Hancock Drive; thence along said curve through a central angle of 88 degrees 48 minutes 21 seconds with a radius of 28.69 feet for an arc distance of 44.46 feet (chord of said curve being South 44 degrees 25 minutes 03 seconds West 40.14 feet); thence along said right-of-way boundary South 88 degrees 49 minutes 14 seconds West 28.28 feet to a point of curve to the left; thence along said curve through a central angle of 23 degrees 14 minutes 04 seconds with a radius of 230.00 feet for an arc distance of 93.27 feet (chord of said curve being South 77 degrees 12 minutes 12 seconds West 92.63 feet); thence South 65 degrees 35 minutes 10 seconds West 76.59 feet to a point of curve to right; thence along said curve through a central of 08 degrees 45 minutes 15 seconds with a radius of 270.00 feet for an arc distance of 41.25 (chord of said curve being South 69 degrees 57 minutes 47 seconds West 41.21 feet) to the POINT OF BEGINNING, containing 1.0 acres, more or less.

No abstract of title or title opinion provided. It is possible that there are recorded or unrecorded deeds, easements, agreements or other instruments which could affect the boundaries hereinabove described.

A Sketch of Description attached as Exhibit "A" Page 2 of 2 and by reference incorporated herein. This description is not complete without the attached sketch and the attached sketch is not complete without the description.

This description meets all applicable requirements of the Florida Standards of Practice as contained in Chapter 5J-17.052 Florida Administrative Code pursuant to Section 472.027 Florida Statutes.

 6/07/2017
Joseph D. Coleman Date

Professional Surveyor and Mapper
Florida License Number 5590
Leon County Department of Public Works
2280 Miccosukee Road
Tallahassee, FL 32308

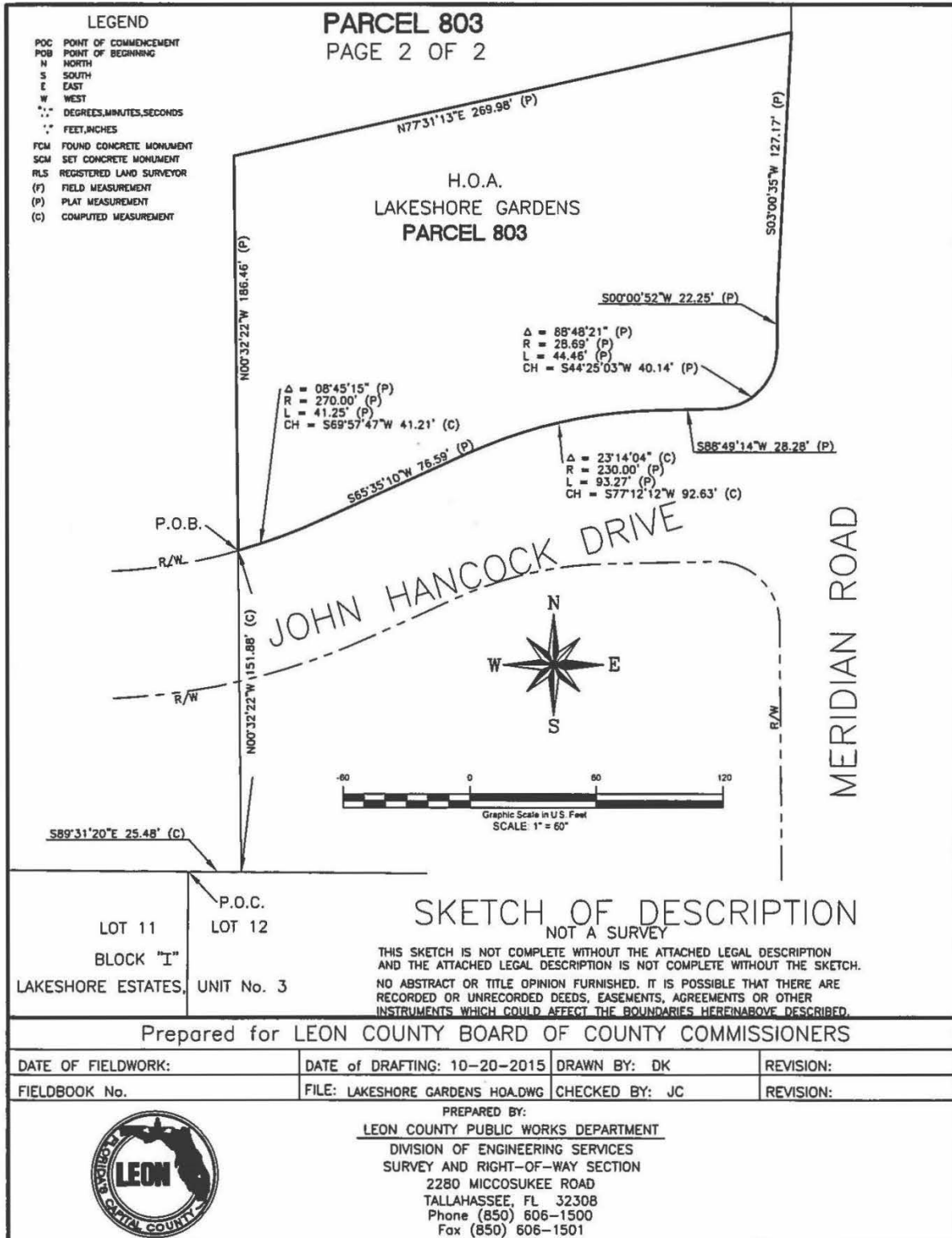
Not valid without the signature and original raised seal of the above signing surveyor

C:\Documents and Settings\User\My Documents\Deeds\Lakeshore Gardens HOA.doc
June 7, 2017

Exhibit "A"

Page 1 of 2
Page 62 of 434

Posted: January 12, 2018



RESOLUTION NO. R18-___

(Parcel 804)

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AUTHORIZING THE EXERCISE OF ITS EMINENT DOMAIN POWER TO ACQUIRE CERTAIN PROPERTY INTERESTS IN LEON COUNTY, FLORIDA, TO CONSTRUCT, OPERATE, AND MAINTAIN EXPANSIONS, IMPROVEMENTS AND/OR OTHER ALTERATIONS CONCERNING THE MERIDIAN ROAD CROSSDRAIN PROJECT, WITH RESPECT TO PARCEL 804.

WHEREAS, Leon County, Florida (the “County”) is a charter county and political subdivision of the State of Florida; and

WHEREAS, pursuant to Chapter 127, Florida Statutes, the Board of County Commissioners (the “Board”) is authorized to exercise the power of eminent domain, including the eminent domain power granted to the Department of Transportation by Section 337.27(1), Florida Statutes, the transportation corridor protection provisions of Section 337.273, Florida Statutes, and the right of entry onto property pursuant to Section 337.274, Florida Statutes; and

WHEREAS, Lake Jackson, located in northern Leon County, has been recognized and designated as an Outstanding Florida Water, a State Aquatic Preserve, a Surface Water Improvement and Management Priority Waterbody, and a Florida Nonpoint Source Pollution Priority Waterbody; and

WHEREAS, in order to reduce the frequency of flooding in the in the Fords Arm South watershed, located adjacent to Lake Jackson, and to improve the water quality of stormwater runoff reaching Lake Jackson, the Board approved the Fords Arm South Water Quality Improvement Project (the “Fords Arm South Project” or “Overall Project”).

WHEREAS, the Overall Project involves a series of stormwater management improvements planned for construction in three segments, the first of which will be the Meridian Road Crossdrain Project (the “Crossdrain Project” or “Project”); and

WHEREAS, the Crossdrain Project involves the stormwater management improvements to be constructed in the area located adjacent to Meridian Road (County Road 155) at John Hancock Drive (the “Crossdrain Project Area”); and

WHEREAS, under existing conditions, Meridian Road is overtopped during most storm frequencies and becomes hazardous at events above the ten-year frequency event, with culvert velocities extremely high for all storm frequencies at rates which can easily strip vegetation and promote channel scour beyond the culvert discharge; and

WHEREAS, the Crossdrain Project will address both water quality and historic flooding in the southeast area of Lake Jackson by providing benefits including, but not limited to, (i) constructing a larger cross drain under Meridian Road to provide ten times more flow capacity than currently exists, (ii) directing stormwater runoff into a new sediment sump to allow sediments to settle and be removed to further reduce the amount of nutrient-rich sediment reaching Lake Jackson, and (iii) containing the stormwater runoff within the channels to reduce the amount of sediment moving downstream to Lake Jackson; and

WHEREAS, it is in the public interest and for the public benefit to reduce the frequency of flooding and to improve the water quality of stormwater which, in turn, protects the health, welfare, and safety of the general public; and

WHEREAS, the County and its consultants have considered and weighed many factors, including but not limited to the availability of Project design alternatives, costs, environmental factors, long-range planning, and safety considerations; and

WHEREAS, the County has insufficient interests in real property in the Crossdrain Project Area to construct the Project; and

WHEREAS, the estates and interests in the real property described herein are reasonably necessary to adequately accommodate the planned improvements, expansions, and/or alterations concerning the Project; and

WHEREAS, the County and its consultants have prepared property descriptions and surveys which sufficiently describe and identify the property and interests reasonably necessary to be acquired from the property owner for the public purpose of constructing the Project; and

WHEREAS, a non-exclusive perpetual drainage easement interest in the portion of the real property, which portion is identified in the map of description attached hereto as "Exhibit A," hereinafter referred to as Parcel 804, is reasonably necessary for clearing, excavating, constructing, and maintaining drainage structures and outfall, ditches, and drains, and for ingress and egress purposes, in, over, under, on, and through Parcel 804 in order to construct the Project; and

WHEREAS, the County's consultants indicate it is reasonably probable that the County will obtain all necessary approvals for the Project from the appropriate governmental entities, including those charged with protecting the natural resources; and

WHEREAS, the County's consultants indicate that condemnation of a non-exclusive perpetual drainage easement interest in Parcel 804 will not result in irreparable harm to natural resources or the environment in the unlikely event that such approvals for this Project are not obtained from the appropriate governmental entities charged with protecting the natural resources; and

WHEREAS, the County has otherwise satisfied all applicable conditions precedent.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, as follows:

1. The Board hereby determines that the construction of the Meridian Road Crossdrain Project represents a valid County public purpose.

2. Acquiring a non-exclusive perpetual drainage easement interest in the real property identified as Parcel 804 as depicted in "Exhibit A" is reasonably necessary for clearing, excavating, constructing, and maintaining drainage structures and outfall, ditches, and drains, and for ingress and egress purposes, in, over, under, on, and through Parcel 804 in order to construct the Meridian Road Crossdrain Project.

3. The County Attorney, in cooperation with the County Administrator and his designated staff, is authorized and directed to institute such negotiations, eminent domain proceedings pursuant to Chapters 73 and/or 74, Florida Statutes, and other collateral proceedings, so as to allow the County to take title and possession of a non-exclusive perpetual drainage easement interest in Parcel 804 as depicted in "Exhibit A."

4. This Resolution shall become effective upon being adopted and executed.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 23rd day of January, 2018.

LEON COUNTY, FLORIDA

By: _____
Nick Maddox, Chairman
Board of County Commissioners

ATTEST:

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

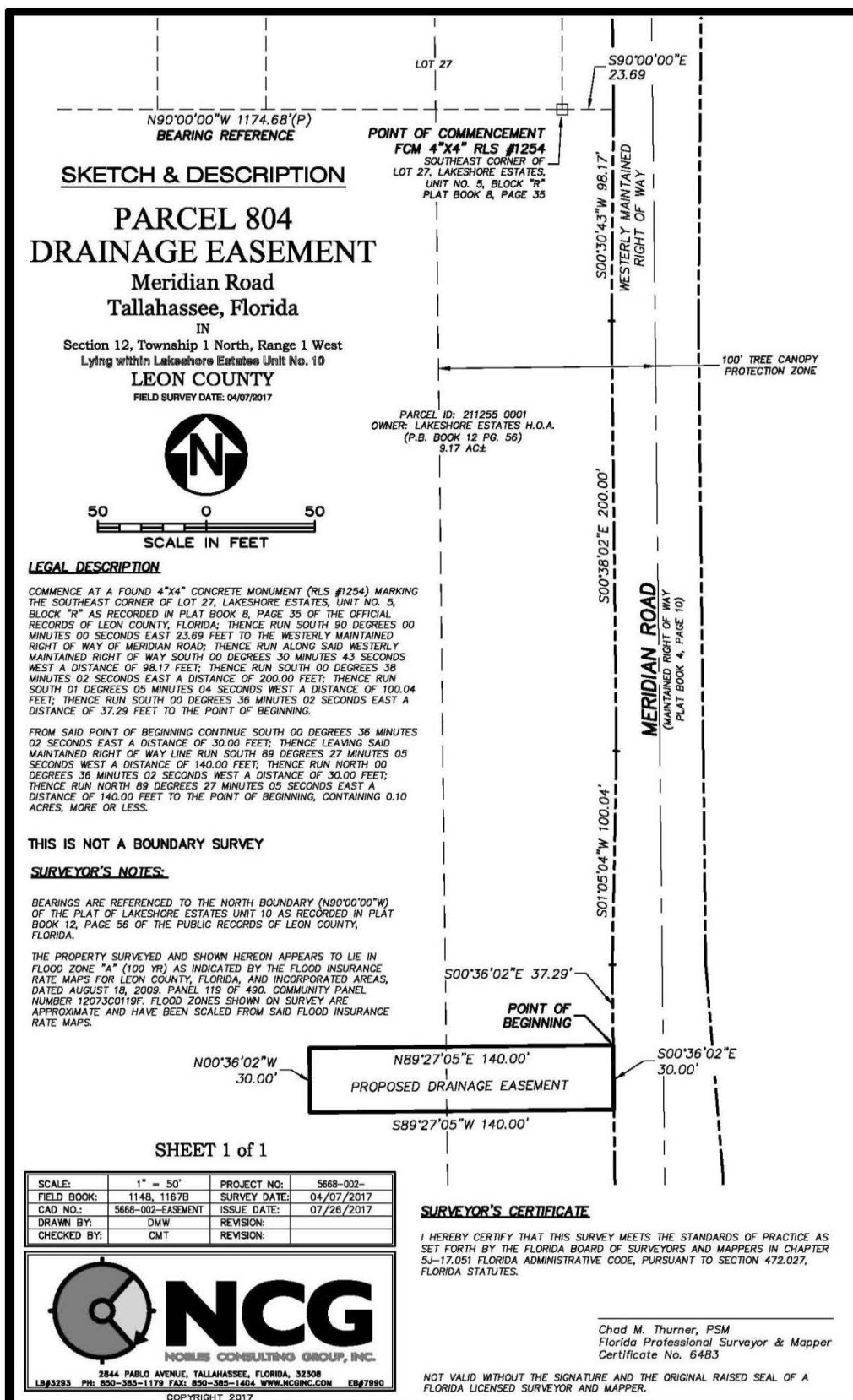
By: _____

Approved as to Form:
Leon County Attorney's Office

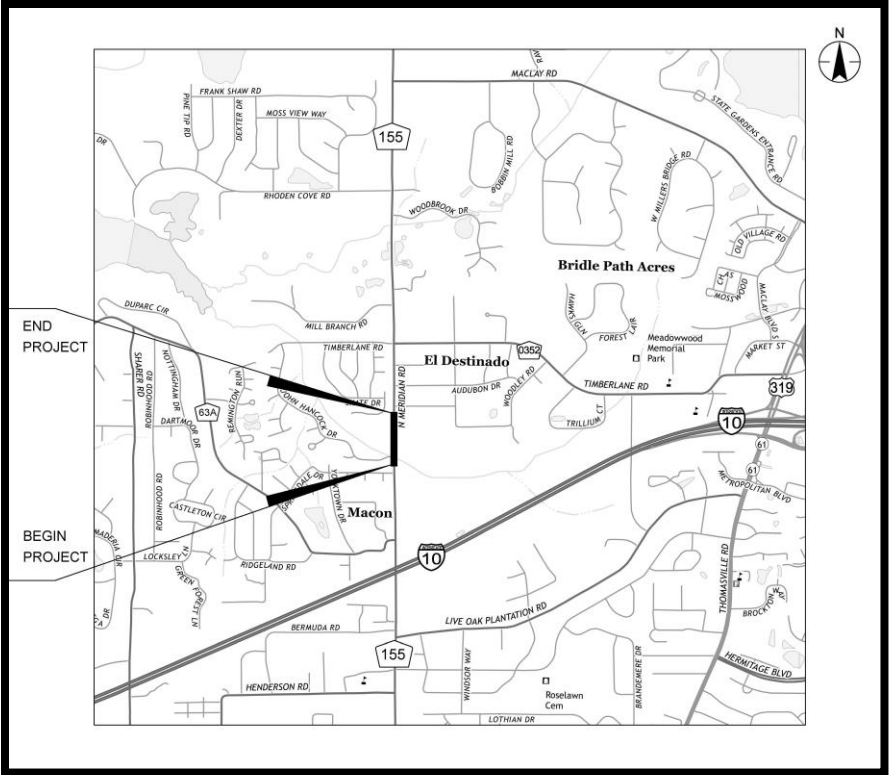
By: _____
Herbert W. A. Thiele
County Attorney

Exhibit "A"

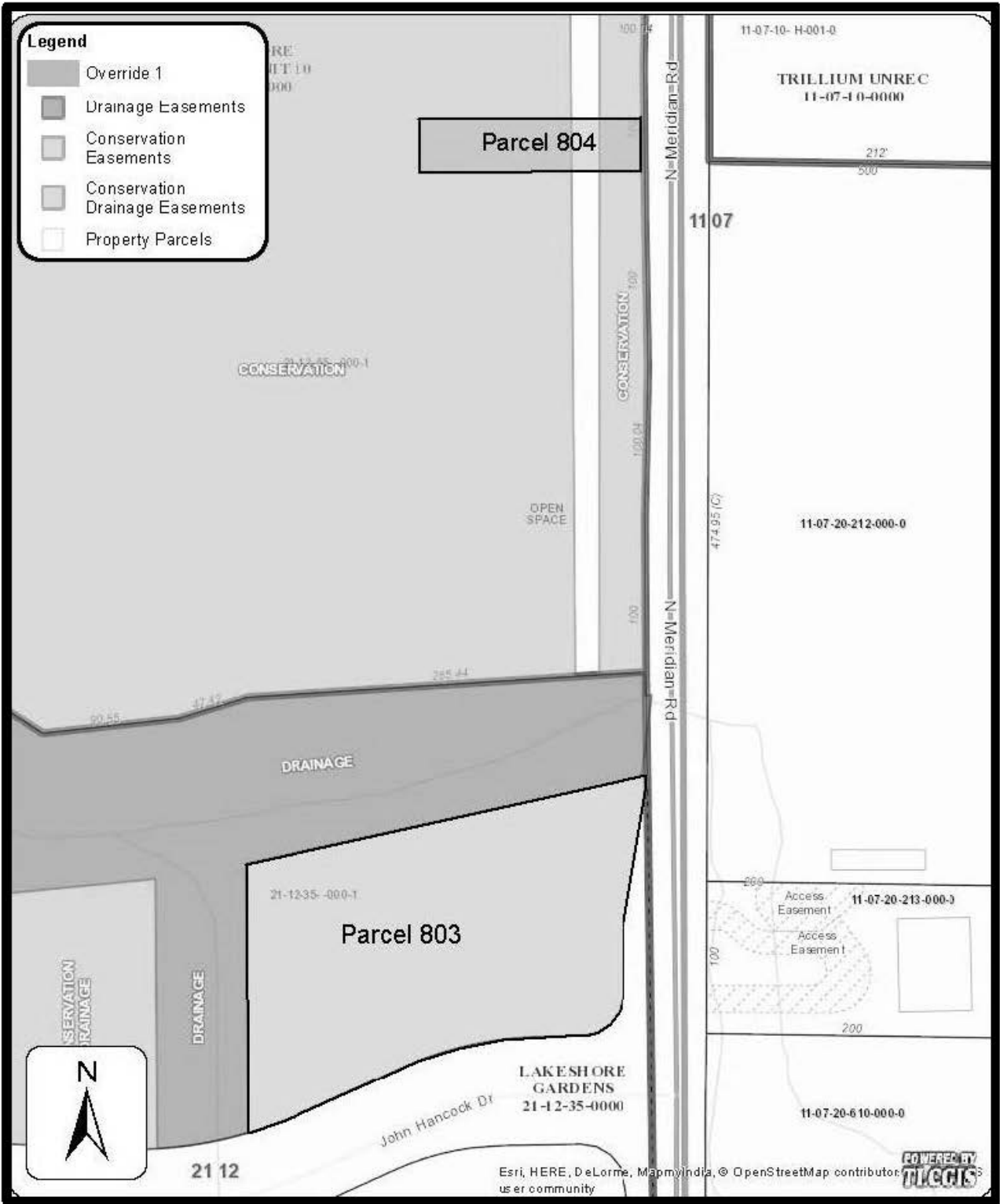
Legal Description



Crossdrain Project Area



Crossdrain Project Parcel Map



Description of Fords Arm South Water Quality Improvement Project

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 map (See page 2): the Linene Woods Tributary Improvements, the Western Channels Project and the Meridian Crossdrain Project.

Meridian Road Crossdrain Project:

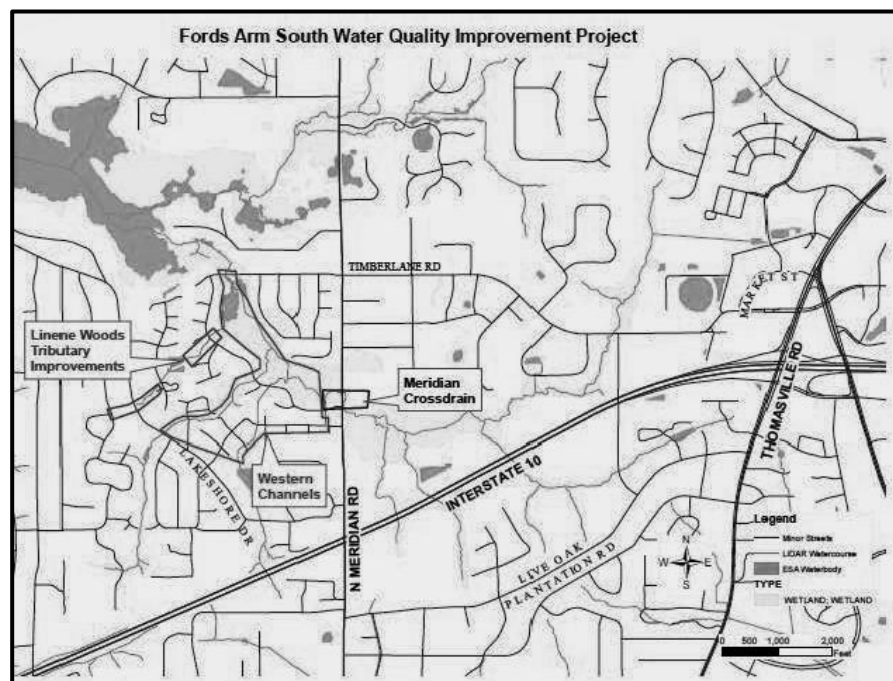
- Addressing the flooding of Meridian Road by the Lexington Branch. Stormwater from over 1,800 acres beginning in the vicinity of Thomasville Road and Interstate 10 overwhelms the existing single pipe under Meridian Road. The pipe will be increased to three box culverts providing ten times the flow capacity;
- 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.

Linene Woods Tributary Improvements:

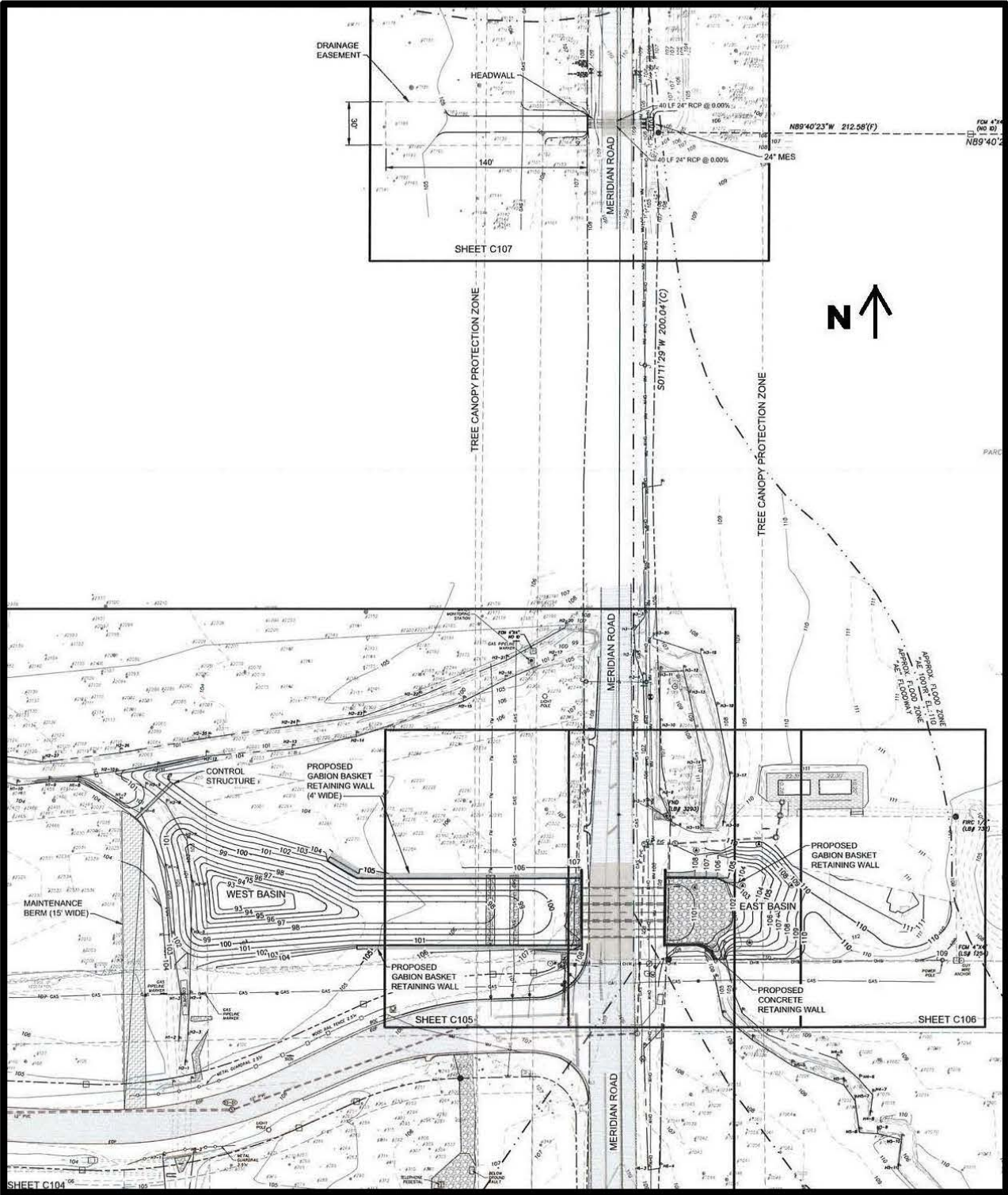
- Regrading the main ditches that run from Lakeshore Drive north to Hunter's Crossing and from Hunter's Crossing to the wetland north of John Hancock Drive;
- Replacing the existing crossdrain under John Hancock Drive to increase the stormwater capacity;
- Regrading two lots purchased for flood mitigation, 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.



Preferred Crossdrain Project Design



BOARD OF COUNTY COMMISSIONERS

INTER-OFFICE MEMORANDUM

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

From: Theresa Heiker, P.E. *TBH*
Stormwater Management Coordinator, Engineering Services Division
Leon County Department of Public Works

Date: January 10, 2018

Subject: Public Purpose and Necessity of Property to be Acquired for the Meridian Road
Crossdrain Segment of the Fords Arm South Water Quality Improvement Project

I. INTRODUCTION

The following information is submitted for consideration by the Board of County Commissioners (“Board”) in approving the Resolution of public purpose and necessity for the acquisition of property interests associated with the Fords Arm South Water Quality Improvement Project (the “Fords Arm South Project” or “Overall Project”). The Overall Project involves a series of stormwater management improvements in the Fords Arm South watershed to reduce the frequency of flooding in the watershed and improve the water quality of stormwater runoff reaching Lake Jackson. Lake Jackson has been recognized and designated as an Outstanding Florida Water, a State Aquatic Preserve, a Surface Water Improvement and Management Priority Waterbody, and a Florida Nonpoint Source Pollution Priority Waterbody. The Overall Project is planned to be constructed in three segments (Attachment #1). This memorandum specifically addresses the first of the segments to be constructed, identified as the Meridian Road Crossdrain Project (the “Crossdrain Project”), which involves the stormwater management improvements to be constructed in the area located adjacent to North Meridian Road (County Road 155) at John Hancock Drive (the “Crossdrain Project Area”).

In my capacity as Stormwater Management Coordinator, I have knowledge of the factors considered in recommending that the Board: (a) approve and ratify the preferred design alternative for the proposed improvements as set forth in the current conceptual plans for the Crossdrain Project, identified below as Alternative 2b; and (b) authorize eminent domain to acquire the remaining property interests necessary for the public purpose of constructing the Crossdrain Project.

Public Purpose and Necessity of Property to be Acquired for the Meridian Road Crossdrain
Segment of the Fords Arm South Water Quality Improvement Project
January 10, 2018
Page 2 of 9

II. PROJECT PURPOSE AND CHRONOLOGY

The Crossdrain Project is located in northern Leon County within the Fords Arm South watershed in the area adjacent to Meridian Road at John Hancock Drive, approximately one-half mile north of Interstate-10. This segment of the Overall Project will primarily manage the flow of stormwater within the Lexington Branch with construction of improvements taking place between the southern project boundary adjacent to the intersection of Meridian Road and John Hancock Drive and the northern project boundary adjacent to Timberlane Road (Attachment #2). Under existing conditions, Meridian Road is overtopped during most storm frequencies and becomes hazardous at events above the ten-year frequency event. Culvert velocities are extremely high for all storm frequencies at rates typically in the range of 10 feet/second, which can easily strip vegetation and promote channel scour beyond the culvert discharge.

The Crossdrain Project, under the preferred Alternative 2b design, will address both water quality and historic flooding in the southeast area of Lake Jackson by providing the following benefits:

- The single pipe under Meridian Road will be replaced with the construction of a cross drain made up of three box culverts, thereby providing ten times more flow capacity than currently exists. It will eliminate the hazardous condition that continually occurs in storm events exceeding a 10-year frequency level by allowing runoff to flow under Meridian Road instead of over the roadway as it currently flows.
- Stormwater runoff in the Lexington Branch, together with the runoff from a large creek coming from the north, will be directed into a sediment sump to allow any sediments to settle. The County's maintenance staff can then remove the sediments on a regular basis to further reduce the amount of nutrient-rich sediment reaching Lake Jackson.
- By eliminating the flooding of Meridian Road, the stormwater runoff will be contained within the channels thereby reducing the amount of sediment moving downstream to Lake Jackson which, in turn, will cause the lake to be less susceptible to shallowing and heating.

Under the preferred Alternative 2b design for the proposed Crossdrain Project, the Board has already acquired the necessary easement property interests on the east side of Meridian Road by virtue of the June 2017 Development Agreement entered into with Edward M. Mitchell, Jr. Alternative 2b will necessitate the acquisition of additional easement property interests from two of the abutting property owners on the west side of Meridian Road just north of John Hancock Drive. The acquisition of these property interests will allow for the County to design and construct the Crossdrain Project under Alternative 2b. The Crossdrain Project has been a long recognized need for the elimination of the hazardous flooding condition on Meridian Road, and for the reduction of sediments moving downstream into Lake Jackson. The Crossdrain Project is designed to reduce flooding and to improve water quality and, as such, it clearly represents a County public purpose.

Public Purpose and Necessity of Property to be Acquired for the Meridian Road Crossdrain
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Page 3 of 9

III. FIVE (5) NECESSITY FACTOR CONSIDERATIONS FOR MERIDIAN ROAD CROSSDRAIN PROJECT

A. PROJECT DESIGN ALTERNATIVES

The purpose of the Crossdrain Project is to better manage the flow of stormwater within the Lexington Branch with the construction of improvements that will reduce roadway flooding and improve water quality in Lake Jackson. As such, the project location was limited to the vicinity of the Crossdrain Project Area. In recommending Alternative 2b, staff considered three design alternatives for the Crossdrain Project (Attachment #3), each of which would accomplish in varying degrees a reduction in flooding and an improvement in water quality. An analysis of the three design alternatives, together with the no build alternative, is provided as follows:

Alternative 1: Larger Facility East Side of Meridian
(6.6-Acre Fee and Easement Acquisitions)

Alternative 1 would necessitate the fee acquisition from Mr. Mitchell of two abutting parcels located on the east side of Meridian Road and totaling 6.5 acres. The larger of the two parcels is approximately six acres and is improved with an active off-grade Goodwill facility and a retention pond. The smaller one-half acre parcel is improved with a vacant convenience store and a paved parking area. Under Alternative 1, the existing structures, asphalt pavement, fill and other improvements would be removed, allowing both parcels to be restored to natural grade. Upstream stormwater flows would be accommodated by extending the existing open channel to flow through and around the two parcels and into the existing culvert location under Meridian Road where it would discharge into an existing Leon County drainage easement along the west side of Meridian Road. A permanent pool pond would be included within the two parcels to intercept sediment from the channel and provide wet detention treatment upstream of the discharge point during lesser storm events. A bypass would be provided for extreme storm events. Both parcels would be replanted with appropriate tree species and vegetation while preserving a narrow access drive for maintenance purposes.

The existing undersized culvert under Meridian Road would be replaced with a double 5-foot x 16-foot arch culvert to mitigate road overtopping and reduce flow velocities. Rip rap rubble would be placed within the existing drainage easement at the culvert discharge to eliminate erosion and provide protection for currently exposed utilities. Overtopping of Meridian Road would be eliminated for all storm frequencies including the 100-year event. Culvert velocities would be reduced significantly and would fall below strip and scour rates up to the 25-year event.

Public Purpose and Necessity of Property to be Acquired for the Meridian Road Crossdrain
Segment of the Fords Arm South Water Quality Improvement Project
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In addition, Alternative 1 would include a new culvert to be constructed further north under Meridian Road with a two-foot pipe to accommodate additional upstream stormwater flows. The new culvert would necessitate the acquisition of a drainage easement of approximately one-tenth acre on the west side of Meridian Road extending over the conservation area of the Lakeshore Estates subdivision. Rip rap rubble would be placed within the proposed drainage easement at the new culvert discharge to eliminate erosion and provide protection for currently exposed utilities.

Alternative 2a: Smaller Facility Both Sides of Meridian Road
(1.6-Acre Fee and Easement Acquisitions)

Alternative 2a would be a smaller facility necessitating the fee acquisition of only the one-half acre parcel considered in Alternative 1. The existing vacant convenience store and paved parking area would be removed to allow the parcel to be restored to natural grade and planted with appropriate tree species and vegetation. Upstream flows would be accommodated by restoring the open channel across the one-half acre parcel to flow into a new culvert crossing under Meridian Road a short distance south of the existing culvert. The existing undersized culvert would remain and be supplemented by the new culvert and would necessitate the acquisition of a new drainage easement of approximately one acre on the west side of Meridian Road extending over the common area of the Lakeshore Gardens subdivision. The Lakeshore Gardens common area parcel is unimproved and is covered with natural vegetation.

The new culvert crossing would consist of a double 5-foot x 14-foot arch culvert discharging on the west side of Meridian Road into an open channel conveyance extending within the new drainage easement area approximately 300 feet west to the point of confluence with a tributary crossing from John Hancock Drive. A permanent pool pond would be included within the new drainage easement area to intercept sediment from both the proposed channel and existing tributary and to provide wet detention treatment during lesser storm events. The remaining portion of the easement area will be utilized for maintenance access and landscaping.

In addition, Alternative 2a would include a new culvert to be constructed further north under Meridian Road with a two-foot pipe to accommodate additional upstream stormwater flows. The new culvert would necessitate the acquisition of a new drainage easement of approximately one-tenth acre on the west side of Meridian Road extending over the conservation area of the Lakeshore Estates subdivision. Rip rap rubble would be placed within the proposed drainage easement at the new culvert discharge to eliminate erosion and provide protection for currently exposed utilities.

Alternative 2b: Smaller Facility Both Sides of Meridian Road
(1.4-Acre Easement Acquisitions)

Alternative 2b will be a slightly smaller facility than with Alternative 2a, necessitating only a drainage easement acquisition encumbering slightly more than half of the one-half acre parcel considered in Alternative 2b. In addition, a temporary construction easement will be necessary over the remaining half of that parcel and over a portion of the abutting six-acre parcel to allow for staging during construction, for the removal of the existing vacant convenience store and paved parking area, and for the one-half acre parcel to be graded and landscaped to accommodate the Project design. After construction, with the expiration of the temporary construction easement, the remaining half of the one-half acre parcel will remain available to the owner for development in conjunction with the abutting six-acre parcel.

Upstream flows will be accommodated by restoring the open channel across the one-half acre parcel to flow into a new cross drain under Meridian Road made up of three box culverts, thereby providing ten times more flow capacity than currently exists. The new cross drain will replace the existing single pipe and be constructed a short distance south of the existing location. It will eliminate the hazardous condition that continually occurs in storm events exceeding a 10-year frequency level by allowing runoff to flow under Meridian Road instead of over the roadway as it currently flows. Alternative 2b will necessitate the acquisition of a drainage easement of approximately one acre on the west side of Meridian Road extending over the common area of the Lakeshore Gardens subdivision. The Lakeshore Gardens common area parcel is unimproved and is covered with natural vegetation.

The new cross drain will consist of three 4.5-foot x 10-foot box culverts discharging on the west side of Meridian Road into an open channel conveyance extending within the new drainage easement area approximately 300 feet west to the point of confluence with a tributary crossing from John Hancock Drive. A permanent pool pond will be included within the new drainage easement area to intercept sediment from both the proposed channel and existing tributary and to provide wet detention treatment during lesser storm events. The remaining portion of the easement area will be utilized for maintenance access and landscaping.

In addition, Alternative 2b will include a new culvert to be constructed further north under Meridian Road with a two-foot pipe to accommodate additional upstream stormwater flows. The new culvert will necessitate the acquisition of a drainage easement of approximately one-tenth acre on the west side of Meridian Road extending over the conservation area of the Lakeshore Estates subdivision. Rip rap rubble will be placed within the proposed drainage

Public Purpose and Necessity of Property to be Acquired for the Meridian Road Crossdrain
Segment of the Fords Arm South Water Quality Improvement Project
January 10, 2018
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easement at the new culvert discharge to eliminate erosion and provide protection for currently exposed utilities.

Alternative 3: No Build

The No Build Alternative would propose no constructed improvements. Continuing maintenance activities would be undertaken to keep the existing stormwater improvements clear of obstructions. Under existing conditions, Meridian Road is overtopped during all storms and becomes hazardous at events above the 10 year frequency event. Culvert velocities are extremely high for all frequencies at rates (10 feet/second \pm) which can easily strip vegetation and promote channel scour beyond the culvert discharge. Under this alternative, water quality and flooding concerns will not be addressed. Historic flooding events across Meridian Road would continue, nutrient and suspended solids loads would not be reduced, the channel would remain incised and continue to erode. In addition, habitat on either side of Meridian Road would remain disconnected, riparian communities would continue to shift to upland communities, and invasive species would continue to expand in the watershed.

While there would be no traffic interruptions due to construction nor would there be any acquisition or construction costs, the No Build Alternative would not address the flooding and water quality concerns nor would it reduce the culvert velocities causing channel scour and loss of vegetation.

B. COSTS

The No Build Alternative is the least expensive alternative; however it does nothing to address the flooding and water quality concerns in the Crossdrain Project Area, nor would it reduce the culvert velocities causing channel scour and loss of vegetation. The largest of the three alternatives, the 6.6-acre facility proposed in Alternative 1, is preferred over the Alternatives 2a and 2b because of its superior water quality treatment benefits. However, in negotiations for the acquisition of the two parcels needed for Alternative 1, the property owner, Edward M. Mitchell, Jr., expressed to the County his belief that the property value was many multiples greater than the County's appraised value. Given that the potential costs of acquisition for Alternative 1 would greatly exceed the Project budget, Alternatives 2a and 2b were considered as viable alternatives assuming the acquisition of the necessary property interests from Mr. Mitchell could be resolved within the Project budget. Alternatives 2a and 2b both also require the acquisition of identical drainage easements from the west side of Meridian Road and, therefore, those acquisition costs would be the same for each alternative.

In continued negotiations with Mr. Mitchell, it became clear that Alternative 2a would also be cost prohibitive because of the potential costs associated with the fee acquisition of the one-half acre parcel needed for Alternative 2a. Mr. Mitchell disagreed

Public Purpose and Necessity of Property to be Acquired for the Meridian Road Crossdrain
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with the County's approach to valuing the parcel as a stand-alone property separate and apart from the abutting six-acre parcel. Instead, Mr. Mitchell considered the parcel to be much more valuable as part of a commercial development in conjunction with the abutting six-acre parcel. As such, the County considered Alternative 2b which requires only a drainage easement acquisition encumbering only half of the one-half acre parcel, thereby leaving the remaining portion of the parcel available for the owner's future development plans. The County eventually acquired the necessary easement property interests for Alternative 2b by virtue of the June 2017 Development Agreement entered into with Mr. Mitchell. The full compensation amount of \$497,500 paid to Mr. Mitchell for the necessary easement interests fell within the Project budget, and thereby makes Alternative 2b the most preferred alternative.

C. ENVIRONMENTAL IMPACTS

The Crossdrain Project is the first of the three segments of the Overall Project planned for construction. The Overall Project involves a series of stormwater management improvements in the Fords Arm South watershed to reduce the frequency of flooding in the watershed and improve the water quality of stormwater runoff reaching Lake Jackson. Lake Jackson has been recognized and designated as an Outstanding Florida Water, a State Aquatic Preserve, a Surface Water Improvement and Management Priority Waterbody, and a Florida Nonpoint Source Pollution Priority Waterbody.

The Crossdrain Project will provide many environmental benefits, including improving the water quality of discharged water before it reaches Lake Jackson, groundwater recharge, and habitat improvements. It includes a stream restoration component for the existing stream channel, and provides opportunities for habitat quality enhancement along the drainage way and through the removal of nuisance and exotic species.

The No Build Alternative provides no environmental benefits and has the greatest adverse impact on the Crossdrain Project Area. If the Project is not built, flooding across Meridian Road would continue, nutrient and suspended solids loads would not be reduced, the channel would remain incised and continue to erode, habitat on either side of Meridian Road would remain disconnected, riparian communities would continue to shift to upland communities, and invasive species would continue to expand in the watershed.

Comparing the three Project design alternatives, the environmental benefits are expected the greatest under Alternative 1 with respect to both water quality and habitat value. This is due to the size of the treatment wetland and the restored channel and larger cross drain under Meridian Road. Water quality improvements are anticipated due to reduced downstream nutrient and suspended solid loads and improved hydrologic function and habitat along riparian buffers. Environmental benefits with respect to water quality, groundwater recharge, and habitat value are also anticipated under Alternative 2a, although to a lesser extent due to the absence of the treatment wetland and the smaller

cross drain and channel under Meridian Road. Alternative 2b, when compared to Alternative 2a, provides greater environmental benefits due to containing stormwater flows into improved channels.

D. LONG-RANGE PLANNING

The Tallahassee-Leon County Comprehensive Plan, adopted in July 1990 and revised in July 2014 (the “Comp Plan”), contains the long range goals, objectives, and policies for the County through the year 2030. The goals, objectives, and policies associated with reducing the frequency of flooding and improving the water quality of stormwater runoff reaching the County’s lakes and other water bodies are contained with various sections of the Comp Plan.

The Utilities: Stormwater Management section of the Comp Plan provides as Goal 1 the provision of a “stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality.” The Conservation Element of the Comp Plan includes as Goal 2 the protection and enhancement of natural surface water bodies to provide for fishable and swimmable uses, with Stormwater Management Objective 2.1 providing for local government to “coordinate the various elements of their overall stormwater program through a unified plan to ensure the efficient and effective provisions of stormwater regulations, enforcement, planning, maintenance, operations, and capital improvements.” The Water Bodies Protection Objective 2.2 of the Conservation Element provides for local government to have in place “programs and procedures to improve water quality in degraded water bodies.”

The Conservation Element also contains the Lake Jackson Protection Objective 2.3 which requires local government to “adopt policies and ordinances that will prevent any further degradation of Lake Jackson and by the year 2000, return water quality in the lake to its condition at the time of Outstanding Florida Waters (OFW) designation.” Finally, Goal 3 of the Conservation Element seeks to “protect, enhance, and restore natural resources, wildlife habitat, and natural vegetative communities to maintain a diversity of native flora and fauna to assure the maintenance of a viable population of native species.”

From a long-range planning perspective, Alternatives 1, 2a, and 2b are all designed to toward accomplishing those goals, objectives, and policies contained in the Comp Plan with regard to reducing the frequency of flooding in the Crossdrain Project Area and improving the water quality of stormwater runoff reaching Lake Jackson. Alternative 1 would accomplish those goals to a greater degree than with Alternatives 2a and 2b. Alternatives 2a and 2b would work to approximately the same degree to accomplish the goal of improving water quality. The No Build Alternative would not accomplish any of the goals contained in the Comp Plan.

Public Purpose and Necessity of Property to be Acquired for the Meridian Road Crossdrain
Segment of the Fords Arm South Water Quality Improvement Project
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Alternative 2b is the preferred alternative in that it accomplishes the Comp Plan goals, although to a lesser degree than with Alternative 1, while avoiding the cost-prohibitive fee acquisition of the two parcels on the east side of Meridian Road.

E. SAFETY CONSIDERATIONS

The safety considerations of the Crossdrain Project are primarily associated with the elimination of the overtopping of Meridian Road. Under existing conditions, Meridian Road is overtopped during most storm frequencies and becomes hazardous at events above the ten-year frequency event. All three Project design alternatives would reduce or eliminate the overtopping to varying degrees. Under Alternative 1, overtopping of Meridian Road would be eliminated for all storm frequencies including the 100-year event. Alternative 2a would eliminate overtopping for all storms through the 50-year event with only a relatively small overflow for the 100-year event. Under Alternative 2b, overtopping will be eliminated in storm events exceeding a 10-year frequency level and up through a 50-year event.

With the exception of the No Build Alternative, all the alternatives were designed to address these safety concerns. Although Alternative 1 would provide the most safety by eliminating the overtopping of Meridian Road in storm events up to the 100-year level, Alternative 2b is the preferred alternative because it avoids the cost-prohibitive fee acquisition of the two parcels on the east side of Meridian Road while providing a degree of safety with regard to the overtopping of Meridian Road.

IV. RECOMMENDATION

Alternative 2b, Smaller Facility Both Sides of Meridian Road (1.4-Acre Easement Acquisitions), is the recommended alternative because, of all the Alternatives, it best accomplishes the Project purpose of managing the flow of stormwater within the Lexington Branch with the construction of improvements that will reduce roadway flooding and improve water quality in Lake Jackson. This is especially true considering that the Board, after extensive and lengthy negotiations resulting in a Development Agreement, has already accomplished the acquisition of the easement rights on the east side of Meridian Road needed under Alternative 2b.

In order to proceed with Alternative 2b, it will be necessary to acquire drainage easement interests from the two abutting property owners on the west side of Meridian Road adjacent to the Project. The acquisition of these property interests will allow for the County to design and construct the preferred Project design.

For these reasons, it is recommended that the Board approve the Resolutions of public purpose and necessity authorizing the acquisition of the property interests needed for the public purpose of constructing the Meridian Road Crossdrain Segment of the Fords Arm South Water Quality Improvement Project as described above.

Attachment #1

Overall Project

Description of Fords Arm South Water Quality Improvement Project

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 map (See page 2): the Linene Woods Tributary Improvements, the Western Channels Project and the Meridian Crossdrain Project.

Meridian Road Crossdrain Project:

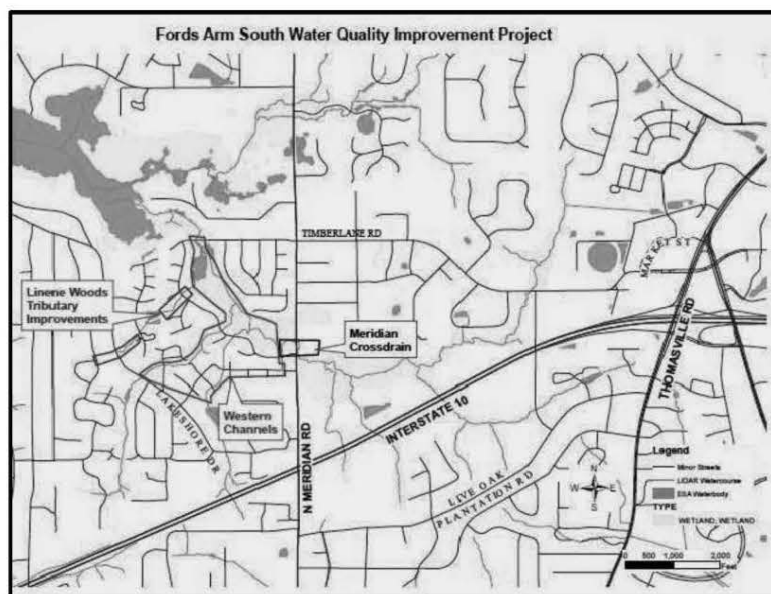
- Addressing the flooding of Meridian Road by the Lexington Branch. Stormwater from over 1,800 acres beginning in the vicinity of Thomasville Road and Interstate 10 overwhelms the existing single pipe under Meridian Road. The pipe will be increased to three box culverts providing ten times the flow capacity;
- 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.

Linene Woods Tributary Improvements:

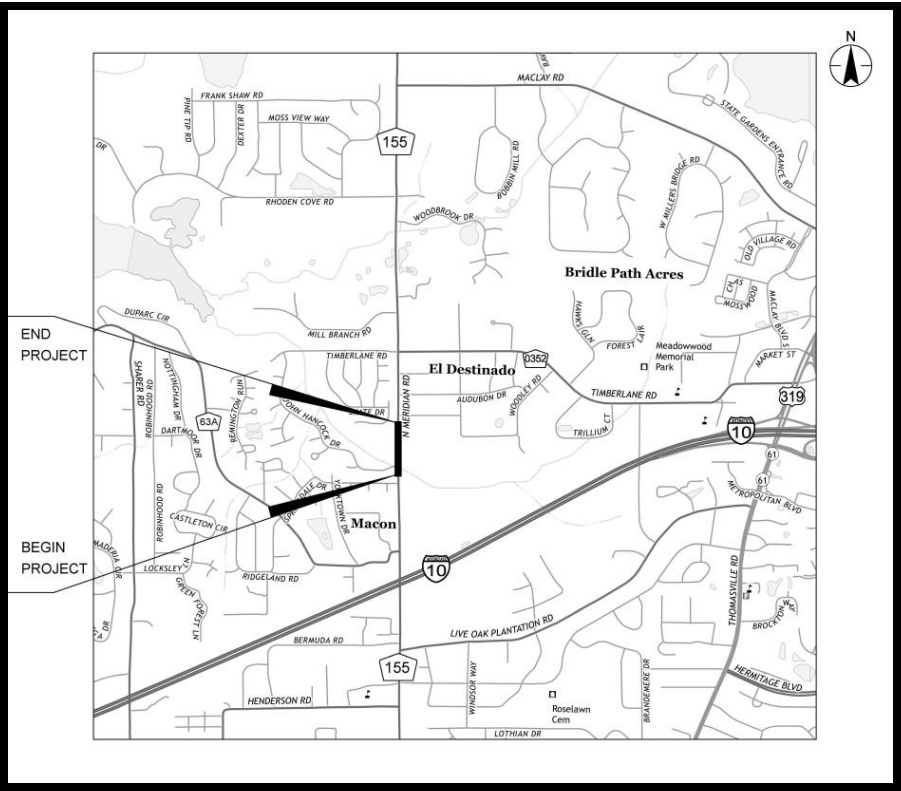
- Regrading the main ditches that run from Lakeshore Drive north to Hunter's Crossing and from Hunter's Crossing to the wetland north of John Hancock Drive;
- Replacing the existing crossdrain under John Hancock Drive to increase the stormwater capacity;
- Regrading two lots purchased for flood mitigation, 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.



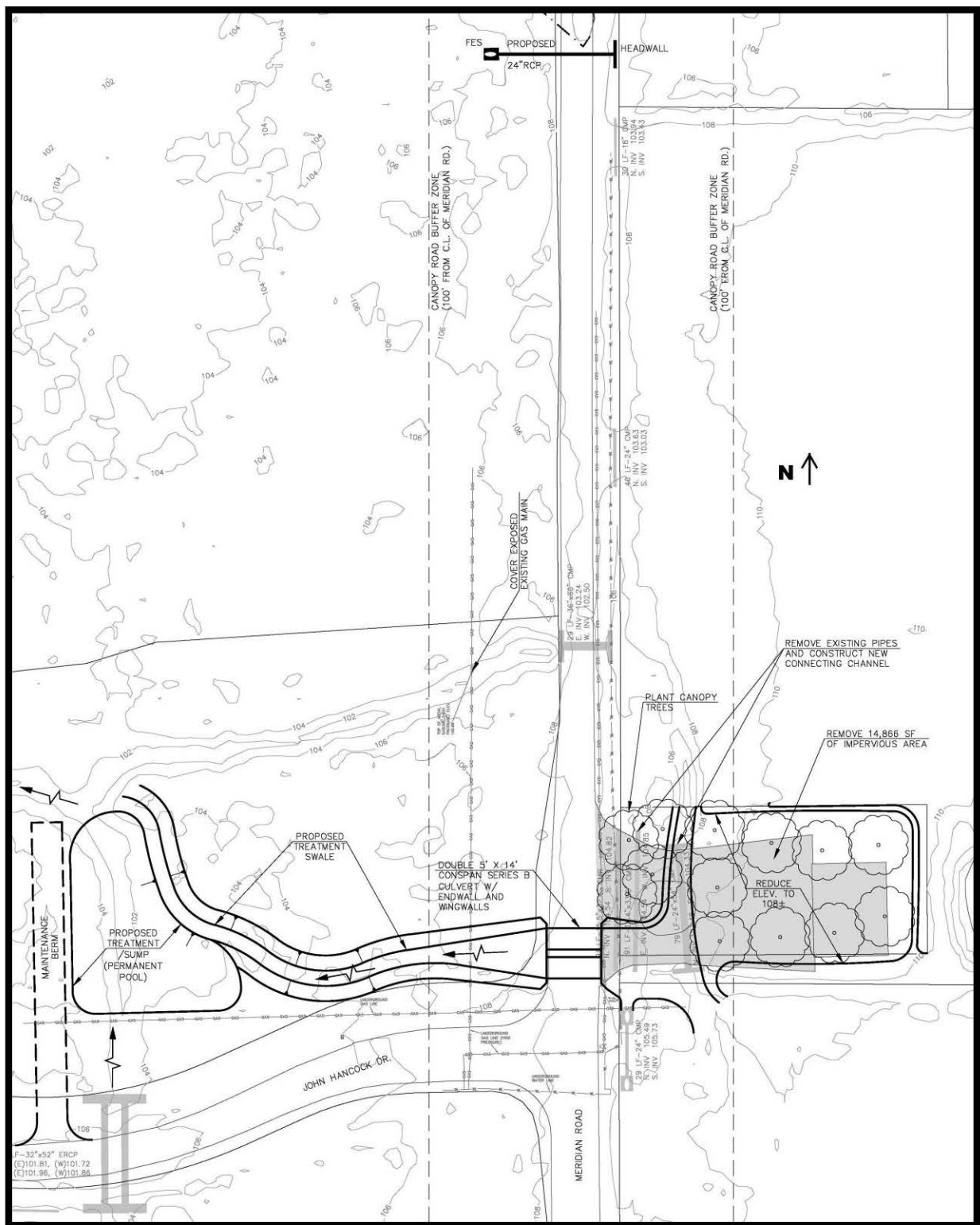
Attachment #2
Crossdrain Project Boundaries



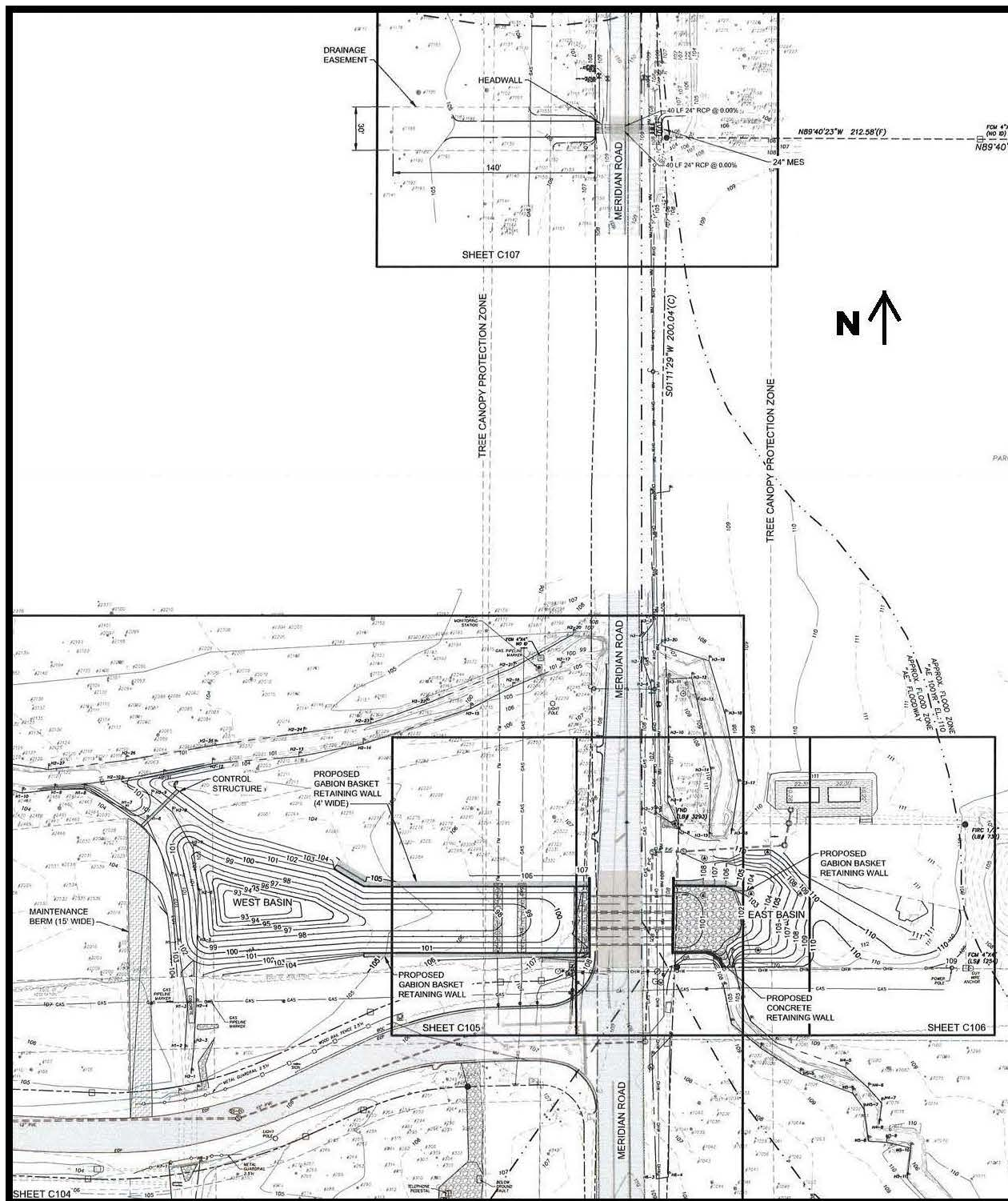
Attachment #7
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Alternative 1

Alternative 2a
Smaller Facility Both Sides of Meridian Road



Alternative 2b
Smaller Facility Both Sides of Meridian Road



**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Enabling Resolution to Reauthorize the Community Development Block Grant Citizens Advisory Task Force

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Shington Lamy, Director, Human Services and Community Partnerships Mary Smach, Agenda Coordinator

Statement of Issue:

This agenda item proposes the approval of an Enabling Resolution to reauthorize the Community Development Block Grant Citizens Advisory Task Force to be consistent with recent changes to the State of Florida Administrative Code.

Fiscal Impact:

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

Staff Recommendation:

Option # 1: Adopt the proposed Enabling Resolution for the Community Development Block Grant Citizens Advisory Task Force and approve the revised composition of the membership (Attachment #1).

Report and Discussion

Background:

Recently, Chapter 73C-23 of the Florida Administrative Code which governs the Community Development Block Grant (CDBG) program was amended to require at least 51% of the Citizens Advisory Task Force (CATF) membership be comprised of residents who reside in low- to moderate income households as defined by the Florida Department of Economic Opportunity. Based on this change, the current composition of the CATF must be amended. Additionally, like many of the citizen committees, the CATF was established prior to the adoption of Board Policy No. 03-15, "Board-Appointed Committees" (Attachment #2). Therefore, an Enabling Resolution for the CATF is required to provide guidelines for its operation and function, establish member composition and eligibility, and designate length of term, and term limits.

In 1993, the Board established the CDBG CATF in order to improve the competitiveness of the County's application for CDBG funding. An addition of up to ten points are given to local jurisdiction applications that establish a CATF. Historically, the County has applied and been awarded CDBG funding in the categories of housing rehabilitation, economic development, neighborhood revitalization, and disaster relief. Most recently in 2014 the County was awarded a CDBG grant in the amount of \$750,000 for housing rehabilitation. The County will exhaust its current CDBG grant in February 2018.

The CATF's responsibilities have included assisting with the CDBG program planning, implementation, assessment, and oversight; assisting in the development of new programs; and advocating for citizens by setting up and monitoring grievance procedures.

The CATF was previously comprised of the full membership of the Housing Finance Authority of Leon County (HFA). In compliance with State guidelines, on February 19, 2002, the Board increased the CATF membership from seven to eight by adding a County resident who met the low-income criteria. After receiving notification from the State that more representation of low- and moderate-income households was needed, on November 10, 2009, the Board added two more County residents who met the income criteria; bringing the CATF membership to ten.

Analysis:

The proposed Enabling Resolution would establish the CATF as a decision making committee that would provide input on the planning, implementation, and assessment of the County's CDBG program (Attachment #1). More specifically, the CATF would advise staff on the development of CDBG applications, provide staff input on the implementation of CDBG projects, raise public awareness of the County CDBG program and assist staff in establishing and managing the grievance procedure for the CDBG program. The CATF would also provide the Board its recommendations on the CDBG program and projects.

In light of State guidelines requiring that 51% of the CATF membership meets the low- to moderate- income threshold as defined by the Florida Department of Economic Opportunity, and no more than one employee, staff is recommending that the CATF be limited to five members.

Three members appointed by the Board must meet the low- to moderate-income household criteria. The remaining members would include the Chairman of the HFA, or designee, and a staff person appointed by the County Administrator. The chairman of the HFA has been notified and supports the revised structure and the proposed Enabling Resolution.

To ensure consistency during the entire CDBG grant cycle, each member's term would be for four years or will expire upon the closeout of the CDBG grant. The life of a CDBG grant award includes the application, public input, award, implementation, and closeout periods which is typically three years. However, the Board may choose to appoint the same membership for future CDBG funding cycles.

As previously mentioned, the County will exhaust its current CDBG grant in February 2018 and the next CDBG funding cycle is expected to open in March 2018. The CATF is expected to meet quarterly and would hold additional meetings in preparation for the development of a CDBG grant application and to gather public input. Regular meetings of the CATF and getting public input are two factors considered by the Department of Economic Opportunity in evaluating the award of additional points during the application process. Staff will present an agenda item for the Board's consideration on potential CDBG funding opportunities that will include input from the CATF and the public.

The current CATF comprised of the HFA would be dissolved upon the Board's adoption of the proposed Enabling Resolution. Subsequently, staff would present an agenda item in February for the Board to consider three appointments that represent low- to moderate-income households. .

Options:

1. Adopt the proposed Enabling Resolution for the Community Development Block Grant Citizens Advisory Task Force and approve the revised composition of the membership (Attachment #1).
2. Do not adopt the proposed Enabling Resolution for the Community Development Block Grant Citizens Advisory Task Force and approve the revised composition of the membership.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Proposed Enabling Resolution for the Leon County Community Development Block Grant Citizens Advisory Task Force
2. Board Policy No. 03-15

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, TO REAUTHORIZE THE CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZENS ADVISORY TASK FORCE AND WHICH SHALL OPERATE AND FUNCTION AS A DECISION MAKING COMMITTEE.

WHEREAS, in 1993, the Board of County Commissioners of Leon County, Florida (the Board) established the Community Development Block Grant (CDBG) Citizens Advisory Task Force (CATF) and expanded the duties of the Housing Finance Authority of Leon County (HFA) by appointing of the HFA membership as the CATF; and

WHEREAS, from time to time, the Board has expanded the membership of CATF to include low- to moderate-income residents to comply with the Chapter 73C-23, F.A.C. which governs the Florida Small Cities Community Development Block Grant Program; and

WHEREAS, the CATF responsibilities have included assisting with the CDBG program planning, implementation, assessment, and oversight; providing counsel and advise on the County's Housing Program; assisting in the development of new programs; and advocating for citizens by setting up and monitoring grievance procedures; and

WHEREAS, the bylaws of the CDBG Citizens Advisory Task Force were adopted November 10, 2009; and

WHEREAS, this Resolution shall supersede the bylaws of the CDBG Citizens Advisory Task Force; and

WHEREAS, the Board recognizes and acknowledges the importance of public involvement and input in County government; and

WHEREAS, the Board wishes to reauthorize the CATF as it currently functions and operates

and clarify that it shall function as a Decision Making Committee 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 reauthorizes the CDBG Citizens Advisory Task Force, an advisory committee, for the purpose of providing input on the planning, implementation, assessment of the County’s CDBG program.

2. The CDBG Citizens Advisory Task Force shall function and operate as a Decision Making Committee in accordance with Board Policy No. 03-15, “Board-Appointed Advisory Committees.”

3. The CDBG Citizens Advisory Task Force shall be charged with the following responsibilities:

- a. advise staff on the development of CDBG applications,
- b. provide input on the implementation of CDBG projects,
- c. raise public awareness of the County CDBG program, and
- d. make recommendations to the Board on the County’s CDBG program and projects
- e. assist staff in the grievance procedure for the CDBG program

4. The current membership of the CDBG Citizens Advisory Task Force which includes the membership of the HFA shall be dissolved.

5. The CDBG Citizens Advisory Task Force shall have five (5) members that reside in Leon County. Three of the members shall be residents in low- to moderate-income households as defined by the Florida Department of Economic Opportunity and shall be appointed by the Board of

County Commissioners. The remaining two members shall be the Chairman of the Housing Finance Authority (HFA) of Leon County or designee, and a staff person appointed by the County Administrator.

6. The terms of the members of the CDBG Citizens Advisory Task Force shall be four years or shall expire upon the closeout of the CDBG grant.

7. The members of the CDBG Citizens Advisory Task Force shall not be subject to full and public disclosure of financial interests.

8. The bylaws of the CDBG Citizens Advisory Task Force, adopted November 10, 2009, are repealed and superseded by this Resolution and Bylaws, in accordance with Board Policy No. 03-15, "Board-Appointed Advisory Committees."

9. The CDBG Citizens Advisory Task Force shall be assisted by staff from the Office Human Services and Community Partnerships.

10. The CDBG Citizens Advisory Task Force shall be dissolved only upon direction of the Board.

11. This Resolution shall become effective immediately upon its adoption.

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DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon County,
Florida, this ____ day of _____, 2018.

LEON COUNTY, FLORIDA

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, 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

1.01.1

Board of County Commissioners

Leon County, Florida

Policy No. 03-15

Title: Board-Appointed Advisory Committees

Date Adopted: October 11, 2011

Effective Date: October 11, 2011

Reference:

- Florida Statute Chap. 112, Part III, Code of Ethics for Public Officers and Employees
- Florida Statute Chap 119, Public Records
- Florida Statute §286.011, Government-in-the-Sunshine Law
- Leon County Board of County Commissioners (LCBCC) Policy No. 03-05, Code of Ethics

Policy Superseded: Policy No. 00-5, "Volunteer Boards and Committees;" Policy No. 97-9, "Voting Conflicts on Boards, Committees, Councils, and Authorities"; Policy No. 03-15, Board-Appointed Advisory Committees: Establishment, Appointment, Function, Operation, and Dissolution, adopted September 23, 2003; Policy No. 03-15, revised April 12, 2011

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a revised policy entitled "Board-Appointed Advisory Committees" be hereby adopted, to wit:

POLICY

1) Authority, Purpose, Intent, and Scope

- a) Authority: to the extent the Policy delegates any authority, it is so delegated to the County Administrator.
- b) Purpose: to establish a policy and procedure to govern the establishment, appointment, function, operation, and dissolution of all Advisory Committees appointed by the Board.
- c) Intent:
 - i) to efficiently manage the resources available to Leon County by assuring that all Advisory Committees function in the most fiscally responsible manner and, when no longer needed, are dissolved as soon as practicable;
 - ii) to assure that all Advisory Committees appointed by the Board comply with all applicable Government-in-the-Sunshine, Public Records, and Code of Ethics Laws; and
 - iii) to assure that all citizens, who volunteer their time to serve on an Advisory Committee, are protected from unknowingly committing an unlawful act by appointing them only to appropriate committees and providing them with a thorough Orientation.
- d) Scope: governs all Board-appointed Advisory Committees in existence on the Effective Date of the Policy and to any Board-appointed Advisory Committees thereafter established; and shall not apply to any committees or groups appointed by, or under the delegation of, the County Administrator under his/her executive powers, duties, or responsibilities as provided under the Administrative Code of Leon County, as may be amended from time to time, or any other executive power provided under any other statute, ordinance, or rule promulgated by federal, state, or local law.

2) Definitions

The following terms, when used in the Policy in their capitalized form, shall be defined as follows:

- a) Ad Hoc Advisory Committee. an Advisory Committee established for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.
- b) Advisory Committee: any board, Committee, or group previously or hereafter established by the Board to provide input, advice, and/or recommendations regarding matters to be brought before the Board for approval, and which is identified in its Enabling Resolution as either a Decision Making Committee or a Focus Group.
- c) Applicant: a person who is interested in serving on an Advisory Committee and who is required to submit an Application, completed in accordance with the Policy.
- d) Applicant Pool: the group of Applicants eligible for appointment to an Advisory Committee.

Board-Appointed Advisory Committees

- e) Application: the form to be completed and submitted by those persons interested in serving on an Advisory Committee, other than those persons whose public positions are specifically identified by statute, code, rule, policy, or other state, federal, or local law as a required member of the Advisory Committee as identified in such law. For example, the Chairman of the Board of County Commissioners, the Secretary of the Department of Transportation, or the President of Florida State University, provided, however, that persons who are identified in such laws only through their occupation, for example a building contractor or a real estate broker, are not exempt from the application process.
- f) Board: the Leon County Board of County Commissioners.
- g) Commissioner: a member of the Leon County Board of County Commissioners.
- h) County: Leon County, Florida.
- i) Decision Making Committee: an Advisory Committee intended to become part of the Board's decision-making process by virtue of direction in its Enabling Resolution to provide to the Board recommendations regarding matters to be considered for Board approval. A Decision Making Committee conducts its meetings under the direction of a Chairperson, with Staff acting only in a role of facilitator; operates under Bylaws approved by the County Administrator and the County Attorney; considers alternatives and narrows or eliminates options for Board consideration; and conducts a vote to either make its final recommendations to the Board as directed in its Bylaws, or make a final binding decision without returning to the Board, based on authority delegated by statute, code, rule, policy, or other state, federal, or local law - because of the voting requirement strongly discourages the appointment of Stakeholders as members.
- j) Enabling Resolution: the Resolution adopted by the Board, pursuant to the procedures set forth herein, which authorizes the creation of an Advisory Committee and which establishes the Advisory Committee as either a Decision Making Committee or a Focus Group.
- k) Focus Group: an Advisory Committee *not* intended to become part of the Board's decision-making process, but rather is intended, by virtue of its Enabling Resolution, to merely provide a fact-finding source of community input and technical resources for use by Staff in developing a Staff recommendation regarding a matter to be considered for Board approval. A Focus Group conducts its meetings under the direction of Staff, provides collective input to Staff through individual comments of the Focus Group members, has no need for Bylaws, takes no vote as a group and, therefore, appointment of Stakeholders as members does not present a conflict of interest.
- l) Lobbying: influencing or attempting to influence legislative or quasi-judicial action or non-action through oral or written communication, or an attempt to obtain the goodwill of a member of the Board, a member of a quasi-judicial board, a member of an Advisory Committee, a County Commission aide, the County Administrator, the County Attorney, the Assistant County Administrator, a Department/Division Director, the Director of Purchasing, the Chief Building Inspector, or other employees who have binding administrative authority.
- m) Lobbyist: any of the following persons:

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- i) any natural person who, for compensation, seeks, or sought during the preceding twelve months, to influence the governmental decision-making of a reporting individual or procurement employee or his or her agency or seeks, or sought during the preceding twelve months, to encourage the passage, defeat, or modification of any proposal or recommendation by the reporting individual or procurement employee or his or her agency;
 - ii) any person who is employed and receives payment, or who contracts for economic consideration, for the purpose of Lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity for the purpose of Lobbying on behalf of that other person or governmental entity; or
 - iii) a person who registers with the Clerk of the Court as a Lobbyist pursuant to Section 8 of Board Policy No. 03-05, Code of Ethics.
- n) **Model Bylaws:** the Board-approved Bylaws template which includes the provisions applicable to every Decision Making Committee, and which is used as the basis for drafting the Bylaws to govern the function and operation of a Decision Making Committee.
- o) **Model Rules of Procedure:** the Board-approved Rules of Procedure template which includes the provisions applicable to every Focus Group and which is used as the basis for drafting the Rules of Procedures to govern the function and operation of a Focus Group.
- p) **Orientation:** the Board-approved publication intended to educate Applicants, Board members, and Staff about the applicability of the Government-In-The-Sunshine Laws, Code of Ethics Laws, and Public Records Laws to Advisory Committees.
- q) **Staff:** any individual(s) employed by the Leon County Board of County Commissioners.
- r) **Staff Support Person:** the member of Staff assigned by the County Administrator to assist an Advisory Committee in carrying out the Board direction as set forth in the Enabling Resolution.
- s) **Stakeholder:** an Applicant that would be potentially subject to an unusually high number of voting conflicts under Florida Statute §112.3143, including any of the following persons:
- i) a person to whom would inure a special private gain or loss by virtue of Board action taken on a matter for which an Advisory Committee was established;
 - ii) a person with a relative to whom would inure a special private gain or loss by virtue of Board action taken on a matter for which an Advisory Committee was established; for purposes of this subsection, the term “relative” includes any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law;
 - iii) a person with a business associate to whom would inure a special private gain or loss by virtue of Board action taken on a matter for which an Advisory Committee was established;

- iv) a person who is retained by any principal to whom he or she knows would inure a special private gain or loss by virtue of Board action taken on a matter for which an Advisory Committee was established; or
- v) a person who is retained by any parent organization or subsidiary of a corporate principal, other than an agency as defined in Florida Statute §112.312(2), to which he or she knows would inure a special private gain or loss by virtue of Board action taken on a matter for which an Advisory Committee was established.
- t) Standing Advisory Committee. an Advisory Committee with a continued existence, and established to carry out its assigned tasks or objectives on an ongoing basis.

3) Establishment of Advisory Committees

Any and all Advisory Committees to be formed on or after the Effective Date of the Policy shall be established only as follows:

- a) Who May Request: an Advisory Committee may be established only upon the request of any member of the Board, the County Administrator, or the County Attorney.
- b) How Request is Made: a request to establish an Advisory Committee shall be made only as directed by the Board.
- c) Enabling Resolution: upon Board approval to establish an Advisory Committee, the County Administrator, or designee, shall, as soon as reasonably possible, coordinate an agenda item for the Board's adoption of the Enabling Resolution establishing the approved Advisory Committee; the Enabling Resolution shall, to the extent possible, be based on the information provided in the Committee Request Form and shall include, but not be limited to, the following:
 - i) identification of the Advisory Committee as either a Decision Making Committee or a Focus Group;
 - ii) a statement of the purpose, function, goals, and responsibilities of the Advisory Committee;
 - iii) the configuration of the membership of the Advisory Committee which, unless precluded by state, federal, or local law, shall be determined by the Board, at its discretion;
 - iv) a statement indicating whether the members of the Advisory Committee shall be subject to full and public disclosure of financial interests;
 - v) identification of the Staff assigned to assist the Advisory Committee, as needed; and
 - vi) identification of a date, or an occurrence of an event, after which the Advisory Committee will dissolve unless otherwise continued with Board approval prior to the date of dissolution.

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1.01.1

- d) When Appointments are Made: upon Board adoption of an Enabling Resolution establishing the Committee, the County Administrator shall, as soon as reasonably possible, coordinate a Board agenda item for the appointment of the selected Applicants to the approved Advisory Committee in accordance with Section 6) herein.

4) Responsible Departments

- a) County Administrator, or designee, shall be responsible for the implementation and compliance of the Policy, and shall be charged with the following responsibilities to be carried out in accordance with the Policy:
 - i) developing and implementing the application process;
 - ii) developing and implementing a process for the selection and appointment of members to Advisory Committees;
 - iii) developing and implementing an Orientation program;
 - iv) assuring that all Advisory Committees are properly functioning and operating; and
 - v) developing and implementing a centralized custodial system for retaining minutes, Rules of Procedure, and Bylaws of Advisory Committees.
- b) County Attorney: shall be responsible for providing any legal guidance necessary for the County Administrator to carry out his/her responsibilities under the Policy.

5) Application Process for Advisory Committees

- a) Application Form
 - i) The County Administrator shall develop and maintain an Application in a form to be approved by the Board.
 - ii) The Application shall include, but not be limited to:
 - (1) an inquiry sufficient to establish the Applicant's experience, qualifications, and interests for the purpose of determining for which Advisory Committees the Applicant would be best suited;
 - (2) an inquiry sufficient to establish whether the Applicant would be a potential Stakeholder on any Advisory Committee or would otherwise be subject to an unusually high number of voting conflicts on any Advisory Committee;

- (3) an inquiry sufficient to establish whether the Applicant, if appointed to an Advisory Committee, would be subject to the requirements of the Code of Ethics for “doing business with one’s agency” under Florida Statutes §112.313(3) and Leon County Board of County Commissioners Policy No. 03-05 §6(II) and/or having a “conflicting employment or contractual relationship” under Florida Statutes §112.313(7) and Leon County Board of County Commissioners Policy No. 03-05 §6(VI);
 - (4) an inquiry sufficient to establish whether the Applicant is a Lobbyist;
 - (5) an inquiry sufficient to confirm that the Applicant has completed Orientation, provided on the County’s Citizen Committees website: www.leoncountyfl.gov/bcc/committees/list;
 - (6) an inquiry sufficient to confirm that the Applicant is a resident of Leon County;
 - (7) an inquiry sufficient to confirm that the Applicant, if appointed, will not be serving on more than one Standing Advisory Committee (there shall be no such prohibition against serving on more than one Ad Hoc Advisory Committee); and
 - (8) a notice to the Applicant, set off in bold typeface in a font size slightly larger than the surrounding text, which will inform the Applicant of his/her obligation, if appointed to an Advisory Committee, to follow the applicable Sunshine Laws, Code of Ethics, and Public Records Laws, and of the consequences of violating the applicable law including criminal penalties, civil fines, and the voiding of any subsequent Board action.
- b) Preliminary Application Review
- i) the County Administrator, or designee, shall review all Applications for completeness:
 - (1) confirmation that the Applicant has completed all applicable sections of the Application;
 - (2) confirmation that the Applicant is a resident of Leon County; and
 - (3) confirmation that the Applicant is not currently serving on any other County Advisory Committee
 - ii) in the event that any Application is found to be incomplete, or that any Applicant is found not to be a resident of Leon County, the Applicant shall be notified of such deficiency in the Application.
 - iii) Upon approval of the Applicant, the Application will be maintained, on file, for a period of two years.

6) Appointment of Members to Advisory Committees

- a) Assignment of Staff Support Person: each Advisory Committee shall have a Staff Support Person assigned by either the County Administrator or appropriate agency;
- b) Review of Applications: In the event of a need for appointments of members to an Advisory Committee, the County Administrator, or designee, shall work with the Staff Support Person to collectively review the Applications;
- c) Appointment of Members by Individual Commissioners: upon review of the Applications, in accordance with Section 6)b) herein, the County Administrator, or designee, shall coordinate the selection of Applicants as follows:
 - i) the list of Applicants available and eligible for selection, together with the required Application in accordance with Section 6)b) herein, shall be provided to each Commissioner;
 - ii) the matter shall be placed, as soon as reasonably possible, on the Board's agenda for appointment of each selection to the Advisory Committee; and
 - iii) selections shall be made from the list of Applicants, provided by the County Administrator, or designee, in accordance with the Policy.
- d) Appointment of Members by Full Board: the selection of Applicants by the Full Board, in accordance with Section 6)c) herein, shall be approved by a majority vote of the Board.
 - i) the list of Applicants available and eligible for selection, together with the required Application in accordance with Section 6)b) herein, shall be provided to each Commissioner;
 - ii) the matter shall be placed, as soon as reasonably possible, on the Board's agenda for appointment by the Board of each selection to the Advisory Committee; and
 - iii) selections shall be made from the list of Applicants, provided by the County Administrator or designee in accordance with the Policy.
- e) Limitation on Reappointment of Members. a current member of an Advisory Committee may be reappointed at the expiration of their term provided, however, that no member may serve more than three consecutive terms.

7) Orientation

- a) Preliminary Matters: the Staff Support Person shall be responsible to assure that, prior to any participation by a newly appointed Advisory Committee member, the member has completed Orientation.

- b) Availability to Applicants: the County Administrator shall assure that the Orientation publication is made available to all Applicants in an easily accessible manner; available at the County's Citizens Committees website: www.leoncountyfl.gov/bcc/committees/list.
- c) Updates and Revisions to Orientation: the County Administrator, in conjunction with the County Attorney, or their designees, shall be responsible for updating and revising the Orientation, as necessary, to reflect any changes in the applicable laws.

8) Focus Groups - Function and Operation

- a) Model Rules of Procedure: the County Administrator, in conjunction with the County Attorney, or their designees, shall develop and maintain the Rules of Procedure, which shall include an attendance requirement and shall govern the function and operation of a Focus Group.
- b) Staff Responsibility: upon the adoption of an Enabling Resolution identifying the Advisory Committee as a Focus Group, the Staff Support Person shall be responsible for the following:
 - i) drafting Rules of Procedure, to include an attendance requirement, for the Focus Group, using the Model Rules of Procedure as a basis;
 - ii) at or before the first meeting, providing a copy of the Rules of Procedure to all members of the Focus Group and to the Rules of Procedure custodian, as designated by the County Administrator;
 - iii) coordinating and providing Staff assistance, as necessary, for the meetings of the Focus Group;
 - iv) conducting, on behalf of the Board, each meeting of the Focus Group;
 - v) assuring that all members of the Focus Group have completed Orientation before being allowed to participate in any meeting of the Focus Group;
 - vi) assuring that the Focus Group functions and operates in accordance with the Rules of Procedure for the Focus Group and the Enabling Resolution;
 - vii) notifying the County Administrator and/or the County Attorney, as soon as reasonably possible, of any violations of any law applicable to the Focus Group and any other problems encountered with the function and operation of the Focus Group;
 - viii) preparing an agenda item, as necessary, to advise the Board of the collective input from the individual members of the Focus Group with regard to the matter for which the Focus Group was established; and
 - ix) assuring that the Focus Group is dissolved in accordance with Section 10) herein.

9) Decision Making Committees - Function and Operation

- a) Model Bylaws: the County Administrator or designee, in conjunction with the County Attorney, or their designees, shall develop and maintain Bylaws, which shall govern the function and operation of a Decision Making Committee to include, but not be limited to, attendance requirements and procedures for replacement of members when appropriate.
- b) Staff Responsibility: upon the adoption of an Enabling Resolution identifying the Advisory Committee as a Decision Making Committee, the Staff Support Person shall be responsible for the following:
 - i) using the Model Bylaws as a basis, and assuring that the Bylaws are approved by the Decision Making Committee, the Bylaws for the Decision Making Committee shall not deviate from the provisions of the Model Bylaws unless such deviations are approved by the County Attorney;
 - ii) at or before the first meeting, providing a copy of the Model Bylaws template to all members of the Decision Making Committee;
 - iii) coordinating and providing Staff assistance, as necessary, for the meetings of the Decision Making Committee;
 - iv) assuring that all members of the Decision Making Committee have completed Orientation before being allowed to participate in any meeting of the Decision Making Committee;
 - v) assuring that reasonable notice to the public is given for each meeting of the Decision Making Committee;
 - vi) assuring that, at the first meeting of the Decision Making Committee, a Chairperson is elected and that the Bylaws are reviewed and the Decision Making Committee finalizes language;
 - vii) assuring that a copy of the adopted Bylaws is provided to the Bylaws custodian as designated by the County Administrator;
 - viii) assuring that minutes of each meeting of the Decision Making Committee are prepared as soon as reasonably possible after each meeting, and copies of such minutes are provided to the minutes custodian as designated by the County Administrator;
 - ix) assuring that the Decision Making Committee functions and operates in accordance with the Bylaws for the Decision Making Committee and the Enabling Resolution;
 - x) notifying the County Administrator and the County Attorney as soon as reasonably possible of any violations of any law applicable to the Decision Making Committee and of any other problems encountered with the function and operation of the Decision Making Committee.

- xi) preparing an agenda item, as necessary, to advise the Board of the recommendations of the Decision Making Committee with regard to the matter for which the Decision Making Committee was established; and
- xii) assuring that the Decision Making Committee is dissolved in accordance with Section 10) herein.

10) Dissolution of Advisory Committees

The Advisory Committee shall be dissolved only as follows:

- a) No later than thirty (30) days prior to the date, or the occurrence of the event, after which the Advisory Committee is to be dissolved, as directed in the Enabling Resolution.
 - i) The Staff Support Person shall inform the County Administrator, or designee, by e-mail or written memorandum, as to whether the Advisory Committee will require additional time in which to accomplish the goals and directives set forth in the Enabling Resolution.
 - ii) In the event additional time is required, the Staff Support Person will be responsible for preparing an agenda item seeking the Board's approval for additional time.
 - iii) If additional time is not required, the Staff Support Person shall, upon the completion of the goals and directives in the Enabling Resolution, notify the County Administrator, or designee, by submitting a Committee Dissolution Form, of such completion, and the Advisory Committee shall thereupon be dissolved.
- b) The County Administrator, or designee, shall conduct biennial reviews of the Advisory Committees' purpose and function.
 - i) The County Administrator, or designee, will be responsible for preparing an agenda item that provides the status of focus groups and decision-making committees, created at the sole discretion of the Board, and provide staff recommendations regarding whether the committee's purpose and function continues to support the Board's intended goals.
 - ii) If the Board determines a Committee is no longer needed, the County Administrator, or designee, will submit a Committee Dissolution Form, and the Advisory Committee shall thereupon be dissolved, as soon as practicable.

Revised 10/11/2011

**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Agreement with Apalachee Center, Inc. for the Provision of State-Mandated Baker Act and Marchman Act Services

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

Statement of Issue:

This item seeks Board approval to renew the agreement with Apalachee Center, Inc. (Apalachee) for the provision of State-mandated Baker Act and Marchman Act Services for FY 17/18.

Fiscal Impact:

This item has a fiscal impact to the County in the amount of \$638,156. Funding for the Agreement with Apalachee Center is included in the FY 17/18 Budget.

Staff Recommendations:

Option #1: Approve the renewal of the Agreement with Apalachee Center, Inc. for Baker and Marchman Act mandated services in the amount of \$638,156 for FY 17/18 (Attachment #1), and authorize the County Administrator to execute.

Report and Discussion

Background:

Leon County contracts annually with Apalachee Center, Inc., (Apalachee) for the provision of mental healthcare services for residents who meet the Baker Act and Marchman Act criteria. The Florida Mental Health Act, also known as the Baker Act under Florida Statutes Chapter 394, provides an individual with emergency services and temporary detention for mental health evaluation and treatment, either on a voluntary or involuntary basis. The Hal S. Marchman Alcohol and Other Drug Services Act of 1993, also known as the Marchman Act under Florida Statutes Chapter 397, provides for the involuntary or voluntary assessment and stabilization of a person allegedly abusing drugs, alcohol, or other substances and the treatment of substance abuse.

Florida Statutes 394.76 requires a 25% local match for state funds expended for mental health, alcohol and substance abuse services (Attachment #2). The Department of Children and Families (DCF) is responsible for administering state funds allocated to support local mental health programs and services. DCF has identified Apalachee as the district's public-receiving facility for individuals experiencing a mental health and/or substance abuse crisis. Apalachee provides services to Leon, Gadsden, Wakulla, Jefferson, Franklin, Liberty, Madison and Taylor County residents. Each county contracts with Apalachee annually to pay the state-mandated costs.

Analysis:

The proposed FY 2018 agreement authorizes the County to pay Apalachee \$638,156 for crisis stabilization and alcohol and drug detoxification treatment and services, in 12 monthly payments of \$53,179.67 upon receipt of invoice. The agreement also requires Apalachee to submit quarterly and annual reports identifying by race, gender and age, the unduplicated number of Leon County residents admitted into an inpatient unit; the total number of admissions, the total number of screenings performed; the total number denied admission, reason for the denial; and the number referred for outpatient services, if applicable.

Apalachee's FY 2017 annual report identifies the number of resident screenings provided by the Central Receiving Facility; the number of resident admissions to inpatient units; the age, race and gender of the admissions to inpatient units and also provides the total number of non-admissions and reason for non-admission of those who were screened (Attachment #3).

Options:

1. Approve the renewal of the Agreement with Apalachee Center, Inc. for Baker and Marchman Act mandated services in the amount of \$638,156 for FY 17/18 (Attachment #1), and authorize the County Administrator to execute.
2. Do not approve the renewal of the Agreement with Apalachee Center, Inc. for Baker Act and Marchman Act services in the amount of \$638,156 for FY 17/18.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. FY 17/18 Contract between Leon County and Apalachee Center, Inc. Baker Act and Marchman Act services
2. Memorandum from the County Attorney's Office
3. Apalachee Center, Inc. FY 16/17 Report

AGREEMENT

This Agreement is entered into this ____ day of January 2018 between LEON COUNTY, FLORIDA, a Charter County and Political Sub-division of the State of Florida (hereafter "LEON COUNTY") and APALACHEE CENTER, INC., (hereafter "APALACHEE") a non-profit entity located at 2634-J Capital Circle NE, Tallahassee, FL 32302.

WHEREAS, APALACHEE has for a number of years contracted with the Department of Children and Families for the provision of mental health services under Chapter 394, Florida Statutes; and

WHEREAS, Section 394.76, Florida Statutes, requires that state funds expended for mental health, alcohol and drug abuse services, subject to certain specified exemptions, be matched on a 75% to 25% state to local basis; and

WHEREAS, the local governing body is required to provide that amount of funds when added to other available local matching funds, is necessary to match state funds; and

WHEREAS, APALACHEE has identified certain funds raised and expended it as matching funds which it agrees may be used by LEON COUNTY to reduce the amount of matching funds it is obligated to provide; and

WHEREAS, LEON COUNTY is desirous of continuing its long and harmonious relationship with APALACHEE CENTER, INC.

NOW, THEREFORE, APALACHEE CENTER, INC. AND LEON COUNTY, FLORIDA, agree as follows:

(1) Commencing October 1, 2017 through September 30, 2018, LEON COUNTY will provide APALACHEE with matching funds in the full amount of \$638,156, to be paid in twelve (12) successive monthly installments of 1/12 of the full amount. APALACHEE will submit invoices monthly to LEON COUNTY for each installment. The invoices will include the following data: Number of Leon County patient bed days provided; District Total number of patient bed days provided; the Leon County utilization rate for Crisis Stabilization Unit (Baker Act) and the Detoxification Unit (Marchman Act).

(2) APALACHEE agrees to seek other funding from other local governing bodies in accordance with Florida Law.

(3) The expenditure of matching funds provided by LEON COUNTY to APALACHEE shall be audited annually either in conjunction with an audit of other expenditures or by a separate audit. Such annual audits shall be furnished to LEON COUNTY within thirty (30) days of the completion thereof for its examination.

(4) APALACHEE agrees to submit a report each quarter detailing the following data for Leon County, individually and for the District: total number of patient bed days

utilized in the crisis stabilization unit; total number of patient bed days utilized in detoxification unit; the total number of admissions to the PATH; Detoxification, and Eastside Psychiatric Hospital units; number of residents transferred between inpatient units; the number of screenings Total number of unique (unduplicated) residents served by age, race and gender; and the reason why some residents were not admitted. A template illustrating the report format and data to be provided has been included as Exhibit #1.

Apalachee shall also submit an annual report summarizing the information provided in each quarterly report. A template illustrating the report format and data to be provided has been included as Exhibit #2.

(5) A material breach of this agreement by either party would entitle the other to pursue any and all remedies and to assert all defenses which would have been available to either in the absence of such agreement.

(6) Nothing in this agreement shall be construed as establishing or creating a relationship of agency, partners or employment between the parties, or as constituting either party as the agent or representative of the other for any purpose. APALACHEE is not authorized to bind LEON COUNTY to any contract or other obligations, and shall not expressly or impliedly represent to any party that APALACHEE is the agent or representative of LEON COUNTY.

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

(8) All notices provided hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier or by hand delivery. All notices required under this agreement shall be given to the parties at the addresses below or at such other place as the parties may designate in writing.

Notice to the Apalachee Center, Inc.:

Jay Reeve, PhD
Chief Executive Officer
Apalachee Center, Inc.
2634-J Capital Circle NE
Tallahassee, FL 32302

Notice to the COUNTY:

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

(9) Audits, Records, and Records Retentions

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds reflected herein.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph b above. The County may reproduce any written materials generated as a result of the Contractor's work.
- d. To assure that all records required to be maintained by the Contractor hereby shall be subject at all reasonable times to inspection, review, or audit by County, Federal, state, or other personnel duly authorized by the County.
- e. To permit persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), to have full access to and the right to examine any of the Contractor's records and documents related to this Agreement, regardless of the form in which kept, at all reasonable times for as long as those records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- g. Comply with public records access requirements set forth in section 119.0701(2), Florida Statutes, including the obligation to:

1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Contractor does not transfer the records to the County.
4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services required hereunder. If the Contractor transfers all public records to the County upon termination of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon termination of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 850-606-1900, HarrisTi@leoncountyfl.gov, Human Services and Community Partnerships, 918 Railroad Avenue, Tallahassee, FL 32310.

(10) This agreement shall be governed by, construed, and enforced in accordance to the laws of the State of Florida.

(11) In accordance with Section 287.133, Florida Statutes, APALACHEE certifies to the best of its knowledge that neither APALACHEE nor its affiliates have been convicted of a public entity crime. Violation of the section by APALACHEE shall be grounds for cancellation of this agreement by LEON COUNTY.

(12) The performance of LEON COUNTY of its obligations under this agreement shall be subject to and contingent upon the availability of funds budgeted by LEON

COUNTY or otherwise lawfully expendable for the purposes of this agreement for the current and future periods.

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed on the day and first year written above.

LEON COUNTY, FLORIDA

BY: _____

Vincent S. Long
County Administrator

ATTEST:

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

BY: _____

Approved as to Form:
Leon County Attorney's Office

Herbert W. A. Thiele, Esq.
County Attorney

APALACHEE CENTER, INC.

BY: _____

Jay Reeve, PhD
Chief Executive Officer

ATTEST:

BY: _____

Virginia Kelly
Chief Financial Officer

BOARD OF COUNTY COMMISSIONERS

INTER-OFFICE MEMORANDUM

TO: Alan Rosenzweig, Deputy County Administrator
Candice M. Wilson, Director of Human Services & Community Partnerships

FROM: Patrick T. Kinni, Esq.
Deputy County Attorney

DATE: September 27, 2013

SUBJECT: Local Match Funding of the Apalachee Center, Inc. for State-Mandated
Provision of Community Substance Abuse and Mental Health Services

Pursuant to your request, the County Attorney's Office is providing the following legal analysis of the statutory local match funding requirements for substance abuse and mental health services provided in Leon County. As you know, the Apalachee Center, Inc. is the designated healthcare facility that provides substance abuse and mental health services to Leon County, as well as to the surrounding counties of Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor, and Wakulla.

Chapter 394, Part IV, Florida Statutes (2012) is known as "The Community Substance Abuse and Mental Health Services Act." Section 394.76, Florida Statutes, addresses the financing for substance abuse and mental health services within a particular district, and specifies the means for determining the local match funding level, if the local match funding level is not provided by the State. Section 394.76(9)(a), Florida Statutes, provides as follows:

State funds for community alcohol and mental health services shall be matched by local matching funds as provided in paragraph (3)(b). The governing bodies within a district or subdistrict shall be required to participate in the funding of alcohol and mental health services under the jurisdiction of such governing bodies. The amount of the participation shall be at least that amount which, when added to other available local matching funds, is necessary to match state funds.

Section 394.76(3)(b) then sets forth that community alcohol and mental health services and programs "shall require local participation on a 75-to-25 state-to-local ratio." "Local matching funds" is defined to mean funds received from governing bodies of local governments, as well as funds received from other sources, such as private hospital funds and private gifts from corporations and individuals. § 394.67(13), Fla. Stat. (2013).

Thus, it is clear that the statute requires local participation on a 75%-to-25% state-to-local ratio for funding community alcohol and mental health services. However, the amount of funding required by a local governing body is that amount which, *when added to other available local*

matching funds, is necessary to make up the 25% match. § 394.76(9)(a), Fla. Stat. (2012). (Emphasis supplied.) If the full 25% match has been provided by other local sources, then no additional funding would be necessary. In any given year, then, the amount of actual funding required of Leon County could be anywhere from zero dollars to the full 25% match, depending on the amount of funding received from the other sources.

Where there are two or more counties that are being served by a provider of substance abuse and mental health services, the following also applies:

When a service district comprises two or more counties or portions thereof, it is the obligation of the planning council to submit to the governing bodies, prior to the budget submission date of each governing body, an estimate of the proportionate share of costs of alcohol, drug abuse, and mental health services proposed to be borne by each such governing body.

§ 394.73(3), Fla. Stat. (2012). In other words, when multiple counties are involved, which is the case for Leon County and the surrounding counties, the costs of substance abuse and mental health services are to be shared on a proportionate basis by the counties. Although the statute does not set forth a specific formula for determining the proportionate share, it could be, for example, based on the number of beds being utilized by the various counties in providing substance abuse and mental health services. Another basis could simply be the amount of funds required to make up the full 25% match, divided by the number of participating counties.

Pursuant to Sections 394.75(3)(f) and 394.75(4)(h), Florida Statutes, each county that contributes funds for substance abuse and mental health services is to provide input and is to be consulted in formulating the plan for delivery of the services. In addition, each county that contributes funds for the services is to require annual audits. § 394.76(10), Fla. Stat. (2012). Finally, in the event of a dispute concerning the plan for delivery of services and the budget for same, the disputed issues are to be submitted directly to the Department of Children and Family Services for immediate resolution. § 394.75(11), Fla. Stat. (2012). *See also*, Fla. Atty. Gen. Op. 2011-23.

Should you have any questions or require additional information, please contact our office.

PTK/plp



Apalachee Center, Inc.

Leon County Resident Inpatient Quarterly Report Reporting Period: 10/1/2016 - 9/30/2017

	Total	Leon County
Number of Resident Screenings by Central Receiving Facility:	3,969	2,305
Number of Resident Admissions to PATH - Baker Act Unit:	1,527	874
Number of Resident Admissions to Detox - Marchman Act Unit:	782	487
Number of Resident Admissions to EPH Unit:	944	517
Total Number of Resident Admissions to Inpatient Units: *May include transferred admissions between units	3,253	1,878
<u>Age at Admission to Inpatient Unit</u>		
0 - 11:	41	19
12 - 17:	205	83
18 - 24:	427	235
25 - 34:	822	506
35 - 44:	613	367
45 - 54:	602	372
55 - 64:	422	242
65 - 74:	94	46
75 +:	27	8
Unknown:	0	0
Total:	3,253	1,878
<u>Inpatient Client Race</u>		
White:	1,833	998
Black:	1,274	796
American Indian:	2	2
Alaska Native:	0	0
Asian:	17	14
Native Hawaiian/Pacific Islander:	3	3
Multi-Racial:	30	23
Other:	94	42
Unknown:	0	0
Total:	3,253	1,878
<u>Inpatient Client Sex</u>		
Male:	2,013	1,212
Female:	1,240	666
Transgendered (M to F):	0	0
Transgendered (F to M):	0	0
Other:	0	0
Unknown:	0	0
Total:	3,253	1,878
Number of Resident Screenings Not Admitted:	841	494
<u>Reasons Not Admitted</u>		
Did Not Meet Criteria:	189	122
Referred Due to Insurance:	18	9
Refused Services:	64	41
Detox Beds Full:	1	0
Referred to Medical Facility:	236	142
Behaviorally Unmanageable:	0	0
Legal Charges:	1	0
Minor:	5	1
Other:	327	179
Total:	841	494


Leon County
Board of County Commissioners
Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Herbert W.A. Thiele, County Attorney 

Title: Status Report on Contracts for Legal Services Provided by Outside Counsel

Review and Approval:	Herbert W. A. Thiele, County Attorney
Department/ Division Review:	N/A
Lead Staff/ Project Team:	Jessica M. Icerman, Assistant County Attorney

Statement of Issue:

This agenda item presents to the Board a status report on the County's contracts for legal services provided by outside counsel.

Fiscal Impact:

Funds for the contracts for legal services provided by outside counsel are budgeted annually and adequate funding is available.

Staff Recommendation:

Option #1: Accept status report on contracts for legal services provided by outside counsel.

Report and Discussion

Background:

At the meeting of September 20, 2017, the Board directed staff to conduct a review and present a status report on the County's contracts for legal services performed by outside counsel. The Board requested the preparation of a matrix that would summarize each contract, including the nature and length of the contract.

Analysis:

The County presently has twenty-four (24) active contracts for the services of outside legal counsel. A summary of each of these contracts, including the name of the law firm, subject matter of the representation, date of the contract, and terms of the contract, is provided in the matrix in Attachment #1.

Part I of the matrix begins with a summary of the law firms that provide counsel to the County's independent boards and commissions. This includes the Tallahassee-Leon County Board of Adjustment and Appeals (BoAA), Leon County Code Enforcement Board, Leon County Nuisance Abatement Board, Tallahassee-Leon County Planning Commission, and the Leon County Value Adjustment Board. At the meeting of September 20, 2017, the Board voted to discontinue the contracts of Knowles & Randolph, P.A. as counsel for the BoAA, Code Enforcement Board, and Nuisance Abatement Board, and to pursue replacement counsel via the RFP process. In the interim, the County entered into short-term contracts with Akerman LLP to provide legal counsel for these boards. The County also entered into a contract with Rumberger, Kirk & Caldwell to provide litigation support for the BoAA.

Part II of the matrix then provides an overview of the firms that provide miscellaneous legal services to the County, such as litigation support and bond and disclosure representation. On October 24, 2017, the Board voted to renew the County's contracts with its bond counsel and disclosure counsel for another five (5) years. As indicated on the matrix, the contracts for litigation support continue until the litigation is concluded, which could be several years if the cases are appealed. For other matters, the services of outside counsel are utilized on an as-needed basis or until the particular matter for the representation is concluded. All of the contracts for miscellaneous legal services may be terminated without cause.

Options:

1. Accept status report on contracts for legal services provided by outside counsel.
2. Do not accept status report on contracts for legal services provided by outside counsel.
3. Board direction.

Recommendation:

Option #1.

Attachment:

1. Summary of Contracts for Legal Services Provided by Outside Counsel

SUMMARY OF CONTRACTS FOR LEGAL SERVICES PROVIDED BY OUTSIDE COUNSEL

Law Firm	Matter of Representation	Date of Contract	Misc. Contract Terms
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I. Legal Services for Boards

Akerman LLP	Tallahassee-Leon County Board of Adjustment and Appeals (BoAA)	10/11/17	Interlocal Agreement, through 4/10/18. Legal services as needed. Non-litigation matters.
Rumberger, Kirk & Caldwell	Representation of BoAA in litigation: <i>Zaiser v. BoAA, et al.</i>	9/25/17	Unspecified contract length; until litigation is concluded.
Akerman LLP	Leon County Code Enforcement Board	10/17/17	Six (6) month contract. Legal services as needed.
Akerman LLP	Leon County Nuisance Abatement Board	10/17/17	Six (6) month contract. Legal services as needed.
Akerman LLP	Tallahassee-Leon County Planning Commission	6/1/16	Interlocal Agreement, three (3) year term. Legal services as needed. Non-litigation matters.
Moyle Law Firm, P.A.	Leon County Value Adjustment Board	1/5/16 Original: 9/2/08	Ongoing.

II. Miscellaneous Legal Services

Akerman LLP	Brookside Village Residential Subdivision (representing the Board of County Commissioners)	1/3/18	Unspecified contract length; provide legal services until matter is concluded.
Broad and Cassell, LLP	Woodside Heights sewer project (acting as Trustee for Zeora Development Corporation, a dissolved corporation)	8/28/17	Unspecified contract length; provide legal services as Trustee for Zeora Development Corporation until matter is concluded.
Bryant Miller Olive	Sign Code update	6/22/17	Until proposed updated sign code is presented to the BCC.
Bryant Miller Olive	Bond counsel	2/12/13	Contract presently through 2/12/18. Board renewed for 5 more years.
Carr Allison	Litigation support re: <i>Sunshine Car Care LLC v. Capstone Properties, et al.</i>	5/4/16	Unspecified contract length; until matter is concluded.

Law Firm	Matter of Representation	Date of Contract	Misc. Contract Terms
The Dye Law Firm	Ejectment/eviction of tenants in County residential surplus properties	4/13/17	Unspecified contract length; provide legal services as needed.
The Dye Law Firm	General tenant dispute matters re: Bank of America Building and Huntington Oaks Plaza properties	4/14/11	Unspecified contract length; provide legal services as needed.
The Dye Law Firm	Litigation support re: <i>Leon County, Florida vs. J-II Investments, Inc. & Johnny Petrandis</i>	12/19/07	Unspecified contract length; until matter is concluded.
Gardner, Bist, Bowden, Bush, Dee, LaVia and Wright, P.A.	Closure of Leon County Solid Waste Landfill	8/2/16	Unspecified contract length; until matter is concluded.
Gray Robinson	Disclosure counsel	Extended 1/26/16 Original: 2/13/13	Contract presently through 2/12/18. Board renewed for 5 more years.
Miles & Stockbridge, P.C.	Woodville Sewer Line re: legal structure to maximize federal grant and loan eligibility	12/12/17	Unspecified contract length; until matter is concluded.
Nabors Giblin & Nickerson, P.A.	Brookside Village Residential Subdivision (representing staff)	2/5/16	Unspecified contract length; until matter is concluded.
Rumberger, Kirk & Caldwell	Code enforcement lien foreclosures	3/8/17	Unspecified contract length; legal services as needed.
Squire Patton Boggs LLP	Woodville Sewer Line	4/28/17	Unspecified contract length; until matter is concluded.
Steinmeyer Fiveash LLP	Wakulla Springs BMAP and Lake Talquin TMDL Rulemaking	1/13/16	Unspecified contract length; until matter is concluded.
Williams, Gautier, Gwynn, DeLoach & Sorenson, P.A.	Quiet title lawsuits, title opinions	10/6/16	Unspecified contract length; legal services as needed.

F12-00045

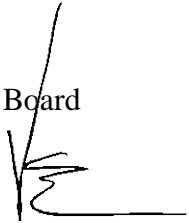
Leon County
Board of County Commissioners
Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Status Report on 2017 Transfers of Leon County Surplus Computing Equipment to Goodwill Industries

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Pat Curtis, Director, Office of Information and Technology
Lead Staff/ Project Team:	Michelle Taylor, Network & Technical Services Manager Jimmy Grantham, IT Coordinator - Technical Services

Statement of Issue:

This agenda item seeks the Board's acceptance of a status report on the 2017 transfers of Leon County surplus computing equipment to Goodwill Industries to keep the Board apprised of this annual donation.

Fiscal Impact:

This item has a fiscal impact to the County and provides a minimum savings of \$3,228. The maximum surplus value at auction is an estimated \$10,461, compared to the \$13,689 in staff time necessary to prepare the computer items for auction.

Staff Recommendation:

Option #1: Accept the status report on 2017 transfers of Leon County surplus computing equipment to Goodwill Industries.

Report and Discussion

Background:

At the February 9, 2010 meeting, the Board approved ongoing transfers of Leon County surplus computing equipment to Goodwill Industries. Subsequent to the approval for the annual transfer, staff has provided annual status reports to keep the Board informed and apprised of this donation.

Goodwill Industries opened an Electronics Recycling/Computer Store in December 2009, stocked with electronics donated from different sources; such as, state agencies, universities, colleges, and the community. All donations are tested on-site by technicians to see if the electronics can be resold. Any electronic devices that cannot be fixed or sold are shipped to recyclers, where they are stripped for parts. The revenue generated from the recycling is used for Goodwill's training programs. The Goodwill Store hires individuals with disabilities, recruits persons through prison work-release programs, and provides free training. The Store refurbishes and resells used computer equipment, as well as, providing service on computers.

Analysis:

Goodwill provides on-site pickup of donated equipment. Leon County held 11 pick-up events in 2017, donating 828 computer-related items, including 645 computers, laptops, tablets and peripherals of potential resale value. The following table summarizes the quantity and type of items donated. A detailed surplus property detail inventory is provided as Attachment #1.

Table – Potential Resale Value of Surplus Items

DEVICE TYPE	TOTAL	Maximum Auction Estimated Value Per Device	Maximum Auction Estimated Value Total
COMPUTER	215	\$30.00	\$6,450.00
DIGCAM	14	\$0	\$0.00
FAX MACHINE	1	\$0	\$0.00
KEYBOARD	88	\$3.99	\$351.12
LAPTOP	12	\$25.00	\$300.00
LIBRARY SCANNER	7	\$4.99	\$34.93
MISCELLANEOUS	54	\$0	\$0.00
MONITOR CRT/LCD	101	\$3.99	\$402.99
NETBOOK	118	\$15	\$1,770.00
POWER SOURCE	1	\$0	\$0.00
PRINTER	57	\$3.99	\$277.43
PROJECTOR	1	\$0	\$0.00
SCANNER	21	\$4.99	\$104.79
SERVER	8	\$0	\$0.00
SWITCH	2	\$0	\$0.00
TABLET	24	\$30.00	\$720.00
TAPE DRIVE	1	\$0	\$0.00
TELEPHONE	101	\$0	0.00
TOUGHBOOK	2	\$25.00	\$50.00
Grand Total	828		\$10,461.26

In the past, surplus computer equipment was auctioned by the County. Since most of the equipment is obsolete, broken, or extinct, predicting current potential buying behaviors at auction is unreliable and accurate calculations of potential revenue from auction is not possible. Therefore, a rough estimate of an auction value is provided assuming \$0 - \$30 per device, for items considered saleable such as computers, laptops, printers, tablets, and peripherals. The estimated potential auction value of these 645 technology devices ranges from \$0 to \$10,461. There is also cost avoidance for services by internal staff to process and prepare surplus equipment for an auction. Requirements for internal staff time to produce an auction for these items translates into at least 225 hours at an average value of \$60.84 per hour or \$13,689, and would cause MIS resources to be unavailable for servicing its customers and other projects.

Any equipment donated to Goodwill that cannot be fixed or sold is sold to recyclers, who strip the equipment for parts, preventing toxic parts from ending up in landfills. Lastly, transferring the surplus equipment to Goodwill Industries supports its mission in providing jobs and technical training for citizens. Therefore, the relationship with Goodwill Industries continues to be beneficial to both the County and to the community, despite the loss in potential County revenues.

Cody Gray, the Big Bend Goodwill Public Relations Manager, reported the following statistics about the Goodwill Electronic Store and Donation Center for calendar year 2017 in Leon County and the Big Bend area (Attachment #2).

- Recycled 1,116,860 pounds of computer related E-scrap and household electronics, keeping those items out of landfills.
- Offered low cost new and refurbished computers and parts to thousands of customers.
- Delivered low cost Dell Certified repair services to the Tallahassee and Panama City communities.
- Employed nearly 850 people in the Panhandle area.
- Provided education, career training, and job placement services to thousands of individuals through Goodwill's Mission Services including www.gwcareercampus.com.
- Supplied accessible housing options for hundreds of disabled and low income individuals.
- Managed specialized childcare services at The Learning Pavilion.
- Continued certification in the Dell Reconnect Program and is a Certified Microsoft Refurbisher.

Title: Status Report on 2017 Transfers of Leon County Surplus Computing Equipment to
Goodwill Industries

January 23, 2018

Page 4

Options:

1. Accept the status report on 2017 transfers of Leon County surplus computing equipment to Goodwill Industries.
2. Do not accept the status report on 2017 transfers of Leon County surplus computing equipment to Goodwill Industries.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. 2017 Surplus Property Detail Inventory
2. Dec. 20, 2017 Letter from Goodwill Public Relations Manager

DEVICE TYPE	Total
COMPUTER	215
DIGCAM	14
FAX	1
KEYBOARD	88
LAPTOP	12
LCD MONITOR	101
LIBRARY SCANNER	7
MISCELLANEOUS	54
NETBOOK	118
POWER SOURCE	1
PRINTER	57
PROJECTOR	1
SCANNER	21
SERVER	8
SWITCH	2
TABLET	24
TAPE DRIVE	1
TELEPHONE	101
TOUGHBOOK	2
Grand Total	828

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
2/9/2017	COMPUTER	34152
2/9/2017	LAPTOP	31163
2/9/2017	TOUGHBOOK	30756
2/9/2017	TOUGHBOOK	30766
2/17/2017	COMPUTER	31458
2/17/2017	COMPUTER	32467
2/17/2017	COMPUTER	32883
2/17/2017	COMPUTER	33776
2/17/2017	COMPUTER	33785
2/17/2017	COMPUTER	33786
2/17/2017	COMPUTER	33792
2/17/2017	COMPUTER	33797
2/17/2017	COMPUTER	33802
2/17/2017	COMPUTER	33815
2/17/2017	COMPUTER	33816
2/17/2017	COMPUTER	33823
2/17/2017	COMPUTER	33846
2/17/2017	COMPUTER	33848
2/17/2017	COMPUTER	33857
2/17/2017	COMPUTER	33859
2/17/2017	COMPUTER	33860
2/17/2017	COMPUTER	33861
2/17/2017	COMPUTER	33865
2/17/2017	COMPUTER	33868
2/17/2017	COMPUTER	33870
2/17/2017	COMPUTER	33871
2/17/2017	COMPUTER	33875
2/17/2017	COMPUTER	33876
2/17/2017	COMPUTER	33879
2/17/2017	COMPUTER	33885

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
2/17/2017	COMPUTER	34062
2/17/2017	COMPUTER	34147
2/17/2017	COMPUTER	34149
2/17/2017	COMPUTER	34154
2/17/2017	COMPUTER	34482
2/17/2017	COMPUTER	34491
2/17/2017	COMPUTER	34669
2/17/2017	LAPTOP	31115
2/17/2017	NETBOOK	32976
2/17/2017	PRINTER	00173
2/17/2017	PRINTER	27072
2/17/2017	PRINTER	34210
5/17/2017	COMPUTER	30595
5/17/2017	COMPUTER	31492
5/17/2017	COMPUTER	31710
5/17/2017	COMPUTER	32438
5/17/2017	COMPUTER	32881
5/17/2017	COMPUTER	32901
5/17/2017	COMPUTER	33109
5/17/2017	COMPUTER	33136
5/17/2017	COMPUTER	33716
5/17/2017	COMPUTER	33779
5/17/2017	COMPUTER	33793
5/17/2017	COMPUTER	33796
5/17/2017	COMPUTER	33811
5/17/2017	COMPUTER	33814
5/17/2017	COMPUTER	33819
5/17/2017	COMPUTER	33826
5/17/2017	COMPUTER	33827
5/17/2017	COMPUTER	33842
5/17/2017	COMPUTER	33872
5/17/2017	COMPUTER	33888
5/17/2017	COMPUTER	34051
5/17/2017	COMPUTER	34133
5/17/2017	COMPUTER	34158
5/17/2017	COMPUTER	34177
5/17/2017	COMPUTER	34214
5/17/2017	COMPUTER	34216
5/17/2017	COMPUTER	34217
5/17/2017	COMPUTER	34276
5/17/2017	COMPUTER	34277
5/17/2017	COMPUTER	34278
5/17/2017	COMPUTER	34279
5/17/2017	COMPUTER	34280
5/17/2017	COMPUTER	34281
5/17/2017	COMPUTER	34283
5/17/2017	COMPUTER	34284
5/17/2017	COMPUTER	34285
5/17/2017	COMPUTER	34293
5/17/2017	COMPUTER	34294
5/17/2017	COMPUTER	34296
5/17/2017	COMPUTER	34299
5/17/2017	COMPUTER	34300

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
5/17/2017	COMPUTER	34301
5/17/2017	COMPUTER	34302
5/17/2017	COMPUTER	34303
5/17/2017	COMPUTER	34304
5/17/2017	COMPUTER	34467
5/17/2017	COMPUTER	34477
5/17/2017	COMPUTER	34508
5/17/2017	COMPUTER	34693
5/17/2017	COMPUTER	35282
5/17/2017	DIGCAM	30422
5/17/2017	DIGCAM	30423
5/17/2017	DIGCAM	30427
5/17/2017	DIGCAM	30430
5/17/2017	DIGCAM	30436
5/17/2017	DIGCAM	30439
5/17/2017	DIGCAM	30440
5/17/2017	DIGCAM	30441
5/17/2017	DIGCAM	30443
5/17/2017	DIGCAM	31655
5/17/2017	DIGCAM	CAMCRD517-1
5/17/2017	DIGCAM	CAMCRD517-2
5/17/2017	KEYBOARD	KEYB1
5/17/2017	KEYBOARD	KEYB2
5/17/2017	KEYBOARD	KEYB3
5/17/2017	KEYBOARD	KEYB4
5/17/2017	KEYBOARD	KEYB5
5/17/2017	KEYBOARD	KEYB6
5/17/2017	KEYBOARD	KEYB7
5/17/2017	KEYBOARD	KEYB8
5/17/2017	KEYBOARD	KEYB9
5/17/2017	LAPTOP	31435
5/17/2017	LAPTOP	31552
5/17/2017	LAPTOP	31565
5/17/2017	LCD MONITOR	LCD517-1
5/17/2017	LCD MONITOR	LCD517-2
5/17/2017	LCD MONITOR	LCD517-3
5/17/2017	MISCELLANEOUS	ANTKIT-1
5/17/2017	MISCELLANEOUS	ANTKIT-10
5/17/2017	MISCELLANEOUS	ANTKIT-11
5/17/2017	MISCELLANEOUS	ANTKIT-12
5/17/2017	MISCELLANEOUS	ANTKIT-13
5/17/2017	MISCELLANEOUS	ANTKIT-14
5/17/2017	MISCELLANEOUS	ANTKIT-15
5/17/2017	MISCELLANEOUS	ANTKIT-16
5/17/2017	MISCELLANEOUS	ANTKIT-17
5/17/2017	MISCELLANEOUS	ANTKIT-18
5/17/2017	MISCELLANEOUS	ANTKIT-19
5/17/2017	MISCELLANEOUS	ANTKIT-2
5/17/2017	MISCELLANEOUS	ANTKIT-20
5/17/2017	MISCELLANEOUS	ANTKIT-21
5/17/2017	MISCELLANEOUS	ANTKIT-22
5/17/2017	MISCELLANEOUS	ANTKIT-23
5/17/2017	MISCELLANEOUS	ANTKIT-24

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
5/17/2017	MISCELLANEOUS	ANTKIT-25
5/17/2017	MISCELLANEOUS	ANTKIT-26
5/17/2017	MISCELLANEOUS	ANTKIT-27
5/17/2017	MISCELLANEOUS	ANTKIT-28
5/17/2017	MISCELLANEOUS	ANTKIT-29
5/17/2017	MISCELLANEOUS	ANTKIT-3
5/17/2017	MISCELLANEOUS	ANTKIT-30
5/17/2017	MISCELLANEOUS	ANTKIT-31
5/17/2017	MISCELLANEOUS	ANTKIT-32
5/17/2017	MISCELLANEOUS	ANTKIT-33
5/17/2017	MISCELLANEOUS	ANTKIT-34
5/17/2017	MISCELLANEOUS	ANTKIT-35
5/17/2017	MISCELLANEOUS	ANTKIT-4
5/17/2017	MISCELLANEOUS	ANTKIT-5
5/17/2017	MISCELLANEOUS	ANTKIT-6
5/17/2017	MISCELLANEOUS	ANTKIT-7
5/17/2017	MISCELLANEOUS	ANTKIT-8
5/17/2017	MISCELLANEOUS	ANTKIT-9
5/17/2017	MISCELLANEOUS	BOARD517-1
5/17/2017	MISCELLANEOUS	BOARD517-2
5/17/2017	MISCELLANEOUS	BOARD517-3
5/17/2017	MISCELLANEOUS	BOARD517-4
5/17/2017	MISCELLANEOUS	BOARD517-5
5/17/2017	MISCELLANEOUS	BOARD517-6
5/17/2017	MISCELLANEOUS	BOX1
5/17/2017	MISCELLANEOUS	BOX2
5/17/2017	MISCELLANEOUS	BOX3
5/17/2017	MISCELLANEOUS	BOX4
5/17/2017	MISCELLANEOUS	LAPBAG
5/17/2017	PRINTER	35609
5/17/2017	PRINTER	PRINT517-1
5/17/2017	PRINTER	PRINT517-2
5/17/2017	TABLET	34195
5/17/2017	TABLET	34235
5/17/2017	TABLET	34237
5/17/2017	TABLET	34256
5/17/2017	TABLET	34257
5/17/2017	TABLET	34259
5/17/2017	TABLET	34264
5/17/2017	TABLET	34266
5/17/2017	TABLET	34268
5/17/2017	TABLET	34307
5/17/2017	TABLET	34308
5/17/2017	TABLET	34309
5/17/2017	TABLET	34316
5/17/2017	TABLET	34318
5/17/2017	TABLET	34319
5/17/2017	TABLET	34590
5/17/2017	TABLET	34625
5/17/2017	TABLET	34700
5/17/2017	TABLET	34711
6/13/2017	COMPUTER	34687
6/13/2017	COMPUTER	35026

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
6/13/2017	COMPUTER	35145
6/13/2017	LAPTOP	33493
6/13/2017	LCD MONITOR	LCD613-1
6/13/2017	LCD MONITOR	LCD613-10
6/13/2017	LCD MONITOR	LCD613-11
6/13/2017	LCD MONITOR	LCD613-12
6/13/2017	LCD MONITOR	LCD613-13
6/13/2017	LCD MONITOR	LCD613-14
6/13/2017	LCD MONITOR	LCD613-15
6/13/2017	LCD MONITOR	LCD613-2
6/13/2017	LCD MONITOR	LCD613-3
6/13/2017	LCD MONITOR	LCD613-4
6/13/2017	LCD MONITOR	LCD613-5
6/13/2017	LCD MONITOR	LCD613-6
6/13/2017	LCD MONITOR	LCD613-7
6/13/2017	LCD MONITOR	LCD613-8
6/13/2017	LCD MONITOR	LCD613-9
6/13/2017	LCD MONITOR	MSTAND-1
6/13/2017	LCD MONITOR	MSTAND-10
6/13/2017	LCD MONITOR	MSTAND-11
6/13/2017	LCD MONITOR	MSTAND-2
6/13/2017	LCD MONITOR	MSTAND-3
6/13/2017	LCD MONITOR	MSTAND-4
6/13/2017	LCD MONITOR	MSTAND-5
6/13/2017	LCD MONITOR	MSTAND-6
6/13/2017	LCD MONITOR	MSTAND-7
6/13/2017	LCD MONITOR	MSTAND-8
6/13/2017	LCD MONITOR	MSTAND-9
6/13/2017	LIBRARY SCANNER	SCAN613-1
6/13/2017	LIBRARY SCANNER	SCAN613-2
6/13/2017	LIBRARY SCANNER	SCAN613-3
6/13/2017	LIBRARY SCANNER	SCAN613-4
6/13/2017	LIBRARY SCANNER	SCAN613-5
6/13/2017	LIBRARY SCANNER	SCAN613-6
6/13/2017	LIBRARY SCANNER	SCAN613-7
6/13/2017	MISCELLANEOUS	BOX-1
6/13/2017	MISCELLANEOUS	BOX-2
6/13/2017	MISCELLANEOUS	BOX3-3
6/13/2017	MISCELLANEOUS	DISPLAY-1
6/13/2017	NETBOOK	33301
6/13/2017	NETBOOK	33302
6/13/2017	NETBOOK	33304
6/13/2017	NETBOOK	33305
6/13/2017	NETBOOK	33306
6/13/2017	NETBOOK	33307
6/13/2017	NETBOOK	33308
6/13/2017	NETBOOK	33309
6/13/2017	NETBOOK	33310
6/13/2017	NETBOOK	33311
6/13/2017	NETBOOK	33312
6/13/2017	NETBOOK	33313
6/13/2017	NETBOOK	33315
6/13/2017	NETBOOK	33316

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
6/13/2017	NETBOOK	33317
6/13/2017	NETBOOK	33318
6/13/2017	NETBOOK	33319
6/13/2017	NETBOOK	33320
6/13/2017	NETBOOK	33321
6/13/2017	NETBOOK	33322
6/13/2017	NETBOOK	33324
6/13/2017	NETBOOK	33325
6/13/2017	NETBOOK	33326
6/13/2017	NETBOOK	33327
6/13/2017	NETBOOK	33328
6/13/2017	NETBOOK	33329
6/13/2017	NETBOOK	33330
6/13/2017	NETBOOK	33331
6/13/2017	NETBOOK	33332
6/13/2017	NETBOOK	33333
6/13/2017	NETBOOK	33334
6/13/2017	NETBOOK	33335
6/13/2017	NETBOOK	33336
6/13/2017	NETBOOK	33337
6/13/2017	NETBOOK	33338
6/13/2017	NETBOOK	33339
6/13/2017	NETBOOK	33340
6/13/2017	NETBOOK	33341
6/13/2017	NETBOOK	33342
6/13/2017	NETBOOK	33343
6/13/2017	NETBOOK	33344
6/13/2017	NETBOOK	33345
6/13/2017	NETBOOK	33346
6/13/2017	NETBOOK	33347
6/13/2017	NETBOOK	33348
6/13/2017	NETBOOK	33349
6/13/2017	NETBOOK	33350
6/13/2017	NETBOOK	33351
6/13/2017	NETBOOK	33352
6/13/2017	NETBOOK	33353
6/13/2017	NETBOOK	33354
6/13/2017	NETBOOK	33355
6/13/2017	NETBOOK	33356
6/13/2017	NETBOOK	33357
6/13/2017	NETBOOK	33359
6/13/2017	NETBOOK	33360
6/13/2017	NETBOOK	33361
6/13/2017	NETBOOK	33363
6/13/2017	NETBOOK	33364
6/13/2017	NETBOOK	33366
6/13/2017	NETBOOK	33367
6/13/2017	NETBOOK	33368
6/13/2017	NETBOOK	33369
6/13/2017	NETBOOK	33370
6/13/2017	NETBOOK	33371
6/13/2017	NETBOOK	33372
6/13/2017	NETBOOK	33373

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
6/13/2017	NETBOOK	33374
6/13/2017	NETBOOK	33375
6/13/2017	NETBOOK	33376
6/13/2017	NETBOOK	33377
6/13/2017	NETBOOK	33378
6/13/2017	NETBOOK	33379
6/13/2017	NETBOOK	33380
6/13/2017	NETBOOK	33381
6/13/2017	NETBOOK	33382
6/13/2017	NETBOOK	33383
6/13/2017	NETBOOK	33384
6/13/2017	NETBOOK	33385
6/13/2017	NETBOOK	33387
6/13/2017	NETBOOK	33388
6/13/2017	NETBOOK	33389
6/13/2017	NETBOOK	33390
6/13/2017	NETBOOK	33392
6/13/2017	NETBOOK	33393
6/13/2017	NETBOOK	33394
6/13/2017	NETBOOK	33395
6/13/2017	NETBOOK	33396
6/13/2017	NETBOOK	33397
6/13/2017	NETBOOK	33398
6/13/2017	NETBOOK	33399
6/13/2017	NETBOOK	33400
6/13/2017	NETBOOK	33401
6/13/2017	NETBOOK	33402
6/13/2017	NETBOOK	33403
6/13/2017	NETBOOK	33404
6/13/2017	NETBOOK	33405
6/13/2017	NETBOOK	33406
6/13/2017	NETBOOK	33407
6/13/2017	NETBOOK	33408
6/13/2017	NETBOOK	33409
6/13/2017	NETBOOK	33410
6/13/2017	NETBOOK	33411
6/13/2017	NETBOOK	33412
6/13/2017	NETBOOK	33413
6/13/2017	NETBOOK	33414
6/13/2017	NETBOOK	33415
6/13/2017	NETBOOK	33417
6/13/2017	NETBOOK	33420
6/13/2017	NETBOOK	33421
6/13/2017	NETBOOK	33422
6/13/2017	NETBOOK	33423
6/13/2017	NETBOOK	33424
6/13/2017	NETBOOK	33426
6/13/2017	NETBOOK	33427
6/13/2017	NETBOOK	33428
6/13/2017	NETBOOK	33429
6/21/2017	COMPUTER	30237
6/21/2017	COMPUTER	30783
6/21/2017	COMPUTER	32890

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
6/21/2017	COMPUTER	33740
6/21/2017	COMPUTER	33781
6/21/2017	COMPUTER	33795
6/21/2017	COMPUTER	33844
6/21/2017	COMPUTER	33845
6/21/2017	COMPUTER	33852
6/21/2017	COMPUTER	33856
6/21/2017	COMPUTER	33864
6/21/2017	COMPUTER	33866
6/21/2017	COMPUTER	34005
6/21/2017	COMPUTER	34006
6/21/2017	COMPUTER	34034
6/21/2017	COMPUTER	34042
6/21/2017	COMPUTER	34054
6/21/2017	COMPUTER	34056
6/21/2017	COMPUTER	34923
6/21/2017	COMPUTER	34933
6/21/2017	LAPTOP	29574
6/21/2017	PRINTER	00239
7/18/2017	COMPUTER	30255
7/18/2017	COMPUTER	33110
7/27/2017	COMPUTER	23660
7/27/2017	COMPUTER	27775
7/27/2017	COMPUTER	28086
7/27/2017	COMPUTER	28104
7/27/2017	COMPUTER	28105
7/27/2017	COMPUTER	28106
7/27/2017	COMPUTER	28616
7/27/2017	COMPUTER	28722
7/27/2017	COMPUTER	28859
7/27/2017	COMPUTER	29668
7/27/2017	COMPUTER	29705
7/27/2017	COMPUTER	29714
7/27/2017	COMPUTER	30263
7/27/2017	COMPUTER	30266
7/27/2017	COMPUTER	30954
7/27/2017	FAX	BROFAX
7/27/2017	KEYBOARD	KEYBJUL1
7/27/2017	KEYBOARD	KEYBJUL10
7/27/2017	KEYBOARD	KEYBJUL11
7/27/2017	KEYBOARD	KEYBJUL12
7/27/2017	KEYBOARD	KEYBJUL13
7/27/2017	KEYBOARD	KEYBJUL14
7/27/2017	KEYBOARD	KEYBJUL15
7/27/2017	KEYBOARD	KEYBJUL16
7/27/2017	KEYBOARD	KEYBJUL17
7/27/2017	KEYBOARD	KEYBJUL18
7/27/2017	KEYBOARD	KEYBJUL19
7/27/2017	KEYBOARD	KEYBJUL2
7/27/2017	KEYBOARD	KEYBJUL20
7/27/2017	KEYBOARD	KEYBJUL3
7/27/2017	KEYBOARD	KEYBJUL4
7/27/2017	KEYBOARD	KEYBJUL5

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
7/27/2017	KEYBOARD	KEYBJUL6
7/27/2017	KEYBOARD	KEYBJUL7
7/27/2017	KEYBOARD	KEYBJUL8
7/27/2017	KEYBOARD	KEYBJUL9
7/27/2017	LCD MONITOR	MON7JUL1
7/27/2017	LCD MONITOR	MON7JUL10
7/27/2017	LCD MONITOR	MON7JUL11
7/27/2017	LCD MONITOR	MON7JUL11
7/27/2017	LCD MONITOR	MON7JUL13
7/27/2017	LCD MONITOR	MON7JUL2
7/27/2017	LCD MONITOR	MON7JUL3
7/27/2017	LCD MONITOR	MON7JUL4
7/27/2017	LCD MONITOR	MON7JUL5
7/27/2017	LCD MONITOR	MON7JUL6
7/27/2017	LCD MONITOR	MON7JUL7
7/27/2017	LCD MONITOR	MON7JUL8
7/27/2017	LCD MONITOR	MON7JUL9
7/27/2017	MISCELLANEOUS	MICEJUL17
7/27/2017	MISCELLANEOUS	MISCBOX
7/27/2017	POWER SOURCE	MISCBOX3
7/27/2017	PRINTER	CANPIX
7/27/2017	PRINTER	PRIN1
7/27/2017	PRINTER	PRIN10
7/27/2017	PRINTER	PRIN11
7/27/2017	PRINTER	PRIN12
7/27/2017	PRINTER	PRIN13
7/27/2017	PRINTER	PRIN14
7/27/2017	PRINTER	PRIN15
7/27/2017	PRINTER	PRIN16
7/27/2017	PRINTER	PRIN17
7/27/2017	PRINTER	PRIN18
7/27/2017	PRINTER	PRIN19
7/27/2017	PRINTER	PRIN2
7/27/2017	PRINTER	PRIN20
7/27/2017	PRINTER	PRIN3
7/27/2017	PRINTER	PRIN4
7/27/2017	PRINTER	PRIN5
7/27/2017	PRINTER	PRIN6
7/27/2017	PRINTER	PRIN7
7/27/2017	PRINTER	PRIN9
7/27/2017	PRINTER	PRINHP1
7/27/2017	PRINTER	PRINHP2
7/27/2017	PRINTER	PRINHP3
7/27/2017	PRINTER	PRINHP4
7/27/2017	PRINTER	PRINHP5
7/27/2017	PRINTER	PRINTER6
7/27/2017	SCANNER	25057
7/27/2017	SCANNER	29734
7/27/2017	TAPE DRIVE	31118
7/27/2017	TELEPHONE	MISCBOX2
11/2/2017	COMPUTER	30513
11/2/2017	COMPUTER	30836
11/2/2017	COMPUTER	32910

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
11/2/2017	COMPUTER	32911
11/2/2017	COMPUTER	33743
11/2/2017	COMPUTER	33812
11/2/2017	COMPUTER	33817
11/2/2017	COMPUTER	33822
11/2/2017	COMPUTER	33834
11/2/2017	COMPUTER	33850
11/2/2017	COMPUTER	33882
11/2/2017	COMPUTER	33883
11/2/2017	COMPUTER	33884
11/2/2017	COMPUTER	34015
11/2/2017	COMPUTER	34029
11/2/2017	COMPUTER	34038
11/2/2017	COMPUTER	34060
11/2/2017	COMPUTER	34069
11/2/2017	COMPUTER	34070
11/2/2017	COMPUTER	34148
11/2/2017	COMPUTER	34150
11/6/2017	COMPUTER	31503
11/6/2017	COMPUTER	31507
11/6/2017	COMPUTER	31509
11/6/2017	COMPUTER	31510
11/6/2017	COMPUTER	31512
11/6/2017	COMPUTER	31513
11/6/2017	COMPUTER	31514
11/6/2017	COMPUTER	31518
11/6/2017	COMPUTER	31521
11/6/2017	COMPUTER	31524
11/6/2017	COMPUTER	31526
11/6/2017	COMPUTER	31534
11/6/2017	COMPUTER	31535
11/6/2017	COMPUTER	31539
11/6/2017	COMPUTER	31541
11/6/2017	COMPUTER	31542
11/6/2017	COMPUTER	31708
11/6/2017	COMPUTER	32725
11/6/2017	COMPUTER	32773
11/6/2017	COMPUTER	32903
11/6/2017	COMPUTER	32912
11/6/2017	COMPUTER	33628
11/6/2017	COMPUTER	33757
11/6/2017	COMPUTER	33777
11/6/2017	COMPUTER	33784
11/6/2017	COMPUTER	33790
11/6/2017	COMPUTER	33791
11/6/2017	COMPUTER	33801
11/6/2017	COMPUTER	33803
11/6/2017	COMPUTER	33833
11/6/2017	COMPUTER	33836
11/6/2017	COMPUTER	33839
11/6/2017	COMPUTER	33855
11/6/2017	COMPUTER	33873
11/6/2017	COMPUTER	33874

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
11/6/2017	COMPUTER	33878
11/6/2017	COMPUTER	33887
11/6/2017	COMPUTER	33998
11/6/2017	COMPUTER	34002
11/6/2017	COMPUTER	34004
11/6/2017	COMPUTER	34016
11/6/2017	COMPUTER	34028
11/6/2017	COMPUTER	34059
11/6/2017	COMPUTER	34066
11/6/2017	COMPUTER	34130
11/6/2017	COMPUTER	34155
11/6/2017	COMPUTER	34663
11/6/2017	KEYBOARD	KEYB1
11/6/2017	KEYBOARD	KEYB10
11/6/2017	KEYBOARD	KEYB11
11/6/2017	KEYBOARD	KEYB12
11/6/2017	KEYBOARD	KEYB13
11/6/2017	KEYBOARD	KEYB14
11/6/2017	KEYBOARD	KEYB15
11/6/2017	KEYBOARD	KEYB16
11/6/2017	KEYBOARD	KEYB17
11/6/2017	KEYBOARD	KEYB18
11/6/2017	KEYBOARD	KEYB19
11/6/2017	KEYBOARD	KEYB2
11/6/2017	KEYBOARD	KEYB20
11/6/2017	KEYBOARD	KEYB21
11/6/2017	KEYBOARD	KEYB22
11/6/2017	KEYBOARD	KEYB23
11/6/2017	KEYBOARD	KEYB24
11/6/2017	KEYBOARD	KEYB25
11/6/2017	KEYBOARD	KEYB26
11/6/2017	KEYBOARD	KEYB27
11/6/2017	KEYBOARD	KEYB28
11/6/2017	KEYBOARD	KEYB29
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11/6/2017	KEYBOARD	KEYB31
11/6/2017	KEYBOARD	KEYB32
11/6/2017	KEYBOARD	KEYB33
11/6/2017	KEYBOARD	KEYB34
11/6/2017	KEYBOARD	KEYB35
11/6/2017	KEYBOARD	KEYB36
11/6/2017	KEYBOARD	KEYB37
11/6/2017	KEYBOARD	KEYB38
11/6/2017	KEYBOARD	KEYB39
11/6/2017	KEYBOARD	KEYB4
11/6/2017	KEYBOARD	KEYB40
11/6/2017	KEYBOARD	KEYB41
11/6/2017	KEYBOARD	KEYB42
11/6/2017	KEYBOARD	KEYB43
11/6/2017	KEYBOARD	KEYB44
11/6/2017	KEYBOARD	KEYB45
11/6/2017	KEYBOARD	KEYB46

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
11/6/2017	KEYBOARD	KEYB47
11/6/2017	KEYBOARD	KEYB48
11/6/2017	KEYBOARD	KEYB49
11/6/2017	KEYBOARD	KEYB5
11/6/2017	KEYBOARD	KEYB50
11/6/2017	KEYBOARD	KEYB6
11/6/2017	KEYBOARD	KEYB7
11/6/2017	KEYBOARD	KEYB8
11/6/2017	KEYBOARD	KEYB9
11/6/2017	KEYBOARD	KEYB9
11/6/2017	LCD MONITOR	LCD116-10
11/6/2017	LCD MONITOR	LCD116-11
11/6/2017	LCD MONITOR	LCD116-12
11/6/2017	LCD MONITOR	LCD116-13
11/6/2017	LCD MONITOR	LCD116-14
11/6/2017	LCD MONITOR	LCD116-15
11/6/2017	LCD MONITOR	LCD116-16
11/6/2017	LCD MONITOR	LCD116-17
11/6/2017	LCD MONITOR	LCD116-18
11/6/2017	LCD MONITOR	LCD116-19
11/6/2017	LCD MONITOR	LCD116-2
11/6/2017	LCD MONITOR	LCD116-20
11/6/2017	LCD MONITOR	LCD116-21
11/6/2017	LCD MONITOR	LCD116-22
11/6/2017	LCD MONITOR	LCD116-23
11/6/2017	LCD MONITOR	LCD116-3
11/6/2017	LCD MONITOR	LCD116-4
11/6/2017	LCD MONITOR	LCD116-5
11/6/2017	LCD MONITOR	LCD116-6
11/6/2017	LCD MONITOR	LCD116-7
11/6/2017	LCD MONITOR	LCD116-8
11/6/2017	LCD MONITOR	LCD116-9
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11/6/2017	LCD MONITOR	MSTAND116-1
11/6/2017	LCD MONITOR	MSTAND116-2
11/6/2017	LCD MONITOR	MSTAND116-3
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11/6/2017	PRINTER	HP2300-2
11/6/2017	PRINTER	HP2300-3
11/6/2017	PRINTER	HP2300-4
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11/6/2017	SWITCH	SWITCHBOX2

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
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12/6/2017	COMPUTER	DC7900B
12/6/2017	COMPUTER	DELL520A
12/6/2017	COMPUTER	DELL520B
12/6/2017	COMPUTER	DELL520C
12/6/2017	COMPUTER	DELL520D
12/6/2017	COMPUTER	DX2300
12/6/2017	COMPUTER	GX280
12/6/2017	COMPUTER	GX280
12/6/2017	COMPUTER	HPD220
12/6/2017	COMPUTER	VOSTRO1
12/6/2017	COMPUTER	VOSTRO2
12/6/2017	LAPTOP	27120
12/6/2017	LAPTOP	27122
12/6/2017	LAPTOP	29427
12/6/2017	LAPTOP	31938
12/6/2017	LAPTOP	D520
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12/6/2017	LCD MONITOR	MON06DEC2
12/6/2017	LCD MONITOR	MON06DEC3
12/6/2017	LCD MONITOR	MON06DEC4
12/6/2017	LCD MONITOR	MON06DEC5
12/6/2017	LCD MONITOR	MON06DEC6
12/6/2017	LCD MONITOR	MON06DEC7
12/6/2017	LCD MONITOR	MON06DEC8
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12/6/2017	PRINTER	HP2300
12/6/2017	PRINTER	HP2300B
12/6/2017	PRINTER	PRINT1
12/6/2017	PRINTER	PRINT2
12/6/2017	PRINTER	PRINT3
12/6/2017	PRINTER	PRINT4
12/6/2017	PRINTER	PRINT5
12/6/2017	PRINTER	PRINT6
12/6/2017	PRINTER	PRINT7
12/6/2017	PRINTER	PRINT8
12/6/2017	SCANNER	27123
12/6/2017	SCANNER	SCANNER1
12/6/2017	SCANNER	SCANNER10
12/6/2017	SCANNER	SCANNER11
12/6/2017	SCANNER	SCANNER12
12/6/2017	SCANNER	SCANNER13
12/6/2017	SCANNER	SCANNER14
12/6/2017	SCANNER	SCANNER15
12/6/2017	SCANNER	SCANNER16
12/6/2017	SCANNER	SCANNER17
12/6/2017	SCANNER	SCANNER18
12/6/2017	SCANNER	SCANNER2

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
12/6/2017	SCANNER	SCANNER3
12/6/2017	SCANNER	SCANNER4
12/6/2017	SCANNER	SCANNER5
12/6/2017	SCANNER	SCANNER6
12/6/2017	SCANNER	SCANNER7
12/6/2017	SCANNER	SCANNER8
12/6/2017	SCANNER	SCANNER9
12/6/2017	SERVER	29455
12/6/2017	SERVER	31601
12/6/2017	SERVER	31629
12/6/2017	SERVER	33938
12/6/2017	SERVER	34503
12/6/2017	SERVER	NAS2
12/6/2017	SERVER	NAS3
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12/6/2017	TELEPHONE	TELE1
12/6/2017	TELEPHONE	TELE10
12/6/2017	TELEPHONE	TELE100
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DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
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12/6/2017	TELEPHONE	TELE47
12/6/2017	TELEPHONE	TELE48
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12/6/2017	TELEPHONE	TELE5
12/6/2017	TELEPHONE	TELE50.
12/6/2017	TELEPHONE	TELE51
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12/6/2017	TELEPHONE	TELE90

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
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12/6/2017	TELEPHONE	TELE97
12/6/2017	TELEPHONE	TELE98
12/6/2017	TELEPHONE	TELE99
12/12/2017	COMPUTER	33778
12/12/2017	COMPUTER	33789
12/12/2017	COMPUTER	33800
12/12/2017	COMPUTER	33813
12/12/2017	COMPUTER	33820
12/12/2017	COMPUTER	33828
12/12/2017	COMPUTER	34520
12/12/2017	DIGCAM	WEBCAM1
12/12/2017	DIGCAM	WEBCAM2
12/12/2017	KEYBOARD	KEYB1
12/12/2017	KEYBOARD	KEYB3
12/12/2017	KEYBOARD	KEYB4
12/12/2017	KEYBOARD	KEYB5
12/12/2017	KEYBOARD	KEYB6
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12/12/2017	KEYBOARD	KEYB8
12/12/2017	KEYBOARD	KEYB9
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12/12/2017	LCD MONITOR	MON12DEC10
12/12/2017	LCD MONITOR	MON12DEC11
12/12/2017	LCD MONITOR	MON12DEC12
12/12/2017	LCD MONITOR	MON12DEC13
12/12/2017	LCD MONITOR	MON12DEC14
12/12/2017	LCD MONITOR	MON12DEC15
12/12/2017	LCD MONITOR	MON12DEC16
12/12/2017	LCD MONITOR	MON12DEC17
12/12/2017	LCD MONITOR	MON12DEC18
12/12/2017	LCD MONITOR	MON12DEC19
12/12/2017	LCD MONITOR	MON12DEC2
12/12/2017	LCD MONITOR	MON12DEC20
12/12/2017	LCD MONITOR	MON12DEC21
12/12/2017	LCD MONITOR	MON12DEC3
12/12/2017	LCD MONITOR	MON12DEC4
12/12/2017	LCD MONITOR	MON12DEC5
12/12/2017	LCD MONITOR	MON12DEC6
12/12/2017	LCD MONITOR	MON12DEC7
12/12/2017	LCD MONITOR	MON12DEC8
12/12/2017	LCD MONITOR	MON12DEC9
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12/12/2017	PRINTER	HP2035
12/12/2017	PRINTER	HP2055
12/12/2017	PRINTER	HP2300A
12/12/2017	TABLET	33640
12/12/2017	TABLET	33937

DATE SURPLUSED TO GOODWILL	DEVICE TYPE	PROPERTY TAG OR DESCRIPTOR
12/12/2017	TABLET	IPAD3
12/12/2017	TABLET	IPAD4
12/12/2017	TABLET	IPAD5

December 20, 2017

Dear Leon County Board of Commissioners,

Thank you for your kind donation of used computers and electronics in 2017.

Goodwill Industries – Big Bend, Inc, a 501(c)3 non-profit, accepts electronics in any condition working or non-working. This is a continued program and donations from the Leon County Board of Commissioners are greatly appreciated.

Benefits of Recycling with Goodwill: Our community benefits when you recycle with Goodwill.

- Goodwill offers job training and work experience in our computer recycling center
- The computer recycling and computer store creates jobs for our community
- Your organizations computers will be available to others in the community at Goodwill retail stores
- Revenue from the electronics is put back into our local community by funding Goodwill's mission
- Goodwill is certified through Dell Reconnect and is a Certified Microsoft Refurbisher.
- No electronics recycled are sent to third world countries
- Goodwill is a 501(c)3 non-profit, so your donations are tax deductible

So far in 2017, donations like yours have helped Goodwill:

- Recycle 1,116,860 pounds of computer related E-scrap and household electronics. Keeping those items out of landfills.
- Offer low cost new and refurbished computers and parts to thousands of customers.
- Deliver low cost Dell Certified repair services to the Tallahassee and Panama City communities.
- Employ nearly 850 people in the panhandle.
- Provide Education, Career Training, and Job Placement Services to thousands of individuals through Goodwill's Mission Services including www.gwcareercampus.com.
- Supply accessible housing options for hundreds of disabled and low income individuals.
- Manage specialized childcare services at The Learning Pavilion.
- And much more...

We appreciate your continued support and donations. Learn more at www.goodwillbigbend.org.

Sincerely,



Cody Gray
Public Relations Manager

300 Mabry Street - Tallahassee, FL 32304 - (850) 576-7145

**Leon County
Board of County Commissioners**

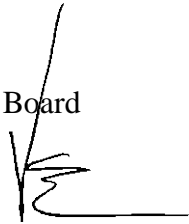
Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Status Report on Economic Indicators and Presentation of the 2018 First Quarter Economic Dashboard

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Ben Pingree, Director, Department of PLACE Al Latimer, Director, Tallahassee-Leon County Office of Economic Vitality

Statement of Issue:

This agenda item provides a status update on recent economic indicators in our community which finds that the Leon/Tallahassee Metropolitan Statistical Area (MSA) experienced the highest rate of growth in per capita Gross Domestic Product (GDP) in Florida from 2015 to 2016. Further, the Office of Economic Vitality will provide a presentation to the Board on the 2018 First Quarter Economic Indicator Dashboard.

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the status report on economic indicators and presentation of the 2018 First Quarter Economic Dashboard.

Report and Discussion

Background:

On February 13, 2017, the Office of Economic Vitality (OEV) launched the *Quarterly Economic Dashboard* to provide a regular snapshot of the local economy and demonstrate how continued economic vitality efforts are providing a return on investment. The Dashboard is designed to appeal to local and regional stakeholders as well as business leaders whom may be considering company expansion or relocation to our community. In addition to regularly refreshing OEV's website with new economic data, the quarterly Dashboard brochures are published and distributed to interested stakeholders and civic organizations. The First Quarter 2018 Economic Dashboard will be released on January 19, 2018.

OEV's online Data Center, found at www.OEVforBusiness.org/data-center, continues to serve as the community's most comprehensive database of nearly 80 economic indicators, and is updated continuously to ensure visitors can retrieve the most accurate data. The Dashboard serves as a supplement to the Data Center and provides a snapshot of the local economy by focusing on 13 key and most commonly requested economic indicators in a format that is easy to read and follow.

This status report aligns with the FY2017-FY2021 Strategic Objectives that the Board approved at its January 24, 2017 meeting:

- (EC2) Support programs, policies, and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation.

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

- To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts and retains talent, to grow and diversify our local economy, and to realize our full economic vitality.

Analysis:

Under the Intergovernmental Agency, OEV was created as a joint office of the County and City to implement the community's first-ever strategic plan to guide the community's economic development efforts and objectively evaluate our progress over time toward goal achievement. As the recognized economic development organization for the community and front door for business assistance and resources, OEV leverages private sector ideas, innovations and intellectual capital with the considerable technical and professional resources of the community's economic development partners including the County and City governments. OEV diligently monitors and continuously analyzes local economic indicators for Tallahassee-Leon County to help track trends of the local economy which is critical for informing our strategic efforts to best position our community for sustained, directed economic growth.

According to the U.S. Bureau of Economic Analysis, the Leon/Tallahassee MSA experienced the highest rate of growth in ‘real’ per capita GDP in Florida from 2015 to 2016. As reported in the 2017 Fourth Quarter Economic Dashboard, Real GDP per capita for the MSA grew 3.8% in 2016 and was the fastest growing of all 22 MSAs in Florida. The Leon/Tallahassee MSA also outpaced the per capita GDP growth rates of the State of Florida (0.6%) and the U.S. (0.8%).

GDP is the most widely used and accepted economic performance measure of nations and regions’ economic performance. GDP per capita is an important indicator of economic performance and a useful unit to make cross-country comparisons of average living standards and economic well-being. ‘Real’ GDP, as reported by the U.S. Bureau of Economic Analysis and used in OEV’s quarterly dashboard indicators, adjusts nominal GDP rates for inflation. The most recent economic indicators published by OEV in the 2017 Fourth Quarter Economic Dashboard report other positive trends across many sectors of the economy such as:

- **Employment** levels for November 2017 increased by 1.5%, compared to November 2016, marking 22 straight months of employment gains in the MSA.
- For five straight years, **New Single Family Construction Permits** have grown countywide, up 32% in 2017 from the previous year.
- The **Median Single-Family Home Sales Price** rose by 5.1% to \$199,900 in November 2017 from November 2016. Median Sales Price has risen in seven of the past 12 months in the MSA, and has been lower than the statewide median sales price 38 months in a row.

These positive economic indicators demonstrate the robust nature of our local economy which attracts and retains talent, draws investment opportunities, and positions our community to realize its full economic vitality. OEV continuously coordinates with economic development stakeholders to share and convey this important data and the underlining implications, build upon the strengths of our economy, and prioritize resource needs of the community to enhance vitality. Voter approval to utilize sales tax funds in support of economic development initiatives and infrastructure will further enable OEV to continue to leverage and sustain economic growth and vitality in our community.

Supported by high employment levels and construction activity, this positive outlook is poised to be repeated when the U.S. Bureau of Economic Analysis releases the 2017 GDP data. Looking further ahead, the infusion of the 2020 sales tax funds will continue to stimulate growth and redevelopment in our community, positioning OEV to promote a vibrant economy with a strong quality of life. Staff will continue to monitor these and other important indicators to ensure stakeholders and decision-makers are equipped with the information they need to make informed decisions, and make the information prominently displayed on the OEV website, in print, and across social media platforms.

As mentioned previously, staff will provide the Board a presentation of the 2018 First Quarter Economic Dashboard at the Commission meeting. In addition to stakeholder engagement and serving as the front door for business assistance and resources, the quarterly economic indicators published in the Dashboard ensure that citizens see and feel their return on investment in economic vitality efforts.

Options:

1. Accept the status report on economic indicators and presentation of the 2018 First Quarter Economic Dashboard.
2. Do not accept the status report on economic indicators and presentation of the 2018 First Quarter Economic Dashboard.
3. Board direction.

Recommendation:

Option #1.

**Leon County
Board of County Commissioners**

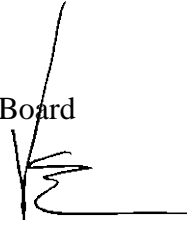
Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Ratification of Board Actions Taken at the December 11, 2017 Annual Retreat

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Heather Peebles, Special Projects Coordinator

Statement of Issue:

This agenda item seeks ratification of Board actions taken at the December 11, 2017 Annual Retreat.

Fiscal Impact:

While this item has no immediate fiscal impact, certain proposed Strategic Initiatives may have future financial impacts. Inclusion of a Strategic Initiative within the County's Strategic Plan does not commit the Board to future funding.

Staff Recommendation:

Option #1: Ratify the actions taken by the Board during its December 11, 2017 Annual Retreat.

Report and Discussion

Background:

Each year, the County conducts an annual Board retreat, facilitated by the County Administrator, for the purpose of updating the County's five-year Strategic Plan to include new strategic initiatives for the new year. Annual retreats have served as a tool to regularly update the County's five-year Strategic Plan by establishing the Board's Strategic Priorities and developing specific Strategic Initiatives, Targets, and Bold Goals that drive the County's staff and organizational resources throughout the year. The 2017 Board Retreat was held on December 11, 2017.

Leon County's current strategic planning model was developed at the 2011 Board Retreat, during which a two-year strategic planning process and revamped annual Retreat process with a stronger emphasis on strategic planning was initiated. This approach aligned the optimized resources of the organization with the Board's top priorities. During the Retreat, the Board established four Strategic Priorities: Economy, Environment, Quality of Life, and Governance. As a component of the 2013 Retreat, the Board approved transitioning to a five-year planning cycle, with continued annual reviews and updates, and semi-annual status reports.

The 2016 Board Retreat served to both close out the FY2012 - FY2016 Strategic Plan and to engage in the comprehensive plan year evaluation and development of the next five-year planning cycle. During the Retreat, the Board reestablished the Vision Statement and Strategic Priorities, adopted an organizational Mission Statement, and established new Strategic Initiatives. The new FY2017 – FY2021 Strategic Plan was enhanced by the incorporation of specific five-year Targets and Bold Goals adopted for each priority area. The Board formally adopted the FY2017 – FY2021 Strategic Plan on January 24, 2017.

On October 24, 2017, the Board accepted an overview of the FY 2017/18 Board Retreat and a proposed outline, which included a focused discussion on developing and leading a resilient community facilitated by a disaster resiliency industry leader.

Analysis:

Consistent with the Board's direction, the December 11, 2017 Retreat included two sections: (1) Building Resilience; and (2) Progress and Update of the Strategic Plan.

Building Resilience

Staff provided an overview of Leon County's ongoing community and disaster resilience activities and programs. The presentation included a review of improvements following Hurricane Hermine, the successful alignment of Emergency Management into the County's organizational structure, and a summary of disaster preparedness efforts. The Board voted to accept staff's presentation.

Leslie Chapman-Henderson, President and Chief Executive of the Federal Alliance for Safe Housing (FLASH), provided an update to the Board on national disaster resilience efforts and led a facilitated discussion with the Board on ways that Leon County can continue to drive and enhance our community's resilience to natural disasters and other emergency events. Ms.

Chapman-Henderson's presentation included an overview of FLASH's #HurricaneStrong public relations campaign, which seeks to increase public safety and reduce economic losses by motivating individuals and families to undertake hurricane preparedness and mitigation activities. The #HurricaneStrong campaign leverages partnerships with several national partners including the Weather Channel, National Hurricane Center, Federal Emergency Management Agency, National Oceanic and Atmospheric Administration, and others. During the Retreat, the Board voted to include a new Strategic Initiative to partner with the FLASH to become the nation's first #HurricaneStrong county.

Progress and Update of the Strategic Plan: During the Retreat, the County Administrator reviewed the FY 2017 – FY 2021 Strategic Plan including the vision statement, mission statement, and strategic priorities. The Board approved the vision statement, mission statement, and strategic priorities with no revisions.

The County Administrator provided an update on the County's progress towards each priority area's bold goals and five-year targets, including the ongoing efforts to achieve these stretch goals. As part of the update, staff recommended revising the Economy five-year target regarding job creation. The Board voted to accept the update on Leon County's progress towards the FY 2017 – FY 2021 bold goals and targets and revised the Economy five-year target to:

“Co-Create 500 Entrepreneur Ventures and ~~5,500~~ 11,500 New Jobs, including ~~200~~ 400 High-Wage Jobs.”

This change is reflected in the revised FY 2017 – FY 2021 Strategic Plan included as Attachment #1.

Finally the Board was provided with an update of strategic initiatives that are complete or in progress before discussing amending or adding new strategic initiatives. As outlined in the Retreat materials, staff reported that 15 (34%) of the 44 total strategic initiatives approved by the Board were completed during FY2017, while the remaining 29 (66%) are in progress. The County Administrator noted that categorizing a strategic initiative as complete does not necessarily mean that work is completed. Rather they are ongoing and will require ongoing resources and support. These items require no further Board direction and will be carried out as part of staff's work plan.

During the remainder of the day, the Commission engaged in open discussion identifying additional new initiatives for the upcoming year, all of which support and advance the County's Strategic Priorities.

New Strategic Initiatives

The following reflects the new strategic initiatives the Board approved during the December 11, 2017 Retreat. These initiatives have been included in the updated FY 2017 – FY 2021 Strategic Plan (Attachment #1).

1. Evaluate expanding Leon Works as a regional event and to different segments of the community.

2. Explore the creation of local Enterprise Zone incentives to be managed by the Office of Economic Vitality in support of economic growth and development.
3. Continue to partner with Shop Local 850 to promote Leon County's local businesses and entrepreneurs and develop new data sources to analyze the economic impacts of shopping local.
4. Explore ways to expand how local businesses can do business outside of the community.
5. Raise awareness of County trails through the Division of Tourism Strategic Plan.
6. Work with Sustainable Tallahassee and community partners to evaluate developing a community-wide climate action plan.
7. Continue to work with the State as a host community in evaluating pilot technologies for new advanced wastewater treatment septic tanks.
8. Continue to work with the state to seek matching grants to convert septic to sewer systems.
9. Revise the Quality of Life strategic initiative to: "~~Support~~ Implement the Joint County-City Affordable Housing Work Group's ~~efforts~~ recommendations to develop a holistic plan for the redevelopment of a multifamily affordable housing project and identification of additional transitional housing opportunities through community partnerships."
10. Revise the Quality of Life strategic initiative to: "Develop and Implement a master plan for the Apalachee Regional Park."
11. Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting installations, sidewalk additions, safety audits, and intersection improvements.
12. As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School.
13. Partner with the Federal Alliance for Safe Housing (FLASH) to become the nation's first #HurricaneStrong county.
14. As part of Leon County's Citizen Engagement Series, conduct an annual "Created Equal" event to strengthen the County's commitment in tackling difficult subjects.
15. Continue to support Commissioner Maddox in his efforts to become Florida Association of Counties President.

Though not specifically identified at the retreat, given the organizational resources required and overall community impact, staff recommends including the following as a new strategic initiative:

16. Implement the recommendations of the Hurricane Irma After Action Report.

Agenda Items & Other Administrative Items

The following is an update on agenda items and other administrative items requested by the Board during the December 11, 2017 Board Retreat.

Status report on the sectors/industries that created new jobs during the last year

Per the Board's request, staff has included an update on job growth in Leon County (Attachment #2).

Budget discussion item on Ready4Work and analysis of other workforce initiatives including possible recommendations on how the County can support ex-felons through our purchasing policies

Staff will prepare a budget item to be presented to the Board during the FY2018 budget cycle.

Request regular updates from the Sheriff regarding progress on addressing crime including data and metrics.

Per the Board's request, the Sheriff is preparing for two presentations at regularly scheduled Commission meetings (Attachment #3). The first is scheduled for May 22, 2018 which is prior to the June budget workshops and the second, is for October 23, 2018, which coincides with the same meeting the Board will be considering the December 2018 annual retreat agenda.

Update on Miccosukee Sense of Place Initiative

As previously directed by the Board, Planning staff has been in the process of performing a Sense of Place study for the Miccosukee community. Originally identified as a Strategic Initiative as part of the previous five year strategic plan, the preliminary study work was completed and a summary report was provided at the Board's December 13, 2016 meeting. At that time, staff anticipated a draft final report being provided to the Board in the Spring of 2017. Staff delayed finalizing the sense of place study upon commencement of discussions with the Leon County School Board for the acquisition of the Miccosukee property in early spring.

On November 28, 2017, the Board approved the acquisition of the Miccosukee Community Park, including the Old Concord School, which provides a new opportunity for consideration as part of the Sense of Place initiative. Therefore, Planning staff will re-engage with the Miccosukee community in light of these acquisitions by the County and will finalize the Sense of Place report for the Board's consideration by spring 2018.

Update on five-year Target of Implementing 500 Citizen Ideas

A list of implemented citizen ideas, improvements, solutions and opportunities for co-creation as of January 5, 2018 is included as Attachment #4.

Options:

1. Ratify the actions taken by the Board during its December 11, 2017 Annual Retreat.
2. Do not ratify the actions taken by the Board during its December 11, 2017 Annual Retreat.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Proposed Leon County Board of County Commissioners Strategic Plan for FY 2016 through FY 2021, as amended
2. Status Update on Job Growth
3. Letter to Sheriff Walt McNeil
4. List of Implemented Citizen Ideas as of January 5, 2018

Revised FY 2017 – FY 2021 Leon County Board of County Commissioners Strategic Plan

Strategic Priority – Economy

To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts and retains talent, to grow and diversify our local economy, and to realize our full economic vitality (EC)

- (EC1) - Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits.
- (EC2) - Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation.
- (EC3) - Leverage university and community partnerships to increase entrepreneurial, technology transfer and commercialization opportunities.
- (EC4) - Grow our tourism economy, its diversity, competitiveness and economic impact.

Strategic Initiatives – Economy

- (EC4) Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Capital City Amphitheater stage, inclusive of potential sound mitigation elements. (2016-1)
- (EC1, EC4) Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration. (2016-2)
- (EC4) Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district. (2016-3)
- Continue to pursue opportunities for workforce development, including:
 - (EC2) Based upon the projected unmet local market for middle skill jobs, continue to host Leon Works Exposition in collaboration with community and regional partners and launch Leon County's Junior Apprenticeship Program. (2016-4A)
 - (EC2) Work with partners, such as The Kearney Center and Leon County Schools, to increase access to training programs, apprenticeships, and other programs promoting middle-skilled jobs. (2016-4B)
- (EC4) Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (ARP). (2016-5)
- (EC2) Implement the Economic Development Strategic Plan as adopted and may be revised by the Intergovernmental Agency. (2016-6)

- (EC2) Complete the joint County/City disparity study and enhancements to the MWSBE program. (2016-7)
- (EC4) Expand our economic competitiveness by coordinating with regional partners to host an Americas Competitive Exchange on Innovation and Entrepreneurship (ACE) conference. (2016-8)
- (EC1, EC2) Evaluate sun setting the Downtown CRA and correspondingly evaluate the effectiveness of the Frenchtown/Southside CRA including the County's partnership with the City. (2016-9)
- (EC4) Enhance sports tourism through the exploration of an NFL Preseason game and other possible events at Doak Campbell Stadium. (2016-10)
- (EC2) To address issues of economic segregation and diversity, evaluate establishing a micro-lending program for small, minority and women-owned businesses. (2016-11)
- (EC1, EC4) Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (ARP). (2016-12)
- [\(EC2\) Evaluate expanding Leon Works as a regional event and to different segments of the community. \(2017-45\)](#)
- [\(EC2\) Explore the creation of local Enterprise Zone incentives to be managed by the Office of Economic Vitality in support of economic growth and development. \(2017-46\)](#)
- [\(EC2, EC3\) Continue to partner with Shop Local 850 to promote Leon County's local businesses and entrepreneurs and develop new data sources to analyze the economic impacts of shopping local. \(2017-47\)](#)
- [\(EC2, EC3\) Explore ways to expand how local businesses can do business outside of the community. \(2017-48\)](#)
- [\(EC4\) Raise awareness of County trails through the Division of Tourism Strategic Plan. \(2017-49\)](#)

Strategic Priority – Environment

To be a responsible steward of our precious natural resources in our continuous efforts to make Leon County a place which values our environment and natural beauty as a vital component of our community's health, economic strength and social offerings. (EN)

- (EN1) - Protect the quality and supply of our water.
- (EN2) - Conserve and protect environmentally sensitive lands and our natural ecosystems.
- (EN3) - Promote orderly growth and sustainable practices.
- (EN4) - Reduce our carbon footprint.

Strategic Initiatives – Environment

- (EN1, EN2) Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment. (2016-13)
- (EN4) Develop strategies to increase recycling and reuse rates. (2016-14)
- (EN3) Implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site. (2016-15)
- (EN3) Convene the Leon County Sustainable Communities summit on a bi-annual basis. (2016-16)
- (EN3) In partnership with the Canopy Roads Committee, update the long term management plan for the Canopy Roads including an active tree planting program. (2016-17)
- (EN3) Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (2016-18)
- (EN4) Successfully launch a commercial and residential Property Assessed Clean Energy (PACE) program and identify opportunities, including the Leon County Spring Home Expo, to train industry professionals on sustainable building practices for participation in the PACE program. (2016-19)
- (EN2) Add environmental education kiosks, trail markings/mapping at Greenways and Parks. (2016-20)
- (EN4) Explore new opportunities for solar on County facilities. (2016-21)
- (EN1) Support the protection of Lake Talquin. (2016-22)
- Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including:
 - (EN1, EN2) Develop a septic tank replacement program. (2016-23A)
 - (EN1, EN2) Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)
- [\(EN2, EN3, EN4\) Work with Sustainable Tallahassee and community partners to evaluate developing a community-wide climate action plan. \(2017-50\)](#)
- [\(EN1, EN2, EN3\) Continue to work with the state as a host community in evaluating pilot technologies for new advanced wastewater treatment septic tanks. \(2017-51\)](#)
- [\(EN1, EN2, EN3\) Continue to work with the state to seek matching grants to convert septic to sewer systems. \(2017-52\)](#)

Strategic Priority – Quality of Life

To be a provider of essential services which promote the well-being of our citizens and the livability of our community in our continuous efforts to make Leon County a place where people are healthy, safe, and connected to their community. (Q)

- (Q1) - Maintain and enhance our parks and recreational offerings and green spaces.
- (Q2) - Provide relevant library offerings which promote literacy, life-long learning and social equity.

- (Q3) - Provide essential public safety infrastructure and services.
- (Q4) - Support and promote access to basic health and welfare services to our community members most in need.
- (Q5) - Support strong neighborhoods.
- (Q6) - Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.
- (Q7) - Assist local veterans and their dependents with securing entitled benefits and advocating their interests.

Strategic Initiatives – Quality of Life

- Continue to expand recreational amenities to include:
 - (Q1, Q6) Develop and Implement a master plan for the Apalachee Regional Park. (2016-24A rev. 2017)
 - (Q1, Q6) Develop a program to establish a signature landscaping feature with a regular blooming season. (2016-24B)
 - (Q1, Q6) Implement the Tallahassee-Leon County Greenways Master Plan. (2016-24C)
 - (Q1, Q6) Evaluate additional trail expansion opportunities. (2016-24D)
 - (Q1, Q6) Work with partners to utilize rights-of-way and utility easements to further expand the trail system. (2016-24E)
 - (Q1, Q6) Identify opportunities to create dog parks in the unincorporated area. (2016-24F)
- (Q5) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (2016-25)
- (Q3) Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)
- (Q4, G1, G5) Work with the City of Tallahassee to develop a new CHSP process in-light of the United Way's decision to conduct a separate funds distribution process. (2016-27)
- (Q4, Q5) Support-Implement the Joint County-City Affordable Housing Work Group's efforts-recommendations to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (2016-28 rev. 2017)
- Continue to serve our seniors through programs and partnerships, including:
 - (Q4) As Florida's first Dementia Caring Community, support the Florida Department of Elder Affairs in the further development of the pilot program, provide enhanced paramedic training and engage local partners in making the County a more dementia-friendly community. (2016-29A)
 - (Q4) Exploring opportunities to address fraud/scams targeted towards seniors. (2016-29B)
 - (Q4, EC4) To continue to support Choose Tallahassee's efforts to market our community as a retirement destination. (2016-29C)

- (Q4) Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives. (2016-30)
- (Q7) Work with community partners to expand appreciation of local veterans including recognition of National Pearl Harbor Remembrance Day. (2016-31)
- (Q3) Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage. (2016-32)
- (Q3, Q4) Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies. (2016-33)
- (Q4) Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need. (2016-34)
- (Q2) Explore opportunities to increase to high speed internet access through a “mobile hot spot” library lending program. (2016-35)
- [\(Q5, Q6\) Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting installations, sidewalk additions, safety audits, and intersection improvements. \(2017-53\)](#)
- [\(Q1,Q5, Q6\) As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School. \(2017-54\)](#)

Strategic Priority - Governance

To be a model for local governance with innovative, competent, and responsible public servants, committed to promoting integrity, creating meaningful opportunities for citizen engagement and co-creation, and ensuring fiscal stewardship. (G)

- (G1) - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.
- (G2) - Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.
- (G3) - Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.
- (G4) - Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County’s Core Practices.
- (G5) - Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner.

Strategic Initiatives – Governance

- (G1, G3) Alongside community partners, engage citizens of diverse backgrounds, education, and age on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens. (2016-36)

- (G1) Continue to Support Commissioner Desloge during his term as NACo President. (2016-37)
- (G5) In accordance with the Leon County Charter, convene a Charter Review Committee to review the Leon County Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. (2016-38)
- (G2) Implement migration from Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals. (2016-39)
- (G2) Continue the deployment of an updated permitting system that is modernized to use mobile and online technologies. (2016-40)
- (G4) Continue County sponsorship of employees' participation in the Certified Public Manager training. (2016-41)
- (G1) Seek opportunities for partnerships through NACO and FAC's enterprise programs. (2016-42)
- (G5) Continue to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate. (2016-43)
- (G4) Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician positions. (2016-44)
- [\(G1, G2\) Partner with the Federal Alliance for Safe Housing \(FLASH\) to become the nation's first #HurricaneStrong county. \(2017-55\)](#)
- [\(G1, G3\) As part of Leon County's Citizen Engagement Series, conduct an annual "Created Equal" event to strengthen the County's commitment in tackling difficult subjects. \(2017-56\)](#)
- [\(G1\) Continue to support Commissioner Maddox in his efforts to become Florida Association of Counties President. \(2017-57\)](#)
- [\(G2, G5\) Implement the recommendations of the Hurricane Irma After Action Report. \(2017-58\)](#)

Five-Year Targets and Bold Goals

Economy

Bold Goal: Grow the five-year tourism economy to \$5 billion (BG1)

Targets:

- Attract 80 state, regional, or national championships across all sports (T1)
- Co-create 500 entrepreneur ventures and ~~5,500~~ 11,500 new jobs, including ~~200~~ 400 high-wage jobs in high tech clusters (T2)
- Connect 5,000 students and citizens to middle skilled job career opportunities (T3)
- Host 100,000 residents and visitors as part of the Amphitheater County Concert Series (T4)

Environment

Bold Goal: Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone (BG2)

Targets:

- Plant 15,000 trees including 1,000 in canopy roads (T5)
- Ensure 100% of new County building construction, renovation and repair utilize sustainable design (T6)
- 75% community recycling rate (T7)
- Construct 30 miles of sidewalks, greenways and trails (T8)

Quality of Life

Bold Goal: Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans and their families (BG3)

Targets:

- Double the number of downloadable books at the library (T9)
- Construct 100 fire hydrants (T10)
- Train 8,500 citizens in CPR/AEDs (T11)
- Open 1,000 new acres of park land to the public (T12)

Governance

Bold Goal: Implement 500 citizen ideas, improvements, solutions and opportunities for co-creation (BG4)

Targets:

- Reduce by at least 30% the average time it takes to approve a single family building permit (T13)
- Achieve 90% employee participation in the County's "My Rewards" Well Being Program (T14)
- Reduce by 60% the outstanding debt of the County (T15)
- 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace (T16)



Memorandum

DATE: January 9, 2018

TO: Vincent S. Long, County Administrator

THROUGH: Ken Morris, Assistant County Administrator

FROM: Al Latimer, Tallahassee-Leon County Office of Economic Vitality

RE: OEV Retreat Ratification Item Information

As requested, attached is the OEV Retreat Ratification Item Information.

Please contact me with any questions regarding this item at 850-300-7565.

OEV Retreat Ratification Item Information

During the County's 2017 Retreat, the County Administrator provided an update on the County's progress towards each priority area's bold goals and five-year targets, including the ongoing efforts to achieve these stretch goals. As part of the update, staff recommended revising the Economy five-year target to regarding job creation. The Board voted to accept the update on Leon County's progress towards the FY 2017 – FY 2021 bold goals and targets and revised the Economy five-year target to:

“Co-Create 500 Entrepreneur Ventures and ~~5,500~~ 11,500 New Jobs, including ~~200~~ 400 High-Wage Jobs.”

Staff also provided an analysis detailing the strong market trends in 2016, followed by another healthy year to date in 2017, which has allowed the local economy to fully recover from the Great Recession that began eight years ago. The recommended adjustments to the five-year targets approved by the Board during the Retreat account for the strong growth that has occurred over the past two years along with a leveling-off period and return to modest growth patterns. In light of the strong economic output of late, the Board requested additional information on industry sector growth during this unprecedented recovery period.

In order to provide the information requested by the Board in a timely fashion, a different data source was utilized to gather industry specific employment figures as shown in Table #1. Whereas the employment figures provided during the Retreat reflected Leon County specific data, the industry sector data is only available for the Tallahassee Metropolitan Statistical Area at this time. Consistent with the time period presented at the Board Retreat, Table #1 presents employment data from January 2016 through the end of the third quarter of 2017 (end of September 2017).

**Table #1: Private Sector Employment Growth in the Tallahassee MSA,
January 2016 through September 2017**

Industry Sector	Employment Change	Percent Change
<i>Professional & Business Services</i>	1,900	9.6%
<i>Construction</i>	700	9.6%
<i>Trade, Transportation & Utilities</i>	1,300	5.4%
<i>Financial Activities</i>	400	5.4%
<i>Leisure & Hospitality</i>	400	2.3%
<i>Education & Health Services</i>	1,000	4.7%
<i>Other Services</i>	1,400	13.7%
<i>Total Private</i>	6,600	5.7%

Total private employment in the Tallahassee Metropolitan Statistical Area grew 5.7% between January 2016 and the end of the third quarter 2017 (September), adding 6,600 jobs over the period. The movement of people and business into Tallahassee-Leon County and improving general economic conditions encouraged capital investment and construction spending. The four private industries that contributed the most to the Tallahassee MSA's private sector employment growth between January 2016 and September 2017 include:

Professional and Business Services: Employment up 9.6% (1,900 jobs). This sector was the leading private sector contributor to the Tallahassee MSA's employment growth over the past seven quarters. Professional and Business Services had an average monthly employment of 21,576 and accounted for about 17.4% of the MSA's private sector employment. Professional and Business Services accounts for approximately 12-13% of Tallahassee MSA's total Real GDP.

Other Services: Employment up 13.7% (1,400 jobs). Other Services include establishments engaged in providing services not specifically provided for elsewhere in the industry classification system. Some examples include equipment repairing, dry cleaning and laundry services, personal care services, pet care services and dating services. Other Services had an average monthly employment of 10,190 during the period and accounted for about 8.2% of the MSA's private sector employment. Other Services accounts for approximately 3-4% of Tallahassee MSA's total Real GDP.

Trade, Transportation, and Utilities: Up 5.4% (1,300 jobs). Trade, Transportation, and Utilities had an average monthly employment of 25,952 during the period accounting for 21.0% of total private sector employment. Trade, Transportation, and Utilities together account for approximately 12-13% of Tallahassee MSA's total Real GDP.

Education and Health Services: Employment increased 4.7% (1,000 jobs). Education and Health Services had an average monthly employment of 23,043 and accounted for 18.6% of private sector employment. Education and health services typically account for about 12-14% of Tallahassee MSA's total Real GDP.



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

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VINCENT S. LONG

County Administrator

HERBERT W.A. THIELE

County Attorney

December 20, 2017

The Honorable Walt McNeil
Leon County Sheriff
2825 Municipal Way
Tallahassee, FL 32304

Dear Sheriff McNeil:

Based on our recent conversations, I wanted follow-up with you regarding the Board of County Commissioners request made during last week's Annual Retreat. As we discussed, the Board expressed an interest in receiving periodic updates on progress being made toward addressing crime in our community. The Board discussed either quarterly updates or as appropriate based on your professional judgment. To address this request, you and I discussed starting with two presentations: one provided to the Board as part of the annual budget process and the second prior to the Board's annual strategic planning retreat. As discussed, it would be helpful if you shared specific data and metrics in your presentation that reflect the effectiveness of the many ways the men and women of the Leon County Sheriff's Office are addressing crime in the community every day.

For next year, I would suggest we schedule your first presentation for May 22, 2018 at the regularly scheduled Commission meeting which is prior to the Board's June budget workshop. We originally discussed your second presentation being in November 2018, however, after looking at the calendar, I will be presenting recommendations for the December 2018 Commission Retreat at the October 23, 2018 meeting. Therefore, I'm recommending you also present at the October 23, 2018 meeting. Please let me know if this works or if alternative dates work better for you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Vincent S. Long".

Vincent S. Long
County Administrator

Alan Rosenzweig, Deputy County Administrator
Chief David Folsom, Chief of Staff, Leon County Sheriff's Office

Five-Year Target: Implement 500 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation

List of Implemented Citizen Ideas (As of 1/5/18)

#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
1	Hurricane Hermine Community Listening Sessions	Leon County hosted several Community Listening Sessions following Hurricane Hermine to learn from citizens impacted in different ways by the storm. These listening sessions revealed that many citizens were unaware of the 2-1-1 Big Bend and the services it provides. Citizens suggested enhancing promotion and awareness of 2-1-1 Big Bend and its role during emergencies.	Administration	FY2017	The Board accepted a recommendation from the Hurricane Hermine After Action Report to explore opportunities to enhance promotion and awareness of 2-1-1 Big Bend and its role during emergencies to reach more citizens and expand services to those in need.
2	Hurricane Hermine Community Listening Sessions	During Hurricane Hermine and the community listening sessions, the need to update the special needs registry questionnaire and enhance outreach to prospective registrants was identified.	Administration	FY2017	The Board accepted a recommendation from the Hurricane Hermine After Action Report to explore opportunities to further enhance outreach regarding the special needs registry and to refine the questionnaire.
3	Hurricane Hermine Community Listening Sessions	During the community listening sessions, several citizens observed a need to enhance driver awareness during emergency events regarding inoperable traffic signals. Many drivers were unaware that inoperable traffic signals should be treated as a 4-way stop.	Administration	FY2017	The Board accepted a recommendation from the Hurricane Hermine After Action Report to include additional traffic safety information in pre- and post-disaster emergency communication efforts.
4	Hurricane Hermine Community Listening Sessions	Representatives from the Salvation Army and American Red Cross observed a need to identify a list of predetermined sites throughout Leon County that may be suitable for food service. The Leon County CEMP does not identify these locations.	Administration	FY2017	The Board accepted a recommendation from the Hurricane Hermine After Action Report to amend the Leon County CEMP to provide for the identification of sites throughout the County that can serve as stationary food service locations.
5	Hurricane Hermine Community Listening Sessions	During community listening sessions following Hurricane Hermine, some citizens indicated that they were unaware of the availability of comfort stations despite efforts to promote them through a variety of communications avenues as described above. Citizens suggested creating greater awareness of comfort stations by deploying signage along major roadways.	Administration	FY2017	The Board accepted a recommendation from the Hurricane Hermine After Action Report to identify all Leon County Libraries as potential comfort stations and deploy variable message boards on major roads directing citizens to comfort stations during future emergencies.
6	Citizen Information Line Callers	During Hurricane Hermine, EOC staff reported that callers to the Citizen Information Line were requesting information about the locations at which utility personnel were working. The City and Talquin made this information available on September 6th.	Administration	FY2017	As part of the Hurricane Hermine After Action Report, the Board approved staff's recommendation to work with City of Tallahassee Utilities and Talquin Electric during a major weather event to communicate the overall plan for utility restoration as well as general information regarding where utility crews are working to restore service each day.
7	Leon Works Expo Workgroup	After receiving feedback from vendors following the 2016 Leon Works Expo, the workgroup and County staff decided to use the Donald L. Tucker Civic Center as the expo site. The larger space will provide better flow, more visibility, and a central location for attendees.	Administration	FY2017	An agenda item was brought to the Board on June 20, 2017 with the recommendation.
8	Leon Works Expo Workgroup	One hurdle for youth employment is state-issued identification. In lower income families, a driver's license is not often prioritized because the household has no vehicle and/or the high school does not have the income to purchase a car. As part of the Leon Works Expo, Leon County Schools recommended having the Department of Motor Vehicles onsite to discuss other state-issued identification so as to secure and retain employment. At this time, students simply use their student ID, which is not recognized as official identification.	Administration	FY2017	Leon County Administration and the Leon Works Workgroup will reach out to the Department of Motor Vehicles or another registration agency to host an exhibit table so as to educate students on the importance of identification.

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List of Implemented Citizen Ideas (As of 1/5/18)

#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
9	Leon Works Expo Workgroup	The Workgroup expressed an interest in having greater representation of the military branches at the 2017 Leon Works Expo.	Administration	FY2017	Staff reached out to military recruiters to invite them to participate. The U.S. Army, Florida Army National Guard, and FAMU ROTC participated in the 2017 Leon Works Expo as exhibitors.
10	Leon Works Expo Workgroup	In order to teach students how to dress for an interview, the workgroup recommended including a work attire fashion show as part of the 2016 Leon Works Expo.	Administration	FY2017	County staff worked with Leon County Schools to recruit volunteers to participate in a fashion show at the start of the Expo. Volunteers demonstrated appropriate vs. inappropriate interview outfits.
11	Leon Works Expo Workgroup	The workgroup expressed an interest in having middle-skilled agricultural jobs represented at the Expo and recommended inviting the IFAS Extension Office to exhibit.	Administration	FY2017	Staff reached out the IFAS Extension Office to exhibit during the 2017 Leon Works Expo and provide information about agricultural opportunities such as 4H.
12	Leon Works Expo Workgroup Member	A member of the Leon Works Workgroup was attending the 2016 Expo and noticed that students were often losing their group or had to stop to ask where their group was. She recommended that at next year's Expo the students in each group be given a different colored lanyard with a schedule on the back of their name tag.	Administration	FY2017	Staff researched local vendors and prices and purchased the lanyards for the 2017 Leon Works.
13	Local Food Vendor	Food vendor requested Public Safety Complex map for where to deliver event catering.	Administration	FY2017	An aerial view map for the Public Safety Complex was created to assist any current and future food vendors for event deliveries. The map has been sent and given to several food vendors thus far to ensure proper location delivery.
14	Paul Watts	Paul Watts, a local small business owner, met with staff from Administration, Public Works, and the County Attorney's Office to provide recommendations and revisions to the County's draft cell tower ordinance. One of his recommendations was to provide a tiered payment amount of the performance bond to prevent the County's ordinance from becoming cost-prohibitive to local businesses.	Administration	FY2017	The County Attorney's Office implemented the recommendation for the tiered payment amount of the performance bond into the draft ordinance to be reviewed and considered by the Board of County Commissioners. This recommendation is among several submitted by stakeholders in the Cell Tower Workgroup that have been considered and incorporated into the County's draft ordinance.
15	Angie Wyche	Angie Wyche stated at a BOCC meeting that she would be meeting with all commissioners to discuss changing the Animal Ordinance to require no unattended tethering.	Animal Control	FY2017	Commissioner Lindley, backed by all other commissioners requested an agenda item to be brought before the Board in regards to stricter tethering ordinances. At the July BOCC meeting Commissioners moved to approve drafting an amendment to the current animal ordinance to require attended tethering. The final Ordinance was approved on November 14, 2017.
16	John Donaldson	Mr. Donaldson contacted Leigh Davis, Parks and Rec, in regards his frustration with numerous owner's allowing their dogs to remain off leash in our Greenways where we have leash law signs posted.	Animal Control	FY2017	Animal Control and Parks and Rec worked together to identify those areas at the Greenways in need of more signage. Parks and Rec distributed Animal Control Officers maps of the Greenways and trained Animal Control Officers on ATV usage to allow the Animal Control Officers to get deeper into the Greenway trails where the incidents were occurring in order to educate offenders. Greenway Day was also implemented and Animal Control was present to educate and hand out leashes to pet owners.

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17	Judi Davidson	Judi Davidson asked the question; "Who do you call when someone in need of emergency care has a dog in their home that will require temporary care when the owner is hospitalized?"	Animal Control	FY2017	After discussing possible solutions within the Department of Public Safety a "Help my Pet!" note pad was created by Animal Control. The note pad allows for owner's to list contact information for the person who has agreed to look after their pet. The note pad also has Animal Control contact information for those times when the pet caretaker cannot be reached.
18	Taskforce to combat animal cruelty	The City created a Task Force comprised of representatives from City and County Animal Control, the State Attorney's Office, Tallahassee Police Department, Leon County Sheriff's Office, Leon County Health Department, City Attorney's Office, City Parks and Recreation Department and other relevant agencies to assist in designing the registry. The Task Force identified several focus areas they believed would serve to curtail animal abuse within the City and the County including an animal abuse registry.	Animal Control	FY2017	On July 11, 2011, the Board directed staff to draft an ordinance for the creation and use of a County-wide Animal Abuser Registry jointly with the City.
19	Cari Roth	Citizen sent email stating that they consistently receive alerts late.	Community & Media Relations	FY2017	The citizen had subscribed to daily digest instead of send immediately. Therefore, alerts were always received the next day. All subscribers will now receive alerts immediately.
20	Citizen (Unnamed)	Citizens often arrive at the Solid Waste Facility unaware of what can and cannot be accepted at Apalachee Parkway and are frustrated when they arrive with material that cannot be accepted or that needs to be taken elsewhere.	Community & Media Relations	FY2017	Developed a FAQ for the Solid Waste web page explaining for City of Tallahassee residents and unincorporated Leon County residents what can be accepted at Leon County Solid Waste Facilities and what should be taken to other locations, such as Marpan Recycling.
21	Dan Keefe	When inquiring about mental health referral services seen in the July 2017 edition of the Leon County LINK, Mr. Keefe suggested that Leon County specifically target recovering alcoholics as a group who could benefit from mental health referral services.	Community & Media Relations	FY2017	Leon County Community & Media Relations worked with Mr. Keefe to provide the Clubhouse Association for Sober Alcoholics (CASA) with mental health referral information digitally and through 150 rack card handouts delivered by mail.
22	Hurricane Hermine Community Listening Sessions	The community listening sessions were hosted following Hurricane Hermine and provided important opportunities to discuss response and ongoing recovery efforts and to learn from citizens about how Leon County Government and partnering response agencies can best meet the needs of the community during future disasters.	Community & Media Relations	FY2017	The Leon County Comprehensive Emergency Plan was updated to provide for community listening sessions to be held following major emergency events, and to encourage the City's joint participation in these sessions.
23	Hurricane Hermine Community Listening Sessions	Talquin Electric Cooperative and the City of Tallahassee both offer tree removal on private property at no cost to the property owner if, based on a professional assessment, a determination is made that the tree causes a threat to the utility's power lines. Both utilities provide replacement trees to the owner free of charge.	Community & Media Relations	FY2017	The Board accepted the recommendations provided in the Hurricane Hermine After Action Report which included a recommendation to work with Talquin Electric and City Utilities to further promote tree removal and replacement programs through the annual Disaster Survival Guide and other methods.
24	Hurricane Hermine Community Listening Sessions	During the Hurricane Hermine Community Listening Sessions, it was noted that closer coordination with state, university, and school partners regarding the timing of announcements related to closures and reopenings would help citizens to plan for returning to school and work.	Community & Media Relations	FY2017	Following the community listening sessions, the Board accepted the recommendation for Leon County to work with Leon County Schools, higher education institutions, and state agencies to coordinate the timing of announcements related to facility closures and reopenings.
25	Hurricane Hermine Community Listening Sessions	The community listening sessions identified additional opportunities for the County to enhance its radio presence during emergencies.	Community & Media Relations	FY2017	The Board accepted a recommendation from the Hurricane Hermine After Action Report to work with local radio partners to increase awareness of the availability of emergency public information.

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List of Implemented Citizen Ideas (As of 1/5/18)

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26	Hurricane Hermine Community Listening Sessions	The community listening sessions identified additional opportunities for the County to enhance its radio presence during emergencies.	Community & Media Relations	FY2017	The Board accepted a recommendation from the Hurricane Hermine After Action Report to work with WFSU to evaluate opportunities for County and City Public Information Officers to provide live, on-air emergency information during future incidents.
27	Nancy Nix O'Farrell	Ms. O'Farrell replied to a Facebook posting about Mental Health Referral Services suggesting that Leon County use contact information for the local chapter of the National Alliance on Mental Illness (NAMI).	Community & Media Relations	FY2017	Over five weeks, Leon County will feature each of the service organizations listed. Staff will include information for the NAMI Tallahassee chapter when highlighting the organization as a whole.
28	Candace Lolley of The Blueprint Shop	As the Project Dox permit uploading agent for many contractors/consultants, Ms. Candace Lolley suggested that staff add several documents with naming conventions to the DSEM "Request an Online Building Permit" web page to facilitate the electronic permitting process.	DSEM	FY2017	Cathy Dunklin, Permit Processing Supervisor, provided the naming conventions of the requested documents and Pam Scott, Customer Experience Liaison, uploaded them to the applicable web page.
29	DSEM Citizen's User Group	As is standard procedure for all proposed changes to the Land Development Code, prior to requesting Public Hearings, staff presented a proposed Ordinance to the DSEM Citizen's User Group on December 7, 2016, for review and comment. The User Group had few concerns with the majority of the proposed revisions and recommended that the Board approve the proposed Ordinance. However, the User Group did recommend minor changes to the definition of community services, the purpose and intent provisions for community services and facilities/institutional uses, and the "Additional Guidelines for Nonresidential Development" section. Specifically in regards to community services, the User Group recommended the inclusion of "directly provides a significant public benefit" to further refine the definition. To ensure consistency, the User Group also recommended amendments to Section 12 (Community services and facilities/institutional uses) of the proposed Ordinance to include the same terminology as the community services definition.	DSEM	FY2017	All of the recommended revisions from the User Group were incorporated into a proposed Ordinance. At the Board's January 24, 2017 meeting, the Board voted to conduct the first and only Public Hearing and adopt the Ordinance amending Chapter 10 to correct scrivener's errors and inadvertent inconsistencies.
30	DSEM Customers	Staff encountered a number of development proposals where the requirement for a certain type of parking surface came into question. The Leon County Land Development Code (LDC) did not clearly provide criteria for required parking surfaces for parcels inside the USA versus those parcels located outside the Urban Service Area (USA).	DSEM	FY2017	Only July 11, 2017, the Board adopted an Ordinance amending Chapter 10 of the Leon County Code of Laws to clarify the parking and loading surface standards for proposed developments within the Urban Service Area (USA).
31	Former DSEM Citizen's User Group member Cliff Lamb	Mr. Lamb asked why the proposed Medical Marijuana Dispensaries Ordinance required a 30-day time limit on Permitted Use Verifications (PUV) issued for medical marijuana dispensing centers when the timeframe for other determinations is 90 days.	DSEM	FY2017	Ryan Culpepper, Development Services Director, and Shawna Martin, Principal Planner, coordinated with Jessica Icerman, Assistant County Attorney, to revise the proposed ordinance to reflect a 90-day time limit on PUVs issued for medical marijuana dispensing centers.
32	Former DSEM Citizen's User Group member Pam Hall	Ms. Hall suggested that the definition of "community services" in the Land Development Code needed to be revised to provide further clarification reflecting a community service as a "significant public service to the general public" rather than just a "service to the general public," in order to ensure the appropriate siting of bona-fide community services.	DSEM	FY2017	Ryan Culpepper, Development Services Director, revised the proposed scrivener's error ordinance to incorporate Ms. Hall's recommendation to further clarify community services.

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33	LEADS Listening Session participants and members of the Tallahassee Builders Association	Both 2016 LEADS Listening Session participants and members of the Tallahassee Builders Association recommended renovations to the DSEM suite at the Renaissance Center in order to enhance customers' experience.	DSEM	FY2017	<p>In 2017, renovations to the DSEM Office and Welcome Center were completed to offer a refreshing physical space that conveys the County's commitment to customer service, efficiency, clarity, and providing technical resources throughout the development process. On April 4, 2017, the Board also approved several upgrades to the facility including the following:</p> <p>* Signage to better welcome customers, reinforce the emphasis on customer service, and encourage feedback to thereby enhance the customer experience.</p> <p>* 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.</p>
34	Leon County Schools High Schools	Policy No. 05-2, "Leon County Ride-Share Program" previously limited Emergency Medical Services (EMS) ride-share participation to those individuals who are no less than 18 years of age. To increase eligibility for Junior Apprenticeship positions with Leon County EMS, several LCS high schools participating in the Leon program recommended revising the Policy to include those 17 years of age with parental consent.	EMS	FY2017	On February 9, 2017, the Board adopted a revised Leon County Ride-Share Program Policy that amended participant criteria to include those 17 years of age with parental consent and accordingly provided for all necessary revisions to the forms required for participation in the Program

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35	Investment Oversight Committee (IOC)	<p>The IOC met on September 28, 2016, February 23, 2017, and June 7, 2017 to thoroughly examine the current Investment Policy. The IOC approved recommending to the Board the proposed revisions to the Policy that are consistent with the investment objectives. The following is a summary of the substantive changes to the policy:</p> <ul style="list-style-type: none"> • To facilitate compliance with Section 218.415 Florida Statutes, we deleted all or portions of several Policy sections which are no longer applicable or are covered in other Policy sections or Exhibit A. • Changes to limits on Policy Exhibit A: the limit for investing in the State Treasury Special Purpose Investment Account (SPIA) was increased from 50% to 100% of the combined portfolio. This is a pool managed by the State Treasury where the majority of funds are trust funds. Leon County is one of 18 local government participants in the SPIA and the state has closed the pool to new members. • Reduced the limit on Exhibit A for Local Government Surplus Funds Trust Fund (Florida Prime) because these returns are lower than many other options. • Added citations of statutes to Section I Scope, Section VI Authority, and the new Section XI Audits. • Several sections were renumbered or were retitled and renumbered. 	Financial Stewardship	FY2017	On July 11, 2017, the Board voted to adopt the proposed revised Leon County Investment Policy.
36	Job Applicant	An applicant asked if the County would consider extending the job advertisement closing time past 5 p.m. on Fridays to allow time on Friday evenings to apply for jobs after work.	Human Resources	FY2017	HR has extended the application deadline closing time to 11:59 p.m. on Fridays which will allow applicants time apply for jobs after work.
37	2017 Volunteer Management Class	Each year, Volunteer Services offers a 3 day Volunteer Management Certificate Program that takes place in January for non profit and government volunteer coordinators. Part of the value of the training is the networking and learning best practices from each other. There was a desire for the class to meet again to hear from one another on the changes that they made as result of the training and share challenges they may have encountered.	Human Services & Community Partnerships	FY2017	In March, Volunteer Services hosted a lunch and learn for the 2017 Volunteer Management Class. Feedback was very positive and this idea will become part of the program going forward.
38	Bill Wilson	Bill Wilson currently serves as the Chairman of the Tallahassee-Leon County Affordable Housing Workgroup and has suggested that Leon County and City of Tallahassee establish community land trusts to increase the stock of affordable housing in the community.	Human Services & Community Partnerships	FY2017	The recommendation will be presented to the Board as part of the Joint City-County Affordable Housing Workshop in October 2017.
39	David Thomas	<p>Create a listserv to notify local contractors of housing rehabilitation and home replacement projects.</p> <p>The Purchasing Office regularly post RFPs for housing rehabilitation and home replacement projects on procurement websites and the newspaper, however smaller local contractors do not have the means to access the procurement website and sometime miss the newspaper ads. It was suggested that the Housing Office maintain a listserv of local contractors to notify them when the Purchasing Office posts RFPs for housing projects.</p>	Human Services & Community Partnerships	FY2017	The Housing Division reached out to small and large contractors to generate listserv that is now maintained by the office. Each time a RFP is posted by the Purchasing Office, the Housing Division sends link of the RFP post to the contractors on the listserv. The listserv is updated quarterly.

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40	Funeral Service Providers	Several local funeral service providers indicated to staff that the current compensation schedule for the disposition of unclaimed and indigent bodies is not adequate to support their services.	Human Services & Community Partnerships	FY2017	Staff reviewed the fee schedules of other counties and met with local funeral home representatives to assess whether the current fees were in line with the costs associated with these services. On April 25, 2017, staff presented the Board a comparative analysis and recommended increases to the fee schedule. The Board then voted to adopt the proposed Fee Schedule and the associated Resolution
41	National Pearl Harbor Remembrance Day Partnership with Honor Flight Tallahassee	Honor Flight Tallahassee has expressed interest to partner with the County to enhance the programming and coordination of the Reunion in order to raise community awareness of the importance of National Pearl Harbor Remembrance Day and recognize the Honor Flight participants.	Human Services & Community Partnerships	FY2017	On June 20, 2017, the Board Accepted staff's proposal to partner with Honor Flight Tallahassee on the Honor Flight Annual Reunion to recognize National Pearl Harbor Remembrance Day including the approval of \$5,000 as part of the FY 2018 Budget and provide budget guidance to include this line item in the Veteran's Services budget in future years. The County's role would include assisting with planning and coordination of the Reunion event and a media campaign that encourages the community to recognize and remember Pearl Harbor Day. As part of the Reunion, the Board Chairman would provide remarks expressing appreciation for our local veterans and present a resolution recognizing December 7th as National Pearl Harbor Remembrance Day. Additionally, the County would participate in the dinner with the Honor Flight veterans. The County contribution to this effort would be approximately \$5,000.
42	Tallahassee-Leon County Affordable Housing Workgroup	On May 8, 2017 the Workgroup voted unanimously to recommend that the County and City Commissions invite Purpose Built Communities to assist New Columbia Residential in the master planning process.	Human Services & Community Partnerships	FY2017	On May 23, 2017, the Board voted to invite Purpose Built Communities to assess the feasibility of applying its model to the Orange Avenue Apartments project and authorize staff, in partnership with the City, to assist.
43	Citizen Connect Mobile App User	A citizen requested for emergency information to be translated into multiple languages for refugees.	Information & Technology	FY2017	The idea was implemented by adding a plug-in called Google Translate to the footer of the emergency information website. By adding the plug-in to the footer, this allowed emergency information within the Citizens Connect Mobile app to also be available for translation into multiple languages.
44	Citizen Request during DSEM/Contracting Community Meeting	Online Permitting System Enhancement - Ability to access Leon County permit info from a parcel on the Property Appraiser website	Information & Technology	FY2017	Configured the permitting system to receive and process requests from the Property Appraiser's application and worked with Property Appraiser's office to configure their web application to point to our system.
45	Citizen Request during DSEM/Contracting Community Meeting	Joint City/County Permit Portal - Ability to access City and/or County permit data from a single platform	Information & Technology	FY2017	Created a web portal that consumes and displays data from the City and County permitting systems.
46	Citizen Request during on-site service	Permitting Process Enhancement - Ability for Contractor Licensing info and updates to be automatically pushed to/from the City and County permitting systems	Information & Technology	FY2017	Developed a shared database that reads and updates the City and County permitting systems.

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47	Citizen Request during Support Call	HR Online Jobs System Enhancement - Ability to apply for jobs online from any internet browser. Note: HR Online Jobs is a legacy application (10+ years old) and there were no plans to update this system because it was going to be replaced with a new application.	Information & Technology	FY2017	As an interim solution, the technology for the current online job application was updated to work with multiple web browsers. The application now works with Internet Explorer, Google Chrome and Firefox browsers.
48	Hurricane Hermine Community Listening Sessions	Many citizens relied on mobile devices for emergency communications during Hurricane Hermine. The community listening sessions identified opportunities to strengthen the County's ability to communicate with the public via mobile devices.	Information & Technology	FY2017	The Board accepted a recommendation from the Hurricane Hermine After Action Report to evaluate opportunities to reconfigure existing mobile apps or implement a new mobile app for emergency management, preparedness, and disaster communications.
49	Approved Community Agencies	During last year's application and Request for Qualifications application process for court ordered service providers, our community partners requested that IDA staff schedule group meetings with them more frequently than once per year. It was the consensus that this would allow both the agencies and IDA to be informed of any changes to process and/ or needs with each other.	Intervention and Detention Alternatives	FY2017	Preceding the Request for Qualifications application periods for court-ordered service providers, regular meetings will be held in the months of March and September to discuss process changes and/or issues of concern. In addition, IDA has provided direct point of contact for assistance needed outside of the established calendar meetings.
50	Court-Ordered Service Providers	During a LEON Leads session with court-ordered service providers, it was suggested that IDA research the potential for job assistance and training programs to IDA clients.	Intervention and Detention Alternatives	FY2017	In April 2017, IDA staff met with Capital Career Source to discuss employability training specifically designed for individuals with a criminal background as this presents unique challenges to gaining employment. As a result, IDA hosts monthly workshops for interested clients facilitated by Capital Career Source. This partnership provides clients with an introduction to this community resource.
51	Darla McCray	Drug and Alcohol Testing Division (DATD) staff were originally responsible for notifying randomly selected individuals with ETG court-ordered tests of the daily requirement for testing. This process required one DATD staff member to complete the list of phone calls and increased wait times during this period. The recommendation was to have other IDA staff members complete this process thus freeing DATD staff to continue the testing process.	Intervention and Detention Alternatives	FY2017	The IDA team improved the process by cross-training administrative support staff to contact individuals calendared for ETG testing daily. This new process allowed DATD staff to focus on substance abuse testing without interruption and for individuals to be notified earlier in the day of testing requirements.
52	IDA Clients	On multiple occasions, IDA clients have inquired of our department's ability to accept credit/debit card payments for court-ordered services and administrative fees. At present, the department only accepts cash and money orders. This process often adds an impediment to completing the payment process.	Intervention and Detention Alternatives	FY2017	IDA is currently working with Management Information Services (MIS) and the Clerk of Court, Finance Division to implement the capability of accepting credit/debit card payments for court-ordered services. This will provide individuals with multiple and convenient payment options. The anticipated start date for this new service is October 2017.
53	Library Patrons	A library user at the Eastside Branch asked the Branch Manager if the Library could have a stand-up station for laptop users, so that he could work standing up. The Branch Manager purchased an extension cord, cable ties and an adapter to place on a stand-up height table near the computer area.	Library Services	FY2017	A space for stand-up laptop users was created very quickly using furnishings already in place and the inexpensive solution of providing power for users to plug in.

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54	Library Patrons	A library patron learned about the Traveling Book Club and was interested in seeing if her book club would like to use it. She contacted the library and asked about adding the book Small Great Things by Jodi Picoult, to the Traveling Book Club list, since that was the next book the group wanted to read. The Library Budget & Collection Development Manager decided that this was a good choice for the Traveling Book Club, since the author is very popular and we anticipate more checkouts of this Traveling Book Club title. The Library rented 10 copies of this book through the lease program and created a new Traveling Book Club kit. The library patron happily checked it out for her book club on 2/11/17.	Library Services	FY2017	The Library regularly purchases titles in response to patron requests. In creating a Traveling Book Club title, the book club leader was able to reach 9 other library users in time for the book club meeting and discussion; and the group is selecting other titles from the Traveling Book Club list for future meetings.
55	Library Patrons	A library patron who uses the Kurzweil reader, equipment for the visually impaired, at the Main Library prefers to use the Dr. B.L. Perry, Jr. Branch. She asked if the library would supply a Kurzweil reader at the branch.	Library Services	FY2017	The library studied the use of reading equipment for the visually impaired at the Main Library and decided to move the Kurzweil reader to the Dr. B.L. Perry, Jr. Branch. We waited until the new carpet installation was complete and then moved the equipment and table to the branch library. Facilities and MIS cooperated in moving the equipment and table. We then notified the library patron.
56	Library Patrons	A user of library downloadable media services emailed regarding some difficulty he had in using the webpage for the downloadable media, including confusion about where to find the link, and had a question about records and vendor FAQs.	Library Services	FY2017	<p>The Information Professional responsible for content on the Library webpage made adjustments on the library website based on the patron comments, responded to his query about records and forwarded one comment to the vendor. Here is her response to the library user:</p> <p>On the Downloadable Media page the title of each service is hyperlinked to go directly to the service. Based on your input, I have expanded that to include the entire blue box around the words. Currently, we are not provided with MARC records for ArtistWorks videos but we will work on creating a record for the ArtistWorks service itself that will be searchable in the catalog. We will also forward your input on the FAQ and User Guide pages to ArtistWorks. We appreciate your feedback and please do not hesitate to contact me with any concerns/questions/suggestions you may have!</p>
57	Library Patrons	An email comment from a library patron concerned the email notice that the library sends when a patron card needs to be renewed. Cards are renewed every two years to ensure that patron contact information is correct. The patron objected to the tone of the wording.	Library Services	FY2017	Library staff reviewed the notice and rewrote it in a friendly and more informative tone that emphasizes the continued use of the user's library card. The library patron was sent an email regarding the changed wording with thanks for the comments and the opportunity to improve.
58	Library Patrons	Library user was moving to a new affordable housing facility for seniors; suggested the residential community be added to the scheduled stops for Outreach Services.	Library Services	FY2017	Library staff visited the facility, met with staff and spoke with some residents. It was determined that the facility met the Library's established criteria for outreach service and is compatible with the Library's book hauler. Arrangements are in place to begin serving Kenwood Place residents on August 15, 2017.

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59	Library Patrons	Library user requested that the Library add a foreign film DVD, "Oddball", to the collection.	Library Services	FY2017	Requests for books and other items are received daily, but this was an unusual situation. "Oddball" was originally produced in 2015 in Australia. It was released in PAL format, which is incompatible with DVD players in the U.S. The suggestion was not forgotten. In late March 2017, Library staff learned that the award-winning DVD had been released in the U.S. "Oddball" was added to the collections and a hold was placed in the library management system so the request originator could be first to borrow the movie.
60	Library Patrons	When we rearranged materials in the public circulation area at the main library to facilitate self-service for reserved items, new media was shifted from an open area to a space that was closer to the regular media shelves. Patrons wanted the new materials displayed separately and in an open area, as before.	Library Services	FY2017	An extra table was added to the circulation area for the new media display.
61	Library Patrons	Although the library catalog is searchable by Accelerated Reader (AR) levels, parents and children at every library asked for an area where they could quickly pick up AR books arranged by level. (Library practice is to arrange fiction by authors' names and non-fiction by Dewey decimal numbers.)	Library Services	FY2017	In May 2017, a special cart with multiple sections per shelf was purchased for each library location. Each section was labeled for a range of AR levels. Library users can quickly browse the preselected items in the AR level(s) of interest at every location they visit. Library staff restock the sections as items check out.
62	Library Patrons	For years, each library location had coin-op photocopiers for public use. The equipment, placed and maintained by local office supply vendors, was capable of simple black and white copying only. The libraries received numerous requests on a regular basis for color photocopying as well as the ability to scan and e-mail documents.	Library Services	FY2017	A local vendor was able to meet the Library's specifications. After a successful trial at the Main Library, coin-operated copier/scanner equipment for public use was installed at the 6 branch libraries in March 2017.
63	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	356 items, both print and media, purchased as a result of patron requests. (October 2016)
64	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	283 items, both print and media, purchased as a result of patron requests. (November 2016)
65	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	134 items, both print and media, purchased as a result of patron requests. (December 2016)
66	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	169 items, both print and media, purchased as a result of patron requests. (January 2017)
67	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	151 items, both print and media, purchased as a result of patron requests. (February 2017)
68	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	168 items, both print and media, purchased as a result of patron requests. (March 2017)
69	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	248 items, both print and media, purchased as a result of patron requests. (April 2017)
70	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	270 items, both print and media, purchased as a result of patron requests. (May 2017)
71	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	231 items, both print and media, purchased as a result of patron requests. (June 2017)
72	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	207 items, both print and media, purchased as a result of patron requests. (July 2017)
73	Library Patrons	Library users at the Eastside Branch were concerned about the Spanish Bayonet plants so close to the sidewalks and entrance of the branch, since the leaves of the plant are long and have sharp, hard points on them.	Library Services	FY2017	The branch manager contacted Facilities, and the plants were removed by mid-September. Thanks to Facilities for the positive response.
74	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	243 items, both print and media, purchased as a result of patron requests. (August 2017)

Five-Year Target: Implement 500 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation

List of Implemented Citizen Ideas (As of 1/5/18)

#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
75	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2017	33 items, both print and media, purchased as a result of patron requests. (September 2017)
76	Literacy Tutor at the Main Library	A Literacy Tutor suggested that the Literacy Program have a program about the solar eclipse for the program's ESOL students. We contacted the Tallahassee Astronomical Society, and in response, Bill Skelley, VP of the society will be a guest presenter for ESOL students on Tuesday, August 15th, from 1:30 - 2:30.	Library Services	FY2017	The Tallahassee Astronomical Society and the library have an ongoing relationship for education the public about astronomy and star-gazing. Bill Skelley responded positively to a request to come and speak with ESOL students about the solar eclipse. This will introduce English vocabulary, interesting information and a community leader to the ESOL students.
77	Big Bend Cares	Big Bend Cares is building a new \$11 million medical facility intended to function as a one-stop medical home for patients in the area. In 2016, Blueprint and Big Bend Cares saw an opportunity to align the construction of their new facility and planned Blueprint improvements. The construction of the Magnolia Drive multiuse trail is a vital improvement in Southeast Tallahassee to improve safety, accessibility, and provide new bicycle and pedestrian facilities. A partnership was formed and the design and construction for the Magnolia Multiuse Trail from South Monroe to South Adams has been incorporated into construction project for the new Big Bend Cares facility.	PLACE (Blueprint)	FY2017	Blueprint is negotiating a JPA with Big Bend Cares for the construction of the Magnolia Drive improvements so that it is completed in time for the grand opening of the new facility. Big Bend Cares will construct the 10-foot multiuse trail on the south side of the roadway as well as additional improvements including streetscaping on the north side. This partnership will reduce traffic impacts for area residents and businesses by only closing the street one time for construction and improve the operation of the new medical facility. The Magnolia Drive Multiuse Trail project was approved by the Blueprint Intergovernmental Agency Board at their April 2015 meeting.
78	Smokey Hollow Citizen's Committee	In 2012, Blueprint was made aware of the last commercial structure from the Smokey Hollow Community by members of the Citizen's Committee. The former Smokey Hollow barbershop was originally located at 621 E. St. Augustine where the current FL Department of Transportation, Hayden Burns Building now stands. The idea was to restore and return the barbershop to the Smokey Hollow Commemoration.	PLACE (Blueprint)	FY2017	Blueprint was able to secure the building and moved forward with the restoration of the Smokey Hollow Barbershop. Working with former Community members, architectural plans were drawn up to use as much of the remaining materials as possible and rehabilitate the building to its original aesthetic. In February 2017, the Intergovernmental Agency Board approved funding for the site improvements at the Smokey Hollow Commemoration and work is expected to begin summer 2017. Blueprint is anticipating bringing an update to the IA Board which includes a proposed Grand Opening date at their September 2017 meeting. At this point, the building will be returned to the site of the former Smokey Hollow Community.
79	Domi Station and the Jim Moran School of Entrepreneurship	Align Entrepreneurship Month with Startup Week model, which takes place during Global Entrepreneurship Week, to leverage a global network to highlight local entrepreneur activities.	PLACE (OEV)	FY2017	Domi Station and the Jim Moran School of Entrepreneurship have teamed up to lead the Startup Week effort, which takes place November 13-17, 2017. They are collaborating with approximately 20 co-creators in the entrepreneurial ecosystem to provide quality events that fall within focused tracks to provide meaningful and educational experiences for those at all stages in the business formation stage.

Five-Year Target: Implement 500 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation

List of Implemented Citizen Ideas (As of 1/5/18)

#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
80	Economic Vitality Leadership Council	Leverage the opportunities presented to Tallahassee-Leon County by the presence of the National High Magnetic Field Laboratory	PLACE (OEV)	FY2017	The Economic Vitality Leadership Council, which serves as an advisory council to the Tallahassee-Leon County Office of Economic Vitality, has created the Magnetic Technologies Task Force and elected a chair to oversee its actions. The Task Force will work with FSU and OEV to provide guidance and input on growing the cluster of research and businesses in the magnetic technologies industries as well as refine strategies to attract additional research dollars to the universities and recruitment of businesses that benefit from being adjacent to the lab.
81	MWSBE Programs Evaluation Committee	The MWSBE Programs Evaluation Committee recommended that the County and City enter into a joint disparity study and that an anecdotal analysis (focus groups, surveys, interviews, etc.) be included in the disparity study scope of work.	PLACE (OEV)	FY2017	On February 20, 2017, the IA approved the negotiation of contract award to MGT American for a joint City-County disparity study.
82	MWSBE Programs Evaluation Committee	As part of their Final Report to the Board, the MWSBE Programs Evaluation Committee recommended that consolidation of the functions of the City and County Minority, Women, and Small Business offices for streamlined services.	PLACE (OEV)	FY2017	Recognizing the importance of eliminating barriers to opportunity, the Minority, Women, and Small Business Development division within OEV consolidated its operation into a single unit. The consolidation included one - not two - applications to achieve certification, and a consolidated software system to track certified businesses, which not only streamlined the user experience, but also created programmatic efficiency within the division.
83	Various MWSBEs	Provide greater flexibility to the way businesses achieve their Minority, Women, and Small Business Enterprise goals	PLACE (OEV)	FY2017	During the competitive bidding process, OEV became aware of a dilemma qualified vendors were facing: meeting the minimum Minority, Women, and Small Business Enterprise (MWSBE) participation goal. The MWSBE Division within OEV provided greater flexibility to this process by allowing subcontracted MWSBEs to count toward the participation goal, which allowed qualified vendors to prepare a stronger bid, and allowed MWSBEs greater access to procurement opportunities offered by the City and County.
84	Various MWSBEs	Create more valuable opportunities for certified Minority, Women, and Small Business enterprises.	PLACE (OEV)	FY2017	The Minority, Women, and Small Business Enterprise division within OEV has partnered with the FAMU SBDC, the Big Bend Minority Chamber of Commerce, and CareerSource to provide educational opportunities designed specifically for certified MWSBEs.
85	Citizen (Unnamed)	A citizen called the Office of Sustainability to ask specific recycling questions that covered materials beyond the existing recycling graphic. The citizen mentioned that if there were a list that outlined more detailed materials and indicated which could and couldn't be recycled, it would be very helpful.	Public Works	FY2017	The Office of Sustainability, with the help of Community Media Relations, created a "What Can Be Recycled" comprehensive list and posted it to www.GrowingGreen.org .

Five-Year Target: Implement 500 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation

List of Implemented Citizen Ideas (As of 1/5/18)

#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
86	Friends of Lake Jackson	Several members of the Friends of Lake Jackson attended the Board's May 9, 2017 to express concerns and suggested holding an information about the Fords Arm South Water Quality Improvement Project.	Public Works	FY2017	Only June 8, 2017, staff partnered with Friends of Lake Jackson to host an informational meeting regarding the Fords Arm South Water Quality Improvement Project. At the Board's June 20, 2017 meeting, the President of the Friends of Lake Jackson commended County staff for efforts to educate members about the development agreements and answer questions. He also expressed that he looks forward to continuing to work with the County on a management plan.
87	Annual Program to Provide Amnesty Days at Leon County Rural Waste Service Centers	At Village's Square "Speed Date Your Local Officials", a citizen proposed the creation of an amnesty program to help reduce trash in the National and State forests.	Resource Stewardship	FY2017	Staff researched the possibility of creating an amnesty program and recommended hosting two Amnesty Days in FY2018 while assessing the benefit amnesty has on illegal dumping occurrences. On June 20, 2017, the Board approved staff to to host Amnesty Days for Leon County Rural Waste Service Centers.
88	Child attending Family Time at the Jane G. Sauls Ft. Braden Branch Library	A small child who was attending the Family Time had been directed to the "children's restroom" but she returned to the branch manager and said that she couldn't reach the toilet; it should be smaller. The branch manager helped her in the restroom and later measured the toilet, which was 18" high (taller than most toilets and meant for accessible restrooms).	Resource Stewardship	FY2017	The library contacted Facilities about the problem, and on 1/24/17, a new low toilet was installed in the children's restroom by Facilities. The installation of a low toilet in the children's restroom means that young children are now able to use the restroom by themselves.
89	Citizen (Unnamed)	Citizen requested a bench to be positioned at the newly installed Chaires playground.	Resource Stewardship	FY2017	Staff was able to accommodate the request within the week.
90	Citizen (Unnamed)	Two citizens called asking the County to create a shredding program to allow citizens to discard sensitive documents.	Resource Stewardship	FY2017	Parks & Rec together with Sustainability implemented two shredding events within the Senior Outreach Program to occur at all six sites.
91	Citizen (Unnamed)	A citizen requested that dog waste stations be added at Fred George Park for people to use to clean up after their pets.	Resource Stewardship	FY2017	Parks staff completed installation of the fixtures in August 2017.
92	Citizen (Unnamed)	Use of the name "Swap Shop" for the reuse center at the household hazardous waste facility has caused confusion, resulting in citizens that think they have to put items in to take them out. This results sometimes in inappropriate items in the shop.	Resource Stewardship	FY2017	Contacted CMR for assistance in rebranding the reuse center to tie in with the current "ReNew Paint" branding for our rebled paint.
93	Forrest Watson	Citizen who is member of the Canopy Roads Committee and a Master Gardener (MG) proposed the development of a task group within the MG program to help educate property owners on canopy road of proper tree canopy maintenance.	Resource Stewardship	FY2017	The MG program will seek interest within MG membership to form a task group. If enough interest exists, Forester will provide training to MG volunteers. MG Coordinator will develop protocols for MGs to follow, and MGs will pursue property owners and HOA's to assist.
94	Goose Creek Homeowners Association - William Lieblick	GCHOA was experiencing vehicular traffic traversing the natural gas easement/HOA property to drive onto the Goose Creek Greenway (an extension of Alford Greenway). Parks staff met on site with HOA representatives to discuss solutions. It was decided the best approach would be to begin with signage.	Resource Stewardship	FY2017	Interagency coordination and external authorizations were required to place the signs in the FGT easement as well as on private (HOA) property. Signs indicating "no vehicles beyond this point" were produced by the sign shop and installed on 3/15/17.

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List of Implemented Citizen Ideas (As of 1/5/18)

#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
95	Illegal Dumping Stakeholder group	After meeting with staff from FWC, the Forest Service, the Sherriff's Office, the Solid Waste Department, the Sustainability Office, and an active Leon County citizen, the group concluded that the best first step to reduce illegal dumping was to create a GIS map in which all the illegal dumping could be mapped and analyzed.	Resource Stewardship	FY2017	Resource Stewardship and the GIS team took the lead on this project, with Sustainability staff coordinating cross-departmental communication and GIS creating the map, mobile platform, and the website. The map allows certain people to report incidents of illegal dumping, including adding photos and descriptions of the incident. The reports can then be analyzed to see the areas with most frequent incidents, and types of materials most often being dumped. This map creation is the first step in reducing illegal dumping incidents, and is the collaborative effort of multiple state agencies and departments.
96	Jason Ritchie (and others)	Baseball coaches and users of Fred George Park suggested an additional segment of sidewalk extending behind the baseball field and connecting to the piece that runs parallel to Capital Circle.	Resource Stewardship	FY2017	Division of Engineering already had plans to add a portion of sidewalk near the multi-purpose field to connect to the piece that parallels Fred George Rd. Since mobilization was already going to occur, Parks used that opportunity to implement the citizens' idea. Construction of both additional segments began in late July and should be completed by mid-August.
97	John Donaldson	The citizen was continuously experiencing dogs off leash at the Greenway. He suggested adding signage and Animal Control patrols at the Greenway.	Resource Stewardship	FY2017	Parks & Rec. staff coordinated with Leon County Animal Control as well as City Animal Control. Maps were provided to both agencies as well as the gate codes so that officers could access the interior of the Greenways. In addition, Greenway staff trained County Animal Control officers on the use of a UTV. County officers were provided keys and access to the UTV's so that weekend patrols could occur.

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List of Implemented Citizen Ideas (As of 1/5/18)

#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
98	Joint Project Agreement with The Space at Feather Oaks for the Installation of a Trail Crossing to the Miccosukee Greenway	At the end of 2013, Leon County Parks and Recreation Division received a request from The Space at Feather Oaks for a trail crossing on Miccosukee Road for a safe access to the Miccosukee Greenway on the north side of Miccosukee Road. Engineering Services staff completed an Engineering Evaluation and Feasibility Analysis for the access point in front of The Space at Feather Oaks in January 2014, and Parks staff presented the request and analysis to the Friends of the Miccosukee Greenway for review and discussion. Following an endorsement by the Friends of the Miccosukee Greenway, a cost estimate was then developed for the proposed trail crossing in February 2014. In February 2014, Public Works staff met with Mr. Scott Carruthers, owner of The Space at Feather Oaks, and reviewed the scope of the project as well as the cost estimate. In this meeting, Mr. Carruthers agreed to participate in cost sharing for a portion of the construction and to be responsible for engineering design and permitting. Mr. Carruthers' engineering consultant received assistance from County Engineering Services staff to develop a design in 2014, but did not finalize the design or initiate the permitting process.	Resource Stewardship	FY2017	<p>In October 2016, Mr. Carruthers contacted Leon County Parks and Recreation Division and expressed interest in continuing the work on the trail crossing. In order to expedite the process, Public Works staff assumed the engineering design responsibility and resumed the work on survey, design, and permitting. The project was reviewed by the Canopy Roads Citizen Advisory Committee in January 2017, with an environmental permit issued in April 2017. This trail crossing request was reviewed and evaluated in accordance with County Policy No. 10-1, Access Policy for Parks and Recreation Facilities, and with the support of the adjacent neighborhood community, Arvah Branch Homeowners Association, and the Friends of the Miccosukee Greenway.</p> <p>On June 20, 2017, the Board approved the Joint Project Agreement with The Space at Feather Oaks for the installation of a trail crossing on Miccosukee Road, and approved the Resolution and associated Budget Amendment appropriating \$16,412 in contribution funds for the installation of a trail crossing on Miccosukee Road to the Miccosukee Greenway.</p>
99	Keith Loewen and Stan Derzypolski	Mr. Loewen and Mr. Derzypolski expressed their desire for shade to be incorporated at Jackson View Landing.	Resource Stewardship	FY2017	A variety of alternatives for shade were explored. The most cost efficient and easiest to implement was adding a elevated sail to the area for some cover. The first sail was installed in August. Staff is currently evaluating whether an additional sail is needed.
100	Kelly Otte and Southern Trail Riders	Ms. Otte was concerned about safety for equestrians crossing Miccosukee Rd. along the Greenway route. She suggested what was needed was some kind of solar powered flashing light system that a rider can turn on by pushing a button (at rider friendly height). The lights should be down the road a little bit in both directions and be bright and flashing telling drivers the crosswalk(s) are being used. It would increase safety for the hundreds of people who bike, walk, run and ride across the roads.	Resource Stewardship	FY2017	Parks worked with the Division of Engineering, the Southern Trail Riders representative, Friends of Miccosukee Greenway and the City of Tallahassee to determine which Rapid Flashing Beacon might be the best in trail crossing locations. Of particular concern was not installing something that might spook horses when activated (blinking lights or chirping). A design was selected with input from STRA and completed in September 2017.
101	Sharon Gray	Citizen concerned with illegal dumping in National Forest. Recommended a joint pursuit of little reduction between multiple agencies and stakeholder groups. Ideas included the development of a GIS based map to allow for citizens and agency reps to report sightings of dumping.	Resource Stewardship	FY2017	Working with MIS/GIS Citizens Connect will be examined for improvements to support forest road mapping.
102	Southern Trail Riders Association	Suggested adding signs at the Greenways indicating appropriate yielding etiquette for equestrians, hikers and bikers.	Resource Stewardship	FY2017	The standard etiquette signs were produced by the County's sign shop. Greenway staff then installed them at Alford and Miccosukee Greenways.

Five-Year Target: Implement 500 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation

List of Implemented Citizen Ideas (As of 1/5/18)

#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
103	Stan Derzypolski	Indicated that the Jackson View Landing signage only reflected a picnic table and no boat launch.	Resource Stewardship	FY2017	Parks & Rec staff worked with Public Works (Division of Engineering and Division of Operations) to install new signage. In addition to adding a boat launch icon for Jackson View Landing, signage along Hwy 27 for all landings (Crowder and Faulk) were re-evaluated and made consistent.
104	Sustainable Communities Summit Attendees	Following the Sustainable Communities Summit: Exploring Our Backyard in February of 2017, Sustainability staff sent out a survey to Summit attendees to receive feedback on the event. Over 60 people responded, and multiple citizens expressed that they enjoyed the opportunity to explore some of Leon County's natural spaces in the post-Summit adventures, and would love future opportunities to do something similar again.	Resource Stewardship	FY2017	In alignment with Leon County's initiatives to reduce litter and beautify the County's natural areas, staff in the Office of Sustainability, Public Works, and Parks and Recreation, along with community partners, hosted a litter clean-up of Lake Jackson on September 30, 2017. In an effort to provide citizens with further opportunities to recreate and enjoy the outdoors as well as give back to their community, the County provided free canoes and kayaks for citizens to use if they volunteer to help collect litter.
105	Sustainable Communities Summit Planning Committee	As part of the biennial Sustainable Communities Summit, Leon County hosted a Hospitality Industry Workshop to engage hospitality professionals and businesses in ways to drive sustainable tourism forward. In the planning meetings prior to the workshop, the committee discussed creating a Green Business Guide to give hospitality businesses an all-in-one resource for finding easy ways to "go green."	Resource Stewardship	FY2017	With the help of Community Media Relations, the Office of Sustainability created the Green Business Guide, and the resource was given to each workshop attendee, and is available on www.GrowingGreen.org .
106	Tallahassee Rocks (grassroots initiative)	Tallahassee Rocks! is a community-building group meant to inspire creativity in all ages and energize people to explore the beautiful area we live in. They invite citizens to paint and "hide" rocks around the community to encourage folks and families to explore our local parks and public areas.	Resource Stewardship	FY2017	Another way to bring "arts to parks", Parks & Rec. staff incorporated a rock painting station into the festivities of Greenway Day that was held on 3/29/17. The activity was a huge success with over 100 people painting rocks at the event.
107	The Chance Family	The Chance Family contacted the Eastside Library staff to ask if the County would allow the installation of a stone bench at the library in the memory of their son, Peter. The family would provide the bench, which is a large limestone stone that the family had polished and prepared.	Resource Stewardship	FY2017	After the inquiry by the Chance family was made, library staff put the family in contact with Facilities Management to complete the installation of the bench and platform. Facilities Management made the decision to go above and beyond the original request for a standard platform, and made a custom platform that was in the exact shape of the stone bench.
108	Tourist Development Council	Create a grant distinction for emerging "Signature" events that would support these events in their efforts to grow.	Tourism Development	FY2017	Based on the request, staff proposed options to the TDC at its March 2, 2017 meeting. At this meeting TDC members discussed scenarios to accomplish the request to support events on the verge of becoming Signature Events. The TDC created an "Emerging Signature Event" distinction for events that meet the definition of a Signature Event, however the event estimates only generating between 1,250 – 1,499 room nights, and historically generates close to that amount. The Board then approved this program at its April 4, 2017 meeting.

Five-Year Target: Implement 500 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation

List of Implemented Citizen Ideas (As of 1/5/18)

#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
109	Tourist Development Council (TDC)	At the June 22, 2017 TDC meeting, Knight Creative Communities Institute (KCCI) made a presentation requesting \$35,000 in support for a #iHeartTally campaign which includes a large permanent public art installation along the western end of the pedestrian bridge at Cascades Park and a smaller mobile structure for use at a variety of local events. Following the presentation by KCCI, the TDC unanimously supported this #iHeartTally campaign and the reallocation of \$35,000 from the marketing budget which had previously been designated to incentivize JetBlue air service.	Tourism Development	FY2017	On July 11, 2017, the Board accept the status report on marketing initiatives from the Division of Tourism Development. The County will own the smaller structure and will contribute to the larger permanent installation which will be owned and maintained by the City of Tallahassee given its location at the foot of the Cascades Park pedestrian bridge. Upon completion of the '#iHeartTally' mobile structure, the Division of Tourism Development will be responsible for storing, coordinating transportation to/from various events and/or businesses and managing the booking calendar for where the structure will be displayed.
110	Chief Judge Jonathan Sjostrom and the 2nd Judicial Circuit Judges	Chief Judge Jonathan Sjostrom and the 2nd Judicial Circuit Judges requested that the Board rename the Leon County Courthouse Annex located at 1920 Thomasville Road in honor of Circuit Judge Charles A. Francis. On November 14, 2017, the Board directed staff to prepare an agenda item regarding the renaming of the building.	Administration	FY2018	On December 12, 2017, the Board approved the renaming of the Leon County Courthouse Annex in honor of Circuit Judge Charles A. Francis. The Board also approved a Budget Amendment realigning \$9,000 from the general fund contingency account for related signage.
111	Murell Dawson	Murell Dawson, a Research Associate for Meek-Eaton Black Archives at the Florida Agricultural and Mechanical University requested Leon County's support to install a historical marker at the Fairgrounds to honor the 1963 Civil Rights Protest Jail Overflow Site.	Administration	FY2018	County staff worked with Ms. Dawson, the Fairgrounds, and the Department of State to coordinate the application, explore cost-share opportunities, and plan for installation of the marker. On November 14, 20-17, the Board approved the installation of the historical marker as well as the resolution and associated budget amendment request for costs associated with installation.
112	Shop Local 850	Joe Berg, Director of Shop Local 850, requested that the County participate in the the organization's Shop Local Holiday Weekend in December.	Community & Media Relations	FY2018	Community & Media Relations Staff worked with Shop Local 850 to promote their Shop Local Holiday Weekend held December 8th-10th.
113	Community Human Services Partnership (CHSP) Agencies	Subsequent to the United Way of the Big Bend (UWBB) announcing its intent to disengage from the CHSP process effective FY 19, the Board direct staff to work with the City of Tallahassee and CHSP agencies to to revise the CHSP process. One recommendation from agencies was a multi-year funding cycle to provide the opportunity for long term planning and program assessment.	Human Services & Community Partnerships	FY2018	Staff met with the CHSP agencies and reviewed funding models used by agencies that provide public funding to human services agencies to develop a multi-year funding model. Multi-year funding reduces the amount of time agencies are required to invest in applying for CHSP funds and allows for long range planning. On October 10, 2017, the Board approved the implementation of a two-year application and funding process to commence in FY 2019 and directed staff to incorporate the modifications into the MOU.

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#	Name of Citizen or Citizen Committee	Description of Citizen Idea	Implementing Department	Year of Implementation	Description of Implementation
114	Community Human Services Partnership (CHSP) Agencies	Subsequent to the United Way of the Big Bend (UWBB) announcing its intent to disengage from the CHSP process effective FY 19, the Board direct staff to work with the City of Tallahassee and CHSP agencies to to revise the CHSP process. One recommendation from agencies was automated quarterly reporting. Previously, CHSP agencies completed quarterly reports in a narrative format and scanned the reports into the portal as a PDF document.	Human Services & Community Partnerships	FY2018	Beginning in FY 18 agencies began submitting an on-line quarterly report. Quarterly reporting of demographic and performance data is created and saved in the CHSP Portal. Data to be collected includes the number of clients served in each funding category by race, gender, age, disability (if applicable) and zip code. Collecting and analyzing this data in a consistent and uniform format serves as the first step in developing measures for improving program effectiveness, identifying community impact and assisting the CRT's in future funding recommendations.
115	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2018	238 items, both print and media, purchased as a result of patron requests. (October 2017)
116	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	FY2018	117 items, both print and media, were purchased in response to patron requests. (November 2017)
117	Multiple citizens and groups (Wakulla Springs Alliance, Friends of Lake Jackson, etc.)	Bid out the Request for Proposals for the Comprehensive Wastewater Treatment Facilities Plan to achieve wider participation in the planning process	Public Works	FY2018	RFP for bidding was presented to the Board on December 12 (continued until January 23).
118	Robert Deyle	Establish planning horizon for the Comprehensive Wastewater Treatment Facilities Plan	Public Works	FY2018	20-year planning horizon established in RFP
119	Several citizens/groups	Robert Deyle, Anthony Gaudio, Debbie Lightsey, Pamela Hall, Alan Niedoroda, Wakulla Springs Alliance each expressed the suggestion that the Comprehensive Wastewater Treatment Facilities Plan should evaluate onsite wastewater treatment and disposal methods beyond the "passive system" initially described in the Plan Scope of Services.	Public Works	FY2018	Reference to "passive systems" were removed from the draft RFP presented to the Board for discussion at the December 12, 2017 meeting. Advanced treatment onsite wastewater treatment and disposal systems will be evaluated, but will not be limited to passive treatment.
120	Citizen (Unnamed)	A citizen suggested that the County work with Sustainable Tallahassee and other community partners on the development of a community-wide Climate Action Plan.	Resource Stewardship	FY2018	At the December 12 Board Meeting, the Board authorized staff, in collaboration with Sustainable Tallahassee, to pursue next steps in the evaluation of developing a community-wide Climate Action Plan.
121	Dave Jacobsen	Citizen observed that not all community meeting spaces have American flags posted.	Resource Stewardship	FY2018	Staff surveyed all community meeting spaces (community centers, branch Libraries, etc). In some cases flags existed but had been relocated elsewhere in the building, other sites flags were purchased and installed.
122	Domi Station	Domi requested the opportunity to host a bike share hub at the Amtrak building for public use.	Resource Stewardship	FY2018	Staff identified a solution, created an agreement with Zagster to piggy back off of the City agreement. Hub installed at the Amtrak, Main Library and Renaissance building.

Total # of Citizen Ideas: 122**% Target Completion: 25%**

**Leon County
Board of County Commissioners**

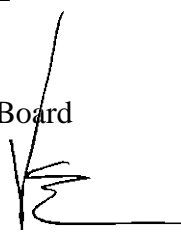
Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Comprehensive Wastewater Treatment Facilities Plan Request for Proposals

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P. E., Director of Public Works Charles Wu, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Theresa B. Heiker, P.E., Stormwater Management Coordinator

Statement of Issue:

This agenda item seeks the Board's authorization to issue the Request for Proposals for consultant services to complete the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) funded by the Blueprint Sales Tax Extension. The CWTFP is the initial project segment for the Alternative Sewer Solutions Study included in the Sales Tax Extension Interlocal Agreement which will provide recommended technologies, financing and management strategies, and an assessment of regulatory measures related to preferred sewage treatment and disposal systems in unincorporated Leon County.

Fiscal Impact:

This item has a fiscal impact. The Blueprint Intergovernmental Agency has appropriated up to \$500,000 for the Comprehensive Wastewater Treatment Facilities Plan, which is reimbursable to Leon County as the designated project manager.

Staff Recommendation:

- Option #1: Direct staff to issue a Request for Proposals for the Comprehensive Wastewater Treatment Facilities Plan based on the attached Scope of Services (Attachment #1).
- Option #2: Approve the Resolution and associated Budget Amendment (Attachment #2).

Report and Discussion

Background:

At the June 13, 2017 Blueprint Intergovernmental Agency (IA) meeting, the IA approved the allocation of \$500,000 to immediately proceed with the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) and recommended that the County implement the study due to the focus on the unincorporated area. Based on the volume of feedback staff received on a prior draft of the scope of services for the CWTFP, the County Administrator directed staff to prepare an agenda item to include all of the input received to date for the Board's consideration and for the issuance of an advertised Request for Proposals (RFP) in order to allow for the widest participation from qualified vendors. The public input and resulting changes to the draft RFP were incorporated into the December 12, 2017 agenda item to provide full transparency and clarity prior to issuing the RFP (Attachment #3). Based upon additional public input provided at the Commission meeting, the Board directed staff to continue refining the RFP with interested stakeholders. Following the December 12th Commission meeting, staff made further revisions to the RFP and facilitated a public meeting on January 9, 2018 to gather feedback on the latest version in order to bring back this item for the Board's consideration.

This CWTFP is essential to the following FY 2017-FY 2021 Strategic Initiatives and Bold Goal that the Board approved at the January 24, 2017 meeting:

- Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment. (2016-13)
- Reduce nitrogen impacts in the PSPZ (Primary Springs Protection Zone) by identifying cost effective and financially feasible ways including:
 - Develop a septic tank replacement program. (2016-23A)
 - Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)
- Upgrade or eliminate 500 septic tanks in the PSPZ. (BG2)

These particular Strategic Initiatives align 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.

In addition to the CWTFP, the County has taken additional measures in recent years to reduce nitrogen levels through wastewater projects. Through the implementation of the County's FY2017-FY 2021 Strategic Initiatives and Bold Goal listed above, Leon County has aggressively and successfully pursued state grant funds to remove septic tanks in the primary springs protection zone. Under a pilot program through FDEP, Leon County was awarded a stand-alone grant to implement a Passive Onsite Sewage Nitrogen Reduction Pilot Project for the Wilkinson Woods Subdivision which will upgrade 35 septic tanks. By leveraging Blueprint water quality funds approved as part of the early passage of the sales tax extension and projected construction schedules, over the next three years, approximately 575 septic tanks can be eliminated in the

Woodside Heights, Northeast Lake Munson and Belair/Annawood neighborhoods. Leon County is also implementing the *Woodville Septic to Sewer Project* through the preliminary design of a central sanitary sewer collection system and transmission system from Woodville to the City of Tallahassee collection system at Capital Circle SE. The County anticipates future grant funding from FDEP to support additional phases of the Woodville project.

Analysis:

The CWTFP is intended to address the first portion of the Alternative Sewer Solutions Study scope, which is the evaluation of management alternatives to traditional OSTDS in the unincorporated areas of Leon County. The management alternatives discussed most frequently by the members of the Water Resources Committee who developed the initial project, are advanced treatment OSTDS, cluster systems providing advanced treatment levels, with connection to central sewer to be considered under limited circumstances. The end product is to provide direction on which wastewater technology will be recommended for future development and to retrofit areas to improve water quality throughout the unincorporated area.

Input to the revised CWTFP Scope of Services was received at the Board's December 12, 2017 meeting. The County Administrator directed staff to identify the comments received and incorporated, as well as, the input excluded from the Scope of Services. Also, a follow-up public meeting was held January 9, 2018 to review the summary of December 12 comments and how the RFP was revised to address the comments.

The vast majority of comments from the December 12 and January 9 meetings have been incorporated into the expanded Project Background and Scope of Services where possible. Based on the input received and incorporated, the draft Scope of Services provides an expanded background of activities related to wastewater and surface water management in Leon County as well as more detailed descriptions of activities expected of the successful Contractor. The successful Contractor will be required to demonstrate a knowledge of advanced treatment OSTDS, cluster systems and central sewer and treatment facility construction, operation and maintenance; Comprehensive Plan guidance for land use development practices; OSTDS impacts to surface and groundwater; and demonstrate past experience in similar analyses of OSTDS retrofit and new development guidance.

For brevity, Tables 1 reflects the substantive input either incorporated or modified for inclusion in the Updated Scope of Services. Table 2 describes a substantive issue and the reason it was not included in the updated Scope. The full listing of comments from the December 12 and January 9 meetings are summarized in Attachment #4 which also indicates where the comment is addressed in the revised document. Individual written correspondence is provided in Attachments #5 through #8.

Table 1: Substantive Comments Incorporated into the Updated Scope of Services	
Comment	Staff Comment and/or Result
All 13 Unsewered Target Areas should be reassessed for treatment alternatives to central sanitary sewer.	Based on long-term strategic goals, initiatives, and direction from the Board, along with ongoing project commitments in four of the 13 Unsewered Target Areas, staff recommends the assessment of alternative treatment technologies for the remaining nine Unsewered Target Areas.
Provide for public involvement during the project.	Two opportunities for review and input are included in the revised RFP.
Ongoing work/studies by FDEP, including the Basin Management Action Plan (BMAP) Remediation Plan and the Nitrogen Source Inventory and Loading Tool (NSILT), should be the basis for Contractor's analysis.	The Contractor is directed to utilize <u>adopted</u> FDEP analysis and planning documents rather than drafts.

Several stakeholders have requested that the RFP direct the Contractor to assess alternative treatment technologies for all 13 Unsewered Target Areas. To do so would contradict previous Board direction to pursue technology specific water quality improvements in certain areas and could jeopardize or suspend recent funding awards by the state. The Board has previously directed staff to pursue Sales Tax Extension Projects for Woodville Rural Community and Harbinwood Estates; specified central sewer in the Primary Springs Protection Zone in the BMAP Management Strategies; executed the City/County Water and Sewer Agreement identifying Woodville, Harbinwood Estates and Centerville Trace for central sewer; and accepted Springs Restoration grants for central sewer in the Lake Munson/Four Points Target Area and the Woodville Rural Community, and for a Passive Onsite Sewage Nitrogen Reduction Pilot Project near Woodville. In addition, DEP has indicated strong support that the State will provide future construction funding for the Woodville Sewer project.

Attachment #9 provides a map of the 13 Unsewered Target Areas. To date, Leon County has been awarded approximately \$10.4 million in grant funds from the state. Given the Board's long-term strategic goals, initiatives, and project commitments in four of the 13 Unsewered Target Areas, along with the County's success in leveraging state funds, staff recommends directing the Contractor to assess alternative treatment technologies for the remaining nine Unsewered Target Areas.

Table 2: Substantive Comments Not Incorporated into the Updated Scope of Services	
Comment	Staff Comment/Reason for Exclusion
Do not utilize Future Land Use density for build-out conditions.	In order to determine appropriate technology for parcels with potential development, the maximum allowable density must be evaluated. This is not intended to anticipate full build-out within the planning horizon, only to ensure parcels are evaluated appropriately.

Following Board acceptance of the Scope of Services, a full RFP will be prepared and advertised for 30 days to allow for widest participation from qualified vendors. Staff anticipates bringing an item back to the Board for the selection of the top-ranked vendor for negotiation by May

2018. Completion of the CWTFP, including the newly added public input opportunities, is expected to take up to 18 months.

The attached draft Scope of Services requires the contractor to provide recommendations for technology to be used at various locations in the unincorporated area to improve water quality. The CWTFP will address the initial task of Alternative Sewer Solutions Study included in the Interlocal Agreement, serving as the basis for the future tasks of evaluating and recommending financing and management strategies together with an assessment of regulatory measures needed to address technical and non-technical issues.

A resolution and associated budget amendment authorizing the project budget with reimbursement from Blueprint 2000 up to \$500,000 is reflected in Attachment #2.

Options:

1. Direct staff to issue a Request for Proposals for the Comprehensive Wastewater Treatment Facilities Plan based on the attached Scope of Services (Attachment #1).
2. Approve the Resolution and associated Budget Amendment (Attachment #2).
3. Do not direct staff to issue the Request for Proposals for the Comprehensive Wastewater Treatment Facilities Plan based on the attached Scope of Services.
4. Board direction.

Recommendations:

Options #1 and #2.

Attachments:

1. Scope of Services for Comprehensive Wastewater Treatment Facilities Plan
2. Resolution and associated Budget Amendment
3. December 12, 2017 BOCC Agenda Item #15
4. Summary of Comments and Where Addressed
5. Comments on Revised Scope of Services by Wakulla Springs Alliance
6. Comments on Revised Scope of Services by Pamela Hall
7. Comments on Revised Scope of Services by Alan Niedoroda
8. Comments on Revised Scope of Services by Robert Deyle
9. Map of Unsewered Target Areas and State Grant Awards

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I. INTRODUCTION:

This Request for Proposals (“RFP”) is soliciting proposals (“Proposals”) from qualified firms to complete an evaluation of alternative wastewater treatment technologies to reduce nitrogen loading to the aquifer and surface waters throughout the Leon County unincorporated area. The outcomes sought from this Plan include the following (details are provided in the Scope of Services Section of this RFP):

- a) Development of regional nitrogen reduction performance criteria to reduce loading to aquifer and surface waters;
- b) Identification of associated construction and operating expenses for recommended technologies with cost-effectiveness analysis relating nitrogen reduction per household to all expenses;
- c) Identification and assessment of technical and physical factors which would guide selection of alternative wastewater treatment technologies in the unincorporated area;
- d) Development of maps to guide implementation of the appropriate technology throughout the unincorporated area; and
- e) Analysis of total annual nitrogen reduction achieved through implementation of recommended alternatives over a planning horizon of 20 years.

II. PROJECT BACKGROUND:

The following provides a broad overview of studies, findings, recommendations and actions taken to date to reduce the nitrogen load from domestic wastewater. This summary is by no means exhaustive or a complete recitation. Vendors are strongly recommended to review previous reports, studies, recommendations and current practices prior to submitting their Proposal.

The project goal is the reduction of nutrient loading from onsite sewage treatment and disposal systems (OSTDS) to groundwater and surface water bodies throughout unincorporated Leon County. OSTDS nutrient loadings in Leon County have been linked to surface water quality violations in the Upper Wakulla River, created by the discharge from Wakulla Springs in neighboring Wakulla County. The nutrient loadings are also a concern for surface waters in Leon County which are subject to Total Maximum Daily Loads (TMDLs) for exceeding state nutrient concentration limits.

The Successful Contractor will be required to address the most recent effective documents relative to the Upper Wakulla River Basin Management Action Plan (BMAP), including the OSTDS Remediation Plan, BMAP Update and Nitrogen Source Inventory and Loading Estimates (NSILT) Update.

Leon County is divided by an east to west geological feature known as the Cody Scarp. The Scarp marks an area where the soils change abruptly from red clay in the higher elevation northern section to soft sands in the southern Woodville Karst Plain. There are a large number of closed depressions and sinkholes in the Woodville Karst Plain, which is an unconfined area of the Upper Floridan Aquifer (UFA). Wakulla Springs lies within the Woodville Karst Plain, in Wakulla County. Wakulla Springs is an Outstanding Florida Spring, and is one of the longest and deepest known submerged freshwater cave systems in the world.

A. State of Florida Activities

- 1) “Nitrate Loading as an Indicator of Nonpoint Source Pollution in the Lower St. Marks – Wakulla Rivers Watershed” – 2002

The Northwest Florida Water Management District (District) evaluated the increasing concentrations of nitrogen discharged from Wakulla Springs since the 1970’s. Following

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investigations of well and surface water quality throughout the contributing area to the Springs, a nutrient budget was developed. The report assumed that:

- a) Under steady-state conditions, the flux of Floridan Aquifer water crossing the Cody Scarp to discharge at Wakulla Springs was 200 cubic feet per second (cfs), approximately one-half the Springs discharge.
- b) The remaining discharge of 180 cfs is due to recharge to the Floridan Aquifer in the vicinity of the Springs.
- c) The nitrate concentrations in Floridan Aquifer water crossing the Cody Scarp from the semi-confined area up-gradient was determined to be 0.48 mg-N/L.
- d) The Floridan Aquifer ground water discharging from the Springs was established as 0.89 mg-N/L.

The report concluded that:

- e) Nitrate concentrations beneath the semi-confined areas of Leon County had been constant or slightly increasing over the period of 1980 to 2000. Consequently, the flux of nitrate-N from the semi-confined Florida Aquifer into the unconfined Floridan Aquifer (along the Cody Scarp) had been relatively constant over this period.
- f) Analysis indicated that the increase in nitrate-N output at Wakulla Springs was largely attributable to nitrogen inputs south of the Cody Scarp.
- g) Wastewater treatment facilities (WWTF), residuals management and OSTDS were determined to be the primary anthropogenic sources of loading to the land surface.

2) Wakulla Springs Total Maximum Daily Load - 2012

Research by the District and the Florida Department of Environmental Protection (FDEP) determined that increased nitrate loadings in the groundwater discharged at Wakulla Springs are the primary cause for the decline in the water quality and biological health of the Upper Wakulla River. In 2012, the FDEP adopted a Total Maximum Daily Load (TMDL) of a monthly average nitrate target of 0.35 mg/L in the Upper Wakulla River to restore a healthy biological community.

There are no National Pollutant Discharge Elimination System (NPDES) wastewater or Municipal Separate Storm Sewer System (MS4) sources discharging to the Upper Wakulla River. Consequently, no wasteload allocations were made to point sources. A load allocation reduction of 56.2% was assigned to nonpoint source areas contributing to the Upper Wakulla River, although it was noted that the target concentration may be met before achieving the percent reduction.

3) The "Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area" report prepared by the FDEP Groundwater Management Section in 2014 ("2014 NSILT") results are summarized in Table 1 below, excerpted in full from the report. The report identifies:

- a) Three zones of aquifer confinement (groundwater recharge areas) exist within Leon County which affect the attenuation of nitrate loading from surface inputs. These zones are unconfined, where nitrate loadings are multiplied by a higher weighting factor (0.9) than the semi-confined (0.4) or confined (0.1).
- b) Environmental attenuation factors are applied to the various loading sources to the UFA to reflect uptake by vegetation and soils. The wastewater attenuation factors range from 60 percent for wastewater treatment facilities to 40 percent for OSTDS. Additional information is provided in Table 1 below.
- c) Most OSTDS lie within the unconfined or semi-confined areas of the basin and have the lower attenuation factor.

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- d) OSTDS are identified as the largest source of nitrogen loads to the UFA, after applying basin-wide attenuation and recharge factors, at 51 percent of the load.

Table 1: Estimated nitrogen inputs and loads to UFA in Wakulla Spring and River
BMAP Area

	Confinement	NITROGEN LOADING CATEGORIES (Inputs and Loads in kg/yr)							Totals
		Atmospheric Deposition	WWTFs	Septic Tanks	Farm Fertilizer	Urban Fertilizer	Livestock	Sinking Streams	
INPUTS	Unconfined	339,424	54,219	195,871	2,831	27,470	54,348	46,140	720,303
	Semi-confined	263,138	12,546	246,395	102,117	111,705	69,368	N/A	805,268
	Confined	358,313	7,143	173,198	455,837	87,029	215,230	N/A	1,296,750
	Total Inputs (kg-N/yr)	960,875	73,907	615,463	560,784	226,204	338,946	46,140	2,822,321
ATTENUATION FACTORS APPLIED	<i>Attenuation Factors</i>	90%	60%	40%	70%	80%	75%	20%	
	Unconfined	33,942	21,688	117,522	849	4,945	13,587	36,912	229,995
	Semi-confined	25,648	5,018	147,189	23,433	22,188	17,342	N/A	249,487
	Confined	32,262	2,759	100,839	102,391	16,837	52,460	N/A	350,572
	Total After Attenuation (kg-N/yr)	91,853	29,465	365,550	126,672	44,519	83,389	36,912	752,997
LOADS TO UFA (RECHARGE FACTORS APPLIED)	<i>Recharge Factors</i>								
	Unconfined (90%)	30,548	19,519	105,770	764	4,945	12,228	33,221	206,995
	Semi-confined (40%)	10,526	2,007	59,135	12,254	8,936	6,937	N/A	99,795
	Confined (10%)	3,583	286	10,392	13,675	1,741	5,381	N/A	35,057
	TOTAL LOADS TO UFA (kg-N/yr)	44,657	21,812	175,297	26,693	15,622	24,546	33,221	341,847
Source: 2014 Florida Department of Environmental Protection Report, Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area, Table 13, Page 30									

4) Upper Wakulla River Basin Management Action Plan (BMAP) - 2015

- Following adoption of the Upper Wakulla River TMDL, the FDEP started development of a BMAP to identify the necessary steps to restore the healthy biological system. The BMAP area encompasses 1,325 square miles within the state of Florida which contributes to the UFA discharging at Wakulla Springs. The BMAP area includes most of Leon County.
- The target nitrate concentration of 0.35 mg/L is applied to the Wakulla Main Tunnel discharge at the Edward Ball Wakulla Springs State Park. The FDEP and the NFWFMD monitor nitrate + nitrite levels at the discharge as part of the BMAP implementation. Data indicate a decrease from peak of 1.10 mg/L in October 2001 to 0.41 mg/L in June 2017.
- The BMAP established two Primary Focus Areas (PFAs) for the implementation of management strategies, accounting for a split groundwater flow between Wakulla Springs and the Spring Creek Springs group in Apalachee Bay. PFA 1 discharges to Wakulla Springs under both scenarios while PFA 2 discharges to Wakulla Springs only during the low flow conditions from Spring Creek Springs. PFA 1 includes both Leon and Wakulla counties while PFA 2 lies only in Wakulla county.

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- d) The focus of the BMAP is reducing nitrate loadings from sources upgradient from Wakulla Springs as documented in the NSILT report. The target for reductions are anthropogenic sources, primarily WWTF and OSTDS. The City of Tallahassee, Talquin Electric Cooperative, the Leon County School Board and other independent entities operate WWTF within Leon County. Leon County government does not operate any WWTF.
 - e) The BMAP includes a number of management strategies proposed by stakeholders to assist in achieving the necessary nitrate reductions. One of the strategies committed to by Leon County government was construction of central sewers in the Primary Springs Protection Zone (PSPZ), subject to annual budget and appropriation, utilizing funds from the County's share of the 2020 Sales Tax Extension. Strategies focused on OSTDS management included:
 - i) a GIS inventory of all septic systems in Leon County (complete);
 - ii) revision to the septic tank ordinance to require repairs to have a minimum 24-inch separation between drainfield and seasonal high water table (complete); and
 - iii) amend the code of laws to require appropriate nitrogen reducing OSTDS for new construction in the PSPZ (not complete).
 - f) The BMAP incorporates an OSTDS Initiative with the objective to "identify effective, financially feasible strategies to reduce existing loading and prevent future nutrient loading from OSTDS sources" to be described in an OSTDS Remediation Plan. Strategies to be considered include connection of existing development to central sewer as described above, requirements for new development to connect to central sewer, the use of cluster systems, the use of alternative technologies recommended by FDOH's Nitrogen Reduction Study, educational strategies, or other strategies that may be appropriate. The Initiative is to consider the inventory and geographic distribution of OSTDS in the priority areas such as the Leon County PSPZ, including both existing systems and areas where future growth is expected. Leon County participates in the OSTDS Remediation Committee formed by the FDEP to provide input in the preparation of the Initiative, together with representatives of Wakulla County, the City of Tallahassee, Talquin Electric Cooperative (water and sewer utility) and other local stakeholders.
 - g) FDEP is required by statute to adopt a BMAP update and the OSTDS Remediation Plan by July 2018. A "Draft Revised Nitrogen Source Inventory and Loading Estimates for the Upper Wakulla BMAP Area" was released in November 2017 to assist in this effort. The Successful Contractor will be required to address adopted agency action as part of the Project Scope of Work.
- 5) "Effects of Septic Systems in the Lake Jackson Watershed"
- The Northwest Florida Water Management District (District) evaluated the Lake Jackson Watershed in 1999 following the identification of elevated fecal coliform levels in the lake during stormwater sampling events. The report (Water Resources Special Report 00-2) was published in November 2000. As Lake Jackson discharges directly into the Floridan Aquifer as a consequence of the karst features in the lake bottom, consideration was given regarding the impact to the surface water quality of the lake as well as the impact to the UFA. The District noted frequent disconnects of graywater sources from septic tanks as well as some failures of OSTDS. Final recommendations were for public education and monitoring of water quality for further degradation before considering installation of central sewer.
- 6) Florida Onsite Sewage Nitrogen Reduction Strategies Study
- The Florida Department of Health (FDOH) was directed by the Florida Legislature in 2008 to contract for development of cost-effective nitrogen reduction strategies for OSTDS. The project, completed

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in December 2015, focused on the development of passive nitrogen reduction technologies, and the evaluation and prediction of the fate and transport of the OSTDS nitrogen. “Passive technology” was defined as using no mechanical components other than one effluent pump and using a reactive media, such as wood chips or sulfur, to reduce nitrogen concentrations. Pilot testing identified two-stage biofiltration as the most operationally simple, effective, and applicable system for prototype testing. The prototype testing results indicated an average 85% nitrogen reduction prior to discharge to the drainfield. The media used in the systems have a life expectancy of up to 50 years. The researched systems have not yet been adopted by departmental rule (Chapter 64E-6, F.A.C.).

7) Florida Legislative Activity – Chapter 2016-1

The 2016 Florida Legislature passed SB 552 which included specific prohibited activities within a Priority Focus Area for an Outstanding Florida Spring. The prohibitions relevant to this solicitation are quoted here from Section 28 of the bill:

- a) New domestic wastewater disposal facilities, including rapid infiltration basins, with permitted capacities of 100,000 gallons per day or more, except for those facilities that meet an advanced wastewater treatment standard of no more than 3 mg/L total nitrogen, expressed as N, on an annual permitted basis, or a more stringent standard if the department [FDEP] determines the more stringent standard is necessary to attain a total maximum daily load for the Outstanding Florida Spring.
- b) New onsite sewage treatment and disposal systems on lots of less than 1 acre, if the addition of the specific systems conflicts with an onsite treatment and disposal system remediation plan incorporated into a basin management plan in accordance with s. 373.807(3).

8) OSTDS Permitting Activities by FDOH Leon County Environmental Health Unit

Leon County government funded a local inventory of wastewater treatment methods by parcel. The initial project was complete in 2015, and has been maintained by Tallahassee-Leon County Geographic Information Services (TLC-GIS) since that time. The inventory identified the following breakdown for developed properties in Leon County, the PSPZ and PFA 1:

Table 2: Wastewater Method Inventory by Parcel			
	Countywide	PSPZ	PFA 1
Septic or Likely Septic	32,112	5,687	5,312
Sewer or Likely Sewer	62,216	2,816	3,579

Over 65 percent of OSTDS permitting activities within Leon County in the past five years are classified as “repairs” to existing systems, with only 20 percent associated with new systems. Table 3 below identifies the activities for the five year period beginning January 1, 2012 extending through December 31, 2016.

Table 3: OSTDS Permits: January 2012 through December 2016								
Classification	New	Existing New	Existing	Existing Modification	Repair	Existing Repair	Abandonment	TOTAL
Number	663	10	3	82	2,216	13	341	3,328

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B. Leon County Activities

- 1) The Tallahassee-Leon County Comprehensive Plan was first adopted in 1990.
 - a) The Growth Management/Urban Services Area (USA) Objective 1.1 of the Land Use Element [L] established that the location and size of the USA shall be based upon the area necessary to accommodate 90% of new residential dwelling units within the County by the Plan Horizon; the ability to provide urban infrastructures, and, the presence of environmentally sensitive lands and water bodies, requiring protection from the impacts of urban development.
 - b) Policy 1.1.1: [L] directs that new development shall be concentrated in the urban service area plus in the Woodville Rural Community future land use category and the rural communities of Capitola, Chaires, Ft. Braden and Miccosukee, as designated on the future land use map.
 - c) Policy 1.1.4: [L] allows for the provision of central water and sewer in areas designated as Rural community, Woodville Rural Community, and enclaves within the Woodville Rural Community designated for Residential Preservation on the future land use map.
 - d) Policy 2.1.8: [L] establishes the residential densities range by Future Land Use Category, shown in Table 4 below:

Table 4: Residential Densities Range		
Future Land Use Category	Maximum Gross Density - Dwelling Units (DU)/Acre (AC) ¹	Minimum Gross Density Dwelling Units (DU)/Acre (AC)
Rural	1 DU/10 AC	No minimum
Urban Fringe	1 DU/3 AC (standard) or 1 DU/3 AC (Conservation subdivision)	No minimum
Urban Residential	10 DU/AC	4 DU/AC
Urban Residential 2	20 DU/AC ²	No minimum
Village Mixed use	20 DU/AC ²	No minimum
Suburban	20 DU/AC ²	No minimum
Planned Development	20 DU/AC ²	No minimum
Bradfordville Mixed Use ²	20 DU/AC	No minimum
Central Urban ^{2,3}	45 DU/AC	No minimum
Activity Center ^{2,3}	45 DU/AC	No minimum
University Transition ^{2,3}	50 DU/AC	No minimum
Central Core ^{2,3}	150 DU/AC	No minimum
Rural Community	4 DU/AC	No minimum
Residential Preservation ²	6 DU/AC	No minimum
Lake Talquin Recreation /Urban Fringe ⁴	1 DU/3 AC (standard)	No minimum
Lake Protection ⁴	1 DU/2 AC (standard)	No minimum
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- 1: Maximum gross density is based on the gross acreage of the site and may not be achievable after addressing applicable land development regulations (e.g., parking, stormwater, and other regulations that may limit maximum development potential).
- 2: Density ranges can be increased up to 25% above the maximum limits listed above for the purpose of providing affordable housing units, consistent with Policy 2.1.14[LU].
- 3: Density ranges can be increased up to 35% above the maximum limits listed above for the purpose of encouraging infill development and redevelopment consistent with Mobility Element Policy 1.1.10 [M].
- 4: Clustering Option Available

- e) The Land Use Plan establishes policies and guidance for the mapping of Future Land Use Categories as depicted on the Future Land Use Map. These categories are more fully described in Policies 2.2.1 through 2.2.25 [L]
 - f) The Groundwater Protection Objective 4.2 of the Conservation Element [C] required the establishment of a Primary Springs Protection Zone (PSPZ) for Wakulla Springs. Policy 4.2.5: [C] states that the preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the USA shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. When connection to sewer is not available, new development and redevelopment in the PSPZ shall use performance based OSTDS as defined in Policy 1.2.6: [SS]. Existing traditional OSTDS shall be upgraded to performance based OSTDS at the time of failure, allowing for alternatives for low-income households.
 - g) The Utilities: Sanitary Sewer Element [SS] addresses wastewater treatment including central sewer and septic tanks. Policies address the minimum lot size for OSTDS, the requirement for nitrogen reducing performance based OSTDS in the PSPZ, locations to receive central sanitary sewer, and the criteria for the use of an OSTDS or package plant. Policy 2.1.3: [SS] requires new developments to connect to central sewer if such service is defined as available within the current Water and Sewer Agreement between the City of Tallahassee and Leon County. Policy 2.1.5: [SS] addresses the City of Tallahassee's development and maintenance of a 20-year master plan for major sewer infrastructure facilities and services, based on the Future Land use Plan and its expected population within the USA.
- 9) In 2006, the Leon County Board of County Commissioners (BOCC) authorized an aquifer assessment model of the Florida Aquifer to identify areas which are more vulnerable to contamination from the land surface. The Leon Aquifer Vulnerability Assessment (LAVA) was accepted by the BOCC in 2007. The LAVA model was used to establish the PSPZ in the Woodville Karst Plain where the aquifer was determined to be most vulnerable to surface contamination.
- 10) Leon County utilized a citizens advisory committee to assist staff in developing ordinances relating to OSTDS management and assisting property owners to fund upgraded systems. The committee established a draft ordinance to require nitrogen reducing performance-based treatment systems (PBTS) within the PSPZ for new construction and to replace failing conventional systems where central sewer was not available. In response to public concerns, a revised draft ordinance was prepared to require PBTS, equivalent cluster systems, or central sewer for new construction and when conventional systems were being modified. The draft ordinance provided for a financial hardship exemption and other funding options to address the burden to property owners. During the course of the Committee's activities, the BOCC joined with the City of Tallahassee and Wakulla

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County to initiate a feasibility study of Onsite Sewage Treatment and Disposal and Management Options to reduce nitrate loads to Wakulla Springs. Consequently, the Committee's final report was accepted but no action was taken to enact the ordinance.

- 11) The joint Leon County, City of Tallahassee, and Wakulla County study of Onsite Sewage Treatment and Disposal and Management Options was completed by Lombardo Associates, Inc. (LAI) in November 2011. LAI was contracted to perform a feasibility study with the goal of reducing nitrate load to Wakulla Springs from OSTDS, in consideration of the local economic, social, soil and environmental conditions, as well as political and government structures and other conditions and circumstances the Contractor deemed appropriate. LAI evaluated a number of reports listed above including a study prepared by the U.S. Geological Survey for the City of Tallahassee, Nitrate-N Movement in Groundwater from the Land Application of Treated Municipal Wastewater and Other Sources in the Wakulla Springs Springshed, Leon and Wakulla Counties, Florida, 1966-2018 (Scientific Investigations Report 2010-5099) to develop a comparison between the nitrate loads to the ground surface under 2007 and 2018 conditions in order to recommend reduction targets from OSTDS. The USGS field investigation focused on 500 square miles incorporating Wakulla Springs and other local springs, the City of Tallahassee's Southwest Farm Sprayfield adjacent to the City airport and the City's Southeast Farm Sprayfield. The USGS model then established the fate of nitrogen applied to the land surface from sources upgradient of the model boundary as an established "Inflow" and sources within the model boundary to determine the relative impacts from the sources. LAI concluded that reduction should be focused on the unconfined aquifer area south of the Cody Scarp, within the USGS Study Area, with a target of 29 percent reduction in OSTDS loading.

LAI evaluated alternative treatment technologies where central sewer is not available. Technologies ranged from advanced onsite systems serving individual structures to cluster systems serving localized areas of development. The conclusion was a recommendation to require treatment to 3 mg -N/L for all OSTDS in the Scenario 1 portion of the USGS Study Area. All other areas may remain with properly inspected and maintained conventional OSTDS, based on 79 percent or higher natural nitrogen attenuation or lack of discharge to Wakulla Springs. The City of Tallahassee Master Sewer Plan Target Areas for the Lake Munson Area and the Woodville Rural Community were deemed to be candidates for central sewer extension based on a life cycle \$/kg/yr nitrogen removal basis. The Lake Bradford area was recommended for consideration of sewerage. Further evaluation was recommended to establish limits for advanced treatment cluster and advanced treatment onsite systems in the vicinity of the City of Tallahassee Southeast Farm Sprayfields, Springhill Road, and the Woodville Community.

- 12) Leon County government has received four "septic-to-sewer" projects in the PSPZ through the State of Florida Springs Restoration Grant Program. Three have received design and construction funds: Woodside Heights neighborhood; Northeast Lake Munson area; and the Belair/Annawood area. The Woodville Rural Community has received design funds only. These projects target approximately 2,000 OSTDS for replacement with central sewer.
- 13) Leon County government has received a Springs Restoration Grant for a Passive Onsite Sewage Nitrogen Reduction Pilot project with the District, FDEP and FDOH. The project intent is to install passive OSTDS upgrades for further evaluation of the innovative technology identified during the

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FDOH study, verifying the nitrogen reduction achieved in local conditions. The pilot project is to occur in the vicinity of the Woodville Rural Community.

14) In addition to the declining health of Wakulla Springs and the Upper Wakulla River, streams and lakes within Leon County are demonstrating the impact from nutrient loading to surface waters. Jackson Heights Creek, a tributary entering Lake Jackson, has an adopted federal TMDL for phosphorus reduction to 0.15 mg/L. Lake Munson has an adopted state TMDL for nitrogen reduction by 32.5 percent and phosphorus reduction by 76.7 percent. Lake Talquin has a proposed state TMDL for nitrogen reduction by 27% and phosphorus reduction by 33%.

15) County Quick Facts: The following information (Table 5) is obtained from the most recent Statistical Digest, compiled by the Tallahassee – Leon County Office of Economic Vitality.

Table 5 - Unincorporated Area Quick Facts	
Population; 2017 est.	97,858
2040 forecast	107,600
Housing unit inventory; 2017 est.	41,182
2040 forecast	45,730
Land area (2016)/square miles	563.37
Persons per household; 2017 est.	2.63
Median household income; 2017	\$66,209
Median home value; 2017	\$214,749

C. Joint City of Tallahassee and Leon County Activities

- 1) The City and Leon County entered into the Water and Sewer Agreement on May 10, 2005. The City was granted an exclusive franchise to provide water and sewer to all properties located within the County that are not located within an existing or applied for franchise area. Target areas for water and/or sewer service were established for the Woodville Community, Centerville Trace Subdivision and Harbinwood Subdivision. (Note: the Harbinwood Subdivision lies within the area assessed by the District for septic tank impacts to Lake Jackson.) The document establishes the basis to determine the availability of City water and sewer service for new development; the requirement that standards for design and construction of water and sewer systems by providers other than the City shall be at least equal to those of the City; and the provision to revoke the City's franchise where service is determined to be unavailable in favor of other providers, or for the use of OSTDS and on-site potable wells.
- 2) The Water and Sewer Agreement also provides for County approval of the City's long range Master Plans, most recently updated for 2035, for water and sewer service within the franchise area. Thirteen Unsewered Target Areas in unincorporated Leon County are identified in the Master Sewer Plan with cost estimates for central sewer service. The following areas will remain designated for central sewer: Woodville Rural Community; Lake Munson/Four Points; Harbinwood Estates; and Centerville Trace. The remaining nine Unsewered Target Areas will be evaluated for alternative wastewater technologies as described in the Scope of Services.

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- 3) In 2012, the City and County Commissions, acting as the Blueprint Intergovernmental Agency (IA), established a Sales Tax Committee to assist in determining potential uses of extending the one cent sales tax for infrastructure and economic development. The Sales Tax Committee evaluated proposals from the City of Tallahassee, Leon County and community groups. One project proposed by the Water Resources Committee was to implement recommendations from the 2011 LAI project, entitled "Creating Comprehensive Wastewater Management for Leon County Unincorporated Area: Nitrogen Reduction and Infill Development". The project consisted of:
- a) Part I: Wastewater Management Plan and Execution at a cost of \$2.8 million
 - i) Evaluate options to establish a Level 4 or 5 Responsible Management Entity (RME), including scope, administrative structure and financing
 - ii) Adopt preferred options and establish the RME
 - iii) Establish regulations for a wastewater treatment standard, and requirement for connection to facilities when available
 - iv) Develop a Wastewater Treatment Facilities Plan for the PSPZ for the appropriate scale, capacity and location of sewer, cluster and septic tanks; including engineering standards for privately built facilities
 - v) Establish a Facilities Financing Plan relying on grants and sales tax for capital expenses and establishing user fees for operation and maintenance
 - vi) Determine engineering standards for stormwater treatment to achieve nitrogen reduction in the PSPZ and determine flooding patterns in the Woodville Basin to guide development permitting and stormwater facilities
 - b) Part II: Wastewater Treatment Facilities Plan Execution with \$2.2 million for a demonstration cluster facility to serve approximately 100 parcels in the PSPZ and \$50-60 million for residential retrofit or new residential development to support nitrogen standards through the use of sewer, cluster and retrofit of septic tanks.
 - c) Part III: Connection Assistance Funding at a cost of \$2 million to assist owners of existing structures with the cost of connecting to existing sewers in the City of Tallahassee or the unincorporated area.

The IA elected to fund \$2.8 million for the Alternative Solutions Study at their April 22, 2014 meeting. The IA subsequently voted to initiate the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) at their June 13, 2017 meeting. Leon County was designated to implement the CWTFP as the jurisdiction responsible for the unincorporated area affected by the Plan.

III. Scope of Services

The County and the IA are seeking to develop a Comprehensive Wastewater Treatment Facilities Plan (CWTFP) to guide selection of wastewater treatment technologies outside of the City of Tallahassee, where central sanitary sewer is the selected treatment method. The alternatives to be evaluated are conventional and advanced treatment OSTDS, cluster systems and central sewer. The options and cost information are to be sufficiently detailed to provide direction for wastewater retrofit as well as to guide new development within the 20 year plan horizon.

The successful Contractor will develop the CWTFP with the goal of reducing nutrient impacts to surface and ground water throughout the unincorporated area and Wakulla Springs, in consideration of the local environmental and soil conditions, technical feasibility, government structures and other conditions and circumstances the Contractor deems appropriate:

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- 1) Define the appropriate percent nitrogen reduction performance criteria for alternative wastewater treatment systems for separately delineated nitrogen reduction land areas in the unincorporated county, differentiated by recharge, attenuation and loading factors provided in the 2014 FDEP NSILT report (or most recent adopted agency action) and other appropriate criteria. For each nitrogen reduction land area category, define separate performance criteria for wastewater treated by central sewer facilities and cluster or individual OSTDS differentiated by FDOH and FDEP regulatory volume classes. Document the criteria used to establish the recommended performance standards for each treatment system type in each nitrogen reduction land area category. Consideration shall be given to the following criteria:
 - a) Recommendations from adopted OSTDS Remediation Plan (if applicable)
 - b) Site location within BMAP PFA 1 and PSPZ;
 - c) Areas where the UFA is unconfined, semi-confined, and confined as designated by the 2014 FDEP NSILT report;
 - d) Karstic areas as designated by the 2007 LAVA map;
 - e) Proximity to surface waters with documented nutrient impacts;
 - f) Location relative to the Urban Services Area or Rural Communities;
 - g) Location within four Unsewered Target Areas defined by the City of Tallahassee Master Sewer Plan in Paragraph 3 below;
 - h) Density of existing and future land use; and
 - i) Locations served by existing wastewater treatment facilities.

Deliverable will be a report of the classification system and map of the recommended nitrogen reducing performance criteria for existing development retrofit and minimum standards for new development. Land use shall be based on existing zoning and on build-out conditions for future land use.

- 2) Evaluate cost-effectiveness of alternative technologies to achieve target percent nitrogen reduction. Costs shall be calculated for expense per kilogram-N reduced relative to conventional OSTDS, and shall include:
 - a) Design and permitting expenses;
 - b) Construction of treatment system;
 - c) Construction of collection system and connections as appropriate;
 - d) Systems charges as appropriate;
 - e) Right-of-way or easement acquisition; and
 - f) Operating, maintenance, repair and replacement expense, including license fees.

Deliverable will be a report with table of relative expense for conventional and advanced OSTDS, cluster system, and central sewer per household for a range of housing density within areas identified in Task 1. The report shall document the impact of existing versus future land use in cost-effectiveness calculation.

- 3) The four Unsewered Target Areas of Woodville Rural Community, Lake Munson/Four Points, Harbinwood Estates and Centerville Trace remain planned for central sanitary sewer. For all other areas of unincorporated Leon County, identify and describe factors influencing selection of treatment technology other than cost-effectiveness, such as:
 - a) Site location within BMAP PFA 1 and PSPZ;
 - b) Site location relative to the Urban Services Area and Rural Communities;
 - c) Adjacent land availability for cluster treatment system;
 - d) Right-of-way for collection and transmission system construction;

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- e) Density of existing development and future land use;
- f) Anticipated impact to existing and future land use density;
- g) Technology history of reliability in similar site conditions;
- h) Scalability of technology;
- i) Technology suitability for retrofit versus new development;
- j) Existing WWTF available capacity;
- k) Proximity to existing and/or proposed central sewer collection system;
- l) Anticipated property owner participation rate in retrofit activities;
- m) Time required for implementation;
- n) Local Comprehensive Plan direction regarding wastewater treatment; and
- o) Other criteria the Contractor deems appropriate.

Deliverable shall be a matrix of pros and cons, including weighting factors, to guide technology implementation. A report shall be provided describing the development of the matrix and analysis of relevant criteria.

- 4) Five public meetings addressing Tasks 1 through 3 will be held to receive input from affected residents. Deliverable shall be a report summarizing input and how comments are addressed.

- 5) Develop a series of scenarios to implement OSTDS retrofit based on cost-effectiveness and greatest technology implementation score from Task 3 with consideration of public input from Task 4.

Deliverable shall be a series of maps of retrofit target areas and standards for new development with associated technology recommendation.

- 6) Evaluate total annual nitrogen reduction achieved through implementation of recommended alternatives of the planning horizon of 20 years. Identify any technical or physical constraints on implementation which will influence timing to achieve FDEP target reductions and maintain load targets in build-out conditions (future land use). In addition, specifically describe assumptions relative to the following criteria:

- a) Participation rates by property owners in the recommended retrofit strategy for each area;
- b) Rates at which existing conventional systems will fail;
- c) Reduction achieved through explicit management of conventional OSTDS for optimal performance; and
- d) Any other policy assumptions that influence timing of participation in retrofit.

Deliverable shall be a report describing assumptions affecting adoption of retrofit and outlining recommendations for phasing to achieve FDEP BMAP target nitrogen reduction within planning horizon.

- 7) Five public meetings addressing Tasks 5 and 6 will be held to receive input from affected residents. Deliverable shall be a report summarizing input and how comments are addressed.

- 8) Present the Comprehensive Wastewater Treatment Facilities Plan recommendations to the Board of County Commissioners.

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2017/2018; and,

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

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

Adopted this 23rd day of January, 2018.

LEON COUNTY, FLORIDA

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

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

BY: _____

Approved as to Form:
Leon County Attorney's Office

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

FISCAL YEAR 2017/2018 BUDGET AMENDMENT REQUEST

No: BAB18006
Date: 1/3/2018

Agenda Item No: _____
Agenda Item Date: 1/23/2018

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail: Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	062006	343918	000	BP Comp Wastewater Treatment Project	-	500,000	500,000

Subtotal: 500,000

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	062006	53100	535	Professional Services	-	500,000	500,000

Subtotal: 500,000

Purpose of Request:

This budget amendment allocates funds in the amount of \$500,000 for professional services for the development of a comprehensive wastewater treatment facilities plan. This project is reimbursable from Blueprint 2000 up to \$500,000.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

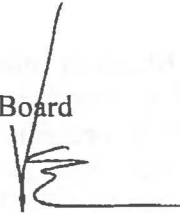
Approved By: Resolution ☒ Motion ☐ Administrator ☐

Leon County Board of County Commissioners

Agenda Item #15

December 12, 2017

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Comprehensive Wastewater Treatment Facilities Plan Request for Proposals

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P. E., Director of Public Works Charles Wu, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Theresa B. Heiker, P.E., Stormwater Management Coordinator

Statement of Issue:

This agenda item seeks the Board's authorization to issue the Request for Proposals for consultant services to complete the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) funded by the Blueprint Sales Tax Extension. The CWTFP is the initial project segment for the Alternative Sewer Solutions Study included the Sales Tax Extension Interlocal Agreement which will provide recommended technologies, financing and management strategies, and an assessment of regulatory measures related to preferred sewage treatment and disposal systems in unincorporated Leon County.

Fiscal Impact:

This item has a fiscal impact. The Blueprint Intergovernmental Agency has appropriated up to \$500,000 for the Comprehensive Wastewater Treatment Facilities Plan, which is reimbursable to Leon County as the designated project manager.

Staff Recommendation:

- Option #1: Direct staff to issue a Request for Proposals for the Comprehensive Wastewater Treatment Facilities Plan based on the attached Scope of Services (Attachment #1).
- Option #2: Approve the Resolution and associated Budget Amendment (Attachment #2).

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Report and Discussion

Background:

At the June 13, 2017 Blueprint Intergovernmental Agency (IA) meeting, the IA approved the allocation of \$500,000 to immediately proceed with the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) and recommended that the County implement the study due to the focus on the unincorporated area. Based on the volume of feedback staff received on a prior draft of the scope of services for the CWTFP, the County Administrator directed staff to prepare an agenda item to include all of the input received to date for the Board's consideration and for the issuance of an advertised Request for Proposals (RFP) in order to allow for the widest participation from qualified vendors. This agenda item is intended to provide full transparency, clarity, and an additional opportunity for input prior to issuing the RFP.

State regulatory activity:

The decline of water quality in the Upper Wakulla River over several decades led to research into the causes. In 2002, the Northwest Florida Water Management District (District) issued a report linking the decline to elevated nitrogen levels in the groundwater discharged from Wakulla Springs. The elevated nitrogen levels were determined to result from wastewater management practices in Leon and Wakulla Counties, primarily the City of Tallahassee wastewater treatment facility (WWTF) discharge to the sprayfields adjacent to the airport and along Tram Road. Onsite sewage treatment and disposal systems (OSTDS), more commonly known as septic tanks, in the contributing springshed were identified as the next most significant wastewater source of nitrogen.

In 2012, the Florida Department of Environmental Protection (FDEP) issued a Total Maximum Daily Load (TMDL) for nitrates in the Upper Wakulla River. The TMDL required a reduction to 0.35 mg-N/L on a monthly average, measured at the Springs' discharge, and recovery of the river biology. The FDEP then initiated a Basin Management Action Plan (BMAP) to establish necessary actions by stakeholders in the contributing area to achieve the TMDL. At the December 8, 2015 meeting, the Board authorized the County Attorney to file a challenge to the draft BMAP due to concerns that the OSTDS Initiative, management strategies, and resulting funding requirements described in the document placed an undue burden on unincorporated Leon County residents. Subsequently, the County Attorney and the FDEP Office of General Counsel were able to negotiate conditional language which was acceptable to both parties. The BMAP was adopted by FDEP in 2015, including a table of strategies offered by stakeholders to move toward the achievement of the TMDL.

The 2016 Florida Legislature passed the Florida Springs and Aquifer Protection Act which addresses Outstanding Florida Springs such as Wakulla Springs. Additional requirements were placed on BMAPs covering these springs and a deadline of July 2018 was established for FDEP adoption of initial or updated BMAPs. Specific limitations were included on adopted Primary Focus Areas within BMAP areas, such as the prohibition of septic tanks on lots less than one acre in size where this conflicts with the adopted OSTDS Remediation Plan. FDEP has not indicated whether the Upper Wakulla River BMAP Remediation Plan will provide exceptions for advanced treatment systems or provide some other means to allow development of lots less than

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one acre in Primary Focus Area 1. Primary Focus Area 1 for the Upper Wakulla River BMAP lies partially in Leon County, as shown in Attachment #3.

Local activity:

Following the Northwest Florida Water Management District's 2002 report identifying the City's wastewater treatment facility and sprayfield as a significant source of nitrogen in the Wakulla Springs recharge area, the City began making improvements to reduce nitrogen discharges. The City ceased land application of wastewater residuals, prohibited the use of additional fertilizers, removed all livestock from the sprayfield farm, and upgraded its facility to advanced wastewater treatment standards thereby reducing the nitrogen discharge from the facility.

In 2012, the Leon County Water Resources Committee (WRC) presented the concept for "Creating Comprehensive Wastewater Management for the Leon County Unincorporated Area: Nitrogen Reduction and Infill Development" to the Leon County Sales Tax Extension Committee. The \$67 million project would develop a wastewater management plan (including consideration of establishing a Responsible Management Entity), a treatment facilities plan, and a facilities financing plan; initiate implementation for retrofit and support of new residential development using central sewer, cluster treatment systems and nitrogen reducing septic tanks; and provide connection assistance for property owners in the areas currently served by sanitary sewer. The project was recommended by the Sales Tax Committee to be funded from the \$85 million set-aside for Water Quality Projects, at a cost of \$2.8 million.

In April 2014, the Water Quality project was set-aside and established as a \$2.8 million stand-alone project in the Implementation Agreement for the Sales Tax Extension as the "Alternative Sewer Solutions Study". This project is described in the Blueprint 2020 Infrastructure Surtax Interlocal Agreement as Project 26:

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

The project was suggested by the Wakulla Springs Alliance for inclusion in the BMAP and is listed as a strategy for both Leon County and the City of Tallahassee.

At the February 2017 meeting, the IA directed staff to develop plans to advance the funding of the CWTFP portion of the Alternative Sewer Solutions Study. At the June 13, 2017 meeting, the IA approved the allocation of \$500,000 to immediately proceed with the CWTFP and recommended Leon County Public Works to lead the project due to the focus on the unincorporated area.

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The IA also provided guidance to coordinate the Plan development with the BMAP OSTDS Remediation Advisory Committee. As required under the BMAP and the 2016 Florida Springs and Aquifer Protection Act, the OSTDS Advisory Committee was convened by FDEP to assist the Department in the development of a Remediation Plan to identify strategies reducing nitrogen from OSTDS in Leon County, Wakulla County and the City of Tallahassee. Preliminary nitrogen load reduction goals have been discussed by the Committee as FDEP continues to draft the OSTDS Remediation Plan but the goals have not yet been established for inclusion in the BMAP Update required for adoption by July 2018.

This CWTFP is essential to the following FY 2017-FY 2021 Strategic Initiatives and Bold Goal that the Board approved at the January 24, 2017 meeting:

- Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment. (2016-13)
- Reduce nitrogen impacts in the PSPZ (Primary Springs Protection Zone) by identifying cost effective and financially feasible ways including:
 - Develop a septic tank replacement program. (2016-23A)
 - Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)
- Upgrade or eliminate 500 septic tanks in the PSPZ. (BG2)

These particular Strategic Initiatives align 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.

In addition to the CWTFP, the County has taken additional measures in recent years to reduce nitrogen levels through wastewater projects. Through the implementation of the County's FY 2017-FY 2021 Strategic Initiatives and Bold Goal listed above, Leon County has aggressively and successfully pursued state grant funds to remove septic tanks in the primary springs protection zone. Under a pilot program through FDEP, Leon County was awarded a stand-alone grant to implement a Passive Onsite Sewage Nitrogen Reduction Pilot Project for the Wilkinson Woods Subdivision which will upgrade 35 septic tanks. By leveraging Blueprint water quality funds approved as part of the early passage of the sales tax extension and projected construction schedules, over the next three years, approximately 575 septic tanks can be eliminated in the Woodside Heights, Northeast Lake Munson and Belair/Annawood neighborhoods. Leon County is implementing the *Woodville Septic to Sewer Project* through the preliminary design of a central sanitary sewer collection system and transmission system from Woodville to the City of Tallahassee collection system at Capital Circle SE. The County anticipates future grant funding from FDEP to support additional phases of the Woodville project.

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Analysis:

The CWTFP is intended to address the first portion of the Alternative Sewer Solutions Study scope, which is the evaluation of management alternatives to traditional OSTDS in the unincorporated areas of Leon County. The management alternatives discussed most frequently by the members of the WRC who developed the initial project, are advanced treatment OSTDS, cluster systems providing advanced treatment levels, with connection to central sewer to be considered under limited circumstances. The end product is to provide direction on which wastewater technology will be recommended for future development and to retrofit areas to improve water quality throughout the unincorporated area.

The initial Scope of Services for the CWTFP was drafted by County staff with the intent of using an Engineering Services continuing supply contractor. This decision reflected the extensive data and analysis available through past federal, state and local efforts; the standards for facility plan development obtained from state sources; and the anticipated project cost not exceeding the state threshold for use of continuing supply contractors obtained through open competition.

The draft Scope of Services was presented to the OSTDS Remediation Plan Advisory Committee, as directed by the IA, on October 17, 2017 (Attachment #4). The members of the Committee are as follows:

OSTDS Remediation Plan Advisory Committee	
Represents	Member
Leon County* ⁺	Theresa Heiker
Wakulla County* ⁺	Sheree Keeler/Melissa Corbett
City of Tallahassee* ⁺	John Buss/Blas Gomez
Florida Dept. of Health* ⁺	Catherine Davis – Leon Co. Environmental Health
Private Utilities*	John Hallas – Talquin Electric Cooperative
Environmental Interest ⁺	Bob Deyle/Bob Henderson – Wakulla Springs Alliance
Homeowners Associations, Property Owners ⁺	Curtis Baynes
Community Groups ⁺	Anthony Gaudio – Sustainable Tallahassee
Building community	Stan Derzypolski – Tallahassee Builders Assoc.
Florida Onsite Wastewater Association ⁺	Roxanne Groover
*Required by Legislation	
⁺Per the BMAP	
⁺Added during OSTDS Advisory Committee organization	

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Input to the CWTFP Scope of Services was solicited from the Committee members and general public. The initial and most pressing issue raised by Committee members and the general public related to staff's intent to utilize a continuing supply contractor rather than pursue a formal RFP. In response to the public input, the County Administrator directed staff to prepare an agenda item for the Board's consideration for an advertised RFP. The County Administrator directed staff to identify the comments received and incorporated, as well as, the input excluded from the draft Scope of Services.

In addition to the input received at the OSTDS Advisory Committee meeting, staff solicited written comments through October 27th on the initial RFP to be considered for inclusion in to the Scope of Services. Written comments on the initial Scope of Services were received from some members of the OSTDS Advisory Committee as well as the general public. These comments have been incorporated into the expanded Project Background and Scope of Services where possible. The specific comments are summarized in Attachment 5, with indication of where the comment is addressed in the revised document, with individual comments provided in Attachments 6 through 12.

The vast majority of comments were incorporated into the updated Scope of Services. Beyond the use of the continuing supply contractors, most comments related to four issues as reflected in Table 1 and Table 2 reflects the comments which were not included in the revised Scope:

Table 1: Comments Incorporated into the Updated Scope of Services	
Comment	Staff Comment and/or Result
Many commenters sought inclusion of more than just "Passive" technology. They sought inclusion of standard technology adopted under FDOH rule and in place throughout the state.	The revised Scope no longer restricts the OSTDS technology. "Passive" technology uses only one lift pump in the system, and is the focus of the recently approved pilot project between Leon County and the Northwest Florida Water Management District. The Florida Department of Health (FDOH) "Onsite Sewage Nitrogen Reduction Strategies Study" evaluating passive systems was completed in December 2015, but the FDOH rule has not been amended to adopt the studied systems for general use.
Several commenters suggested establishment of nitrogen reducing standards for various technologies and site conditions as part of the Scope of Services, while others suggested this standard be established by the contractor.	This is reflected in the current Scope of Services. Given that the intent of the project is to select the appropriate technology for various site conditions, it is appropriate to have the contractor perform the analysis rather than dictate the conditions within the Scope of Services.
Clarification regarding cost-effectiveness analysis versus benefit/cost analysis was suggested.	The current Scope of Services calls for an analysis of the technologies for expense per kilogram of nitrogen removed as the basis for comparison.
Commenters requested an evaluation of nitrogen removed over time as mitigation scenarios are implemented to verify effectiveness of the recommended program.	This has been added to the Scope of Services.

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Table 2: Comments Not Incorporated into the Updated Scope of Services	
Comment	Staff Comment/Reason for Exclusion
Limit sewer placement to USA or COT Master Sewer Plan unsewered Target Areas.	This direction conflicts with the current Tallahassee-Leon County Comprehensive Plan and could not be addressed in this technical evaluation.
Specify if maps will be defined by parcel boundary or some other unit.	This decision requires review of data with the contractor to verify whether the small scale of parcel analysis can be supported by certain data created at a larger scale, such as the Leon Aquifer Vulnerability Assessment map product, and/or at what cost.
Perform cost-effectiveness analysis for each parcel.	This decision requires review of data with the contractor to verify whether parcel-specific analysis or regional analysis is supported by the refinement level of the available data.
Direct contractor to utilize data from the 2011 Lombardo report, the 2035 COT Master Sewer Plan and TLC-GIS mapping layers.	This information will be made available to the contractor, but the contractor will be expected to utilize data from other sources as well, including FDEP-generated analyses.
Analyze wastewater policies and regulations with recommendations for revision.	The CWTFP portion of the overall IA project is focused on the technical evaluation of site conditions and appropriate technology. There is a subsequent task in the Alternative Sewer Solutions Study to "recommend regulatory measures" which will allow for broader analysis of wastewater policies and regulations following consideration of management and financing strategies. This matter has already been contemplated for a later stage of this project and therefore is not included in the attached draft Scope of Services.

Based on the input received and incorporated, the draft Scope of Services provides an expanded background of activities related to wastewater and surface water management in Leon County as well as more detailed descriptions of activities expected of the successful Contractor. The successful Contractor will be required to demonstrate a knowledge of advanced treatment OSTDS, cluster systems and central sewer and treatment facility construction, operation and maintenance; Comprehensive Plan guidance for land use development practices; OSTDS impacts to surface and groundwater; and demonstrate past experience in similar analyses of OSTDS retrofit and new development guidance.

Following Board acceptance of the Scope of Services, a full RFP will be prepared and advertised for 30 days to allow for widest participation from qualified vendors. Staff anticipates bringing an item back to the Board for the selection of the top-ranked vendor for negotiation by April 2018.

The attached draft Scope of Services requires the contractor to provide recommendations for technology to be used at various locations in the unincorporated area to improve water quality. The CWTFP will address the initial task of Alternative Sewer Solutions Study included the Interlocal Agreement, serving as the basis for the future tasks of evaluating and recommending financing and management strategies together with an assessment of regulatory measures needed to address technical and non-technical issues.

A resolution and associated budget amendment authorizing the project budget with reimbursement from Blueprint 2000 up to \$500,000 is reflected in Attachment #2.

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Options:

1. Direct staff to issue a Request for Proposals for the Comprehensive Wastewater Treatment Facilities Plan based on the attached Scope of Services (Attachment #1).
2. Approve the Resolution and associated Budget Amendment (Attachment #2).
3. Do not direct staff to issue the Request for Proposals for the Comprehensive Wastewater Treatment Facilities Plan based on the attached Scope of Services.
4. Board direction.

Recommendation:

Option #1.

Attachments:

1. Scope of Services for Comprehensive Wastewater Treatment Facilities Plan
2. Resolution and associated Budget Amendment
3. Map of Upper Wakulla River Primary Focus Area 1
4. Initial Scope of Services
5. Summary of Comments and Where Addressed
6. Revised Comments on Initial Scope of Services by Robert E. Deyle
7. Comments on Initial Scope of Services by Anthony Gaudio
8. Comments on Initial Scope of Services by Curtis Baynes
9. Comments on Initial Scope of Services by Wakulla Springs Alliance
10. Comments on Initial Scope of Services by Debbie Lightsey
11. Comments on Initial Scope of Services by Alan Niedoroda
12. Comments on Initial Scope of Services by Pamela Hall

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I. INTRODUCTION:

This Request for Proposals ("RFP") is soliciting proposals ("Proposals") from qualified firms to complete an evaluation of alternative wastewater treatment technologies to reduce nitrogen loading to the aquifer and surface waters throughout the Leon County unincorporated area. The outcomes sought from this Plan include the following (details are provided in the Scope of Services Section of this RFP):

- a) Development of regional nitrogen reduction performance criteria to reduce loading to aquifer and surface waters;
- b) Identification of associated construction and operating expenses for recommended technologies with cost-effectiveness analysis relating nitrogen reduction per household to all expenses;
- c) Identification and assessment of technical and physical factors which would guide selection of alternative wastewater treatment technologies in the unincorporated area;
- d) Development of maps to guide implementation of the appropriate technology throughout the unincorporated area; and
- e) Analysis of total annual nitrogen reduction achieved through implementation of recommended alternatives over a planning horizon of 20 years.

II. PROJECT BACKGROUND:

The following provides a broad overview of studies, findings, recommendations and actions taken to date to reduce the nitrogen load from domestic wastewater. This summary is by no means exhaustive or a complete recitation. Vendors are strongly recommended to review previous reports, studies, recommendations and current practices prior to submitting their Proposal.

Leon County is divided by an east to west geological feature known as the Cody Scarp. The Scarp marks an area where the soils change abruptly from red clay in the higher elevation northern section to soft sands in the southern Woodville Karst Plain. There are a large number of closed depressions and sinkholes in the Woodville Karst Plain, which is an unconfined area of the Upper Floridan Aquifer (UFA). Wakulla Springs lies within the Woodville Karst Plain, in Wakulla County. Wakulla Springs is an Outstanding Florida Spring, and is one of the longest and deepest known submerged freshwater cave systems in the world. The Wakulla Springs discharge creates the Upper Wakulla River.

A. State of Florida Activities

- 1) "Nitrate Loading as an Indicator of Nonpoint Source Pollution in the Lower St. Marks – Wakulla Rivers Watershed" – 2002

The Northwest Florida Water Management District (District) evaluated the increasing concentrations of nitrogen discharged from Wakulla Springs since the 1970's. Following investigations of well and surface water quality throughout the contributing area to the Springs, a nutrient budget was developed. The report assumed that:

- a) Under steady-state conditions, the flux of Floridan Aquifer water crossing the Cody Scarp to discharge at Wakulla Springs was 200 cubic feet per second (cfs), approximately one-half the Springs discharge.
- b) The remaining discharge of 180 cfs is due to recharge to the Floridan Aquifer in the vicinity of the Springs.
- c) The nitrate concentrations in Floridan Aquifer water crossing the Cody Scarp from the semi-confined area up-gradient was determined to be 0.48 mg-N/L.
- d) The Floridan Aquifer ground water discharging from the Springs was established as 0.89 mg-N/L.

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The report concluded that:

- e) Nitrate concentrations beneath the semi-confined areas of Leon County had been constant or slightly increasing over the period of 1980 to 2000. Consequently, the flux of nitrate-N from the semi-confined Florida Aquifer into the unconfined Floridan Aquifer (along the Cody Scarp) had been relatively constant over this period.
- f) Analysis indicated that the increase in nitrate-N output at Wakulla Springs was largely attributable to nitrogen inputs south of the Cody Scarp.
- g) Wastewater treatment facilities (WWTF), residuals management and OSTDS were determined to be the primary anthropogenic sources of loading to the land surface.

2) Wakulla Springs Total Maximum Daily Load - 2012

Research by the District and the Florida Department of Environmental Protection (FDEP) determined that increased nitrate loadings in the groundwater discharged at Wakulla Springs are the primary cause for the decline in the water quality and biological health of the Upper Wakulla River. In 2012, the FDEP adopted a Total Maximum Daily Load (TMDL) of a monthly average nitrate target of 0.35 mg/L in the Upper Wakulla River to restore a healthy biological community.

There are no National Pollutant Discharge Elimination System (NPDES) wastewater or Municipal Separate Storm Sewer System (MS4) sources discharging to the Upper Wakulla River. Consequently, no wasteload allocations were made to point sources. A load allocation reduction of 56.2% was assigned to nonpoint source areas contributing to the Upper Wakulla River, although it was noted that the target concentration may be met before achieving the percent reduction.

3) The "Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area" report prepared by the FDEP Groundwater Management Section in 2014 ("2014 NSILT") results are summarized in Table 1 below, excerpted in full from the report. The report identifies:

- a) Three zones of aquifer confinement (groundwater recharge areas) exist within Leon County which affect the attenuation of nitrate loading from surface inputs. These zones are unconfined, where nitrate loadings are multiplied by a higher weighting factor (0.9) than the semi-confined (0.4) or confined (0.1).
- b) Environmental attenuation factors are applied to the various loading sources to the UFA to reflect uptake by vegetation and soils. The wastewater attenuation factors range from 60 percent for wastewater treatment facilities to 40 percent for OSTDS. Additional information is provided in Table 1 below.
- c) Most OSTDS lie within the unconfined or semi-confined areas of the basin and have the lower attenuation factor.
- d) OSTDS are identified as the largest source of nitrogen loads to the UFA, after applying basin-wide attenuation and recharge factors, at 51 percent of the load.

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Table 1: Estimated nitrogen inputs and loads to UFA in Wakulla Spring and River BMAP Area

	Confinement	NITROGEN LOADING CATEGORIES (Inputs and Loads in kg/yr)						
		Atmospheric Deposition	WWTFs	Septic Tanks	Farm Fertilizer	Urban Fertilizer	Livestock	Sinking Streams
INPUTS	Unconfined	339,424	54,219	195,871	2,831	27,470	54,348	46,140
	Semi-confined	263,138	12,546	246,395	102,117	111,705	69,368	N/A
	Confined	358,313	7,143	173,198	455,837	87,029	215,230	N/A
	Total Inputs (kg-N/yr)	960,875	73,907	615,463	560,784	226,204	338,946	46,140
ATTENUATION FACTORS APPLIED	<i>Attenuation Factors</i>	90%	60%	40%	70%	80%	75%	20%
	Unconfined	33,942	21,688	117,522	849	4,945	13,587	36,912
	Semi-confined	25,648	5,018	147,189	23,433	22,188	17,342	N/A
	Confined	32,262	2,759	100,839	102,391	16,837	52,460	N/A
	Total After Attenuation (kg-N/yr)	91,853	29,465	365,550	126,672	44,519	83,389	36,912
LOADS TO UFA (RECHARGE FACTORS APPLIED)	<i>Recharge Factors</i>							
	Unconfined (90%)	30,548	19,519	105,770	764	4,945	12,228	33,221
	Semi-confined (40%)	10,526	2,007	59,135	12,254	8,936	6,937	N/A
	Confined (10%)	3,583	286	10,392	13,675	1,741	5,381	N/A
	TOTAL LOADS TO UFA (kg-N/yr)	44,657	21,812	175,297	26,693	15,622	24,546	33,221
Source: 2014 Florida Department of Environmental Protection Report, Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area, Table 13, Page 30								

- 4) Upper Wakulla River Basin Management Action Plan (BMAP) - 2015
- Following adoption of the Upper Wakulla River TMDL, the FDEP started development of a BMAP to identify the necessary steps to restore the healthy biological system. The BMAP area encompasses 1,325 square miles within the state of Florida which contributes to the UFA discharging at Wakulla Springs. The BMAP area includes most of Leon County.
 - The target nitrate concentration of 0.35 mg/L is applied to the Wakulla Main Tunnel discharge at the Edward Ball Wakulla Springs State Park. The FDEP and the NWFWMDC monitor nitrate + nitrite levels at the discharge as part of the BMAP implementation. Data indicate a decrease from peak of 1.10 mg/L in October 2001 to 0.41 mg/L in June 2017.
 - The BMAP established two Primary Focus Areas (PFAs) for the implementation of management strategies, accounting for a split groundwater flow between Wakulla Springs and the Spring Creek Springs group in Apalachee Bay. PFA 1 discharges to Wakulla Springs under both scenarios while PFA 2 discharges to Wakulla Springs only during the low flow conditions from Spring Creek Springs. PFA 1 includes both Leon and Wakulla counties while PFA 2 lies only in Wakulla county.
 - The focus of the BMAP is reducing nitrate loadings from sources upgradient from Wakulla Springs as documented in the NSILT report. The target for reductions are anthropogenic sources, primarily WWTF and OSTDS. The City of Tallahassee, Talquin Electric Cooperative, the Leon County School Board and other independent entities operate WWTF within Leon County. Leon County government does not operate any WWTF.

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- e) The BMAP includes a number of management strategies proposed by stakeholders to assist in achieving the necessary nitrate reductions. One of the strategies committed to by Leon County government was construction of central sewers in the Primary Springs Protection Zone (PSPZ), subject to annual budget and appropriation, utilizing funds from the County's share of the 2020 Sales Tax Extension. Strategies focused on OSTDS management included:
 - i) a GIS inventory of all septic systems in Leon County (complete);
 - ii) revision to the septic tank ordinance to require repairs to have a minimum 24-inch separation between drainfield and seasonal high water table (complete); and
 - iii) amend the code of laws to require appropriate nitrogen reducing OSTDS for new construction in the PSPZ (not complete).
 - f) The BMAP incorporates an OSTDS Initiative with the objective to "identify effective, financially feasible strategies to reduce existing loading and prevent future nutrient loading from OSTDS sources". Strategies to be considered include connection of existing development to central sewer as described above, requirements for new development to connect to central sewer, the use of cluster systems, the use of alternative technologies recommended by FDOH's Nitrogen Reduction Study, educational strategies, or other strategies that may be appropriate. The Initiative is to consider the inventory and geographic distribution of OSTDS in the priority areas such as the Leon County PSPZ, including both existing systems and areas where future growth is expected. Leon County participates in the OSTDS Remediation Committee formed by the FDEP to provide input in the preparation of the Initiative, together with representatives of Wakulla County, the City of Tallahassee, Talquin Electric Cooperative (water and sewer utility) and other local stakeholders.
- 5) "Effects of Septic Systems in the Lake Jackson Watershed"
- The Northwest Florida Water Management District (District) evaluated the Lake Jackson Watershed in 1999 following the identification of elevated fecal coliform levels in the lake during stormwater sampling events. The report (Water Resources Special Report 00-2) was published in November 2000. As Lake Jackson discharges directly into the Floridan Aquifer as a consequence of the karst features in the lake bottom, consideration was given regarding the impact to the surface water quality of the lake as well as the impact to the UFA. The District noted frequent disconnects of graywater sources from septic tanks as well as some failures of OSTDS. Final recommendations were for public education and monitoring of water quality for further degradation before considering installation of central sewer.
- 6) Florida Onsite Sewage Nitrogen Reduction Strategies Study
- The Florida Department of Health (FDOH) was directed by the Florida Legislature in 2008 to contract for development of cost-effective nitrogen reduction strategies for OSTDS. The project, completed in December 2015, focused on the development of passive nitrogen reduction technologies, and the evaluation and prediction of the fate and transport of the OSTDS nitrogen. "Passive technology" was defined as using no mechanical components other than one effluent pump and using a reactive media, such as wood chips or sulfur, to reduce nitrogen concentrations. Pilot testing identified two-stage biofiltration as the most operationally simple, effective, and applicable system for prototype testing. The prototype testing results indicated an average 85% nitrogen reduction prior to discharge to the drainfield. The media used in the systems have a life expectancy of up to 50 years. The researched systems have not yet been adopted by departmental rule (Chapter 64E-6, F.A.C.).

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7) Florida Legislative Activity – Chapter 2016-1

The 2016 Florida Legislature passed SB 552 which included specific prohibited activities within a Priority Focus Area for an Outstanding Florida Spring. The prohibitions relevant to this solicitation are quoted here from Section 28 of the bill:

- a) New domestic wastewater disposal facilities, including rapid infiltration basins, with permitted capacities of 100,000 gallons per day or more, except for those facilities that meet an advanced wastewater treatment standard of no more than 3 mg/L total nitrogen, expressed as N, on an annual permitted basis, or a more stringent standard if the department [FDEP] determines the more stringent standard is necessary to attain a total maximum daily load for the Outstanding Florida Spring.
- b) New onsite sewage treatment and disposal systems on lots of less than 1 acre, if the addition of the specific systems conflicts with an onsite treatment and disposal system remediation plan incorporated into a basin management plan in accordance with s. 373.807(3).

8) OSTDS Permitting Activities by FDOH Leon County Environmental Health Unit

Leon County government funded a local inventory of wastewater treatment methods by parcel. The initial project was complete in 2015, and has been maintained by Tallahassee-Leon County Geographic Information Services (TLC-GIS) since that time. The inventory identified the following breakdown for developed properties in Leon County, the PSPZ and PFA 1:

Table 2: Wastewater Method Inventory by Parcel			
	Countywide	PSPZ	PFA 1
Septic or Likely Septic	32,112	5,687	5,312
Sewer or Likely Sewer	62,216	2,816	3,579

Over 65 percent of OSTDS permitting activities within Leon County in the past five years are classified as “repairs” to existing systems, with only 20 percent associated with new systems. Table 3 below identifies the activities for the five year period beginning January 1, 2012 extending through December 31, 2016.

Table 3: OSTDS Permits: January 2012 through December 2016								
Classification	New	Existing New	Existing	Existing Modification	Repair	Existing Repair	Abandonment	TOTAL
Number	663	10	3	82	2,216	13	341	3,328

B. Leon County Activities

1) The Tallahassee-Leon County Comprehensive Plan was first adopted in 1990.

- a) The Growth Management/Urban Services Area (USA) Objective 1.1 of the Land Use Element [L] established that the location and size of the USA shall be based upon the area necessary to accommodate 90% of new residential dwelling units within the County by the Plan Horizon; the ability to provide urban infrastructures, and, the presence of environmentally sensitive lands and water bodies, requiring protection from the impacts of urban development.

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- b) Policy 1.1.1: [L] directs that new development shall be concentrated in the urban service area plus in the Woodville Rural Community future land use category and the rural communities of Capitola, Chaires, Ft. Braden and Miccosukee, as designated on the future land use map.
- c) Policy 1.1.4: [L] allows for the provision of central water and sewer in areas designated as Rural community, Woodville Rural Community, and enclaves within the Woodville Rural Community designated for Residential Preservation on the future land use map.
- d) Policy 2.1.8: [L] establishes the residential densities range by Future Land Use Category, shown in Table 4 below:

Table 4: Residential Densities Range		
Future Land Use Category	Maximum Gross Density - Dwelling Units (DU)/Acre (AC) ¹	Minimum Gross Density Dwelling Units (DU)/Acre (AC)
Rural	1 DU/10 AC	No minimum
Urban Fringe	1 DU/3 AC (standard) or 1 DU/3 AC (Conservation subdivision)	No minimum
Urban Residential	10 DU/AC	4 DU/AC
Urban Residential 2	20 DU/AC ²	No minimum
Village Mixed use	20 DU/AC ²	No minimum
Suburban	20 DU/AC ²	No minimum
Planned Development	20 DU/AC ²	No minimum
Bradfordville Mixed Use ²	20 DU/AC	No minimum
Central Urban ^{2,3}	45 DU/AC	No minimum
Activity Center ^{2,3}	45 DU/AC	No minimum
University Transition ^{2,3}	50 DU/AC	No minimum
Central Core ^{2,3}	150 DU/AC	No minimum
Rural Community	4 DU/AC	No minimum
Residential Preservation ²	6 DU/AC	No minimum
Lake Talquin Recreation /Urban Fringe ⁴	1 DU/3 AC (standard)	No minimum
Lake Protection ⁴	1 DU/2 AC (standard)	No minimum
Notes: 1: Maximum gross density is based on the gross acreage of the site and may not be achievable after addressing applicable land development regulations (e.g., parking, stormwater, and other regulations that may limit maximum development potential). 2: Density ranges can be increased up to 25% above the maximum limits listed above for the purpose of providing affordable housing units, consistent with Policy 2.1.14[LU]. 3: Density ranges can be increased up to 35% above the maximum limits listed above for the purpose of encouraging infill development and redevelopment consistent with Mobility Element Policy 1.1.10 [M]. 4: Clustering Option Available		

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- e) The Land Use Plan establishes policies and guidance for the mapping of Future Land Use Categories as depicted on the Future Land Use Map. These categories are more fully described in Policies 2.2.1 through 2.2.25 [L]
 - f) The Groundwater Protection Objective 4.2 of the Conservation Element [C] required the establishment of a Primary Springs Protection Zone (PSPZ) for Wakulla Springs. Policy 4.2.5: [C] states that the preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the USA shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. When connection to sewer is not available, new development and redevelopment in the PSPZ shall use performance based OSTDS as defined in Policy 1.2.6: [SS]. Existing traditional OSTDS shall be upgraded to performance based OSTDS at the time of failure, allowing for alternatives for low-income households.
 - g) The Utilities: Sanitary Sewer Element [SS] addresses wastewater treatment including central sewer and septic tanks. Policies address the minimum lot size for OSTDS, the requirement for nitrogen reducing performance based OSTDS in the PSPZ, locations to receive central sanitary sewer, and the criteria for the use of an OSTDS or package plant. Policy 2.1.3: [SS] requires new developments to connect to central sewer if such service is defined as available within the current Water and Sewer Agreement between the City of Tallahassee and Leon County. Policy 2.1.5: [SS] addresses the City of Tallahassee's development and maintenance of a 20-year master plan for major sewer infrastructure facilities and services, based on the Future Land use Plan and its expected population within the USA.
- 9) In 2006, the Leon County Board of County Commissioners (BOCC) authorized an aquifer assessment model of the Florida Aquifer to identify areas which are more vulnerable to contamination from the land surface. The Leon Aquifer Vulnerability Assessment (LAVA) was accepted by the BOCC in 2007. The LAVA model was used to establish the PSPZ in the Woodville Karst Plain where the aquifer was determined to be most vulnerable to surface contamination.
- 10) Leon County utilized a citizens advisory committee to assist staff in developing ordinances relating to OSTDS management and assisting property owners to fund upgraded systems. The committee established a draft ordinance to require nitrogen reducing performance-based treatment systems (PBTS) within the PSPZ for new construction and to replace failing conventional systems where central sewer was not available. In response to public concerns, a revised draft ordinance was prepared to require PBTS, equivalent cluster systems, or central sewer for new construction and when conventional systems were being modified. The draft ordinance provided for a financial hardship exemption and other funding options to address the burden to property owners. During the course of the Committee's activities, the BOCC joined with the City of Tallahassee and Wakulla County to initiate a feasibility study of Onsite Sewage Treatment and Disposal and Management Options to reduce nitrate loads to Wakulla Springs. Consequently, the Committee's final report was accepted but no action was taken to enact the ordinance.
- 11) The joint Leon County, City of Tallahassee, and Wakulla County study of Onsite Sewage Treatment and Disposal and Management Options was completed by Lombardo Associates, Inc. (LAI) in November 2011. LAI was contracted to perform a feasibility study with the goal of reducing nitrate load to Wakulla Springs from OSTDS, in consideration of the local economic, social, soil and environmental conditions, as well as political and government structures and other conditions and

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circumstances the Contractor deemed appropriate. LAI evaluated a number of reports listed above including a study prepared by the U.S. Geological Survey for the City of Tallahassee, Nitrate-N Movement in Groundwater from the Land Application of Treated Municipal Wastewater and Other Sources in the Wakulla Springs Springshed, Leon and Wakulla Counties, Florida, 1966-2018 (Scientific Investigations Report 2010-5099) to develop a comparison between the nitrate loads to the ground surface under 2007 and 2018 conditions in order to recommend reduction targets from OSTDS. The USGS field investigation focused on 500 square miles incorporating Wakulla Springs and other local springs, the City of Tallahassee's Southwest Farm Sprayfield adjacent to the City airport and the City's Southeast Farm Sprayfield. The USGS model then established the fate of nitrogen applied to the land surface from sources upgradient of the model boundary as an established "Inflow" and sources within the model boundary to determine the relative impacts from the sources. LAI concluded that reduction should be focused on the unconfined aquifer area south of the Cody Scarp, within the USGS Study Area, with a target of 29 percent reduction in OSTDS loading.

LAI evaluated alternative treatment technologies where central sewer is not available. Technologies ranged from advanced onsite systems serving individual structures to cluster systems serving localized areas of development. The conclusion was a recommendation to require treatment to 3 mg -N/L for all OSTDS in the Scenario 1 portion of the USGS Study Area. All other areas may remain with properly inspected and maintained conventional OSTDS, based on 79 percent or higher natural nitrogen attenuation or lack of discharge to Wakulla Springs. The City of Tallahassee Master Sewer Plan Target Areas for the Lake Munson Area and the Woodville Rural Community were deemed to be candidates for central sewer extension based on a life cycle \$/kg/yr nitrogen removal basis. The Lake Bradford area was recommended for consideration of sewerage. Further evaluation was recommended to establish limits for advanced treatment cluster and advanced treatment onsite systems in the vicinity of the City of Tallahassee Southeast Farm Sprayfields, Springhill Road, and the Woodville Community.

- 12) Leon County government has received four "septic-to-sewer" projects in the PSPZ through the State of Florida Springs Restoration Grant Program. Three have received design and construction funds: Woodside Heights neighborhood; Northeast Lake Munson area; and the Belair/Annawood area. The Woodville Rural Community has received design funds only. These projects target approximately 2,000 OSTDS for replacement with central sewer.
- 13) Leon County government has received a Springs Restoration Grant for a Passive Onsite Sewage Nitrogen Reduction Pilot project with the District, FDEP and FDOH. The project intent is to install passive OSTDS upgrades for further evaluation of the innovative technology identified during the FDOH study, verifying the nitrogen reduction achieved in local conditions. The pilot project is to occur in the vicinity of the Woodville Rural Community.
- 14) In addition to the declining health of Wakulla Springs and the Upper Wakulla River, streams and lakes within Leon County are demonstrating the impact from nutrient loading to surface waters. Jackson Heights Creek, a tributary entering Lake Jackson, has an adopted federal TMDL for phosphorus reduction to 0.15 mg/L. Lake Munson has an adopted state TMDL for nitrogen reduction by 32.5 percent and phosphorus reduction by 76.7 percent. Lake Talquin has a proposed state TMDL for nitrogen reduction by 27% and phosphorus reduction by 33%.

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- 15) County Quick Facts: The following information (Table 5) is obtained from the most recent Statistical Digest, compiled by the Tallahassee – Leon County Office of Economic Vitality.

Table 5 - Unincorporated Area Quick Facts	
Population; 2017 est.	97,858
2040 forecast	107,600
Housing unit inventory; 2017 est.	41,182
2040 forecast	45,730
Land area (2016)/square miles	563.37
Persons per household; 2017 est.	2.63
Median household income; 2017	\$66,209
Median home value; 2017	\$214,749

C. Joint City of Tallahassee and Leon County Activities

- 1) The City and Leon County entered into the Water and Sewer Agreement on May 10, 2005. The City was granted an exclusive franchise to provide water and sewer to all properties located within the County that are not located within an existing or applied for franchise area. Target areas for water and/or sewer service were established for the Woodville Community, Centerville Trace Subdivision and Harbinwood Subdivision. (Note: the Harbinwood Subdivision lies within the area assessed by the District for septic tank impacts to Lake Jackson.) The document establishes the basis to determine the availability of City water and sewer service for new development; the requirement that standards for design and construction of water and sewer systems by providers other than the City shall be at least equal to those of the City; and the provision to revoke the City's franchise where service is determined to be unavailable in favor of other providers, or for the use of OSTDS and on-site potable wells. The agreement also provides for County approval of the City's long range Master Plans for water and sewer service within the franchise area.
- 2) In 2012, the City and County Commissions, acting as the Blueprint Intergovernmental Agency (IA), established a Sales Tax Committee to assist in determining potential uses of extending the one cent sales tax for infrastructure and economic development. The Sales Tax Committee evaluated proposals from the City of Tallahassee, Leon County and community groups. One project proposed by the Water Resources Committee was to implement recommendations from the 2011 LAI project, entitled "Creating Comprehensive Wastewater Management for Leon County Unincorporated Area: Nitrogen Reduction and Infill Development". The project consisted of:
 - a) Part I: Wastewater Management Plan and Execution at a cost of \$2.8 million
 - i) Evaluate options to establish a Level 4 or 5 Responsible Management Entity (RME), including scope, administrative structure and financing
 - ii) Adopt preferred options and establish the RME
 - iii) Establish regulations for a wastewater treatment standard, and requirement for connection to facilities when available
 - iv) Develop a Wastewater Treatment Facilities Plan for the PSPZ for the appropriate scale, capacity and location of sewer, cluster and septic tanks; including engineering standards for privately built facilities

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- v) Establish a Facilities Financing Plan relying on grants and sales tax for capital expenses and establishing user fees for operation and maintenance
- vi) Determine engineering standards for stormwater treatment to achieve nitrogen reduction in the PSPZ and determine flooding patterns in the Woodville Basin to guide development permitting and stormwater facilities
- b) Part II: Wastewater Treatment Facilities Plan Execution with \$2.2 million for a demonstration cluster facility to serve approximately 100 parcels in the PSPZ and \$50-60 million for residential retrofit or new residential development to support nitrogen standards through the use of sewer, cluster and retrofit of septic tanks.
- c) Part III: Connection Assistance Funding at a cost of \$2 million to assist owners of existing structures with the cost of connecting to existing sewers in the City of Tallahassee or the unincorporated area.

The IA elected to fund \$2.8 million for the Alternative Solutions Study at their April 22, 2014 meeting. The IA subsequently voted to initiate the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) at their June 13, 2017 meeting. Leon County was designated to implement the CWTFP as the jurisdiction responsible for the unincorporated area affected by the Plan.

III. Scope of Services

The County and the IA are seeking to develop a Comprehensive Wastewater Treatment Facilities Plan (CWTFP) to guide selection of wastewater treatment technologies outside of the City of Tallahassee, where central sanitary sewer is the selected treatment method. The alternatives to be evaluated are conventional and advanced treatment OSTDS, cluster systems and central sewer. The options and cost information are to be sufficiently detailed to provide direction for wastewater retrofit as well as to guide new development within the 20 year plan horizon.

The successful Contractor will develop the CWTFP with the goal of reducing nutrient impacts to surface and ground water throughout the unincorporated area and Wakulla Springs, in consideration of the local environmental and soil conditions, technical feasibility, government structures and other conditions and circumstances the Contractor deems appropriate:

- 1) Establish the appropriate target percent nitrogen reduction rate relative to conventional OSTDS, utilizing attenuation and loading factors provided in the 2014 FDEP NSILT report. Document criteria used to establish recommended targets. Consideration shall be given to the following criteria:
 - a) Site location within BMAP PFA 1 and PSPZ;
 - b) Areas where the UFA is unconfined, semi-confined, and confined as designated by the 2014 FDEP NSILT report;
 - c) Karstic areas as designated by the 2007 LAVA map;
 - d) Proximity to surface waters with documented nutrient impacts;
 - e) Location relative to the Urban Services Area or Rural Communities;
 - f) Location within Unsewered Target Areas defined by the City of Tallahassee Master Sewer Plan;
 - g) Density of existing and future land use; and
 - h) Locations served by existing wastewater treatment facilities.

Deliverable will be a report of the classification system and map of the recommended nitrogen reducing performance criteria for existing development retrofit and minimum standards for new development. Land use shall be based on existing zoning and on build-out conditions for future land use.

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- 2) Evaluate cost-effectiveness of alternative technologies to achieve target percent nitrogen reduction. Costs shall be calculated for expense per kilogram-N reduced relative to conventional OSTDS, and shall include:
- a) Design and permitting expenses;
 - b) Construction of treatment system;
 - c) Construction of collection system and connections as appropriate;
 - d) Systems charges as appropriate;
 - e) Right-of-way or easement acquisition; and
 - f) Operating, maintenance, repair and replacement expense, including license fees.

Deliverable will be table of relative expense for OSTDS, cluster system, and central sewer per household for a range of housing density within areas identified in Task 1. Report shall document the impact of existing versus future land use in cost-effectiveness calculation.

- 3) Identify and describe factors influencing selection of treatment technology other than cost-effectiveness, such as:
- a) Site location within BMAP PFA 1 and PSPZ;
 - b) Site location relative to the Urban Services Area and Rural Communities;
 - c) Adjacent land availability for cluster treatment system;
 - d) Right-of-way for collection and transmission system construction;
 - e) Density of existing development and future land use;
 - f) Anticipated impact to existing and future land use density;
 - g) Technology history of reliability in similar site conditions;
 - h) Scalability of technology;
 - i) Technology suitability for retrofit versus new development;
 - j) Existing WWTF available capacity;
 - k) Proximity to existing and/or proposed central sewer collection system;
 - l) Anticipated property owner participation rate in retrofit activities;
 - m) Time required for implementation;
 - n) Local Comprehensive Plan direction regarding wastewater treatment; and
 - o) Other criteria the Contractor deems appropriate.

Deliverable shall be a matrix of pros and cons, including weighting factors, to guide technology implementation. A report shall be provided describing the development of the matrix and analysis of relevant criteria.

- 4) Develop a series of scenarios to implement OSTDS retrofit based on cost-effectiveness and greatest technology implementation score from Task 3.

Deliverable shall be a series of maps of retrofit target areas and standards for new development with associated technology recommendation.

- 5) Evaluate total annual nitrogen reduction achieved through implementation of recommended alternatives of the planning horizon of 20 years. Identify any technical or physical constraints on implementation which will influence timing to achieve FDEP target reductions and maintain load targets in build-out conditions (future land use).

Deliverable shall be a report outlining recommendations for phasing to achieve maximum nitrogen reduction within planning horizon.

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2017/2018; and,

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

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

Adopted this 12th day of December, 2017.

LEON COUNTY, FLORIDA

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

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

BY: _____

Approved as to Form:
Leon County Attorney's Office

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

FISCAL YEAR 2017/2018 BUDGET AMENDMENT REQUEST

No: BAB18006
Date: 12/1/2017

Agenda Item No: _____
Agenda Item Date: 12/12/2017

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	062006	343918	000	BP Comp Wastewater Treatment Project	-	500,000	500,000

Subtotal: 500,000

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	062006	53100	535	Professional Services	-	500,000	500,000

Subtotal: 500,000

Purpose of Request:

This budget amendment allocates funds in the amount of \$500,000 for professional services for the development of a comprehensive wastewater treatment facilities plan. This project is reimbursable from Blueprint 2000 up to \$500,000.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

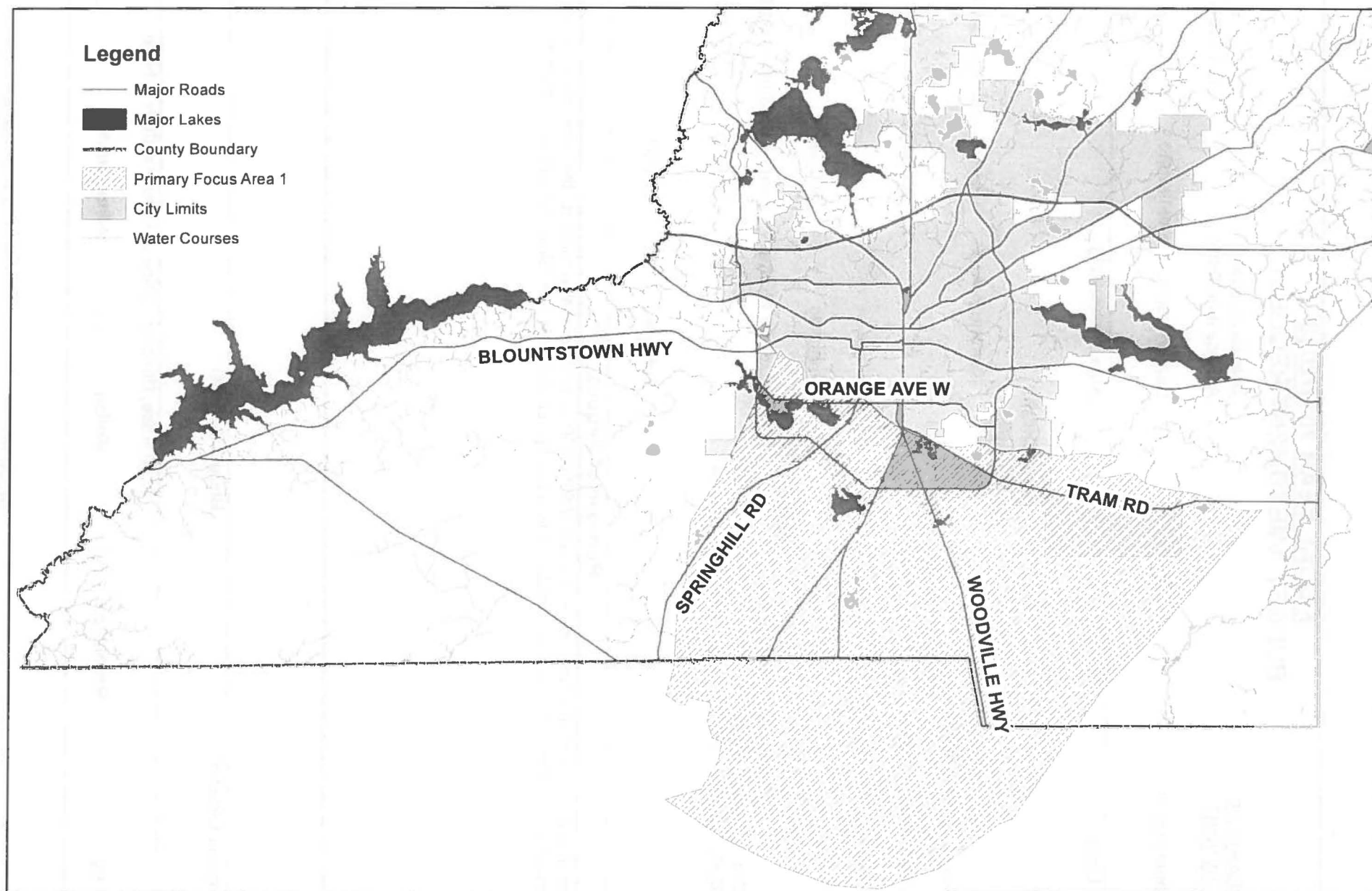
Approved By:

Resolution ☒

Motion ☐

Administrator ☐

Upper Wakulla River Primary Focus Area 1



5 2.5 0 5 Miles

Initial Scope of Services

Leon County Comprehensive Wastewater Treatment Facilities Plan

Introduction:

The Comprehensive Wastewater Treatment Facilities (CWTF) Plan will evaluate alternative wastewater treatment technology for application throughout the unincorporated area of Leon County in order to reduce nitrate loading from OSTDS to the aquifer. The CWTF Plan will analyze and develop options for extending central sanitary sewers, locating central sewer alternatives such as decentralized sewage treatment facilities, or implementing alternative onsite sewage treatment and disposal system (OSTDS) technology. The Plan will map areas for implementation of the appropriate technology throughout the unincorporated area. The recommendations will identify associated capital and operating expenses sufficient to meet state and federal requirements for financial assistance such as the State Revolving Fund Loan Program.

Project Background:

The water quality and biological health of Wakulla Springs and the Upper Wakulla River have declined over the past several decades. Research by the NFWFMD, the FDEP and the US Geological Survey determined that increased nitrate loadings in the groundwater discharged at Wakulla Springs are the primary cause for the decline. The FDEP adopted a Total Maximum Daily Load (TMDL) of 0.35 mg/L nitrates in the Upper Wakulla River in 2012 to restore a healthy biological community to the river. Following adoption of the TMDL, the FDEP started development of a Basin Management Action Plan (BMAP) to identify the necessary steps to achieve the healthy biological system. The primary focus of the BMAP adopted in October 2015 is reducing nitrate loadings from sources upgradient from Wakulla Springs, particularly wastewater treatment plants and OSTDS.

The BMAP adopted by FDEP includes a number of management strategies proposed by stakeholders to assist in achieving the necessary nitrate reductions. One of the strategies committed to by Leon County was construction of central sewers in the Primary Springs Protection Zone (PSPZ), subject to annual budget and appropriation, utilizing funds from the County's share of the Sales Tax Extension. The County also committed to evaluating the Florida Department of Health (FDOH) study of passive nitrogen-reducing systems to amend the code of laws to require the use of appropriate systems in the PSPZ where central sewers are not available.

The City and County Commissions, acting as the Blueprint Intergovernmental Agency (IA), sponsored a referendum to extend the one cent sales tax for infrastructure and economic development. The Alternative Sewer Solutions Study is one of the identified projects. The IA voted to initiate the Facilities Plan at their June 13, 2017 meeting. Leon County was designated to manage the CWTF Plan as the jurisdiction responsible for the unincorporated area which will be addressed by the Plan.

Data Provided:

Project background from the IA agenda item, the Sales Tax Committee deliberations and the informational brochure will be provided to two consultants under Utility Engineering Continuing Supply contract to Leon County. TCGIS will provide the 2015 Basemap planimetric and digital elevation model update and the Leon Aquifer Vulnerability Analysis coverage.

Leon County Public Works will also provide the following reports and presentations for use in developing the project approach and schedule for completion:

- Davis, J. Hal, Brian G. Katz, and Dale W. Griffin. "Nitrate-N Movement in Groundwater from the Land Application of Treated Municipal Wastewater and Other Sources in the Wakulla Springs Springshed, Leon and Wakulla Counties, Florida, 1966-2018". 2011
- Lombardo & Associates, Inc. "Onsite Sewage Treatment and Disposal and Management Options – Final Report for Wakulla Springs, Leon County, Wakulla County & City of Tallahassee, FL". 2011
- Eller, Kirstin T. and Brian G. Katz, Ph. D. "Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area". 2014
- Hughes, Jamie. "Septic Tank Conversion Prioritization Using Geographic Information System (GIS) in Wakulla springs Springshed". February 2017 BMAP OSTDS Committee Presentation
- Groover, Roxanne L. "Decentralized Onsite Systems". May 2017 BMAP OSTDS Committee Presentation
- Homann, Moira R. "Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP)". May 2017 BMAP OSTDS Committee Presentation

Scope of Services:

Leon County requests proposals to provide environmental support, mapping and utility engineering services for the Comprehensive Wastewater Treatment Facilities Plan comprising the following activities:

1. Environmental Support – evaluate groundwater susceptibility to nitrates throughout the unincorporated area utilizing LAVA, NSILT and other generally accepted technical studies. Assist with prioritization criteria for wastewater treatment technology selection. Provide environmental review of alternatives for Facilities Plan.
2. Mapping – integrate current GIS data relating to BMAP focus area, existing and future land use, existing population density, LAVA coverage, Leon County wastewater treatment method inventory by parcel, and FDOH septic tank permit data (2012 – 2017). Incorporate infrastructure mapping provided by utilities. Develop map of coherent project areas for implementation of alternative wastewater treatment technologies.
3. Utility Engineering – evaluate alternative wastewater treatment technology to include upgrade of OSTDS, utilization of cluster systems and connection to central sanitary sewer. Coordination with existing utility providers is essential. Delineate appropriate project areas for technology implementation. Determine capital and operating expenses for project areas, including impacts to utility provider as appropriate. Develop prioritization criteria for Facilities Plan implementation, considering at a minimum benefit/cost analysis, easement or right-of-way constraints, construction feasibility, permitting constraints, and established Rural Communities. The final report shall be sufficient to meet requirements of State Revolving Fund Loan Program.
4. Public Meeting Support – sufficient graphic and technical support will be necessary to staff two public presentations and compile public input.

Selection of Firm:

Project proposals will be evaluated for the project approach and the time to complete the work.

Commenter	Issue	Where Addressed
Robert Deyle	Planning horizon	Section III - Introduction to Scope
	Include alternative technologies	Section III.2
	Limit sewer placement to USA or Master Plan Target Areas	No direction given; contrary to Comprehensive Plan
	Use existing NSILT factors for groundwater susceptibility	Section III.1
	Establish 4 project area types based on USA/Target Area location and state of development	Consideration of factors in Section III.3
	Define if maps defined by parcel boundary or other unit	No direction given; to be determined during project based on data refinement
	Define "coordination with existing utility providers"	Sections III.1 and 3
	Separate "evaluation" from "prioritization" criteria	Sections III.3 and 5
	Require cost-effectiveness analysis based on NSILT factors	Section III.2
	Establish prioritization criteria based on NSILT factors	Section III.4
	Load reduction estimates should specify assumptions regarding adoption rates of new technology by existing and future owners	Section III.3 and 5
	Utilize data from 2011 Lombardo report, 2035 City Master Sewer Plan and TLC-GIS mapping	No direction given; data will be made available for Contractor's use
	Require Respondents to demonstrate expertise and experience in similar projects	No direction given; standard selection criteria
	Invite other firms to bid	RFP process
Anthony Gaudio	Do not limit process to Continuing Supply Contracts	RFP process
	Expand advanced OSTDS methods beyond "passive" nitrogen removal	Reference to "passive" reduction removed from RFP
	Plan is to identify best option for wastewater throughout Leon County including central sewer, advanced treatment or standard septic, and onsite cluster systems	Section III - Introduction to Scope
	Cost effectiveness analysis to be performed for each parcel	No direction given; to be determined during project if data refinement supports parcel level analysis

Commenter	Issue	Where Addressed
Curtis Baynes	Planning horizon	Section III - Introduction to Scope
	What are the standards to be achieved?	Section III.1
	Provide review of previous consultants rather than have consultant repeat environmental analysis	Section II - Project Background summarizes documents which Contractor will be expected to review and utilize as appropriate
	Direct placement of onsite systems, central sewer or cluster system selection	Contractor to evaluate site conditions per Sections III.2 and 3
	Explain benefit/cost analysis	Section III.2
	Explain prioritization criteria	Section III.5
	Explain State Revolving Loan Fund	Reference removed; scope addresses IA direction
	Will the CWTFFP address future land use?	Section III.1
Wakulla Springs Alliance	Do not limit scope to sewer or "passive" nitrogen reduction systems	Section III - Introduction to Scope
	Do not limit process to Continuing Supply Contracts	RFP process
	Limiting project cost to \$200,000 to use Continuing Supply contracts limits scope of work to be completed	No restriction placed on fee; RFP process rather than Continuing Supply contracts
	Provide more detailed direction on scope of work to mitigate OSTDS nitrogen impacts to Wakulla Springs and Leon County surface waters	Section III.1 to 5
Debbie Lightsey	Do not limit scope to "passive" OSTDS	Section III - Introduction to Scope
	Do not pay for repetition of studies previously completed	Section II - Project Background summarizes documents which Contractor will be expected to review and utilize as appropriate
	Use full RFP process including deliverables and milestones	Section III.1 to 5
	Require evaluation criteria for technology selection	Section III.3
	Require cost-effectiveness analysis	Section III.2

Commenter	Issue	Where Addressed
Alan Niedoroda	Budget for study should be established using current labor rates and direct costs	No restriction placed on fee; RFP process rather than Continuing Supply contracts
	Do not limit scope to "passive" OSTDS	Section III - Introduction to Scope
	Establish nitrogen reduction performance standards	Section III.1
	Evaluate technologies by appropriate site application, retrofit condition	Section III.3 and 4
	Document reduction in groundwater nitrogen levels as scenarios are implemented	Section III.5
Pamela Hall	Deliverable will not be a single map but a series of maps	Section III.4
	Do not limit scope to "passive" OSTDS	Section III - Introduction to Scope
	Establish nitrogen reduction performance standards	Section III.1
	Address timing for compliance with new standards	Section III.5
	Evaluate cost-effectiveness based on nitrogen removed compared to conventional septic systems	Section III.2
	Use the City Master Sewer Plan for capital expenses to sewer Target Sewer Areas, and compare to alternative technologies	Section III.3 and 4
	Provide criteria for using cluster systems	Section III.3 and 4
	Consider impacts to urban sprawl and environmental impacts from development	Section III.3
	Combine recommended performance standards with cost-effectiveness to create mitigation scenarios	Section III.4
	Evaluate nitrogen removed over time	Section III.5
	Analyze wastewater policies and regulations with recommendations for revision	No reference provided; outside of IA scope

Revised Comments on Draft Leon County CWTFP Scope of Services
Robert E. Deyle, Vice Chair, Wakulla Springs Alliance
October 17, 2017

I am submitting these comments in my capacity as a member of the Wakulla BMAP OSTDS Advisory Committee. They do not represent the position of the Wakulla Springs Alliance Board.

I do not believe that the Scope of Services as written provides sufficient direction to the respondents to assure that the study produced will meet the intent of Sales Tax Project #26 as originally formulated by the Leon County Water Resources Committee. I suggest the following revisions so as to more effectively guide the preparation of responses to the Scope of Services that are sufficiently explicit to be judged against the intended purpose of the study.

1. Planning horizon – The Scope of Services should specify a planning horizon for this study. It seems logical to have it conform to that of the City of Tallahassee 2035 Master Sewer Plan Update (Hatch Mott MacDonald, 2016).
2. Alternative treatment technologies to be evaluated
 - a. Advanced Treatment OSTDS technologies
 - i. The Scope of Services should specify a minimum total nitrogen removal rate for advanced treatment OSTDS to be assessed in the study
 - ii. Advanced treatment OSTDS technologies should not be confined to passive nitrogen-reducing systems
 - iii. The Scope of Services also should specify that all advanced treatment OSTDS technologies assessed must be currently licensed by the Florida Department of Health and/or have NSF-245 approval.
 - b. The “connection to sewer” option should only be assessed within Unsewered Target Areas defined in the City of Tallahassee Master Sewer Plan Update (Hatch Mott MacDonald, 2016) that are located outside the City of Tallahassee, and other unsewered areas located outside the City of Tallahassee and within the Urban Service Area. For these areas, the Scope of Services should specify that alternatives analyzed must include (a) connection to sewer, (b) cluster systems, and (c) advanced treatment OSTDS
 - c. Elsewhere, the alternatives analyzed should be limited to (a) cluster systems and (b) advanced treatment OSTDS
3. Scope of Services Task #1: Environmental Support
 - a. This project does not need to analyze “groundwater susceptibility to nitrates” for the entire unincorporated area. The consultant should utilize the PFA designation in the BMAP as the primary determinant of spatial prioritization and otherwise apply the recharge factors defined in the NSILT (Eller and Katz, 2014). PFA designation is based in part on LAVA.

- i. Areas located within the BMAP basin that are outside the PFA should be given higher priority than areas located outside the BMAP basin, including those areas within the Primary Spring Protection Zone (PSPZ) that are outside the BMAP basin
 - ii. Further delineation of priorities within non-PFA areas within the BMAP basin can be defined using the NSILT recharge area differentials. Doing so will facilitate a systematic approach to conducting a cost effectiveness analysis of alternatives for each project area – see 5.d. below
 - b. It's not clear what is meant by "provide environmental review of alternatives for Facilities Plan."
- 4. Scope of Services Task #2: Mapping
 - a. Project area mapping types: I urge the county to stipulate in the Scope of Services that all areas of the unincorporated area be classified into one of four types of project area:
 - i. Currently developed properties within Unsewered Target Areas and other unsewered areas as defined in the Master Sewer Plan Update (Hatch Mott MacDonald, 2016) that area located outside the City of Tallahassee and within the Urban Service Area (USA) where projects would comprise wastewater treatment system retrofits
 - ii. Currently developed properties outside the USA where projects would comprise wastewater treatment system retrofits
 - iii. Currently undeveloped properties within Unsewered Target Areas and other unsewered areas located outside the City of Tallahassee and within the USA where projects would comprise new wastewater treatment facilities
 - iv. Currently undeveloped properties outside the USA where projects would comprise new wastewater treatment facilities
 - b. Map layers should correspond to the criteria to be used for evaluating alternatives within the project areas and for prioritizing among the project areas – see next section
 - c. What should be the basic spatial units – property parcels? TAZs? Other?
- 5. Scope of Services Task #3: Utility Engineering – This section should more clearly specify the particulars of the desired analysis, including sets of minimum required evaluation criteria and prioritization criteria and applicable methods and assumptions.
 - a. What should be the nature of the "coordination with existing utility providers"?
 - b. Two sets of assessment criteria appear to be needed: (a) evaluation criteria to be used to select the most appropriate wastewater treatment technology within designated "project areas" and (b) prioritization criteria that can be used to select among project areas to determine which projects should be undertaken first during implementation

- c. This task directs the respondents to “develop prioritization criteria” as a project product, but then indicates several criteria that should be “considered at a minimum.” Ideally, the assessment criteria should be established prior to commencement of the study. I think the Scope of Services should stipulate criteria that must be used and invite the respondent to identify others in their response to the Scope of Services rather than in the final product.

The Scope of Services lists the following as minimum criteria: benefit/cost analysis, easement or right-of-way constraints, construction feasibility, permitting constraints, and established Rural Communities.

- d. Given the objective stipulated in the Introduction to “reduce nitrate loading to the aquifer” and the directive in Task #3 to determine capital and operating costs, it would be more straightforward to conduct a cost-effectiveness analysis rather than a benefit/cost analysis which entails calculating net social welfare discounted to present time.

For assessing technology alternatives within project areas, a cost-effectiveness analysis should be conducted for annual total nitrogen load reduction per household for each applicable technology alternative in that project area, i.e. cost per kg/yr of total nitrogen reduction per household

- i. Cost: Task #3 speaks only to capital and operating costs. I believe actual connection costs (not connection fees) also should be included, regardless of who would pay for them, since these are not likely to be the same for each alternative. Cost estimates should reflect the type of project area – see section 4.a. above
- ii. Annual total nitrogen load reduction per household: Calculate by applying NSILT values for annual loading per capita, persons per household in Leon County, and the attenuation factor for each wastewater treatment technology (Eller and Katz, 2014, pp. 16; 28)¹:

$$TNLR_{ic} = TNPP * PPHH_c * (TMTR_i) * (AF_i)$$

Where $TNLR_{ic}$ = annual total nitrogen load reduction per household (kg-N/hh/yr) for technology i in county c

$TNPP$ = annual total nitrogen loading per capita = 4.5 kg-N/per/yr

$PPHH_c$ = persons per household in county c = 2.48 per/hh

$TMTR_i$ = total nitrogen reduction by technology i [insert values for T.P. Smith WWTP or selected advanced treatment OSTDS used for individual OSTDS or cluster system]

¹ Substitute the revised NSILT values if they become available in time to be useful. It’s probably more important to use a consistent method than to use the most recent values for annual total nitrogen loading per capita and persons per household in the county except to the extent that they affect costs.

AF_i = attenuation factor for technology i = 0.60 for WWTPs and 0.40 for OSTDS

- e. The Scope of Services should specify additional evaluation criteria that the respondents must employ in assessing alternatives within each project area as well as other prioritization criteria for prioritizing among the project areas in which strategies should be implemented first.

- i. Which of the other criteria listed in Task #3 (easement or right-of-way constraints, construction feasibility, permitting constraints, and established Rural Communities) should be used as evaluation criteria within project areas and which should be used as prioritization criteria among project areas?
- ii. "Permitting constraints" is vague; the following specifics at a minimum ought to be required:
 1. Land use types and maximum residential densities permitted by current zoning (see section v. below)
 2. Local and state regulations regarding minimum lot size for OSTDS
- iii. Adequate available land for cluster system central treatment operations
- iv. Population estimates for currently undeveloped Project Areas (see 4.a.iii and iv.) should be developed using the same methods used in the Master Sewer Plan Update (Hatch Mott MacDonald, 2016).
- v. Priorities among individual project areas ought to be assessed on the basis of total load reduction to the Upper Floridan Aquifer within the BMAP basin (see section 3.a.i. above) by applying the applicable NSILT recharge factor (Eller and Katz, 2014, p. 29) for the project area locations (confined = 0.1; semi-confined = 0.4; unconfined = 0.9) to the load reductions formula above:

$$TNLR_{ic} = TNPP * PPHH_c * (TMTR_i) * (AF_i) * (RF_{pa})$$

Where RF_{pa} = the NSILT recharge factor project area pa

1. As a general rule, projects located within the BMAP Primary Focus Area (PFA), which corresponds to the unconfined recharge area within the BMAP basin, should take precedence unless projects elsewhere can reduce total loading to the Upper Floridan Aquifer to a greater extent at lower cost per kg-TN/hh/yr, taking into account project area recharge factors.
2. Total load reduction estimates should include explicit assumptions about the percent of households that would participate as well as substantiation for those assumptions including assumptions about mandatory versus voluntary participation, subsidies for connection costs or other costs.

3. Total load reduction estimates for new development and redevelopment (as opposed to retrofits) should include explicit assumptions about projected development densities (based on current zoning) and numbers of new households within project areas within the planning horizon (based on TAZ population projections as in the Master Sewer Plan Update)
6. Maximize bang for the buck
 - a. The Scope of Services should direct consultants to utilize cost and performance information already produced to the greatest extent feasible including the Lombardo Report (citation) and the City of Tallahassee 2035 Master Sewer Plan Update (Hatch Mott MacDonald, 2016).
 - b. Leon County should provide all extant data layers needed for the mapping of optimal technologies by priority area and for selecting priorities among project areas
 7. Demonstrate suitable expertise and experience to conduct this work
 - a. The Scope of Services should require respondents to demonstrate that they have the expertise and prior experience to conduct the types of analyses required for this project.
 - b. The county should invite other consultants to respond to the Scope of Services to maximize the likelihood of obtaining bids from the most qualified firms

References Cited

- Hatch Mott MacDonald. 2016. City of Tallahassee 2035 Master Sewer Plan Update. Tallahassee, FL: City of Tallahassee.
- Eller, K.T. and B. G. Katz. 2014. Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring BMAP Contributing Area. Tallahassee, FL: Florida Department of Environmental Conservation.
- Florida Department of Environmental Protection (FDEP). 2015. Final Basin Management Action Plan for the Implementation of the Total Maximum Daily Load for Nutrients (Biology) by the Florida Department of Environmental Protection in the Upper Wakulla River and Wakulla Springs Basin. Tallahassee, FL: Author.

Comments on Leon County RFP by Anthony Gaudio

I have three major concerns with the Leon County RFP that was presented by Theresa Heiker at the most recent BMAP meeting.

1. Limiting the RFP to only the two recurring contract engineering firms for Leon County.
 - a. It does not appear that these two firms have any onsite wastewater experience and much of this engineering plan concerns remediation of septic tank systems.
 - b. Limiting the cost of the plan to \$200,000 is in of itself not a problem. It is possible that a firm with extensive knowledge of the Wakulla springs basin, the causes for elevated levels of nitrogen in the springs, and extensive knowledge of onsite wastewater technology, may very well be able to meet the needs of Leon County for that price. The stated reason to limit it to that amount though was to allow the county to put out the contract without competitive bidding. This artificially limits the ability for more knowledgeable providers from offering their services and will probably reduce the quality of the finished product.
 - c. Please open the bidding up to whoever may be interested and knowledgeable of the problem and potential solutions.
2. The second issue is that the RFP limits any proposed solutions to the problem to only one type of technology, "passive nitrogen removal".
 - a. Besides deciding the appropriate technology to be used to solve an engineering problem, this particular methodology has no current approved systems in the State of Florida according to Dr. Goa from the Dept. of Health.
 - b. In fact the only systems currently installed in the state that meet the artificially imposed restrictions to "passive nitrogen removal" are either experimental or part of ongoing studies.
 - c. "Passive nitrogen removal" is something that has certain requirements that were dictated by the State of Florida legislature and are not commonly recognized in the rest of the country.
 - d. NSF 245(National Sanitation Foundation) is a standard for nitrogen removal systems that remove from 50% to 90% of nitrogen from onsite waster.
 - i. According to Dr. Goa there are dozens of currently approved systems that meet this standard and are approved for use in Florida by the Florida Department of Health. Why not allow one or more of these systems to be utilized in the BMAP in Leon County?
 - ii. These systems are currently available, have many already installed in this area, with local installers and engineers familiar with them, and a very likely to be the most cost effective technologies available
3. Finally the RFP is too broad in its language and only touches on the scope that the Sales Tax Committee intended when this money was allocated.
 - a. This is supposed to be an engineering plan, not a study. It is supposed to identify the best option for wastewater in all locations in the Leon County, including Central Sewer, advanced treatment septic, standard septic, and Onsite cluster systems.

- b. A Cost effectiveness evaluation is supposed to be done for each area of the county to be implemented on each parcel in different areas in the county using tools like the Leon Aquifer Vulnerability Assessment (LAVA) to assist in the determination.
- c. This plan is part of a three pronged approach that the \$500,000 is to cover and will also include a financial plan and a management plan after the engineering plan is completed.

Anthony Gaudio

Former State of Florida Master Septic Tank Installer – Retired

Former State of Florida Underground utility and Excavation contractor - Retired

**COMMENTS UPON REVIEW OF DRAFT DOCUMENT ENTITLED "LEON
COUNTY COMPREHENSIVE WASTEWATER TREATMENT FACILITIES
PLAN SCOPE OF SERVICES"**

**BY
CURTIS BAYNES
October 9, 2017**

With these comments, I am presenting, more than anything else, questions that came to mind as I read the draft document. One of the questions I have is whether we are involving land use enough? There is a clear emphasis on "engineering" but I am not sure how much engineering is possible without a more complete inclusion of land use considerations. There are also a number of assumptions necessary to prepare this plan; this may require clarification from policy makers. Perhaps there are easy explanations for these points and, if there is, it probably ought to be included here so that a consultant has a firmer understanding of what the county expects.

1. **What is the purpose of Comprehensive Wastewater Treatment Facilities Plan ("Plan")** (Page 1; "Introduction")? The last sentence in Project Background indicates that Leon County will manage the CWTF Plan. When I think of "county," I imagine two key components: Land Use (current, future, potential, etc.) and, in Leon County's case, Environmental Standards. In term so purpose, in my mind, it's a question of "how does the county expect to use this plan?" For example, when I combine Land Use/Environmental Standards with a CWTF plan, I wonder: "What kind of wastewater disposal systems does the county need to ensure that its land use decisions can meet its environmental standards?" A clear purpose statement would help the consultant to better, more easily understand what the county needs from them. Some of the questions that started going through my mind, and these are in no particular order, or particular significance:
 - a. What is the planning horizon: five, ten, 20 years? More? Less?
 - b. How will this plan help to ensure that land use will meet environmental standards?
 - c. How will this guide us into the future?
 - d. Is this a plan, or an "action plan?"
 - e. Will the county implement this, or should we think in terms of a new, different agency?

2. **What are the environmental standards to which the CWTF Plan is to be focused** (Page 1 "Project Background")? The background refers to the TMDL of 0.35 mg/L of nitrates. However, if I understand it correctly, TMDL is a measure of concentration, not system performance. Yes, it could be proxy for evaluating overall environmental health, but does it help the consultant to understand what the plant needs to achieve; e.g., 50%, 70%, or 90% reduction of nitrates from the effluent.
3. **Why would the county want to spend its money for another evaluation or "environmental review"** (Page 2; Scope of Services; "1. Environmental Support")? The draft document calls for the consultant to "Provide environmental review of alternatives for Facilities Plan." However, it seems to me that much of this has already been provided in previous studies, such as LAVA, Lombardo, etc. Rather than ask the consultant to do this again, why not have staff prepare a review and include it in the draft document? It seems to me that the last thing the county would want to do is pay another consultant to do the same thing that other consultants have done before them. It seems to me a better use of resources to include a review of what the previous consultants have done to frame the work for the next consultant.
4. **What kind of engineering does the county expect from the consultant in this study** (Page 2; Scope of Services; "3. Utility Engineering")? The draft document calls for the consultant to "Provide environmental review of alternatives for Facilities Plan." To do so, presumably, they are to "evaluate groundwater susceptibility to nitrates throughout the unincorporated area...." However, it seems to me that much of this has already been provided in previous studies, such as LAVA, Lombardo, etc. Rather than ask the consultant to do this again, why not have staff prepare a review and include it in the draft document? It seems to me that the last thing the county would want to do is pay another consultant to do the same thing that other consultants have done before them. Wouldn't it be a better use of resources to include a review of what the previous consultants have done to frame the work for the next consultant?

A word of caution: An engineer can engineer any system you need. "Engineering" to me connotes how we are going to do something. The "what," "where," and "why" we are going to do something is very different than "engineering." When one knows the "what," "where," and "why," "engineering" helps us to understand "how" and "how much." Engineering can be a substantial time sink and serious drain on the

project's resources. How far is the county expecting the consultant/engineer to drill down into the CWTF Plan? Is there some way to help the consultant/engineer here? Perhaps stratifying the work somehow, based upon existing policy preferences, or logical relationships? For example,

- a. All lots inside the city and the urban service area will be sewerred.
- b. On-site disposal systems will only be allowed on lots of ½ acre or more, depending upon zoning/land use (the current standard of two units per acre).
- c. No on-site disposal systems on any lot (improved, or unimproved) that is less than ½ acre. Future disposal systems would require some form of shared system (e.g., cluster system).
- d. No existing zoning will be changed to accommodate future use.

5. **Some areas in the draft document seemed to me to be a vague.** I will list those here; perhaps someone can clear them up for me.

- a. **What do we mean in terms of "upgrade of OSTDS"** (Page 2; Scope of Services; "3. Utility Engineering"; first sentence)? The draft document calls for an evaluation "to include upgrade of OSTDS." Are we talking about replacing existing systems with new systems? Retrofitting existing systems to increase nitrate removal? For example, what occurred to me is that there may be
 - i. Modify existing systems to improve nitrate reduction (e.g., retrofit an existing system to provide advanced treatment).
 - ii. Install new OSTDS systems in new construction on lots of ½ acre or more that provide advanced treatment to reduce nitrates.
 - iii. Connect lots of less than ½ acre with a cluster system.
- b. **What do we mean in terms of "benefit/cost analysis"** (Page 2; Scope of Services; "3. Utility Engineering"; next to the last sentence)? The draft document calls for consideration of "benefit/cost analysis." What kind of

analysis do we mean: dollar cost/benefit, environmental cost/benefit? evaluation "to include upgrade of OSTDS."

- c. **What do we mean in terms of "develop prioritization criteria for Facilities Plan implementation"** (Page 2; Scope of Services; "3. Utility Engineering"; next to the last sentence in the paragraph)? The draft document calls for the consultant to "develop prioritization criteria for Facilities Plan implementation." This took me back to goes back to an earlier question: What is the purpose of this study? It would seem to me that this study should produce an action plan of some kind, not criteria to use in some future action plan. Is the county looking for a plan, or an action plan?
 - d. **What do we mean in terms of "State Revolving Fund Loan Program"** (Page 2; Scope of Services; "3. Utility Engineering"; last sentence)? The draft document states that the "final report shall be sufficient to meet requirements of State Revolving Fund Loan Program." This is the second time the SRFLP has been mentioned. It seems to be that someone has funding on their mind. Rather than have the consultant spend research time trying to find these requirements, it seems to me that it should be spelled out in the Project Background, or elsewhere.
6. **Land Use.** Upon reading the document, I perceived weaving throughout it current and land use, but another dealing with "engineering." I will not repeat my earlier comments about "engineering." However, I wonder how much more focus should be on land use versus engineering. One of the questions I had is, given what our future land use plans are, how does this comprehensive plan help to deal with the wastewater generated from that use? Is this something that can be "engineered" in a comprehensive wastewater facilities plan?

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Earth Jurisprudence

Wakulla Springs Alliance

"Protecting and restoring water quality, spring flow and ecological health of Wakulla Spring."

Dear Mr. Long and Members of the Leon County Commission – I write on behalf of the Wakulla Springs Alliance to request that you put the brakes on issuing the Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) as it was presented by Theresa Heiker on October 17 to the OSTDS Advisory Committee for the Wakulla Basin Management Action Plan (BMAP).

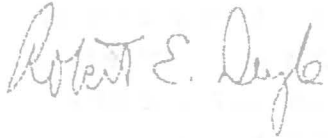
That approach has three major flaws that must be remedied for the CWTFP to accomplish the intent of this component of the Alternative Sewer Solutions Project that the Blue Print Intergovernmental Agency approved for advance funding on June 13, 2017:

1. Restricting the scope to "passive" onsite sewage nitrogen reduction systems such as the recently developed Florida two-stage systems that are the subject of a planned pilot project in Leon County undermines the intent of the project to evaluate the full range of available alternatives to sewer hookups as a strategy for reducing nitrogen pollution of Wakulla Spring from septic tanks (OSTDS). While recent research suggests that passive systems hold promise, their cost effectiveness has not been fully demonstrated through substantial use and evaluation. The State Department of Health has permitted numerous other systems that can reduce nitrogen discharges by 50 percent or more. The CWTFP should assess the full suite of available options in evaluating the cost-effectiveness of alternatives to sewerage properties to remediate nitrogen pollution of our lakes and ground water from OSTDS.
2. Limiting the offering to a scope of work issued to the only two firms with continuing contracts with the county greatly constrains the likelihood of securing the best available professional expertise for preparing this plan. The two firms with continuing contracts do not appear to have substantial experience with onsite and cluster systems.
3. Limiting the contract amount of less than \$200,000 so as to be able to restrict the offering to the two continuing contract firms, prematurely limits the scope of the work that can be accomplished.

The scope of services is thin, lacking much of the detailed direction needed to assure that a truly comprehensive assessment is done that informs the county's strategies for mitigating the harmful impacts of OSTDS nitrogen on the county's surface water resources as well as Wakulla Spring. The Wakulla Springs Alliance recommends that the county shift to an invitation to negotiate approach, open to

the full array of firms with demonstrated expertise in designing and engineering onsite sewage nitrogen reduction systems as well as cluster systems employing advanced nitrogen removal technology. Doing so will bring that expertise to bear on fully defining a scope of services that will assure citizens of Leon County that we have the best available information for protecting our water resources in the most cost-effective manner possible.

Sincerely,

A handwritten signature in cursive script, reading "Robert E. Deyle". The ink is dark and the signature is fluid, with a large, stylized 'R' and 'D'.

Robert E. Deyle, Vice Chair
Wakulla Springs Alliance

From: Debbie Lightsey
To: HeikerT@leoncountyfl.gov; [Homann, Moira](#)
Subject: Comments: T. Heicker Oct. 17th. presentation - CWTF Plan
Date: Wednesday, October 25, 2017 2:51:11 PM

Please accept my comments:

1. Do not confine this Plan to only "passive" OSTDS systems as described in the presentation. That is a severe & unhelpful limitation which will exclude many very efficient, off the shelf, cost effective nitrate removal OSTDS systems in wide use elsewhere ...
2. Do not pay to replicate research, products & data bases already available. The list of source material was not complete. This is the most studied & heavily documented First Magnitude Spring & Springshed in the Country.
3. Please do a full RFP process to get the best Plan at the best price. The RFP should include deliverables, milestones & possibly phasing. This needs to be a competitive process with a list of required expertise & experience from respondents...including experience with OSTDS and cluster systems, environmental analysis, land use and systems planning.

Developing a list of evaluation criteria for employing alternative Wastewater treatment technologies in various locations in the County could be one significant deliverable. As would a cost comparison of utilizing one technology over another. This is not a standard Wastewater system engineering contract and should not be treated as such.

Thank you for giving us the opportunity to make input to this process. This Plan if done well will provide recommendations that if implemented can make our community's future truly sustainable- environmentally & economically.

Debbie Lightsey
2340 Cypress Cove
Tallahassee, FL 32310

Sent from my iPhone

Comments on the Scope of Services for the Comprehensive Wastewater Treatment
Facilities Plan. By Alan Niedoroda PhD – retired environmental consultant
October 27, 2017

The current draft of the Scope of Service needs considerable revision. I believe that the intent of this study project is considerably more broad than the current draft provides.

Perhaps it is best to first consider what is needed as the output from this study project. This should be a well-documented tabulation of the most practical and cost-effective nitrogen-reducing septic systems that can be utilized for all of the site conditions of the county. This tabulation, with associated maps and descriptions of projected performance expectations, is to be used by the county to guide ongoing and future decisions and plans to reduce excess nitrogen nutrients concentrations in the groundwater. Although these considerations can be of particular interest to the Wakulla Springs BMAP program the study must be directed county-wide because nutrients from septic systems discharged via groundwater to surface water bodies is a common environmental problem.

The requested scope of services needs to cover broad considerations and to provide for specific steps (or phases), intermediate deliverables and rather specific final deliverables.

The expected budget for this study should not be derived from a generalized comparison with previous studies because of the unique scope of services. Instead, once the scope is well-defined a task-by-task work effort estimate should be made resulting in task-by-task cost estimates and schedules. These are then to be used with estimate current labor rates and estimates of the other direct costs to derive the estimated total project costs that can be expected to be proposed in response to the solicitation. This then allows for a refinement of the requested scope of service so that the appropriated funds are well-used but not exceeded. It appears certain that this cost will be on the order of twice the current estimate.

The requested scope of work should include review of a much wider range of nitrogen-reducing septic facilities and not be restricted to just passive systems.

A straightforward performance criteria should be developed as a first step in the project. This could be as basic as 95% nitrogen reduction in the zones where the aquifer is unconfined, and 50 % reduction elsewhere. Broadly defined criteria are preferred but the proposals should be allowed to introduce their own list of performance criteria parameters to account for such things as total system costs, applicability to specific site conditions, and others. The resulting scheme for evaluation of the amount of nitrogen nutrient reduction should produce a suitable measure that can be applied to all of the

different septic systems under evaluation within all of settings and conditions across the county.

The description of the scope of services should direct the respondent to propose a set of criteria for evaluating the nitrogen-reducing facilities according to a site and utilization classification system. First the county can be simply represented by areas where the limestone aquifer is unconfined, semi-confined and well-confined. Whether the systems are best suited for new construction, retrofitting or replacement of failed systems could be the second level partitioning. Additional partitioning to account for access to sewer lines, soil percolation rates, housing density and others parameters should be proposed by the respondent to show that all of the general parameters are taken into account by this classification system. Obviously these parameters should be as general as possible to keep the classification system manageable. Once this is designed it can serve to organize a tabulation of the relative effectiveness of each of the nitrogen-reducing facilities that is suitable for each combination of parameters.

The scope of services should direct the work to produce a central core evaluation consisting of a series of tables listing in relative order the suitability of the various systems for each combination of parameters in the site and utilization classification system. That is, for example, there would be a list of optional facilities best suited for new construction in areas where the aquifer is unconfined and perhaps also distinguished by one or two other parameters.

The scope of services could then go on to direct the project to successively refine the evaluation of systems listed in the stratified classified system. There are a large number of these considerations that are being enumerated by Robert Deyle and Pam Hall.

It is recommended that the project be organized in four phases to include: 1) development of nitrogen-reducing septic system performance criteria and the site and utilization classification system, 2) population of a series of tables with lists of candidate septic systems ranked according to their relative suitability for each of the elements within the classification system, 3) development and evaluation of potential application scenarios for the expected reduction of nitrogen-rich nutrients in the groundwater at local and county-wide scales over time as the most highly ranked systems are progressively utilized, and 4) a general report text addressing the many other detailed issues that need to be considered in applying the results of this study. Each of these four phases should be required to produce a report with associated tables and maps. These reports should be subjected to a documented review with the consultant required to correct deficiencies. These reports should be made public shortly after they have been accepted as a completion project milestone.

Submitted by Alan Niedoroda, 6000 Miller Landing Cove, Tallahassee, FL 32312

Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan

Comments on and suggestions for the Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan.

In my opinion, the current draft of the Scope of Services fails to describe the goals of the Comprehensive Wastewater Treatment Plan (CWTFP), is too focused on BMAP nitrogen reduction issues, restricts onsite systems to an limited technology, and does not seeks consultants with the expertise needed for this project.

CWTFP Goals

The goal of the Blue Print Alternative to Sewers project is for Leon County to have a plan that:

- Reduces the current impact from wastewater on our lakes, streams, ground water, aquifer and Wakulla Springs;
- Prevent further pollution to these water resources, and
- Supports new development where it can be sustainably built.

The Blue Print project is intended to address the full suite of issues our community faces in the process of accomplishing these goals. All of the plans of the project should provide us with options for implementation and an analysis of the consequences of our choices on the rate of nitrogen reduction, protection of water resources and support of sustainable development.

The facilities plan is the first one, probably the most complicated and expensive. But I hope we can complete all of the BP project plans with the \$500K allotted.

The RFP for the CWTFP should include the overall goals and the role of the facilities plan it achieving these goals. It is much more than a plan to meet FDEPs goal for Leon County's share of meeting the TMDL for Wakulla Springs.

CWTFP Deliverables

The current scope of services implies that a final deliverable is "a" map of projects prioritize by the requirements of the Wakulla Springs BMAP.

I think this is too narrowly focused for two reasons.

The first is that the use of the word "project" implies a concerted, most likely publically planned and financed project to change the waste water treatment for a given area in the unincorporated area. Examples of typical projects are sewer extensions or the "passive" onsite test-bed project. However, I believe there will be many on-site systems on parcels in the PSPZ and elsewhere that will never fall with in the boundaries of a "project". Also, not every conversion of an existing septic tank ought to be done as a public capital project. There may be other ways to encourage and/or require

Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan

mitigation of existing development on septic tanks. These may include public support, but don't have to include public works.

The other aspect is the implication that there will be a single "map" solution. I believe what we need is a collection of different maps, each one will integrate nitrogen reducing standards, locations where the standards apply, the technologies that can be used successfully to meet the standards, the cost-effectiveness of those technologies and the timing of requirement for new and existing development to meet the standards and/or connect with facilities that do. The implications of each "map" would include analysis of total nitrogen reduced overtime, total cost over time, and the amount of development support and limitation collateral impacts of development.

Another deliverable should be analysis of existing state and local policy and regulations that affect wastewater treatment facilities, with recommendations for amendments or adoptions of new policies or regulations. Also, which changes are needed to accomplish each of the "map" options provided and the implications of not making suggested changes.

The standard for on-site facilities

I believe the CWTFP should be used to help establish standards for nitrogen reduction in wastewater treatment throughout the unincorporated area. Designating a specific type of facility i.e. "passive" as the standard for onsite treatment is inappropriate. The standard should not be a technology but a percent of nitrogen reduced relative to the conventional septic system and all technologies that can achieve such should be considered.

The CWTFP is our opportunity to consider both the environmental impact and development support opportunity of different standards and technologies based on location. Location criteria should include aquifer vulnerability, location relative to the Urban Services Area (USA), rural communities and the plans for availability of COT sewer in the Master Water and Sewer Plan 2035 (MWSP).

Choice of consultants

The consultants need to be experts in onsite and cluster systems, to understand the many technologies of both, how to assess their costs, and the opportunities and limitations they offer in comparison to central sewer. The COT MWSP has detailed and up-to-date analysis of the price and extent of sewer for targeted areas in unincorporated Leon County and for the entire urban services area. There is little need for more information on sewer projects. (However, the MSWP only includes capital costs but it is an easy piece of accounting to add average connection costs and the monthly usage fee which equates to the operations and maintenance fee of cluster an on-site systems)

Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan

Outline of Questions and Considerations to Address when writing the Scope of Study – issues for the consultant to help us resolve

Below I offer questions and issues the County should consider while creating the Scope of Services and the rest of the RFP. I have couched this outline in a series of questions that I believe need to be addressed in order to have a really useful and complete CWTFP. A good consultant will also help the County determine what are the most useful ways to state the problems and provide options for resolution.

I know my suggestions are incredibly detailed and reflect a long and thoughtful process to write a good RFP and manage it to the final deliverable. I recognize the burden this places County staff expertise and time. Perhaps including Blue Print and COT staff in sharing a phased review of deliverables could reduce this burden and produce the CTWFP our community needs and was envisioned in the BP Alternative to Sewer project.

I hope you have the patience to read it all and find it useful.

Thank you very much for this opportunity to participate.

Sincerely,
Pamela Hall

The Goal of the Plan

Questions:

What is the overall goal of wastewater treatment and development support in Leon County?

What role does CWTFP play in the goal?

The goal of the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) and the financing and management plans which will follow, is to create a wastewater treatment system that reduces pollution to our lakes, ground and spring waters, supports new development and preserves rural areas.

It should help Leon County develop a comprehensive approach to land use that sustains the environment and enhances our private and public economy well into the 21st Century.

The CWTFP is the core of this planning process and is the “map” – of wastewater treatment standards and wastewater technology to meet those standards. It will also create a prioritization based on the most effective mitigation of existing septic tanks and impact of new development. It will also provide a measure of the cost to achieve the benefits of protecting our water and rural areas and supporting sustainable development.

Pamela Hall

Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan

We propose that there are 3 basic steps to achieving a valuable CWTFP; establish nitrogen reduction standards for wastewater treatment, evaluate the cost effectiveness of currently used and allowable technologies for treatment, and mesh these two together to create a "map" of wastewater treatment standards and the best technology to achieve these. Then describe how to achieve this map, priorities, policy changes, costs and benefits to water quality and land use.

Scope of Services

- 1. Assist in establishment of nitrogen reduction standard(s) for wastewater treatment in unincorporated Leon County.**

Questions:

What standard(s) of nitrogen reduction should be established?

Where should the standard(s) apply?

When should new and existing development be required to meet the new standard(s)?

- a. Express the standard as % nitrogen removed in comparison to the average of a conventional septic system. Evaluate the FDEP BMAP approach of including treatment before disposal, attenuation of any ground component of system and recharge rate at the point of disposal. The type of standard can be applied to any wastewater technology and comparison.
- b. Consider how or if the standard should differ based on; aquifer vulnerability, location of existing septic tanks, projections of population growth and development, type of development and existing policy and regulations of State and local governments. Consider generalizations to create a relatively simple (set of) standards and areal extent of each.
- c. The above include the boundaries of COT, Urban Services Area (USA) and Rural Communities, the existing land use and zoning and future land use, State policies and regulations regarding wastewater treatment for springs, local policies concerning the Primary Springshed Protection Zone (PSPZ), COT extension for private and public entities, etc.
- d. Consider that all septic tanks throughout Leon County impact water resources. Septic tanks in the PSPZ are equivalent to 2.25 septic tanks in most of the rest of Leon County, in terms of pollution load. What is the effect of only increasing wastewater treatment in the PSPZ if new development outside of it continues to add the pollution load of conventional septic tanks? Or existing failed septic tanks are replaced with conventional technology?
- e. Consider the differences in accomplishment of nitrogen reduction based on when development has to comply with a new standard. When does new development comply? When does existing development on septic tanks have to connect to treatment facilities such as sewer or large cluster systems as they are built? When do failed septic systems have to be replaced with systems that meet the new standards? The timing of

Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan

requirements will affect the total amount of nitrogen reduced and the effective cost of facilities that treat more than one septic tank.

- f. Consider using different standards based on whether a replacing the facility is sewer, cluster or onsite. FDEP regulations sewer and large clusters. FDOH regulates small clusters and onsite. Consider using different standards of nitrogen reduction for these permit categories. For instance, replacement of existing septic systems with other onsite, but nitrogen reducing onsite facilities could have a lower reduction standard than connection to an FDEP facility, such as COT sewer. Differences in standards based on rational objective criteria should be considered.
 - g. Calculate the total amount of nitrogen removed under existing and recommended standard(s). There will be a variety of suites of options to consider. Calculations may be preliminary until all components of project are completed.
 - h. **Deliverable – an initial analysis of the effectiveness of different standards in terms of nitrogen reduction, total amount of nitrogen reduced, and the time when development will have to meet these new standards. This will be revisited as the rest of the tasks of the RFP are completed.**
2. **Provide an assessment of the nitrogen removal capacity, cost of different treatment technologies and potential opportunities and collateral negative impact of each technology.**

Questions:

How can new and existing development be able to meet these standard(s) and how cost effective will these technologies be?

How will these standard(s) and the technologies that can be used to meet them help support a sustainable pattern of development?

- a. Calculate cost effectiveness for a variety of treatment systems including COT sewer extension, FDOH permitted onsite systems, and cluster technologies. Costs include capital cost, connection cost, operation and maintenance, permitting and ongoing use fees, as appropriate to the technology. Cost effectiveness is the \$\$ / kg N reduced relative to conventional septic systems.
- b. Use the COT Master Water and Sewer Plan 2035 (MWSP) for the assessment for the capital costs of providing sewer to defined areas of unincorporated Leon County (Targeted Sewer Areas). Assess the cost effectiveness of sewer for the TSAs in comparison with other treatment systems. Take into account any characteristics of these areas that may constrain utility of alternative treatments.
- c. Provide criteria for determining best use of cluster systems. These are systems that are unfamiliar to Leon County and lots of guidance in their appropriate and best use is needed.

Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan

- d. Provide description of the opportunities and limitations that these technologies provide and the impacts their installation can have on future development capacity.
- e. Address the consideration of the opportunity for development that the technologies will create as well as the potential for pressure to exploit sewer extensions in areas where development is not being encouraged by local land use policy and regulation.
- f. Consider how this will affect development inside the unincorporated area of the Urban Services Area (USA). Some areas are not developing at allowable density because of limited technologies for wastewater. This is resulting in "urban sprawl" inside the USA! Consider how new technologies will affect pressure to build denser developments in urban fringe and rural areas.
- g. Also, development brings other environmental impacts, specifically stormwater runoff. The nutrient load from stormwater runoff is another component of the BMAP and Leon County will have responsibility towards reducing nitrogen from stormwater also. So consider how a choice of technology can affect current and future development patterns.
- h. **Deliverable - an initial analysis of the cost effectiveness of different technologies and the opportunities and negative impacts of each. This will be revisited as the rest of the tasks of the RFP are completed.**

3. Create Mitigation (Nitrogen Reduction)/Development Support Scenarios:

Questions:

How to mesh to nitrogen reduction standards, technologies, mitigation (reduction) of current septic tank pollution, and supporting development where it is appropriate?

How to provide options for achieving CWTFP goals and how to adapt the plan as implementation of components occurs?

What existing policies and regulations should be amended or adopted to implement the most effective standard(s)?

Will these standard(s) allow Leon County to meet the Wakulla Springs BMAP nitrogen reduction requirement for wastewater?

- a. Create scenarios of mitigation and development support by combining recommended standard(s) with the cost effectiveness of wastewater technologies that can achieve them.
- b. Create a time line to achieve the recommended standard(s) for new and existing development. Consider how the timing of having existing septic tanks meet new standards will affect nitrogen reduction estimates. Compute scenarios of the total amount of nitrogen reduced over time as development fully meets new standards.
- c. Ask for an analysis of the existing policies and regulations for wastewater including COT policies for extension into the unincorporated area for new

Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan

development, publically funded extension for health or environmental impact mitigation, regulations for development inside USA, regulations for outside USA and in Rural Communities.

The permitting of a wide variety of wastewater technologies that can provide nitrogen reduction protecting water and support higher densities will provide land use challenges to our community. Let the consultant provide us with some examples of how other communities handle these consequences.

- d. Make recommendations for changes in local policy and regulation to achieve each scenario. Local governments can regulate nutrient reduction in wastewater. Existing policies based on limited technology options should be re-examined in light of the recommendations on standards and technology.
- e. For each scenario, demonstrate how and when it meets Leon County's obligations in the Wakulla Springs BMAP OSTDS mitigation plan. The parameters for this may not be available until the CTWFP is underway.
- f. **Deliverable: Complex "map" for each scenario with the areal extent of standards, the technology options (if any) for achieving those standards for existing and new development, other layers as needed to explain the scenario choices. Databases that support the map. Method of use and updating maps and databases.**

4. Deliverables:

- a. Provided deliverables in a phased manner so that the results of an analysis can be used to inform the components and criteria of the next steps.
- b. Identify how the plan and Mitigation/Development Support scenarios will enable Leon County to achieve the FDEP BMAP nitrogen reduction expectations for the Wakulla TMDL. Provide prioritization to the implementation of CWTFP to meet these State goals.
- c. Provide a GIS system of maps that indicate areal extent of standards and best technology to achieve them. Consider that rural and semi-rural (areas outside the Urban Services Area and Rural Communities) may not represent contiguous "areas". Provide method of updating maps to reflect changes in development, infrastructure and policies. Degree of ease of use of the map should reflect the professional capacities of TLH-GIS. (I.e. it doesn't have to be user friendly – GIS experts will access it and update it.)
- d. Provide databases that support the maps and other appropriate datasets for analysis to implement CWTFP over time.
- e. Provide reports and analyses that were needed to complete project.

Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan

5. Documents and Data provided by County

Datasets/GIS layers/Local Government documents

- Environmental conditions: LAVA map, LIDAR, soils (perhaps the individual layers of the LAVA maps), water body boundaries and water sheds
- Database and accompanying GIS layers for land use (Planning Department and OEV), population growth, FDOH and LC septic tank database including permitting information, COT sewer infrastructure and identification of existing septic tanks within regulated connection distance to existing sewer lines, MWSP CIP components, etc.
- Existing State policy in regards to wastewater and springsheds. Relevant FDEP and FDOH regulations including list of approved OSTDS technologies. Access to current demonstrated capacity, cost, effectiveness, etc. of technologies under consideration for permitting by FDEP and FDOH,
- COT Master Water and Sewer Plan 2035, inter-local agreements on sewer franchise and extensions, history and description of publicly financed extensions into the unincorporated area (Killearn Lakes, Woodside, etc.), description of COT policies in regards to private development sewer needs
- Current Leon County funds and projects for wastewater treatment.

References and other Resources

- EPA Cluster Wastewater Systems Planning Handbook
- Lombardo Associates – focus on technology cost and effectiveness sections. The hydrogeology is of less importance now with BMAP NSILT analysis and Comprehensive Plan policy concerning the PSPZ.
- Eller, Kirstin T. and Brian G. Katz, Ph. D. “Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area”. 2014 (NSILT)
- Homann, Moira R. “Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP)”. May 2017 BMAP OSTDS Committee Presentation.
- Presentations at the Wakulla Springs BMAP OSTDS Committee
- Blue Print IA agendas on CWTF, Sales Tax Citizens Committee project description, Water Resource Committee project description.
- Hughes, Jamie. “Septic Tank Conversion Prioritization Using Geographic Information System (GIS) in Wakulla springs Springshed”. February 2017 BMAP OSTDS Committee Presentation.

**Comments Regarding December 12, 2017
Board of County Commissioners Agenda Item #15**

Attachment # 4
Page 1 of 4

Commenter	Issue	Where Addressed
Wakulla Springs Alliance (attached letter)	1. Evaluate all Unsewered Target Areas from the City Master Sewer Plan for alternative technologies	Board commitments have been made through directing staff on Sales Tax Extension Projects, specifying central sewer in the PSPZ for the BMAP Management Strategies, executing the City/County Water and Sewer Agreement and/or accepting grants for Woodville Rural Community, Lake Munson/Four Points, Harbinwood Estates and Centerville Trace. The balance of the unincorporated area will be evaluated for alternative technologies - Section II. C. Joint City and Leon County Activities Item 2 and Section III.3
	2. Florida Springs Protection Act of 2016 does not prohibit any and all OSTDS on lots less than 1 acre if the systems comply with standards to be contained in Wakulla OSTDS Remediation Plan to be adopted by July 2018	RFP contains wording of statute without any modification or interpretation. Consultant is directed to consider adopted agency action in Section II. Project Background.
	3. RFP should acknowledge FDEP is preparing update to NSILT and BMAP, as well as preparing the OSTDS Remediation Plan for adoption by July 2018	Section II. A. State Activities Item 4. g)
	4. 2012 federal TMDL for Upper Lake Lafayette with 0 percent reduction in nitrogen and 36 percent reduction in total phosphorus was omitted from Section II.B Leon County Activities item #14	Section II.B Leon County Activities Item 14
	5. Updated NSILT values for nitrogen attenuation and loading factors should be used by contractor rather than the 2014 values	NSILT Revision remains in draft; pending final resolution, Consultant is directed to use adopted agency values in Section II. Project Background and Section III.1.
	6. Section 1 Scope of Services list of criteria to be considered should reference the BMAP OSTDS Remediation Plan to be adopted by July 2018	Section III.1.a)

**Comments Regarding December 12, 2017
Board of County Commissioners Agenda Item #15**

Attachment # 4
Page 2 of 4

Commenter	Issue	Where Addressed
Wakulla Springs Alliance (attached letter)	7. Section 5 Scope of Services should direct contractor to document assumptions regarding participation rates and timing in retrofit activities	Section III.6.a-c
Pamela Hall (includes attached letter)		The City of Tallahassee Master Sewer Plan Section 5.2 describes the use of census data projections within the Urban Service Area and Unsewered Target Areas for system impact assessment. The proposed wastewater alternative technology analysis will need to consider the maximum density allowed for each parcel/area being evaluated to account for undetermined development timing.
	1. Do not utilize Future Land Use build-out conditions to account for future development wastewater needs; utilize City of Tallahassee Master Sewer Plan projections of growth patterns.	
	2. Utilize the COT Master Sewer Plan cost estimates for sewer in the Unsewered Target Areas.	Section II. C. Joint City of Tallahassee and Leon County Activities Item 2
	3. Provide direction to consultant on time for compliance with retrofit goals.	Section III.6
	4. Identify financing options for alternative implementation to guide next study on financing improvements.	Consultant to document policy assumptions influencing retrofit participation - Section III.6
	5. Use more than one treatment standard for retrofit and new development	Section III. 1
	6. All costs, including plumbing from house to sewer, should be included in alternative evaluation.	Section III. 2. c)
Alan Niedoroda (includes attached e-mail)	1. Add emphasis to nutrient impacts on surface water bodies and their connection to aquifer.	Section II. Project Background

**Comments Regarding December 12, 2017
Board of County Commissioners Agenda Item #15**

Attachment # 4
Page 3 of 4

2. Add statement to referenced information on "Effects of Septic Systems in the Lake Jackson Watershed" report that shoreline neighborhoods require OSTDS retrofits now or in near future	Consultant will be given report as part of data for analysis.
3. Useful to provide Section II. Project Background as separate information from the RFP	Section II. Project Background will be included with RFP

Commenter	Issue	Where Addressed
Alan Niedoroda (includes attached e-mail)	4. Structure RFP to have citizen input on phased interim reports	Section III. 4 and 7
Anthony Gaudio	1. Support comments from Wakulla Springs Alliance and Pam Hall	Note responses above.
	2. No mechanism to upgrade OSTDS, only extend sewers; need upgrade plan for OSTDS	Section III. Scope of Services, Section III. 2
Debbie Lightsey	1. Evaluate all Unsewered Target Areas for full range of technologies to ensure most technically feasible and cost-effective alternative is selected for wastewater treatment	Section II. C. Joint City and Leon County Activities Item 2 and Section III.3
	2. Unclear whether all of the unincorporated area being evaluated	Section III. Scope of Services
Curtis Baynes	1. Is solicitation by Request for Proposal or Invitation to Negotiate more appropriate?	Request for Proposal is selected mechanism for maximum participation.
	2. Plan needs to address growth per the land use plan for Leon County's jurisdiction while maintaining environmental standards	Section III. 1 and 3
	3. Need to evaluate different areas by different standards - PSPZ, USA, low density development, etc.	Section III. 1 and 3
	4. May need different governing body to address issues raised by OSTDS management	This is the technical study of alternatives; later phase to evaluate management structure

**Comments Regarding December 12, 2017
Board of County Commissioners Agenda Item #15**

Attachment # 4
Page 4 of 4

Bob Deyle	1. Refer to Wakulla Springs Alliance letter regarding reassessment of central sewers for all Unsewered Target Areas; original intent of Blueprint project proposal to do so	Section II. C. Joint City and Leon County Activities Item 2 and Section III.3
	2. Provide response for each comment on RFP.	Table and revised RFP
	3. Keep citizens involved with review during project.	Section III. 4 and 7
	Follow-up meeting of January 9, 2018: e-mailed text revision to Section III. 1	Section III. 1
Bart Bibler	January 9, 2018: Section III. 6 to evaluate reduction from management of conventional OSTDS for optimal performance	Section III. 6

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Gail Fishman

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Protection

Cal Jamison

Supervisor, Wakulla
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Debbie Lightsey

Retired Tallahassee
City Commissioner

Ryan Smart

President, 1000 Friends
of Florida

Rob Williams

Attorney, Center for
Earth Jurisprudence

Wakulla Springs Alliance

"Protecting and restoring water quality, spring flow and ecological health of Wakulla Spring."

December 7, 2017

Dear Mr. Long and Members of the Leon County Commission – I write on behalf of the Wakulla Springs Alliance to commend staff for their response to comments received on the original Scope of Services for the Comprehensive Wastewater Treatment Facilities Plan (CWTFP). They did an outstanding job of acting on the comments submitted and documenting how they disposed of those comments in the draft RFP that will come before the Commission on December 12th. At this point we have one remaining concern to raise and a few minor refinements to recommend.

We urge the County Commission to provide clear direction that the RFP should instruct the contractor to fully assess alternatives to central sewer for remediating septic tank impacts within all 14 of the Unsewered Target Areas defined in the *City of Tallahassee 2035 Master Sewer Plan Update* (Hatch Mott MacDonald, 2016), including the Woodville Rural Community. These areas were designated for connection to central sewer without the benefit of the comprehensive cost-effectiveness assessment of alternatives which the CWTFP is intended to provide.

We recognize that Comprehensive Plan Policy 4.2.5: [C] states that “the preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community . . . shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards.” However, that policy also was not informed by a comprehensive analysis of alternatives as intended by the CWTFP. While the contractor should acknowledge the predisposition of Policy 4.2.5[C], their analysis should provide the basis for assessing the cost-effectiveness of that policy choice against the other technical and engineering alternatives.

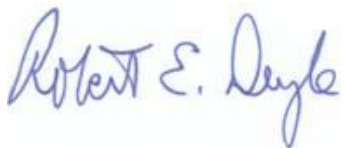
Our minor recommendations include the following.

1. We do not read Section 28 of the Florida Springs Protection Act of 2016 as prohibiting any and all onsite treatment and disposal systems (OSTDS) on lots of less than 1 acre as stated on page 2 of the staff report. The statute (Section 373.811(2)) prohibits within a priority focus area “New onsite sewage treatment and disposal systems on lots of less than 1 acre, if the addition of the specific systems conflicts with an onsite treatment and disposal system remediation plan incorporated into a basin management action plan . . .” We read this as requiring that any new or replacement OSTDS installed on lots of less than 1 acre must comply with any design or technology standards contained within the Wakulla OSTDS Remediation Plan which is to be adopted no later than July 2018.

2. The RFP (Attachment #1, p. 2 of 11) should acknowledge in Section II. A. State of Florida Activities that FDEP is developing revised nitrogen source inventory and loading (NSILT) estimates as well as a revised BMAP that will include an OSTDS Remediation Plan which is to be adopted by July 2018.
3. Section II.B. Leon County Activities item #14 (Attachment #1, p. 8 of 11) concerning lake TMDLs also should mention the 2012 federal TMDL for Upper Lake Lafayette which calls for a 0 percent reduction in total nitrogen and a 36 percent reduction in total phosphorus.
4. In Section 1 of the Scope of Services the list of criteria to be considered in establishing target nitrogen reduction rates (Attachment #1, p. 10 of 11) should specify use of the attenuation and loading factors in FDEP's revised NSILT rather than the 2014 NSILT (see preceding comment #2).
5. The Section 1 Scope of Services list of criteria to be considered also should include the BMAP OSTDS Remediation Plan that is to be adopted by July 2018.
6. In Section 5 of the Scope of Services, the RFP should direct the contractor to document their assumptions about the following in estimating total annual nitrogen reduction that will be achieved:
 - a. Participation rates by property owners in the recommended retrofit strategy for each area;
 - b. Rates at which existing conventional septic tanks will fail thereby triggering required retrofits per the policies set forth in Comprehensive Plan Policy 4.2.5[C]; and
 - c. Any other policy assumptions that dictate which properties must engage in what retrofits at what point in time over the 20-year planning horizon.

Thanks for making this an open and transparent process for developing the project scope of services. We believe that as a result, the CWTFP will have the potential to be a critically important element in our community's efforts to remediate nutrient impacts on water resources in our county and to do our share to restore Wakulla Springs.

Sincerely,



Robert E. Deyle, Vice Chair
Wakulla Springs Alliance

Comprehensive Wastewater Treatment Facilities Plan, Request for Proposals

Dear Commissioners:

Thank you very much for this revision of the CWTF Plan RFP. I really appreciate the time and effort staff put into listening and responding to all of the comments on this proposal.

The new RFP clearly is a request for a plan that addresses the need to protect all of Leon County's water resources, to mitigate the impact of existing development and to provide for future development. This RFP aims to provide us with sustainable wastewater treatment. Yeah!

I have a few remaining concerns about emphasis in the Scope of Services and the directions provided to the consultant. I request that you ask staff to consider the following issues and revise the RFP accordingly.

1. Accounting for future development wastewater needs

Please ask staff to remove references to maximum Future Land Use build out and zoning densities and to direct the consultants to rely on the COT Master Water and Sewer Plan (MSWP) for analysis of existing and future land use patterns. Specifically the analysis of the 14 Unsewered Targeted Areas and assessment of the remaining Urban Service Area – provides more realistic and census based data. Relying on FLU build out will not be useful.

Throughout the RFP draft the consultant is directed to use Future Land Use maximum density and zoning to estimate future wastewater treatment needs and costs. These values will hugely overestimate development in the next few decades. For instance, FLU maximum densities would accommodate 350,000 people in the unincorporated area. According to the OEV demographic analysis, there are about 96,000 people in the unincorporated area now and the expected increase over the next 20-30 years is about 10,000. Clearly, using the build out to FLU is not a useful approach.

The Comp Plan policies that direct 90% of growth to the Urban Services Area (USA) and growth outside the USA to the Rural Communities are sufficient general direction to identify where future growth will occur. The MWSP estimates are in alignment with the realistic estimates.

Also, the MWSP provides a good template for how to geographically analyze the unincorporated USA. It identifies neighborhood and larger areas that were designated by the County: 14 Unsewered Target Areas, including Woodville Rural Community and for the remaining portion of the unincorporated USA. The MWSP provides location specific data on existing development, platting and other aspects of realistic future growth capacity for each of these areas. Its cost estimates for sewer were done in 2015 and are sufficiently recent so they can be used for this Facilities Plan. The Facilities Plan consultant can estimate the cost of alternatives to sewer: ie OSTDS and cluster in each

using the MSWP organization as a template and need not spend time and money on re-estimating sewer costs. Cost estimates for the remaining unincorporated area in outside the USA should be based on OEV data as FLU maximums and zoning would also result in huge overestimates of rural development.

2. Anticipated property owner participation rate in retrofit activities and time required for implementation.

Owner participation will strongly reflect when compliance with new treatment standards is required and who pays for it. Please ask staff to provide realistic options to the consultant for time of compliance and financing options so that the required scenarios will directly aid the Commission in addressing the next steps of the implementation of the Facilities Plan.

Remember, this Facilities Plan is the first of three plans. The next two will be about how to implement this plan. At that later date, the Commission will want to know what the implication of financing and compliance options are in order to address these questions

The Facilities Plan can provide analysis of how different financing and compliance options will affect rates of nitrogen reduction, public and private costs and support future development. No decision about exactly what to require or how to pay for it is needed at this time, but scenarios of different options can be created to inform future Commission decisions in the Facilities Plan.

Future issues that will need to be addressed include:

Will connection to sewer be required when it is extended or can the owners wait to connect until their septic tanks fail? Are systems fees and plumbing costs going to be subsidized by the County? Or not?

If a septic tank fails on a rural property, is the owner required to meet the new treatment standard for replacement? Will this be a private expense or will there be some form of public assistance?

If sewer is the best option in side the USA, will all new development be required to connect to sewer and only be able to use nitrogen-reducing OSTDS in Rural areas?

Clearly, "participation" and acceptance of new standards by your constituents will be directly related to when compliance will be required and how it will be paid for. The consultant will not necessarily, be aware of the specific concerns the Commission will have about financing. The consultant will not decide what options are preferred, but this is the chance to get objective analysis of options you will want to consider in the next steps of implementation.

3. Analyses option of using different treatment standards for onsite vs sewer

Differences in treatment standard should not be based on the age of development: ie new vs existing, but could be based on technology used for nitrogen reduction: ie OSTDS vs sewer. This could greatly affect owner participation, private and public cost.

Please direct staff to require the consultant to analyze the cost effectiveness, owner participation rates and capacity to meet overall nitrogen reduction needs based on using a less stringent nitrogen-reducing standard for replacement with OSTDS in comparison to connection to sewer. The permitted treatment volume limits of FDOH vs FDEP effectively distinguish between onsite and sewer technology.

COT sewer connection is the same high level of treatment no matter where it is extended to and it also is usually the most costly. But it will often be the most appropriate due to higher density of existing development and needed support for more density in the future.

However, there will also continue to be locations where septic tanks are the only appropriate form of wastewater treatment, notably in the Rural and Urban Fringe areas. Depending on aquifer vulnerability, existing septic tanks in these areas will need to be replaced with nitrogen reducing OSTDS and new development should be built on nitrogen reducing OSTDS.

Nitrogen reducing OSTDS can be designed to provide a variety of different treatment rates, including equivalent to COT sewer. Costs are related to treatment rates.

Consideration should be given to allowing development on OSTDS to use a less stringent nitrogen-reducing standard for both replacement and new development. This could create significant cost savings for the portion of development that will continue to use onsite systems and should never be connected to infrastructure intended for higher density development. Given that many septic systems will be replaced by connection to sewer which will result in a lot of nitrogen reduction, it may be possible to achieve sufficient total nitrogen reduction with less stringent standards for the remaining OSTDS which will continue to use onsite technology. New and existing development on OSTDS will still, for much of the county, require a nitrogen reducing technology – but it could be less costly than COT sewer especially with a less stringent standard and still, overall, be very effective. (See graph at end of my comments.)

I suggest using the distinction between FDOH and FDEP volume limits. FDOH permits onsite and small volume systems. FDEP is responsible for larger volumes such as sewer and cluster systems. This distinction also reflects land use (rural and large lots vs suburban and urban development, respectively). Using more than one standard based on replacement technology is also an approach being considered in the BMAP.

4. Equal evaluation cost-effectiveness of alternatives

All components, whether usually paid by the owner or public, need to be considered in order to have an equivalent comparison of cost effectiveness. Please include plumbing from house to infrastructure on the list of costs to be considered.

As a part of the comparison of sewer, cluster and OSTDS costs, the list provided in the RFP leaves the cost of plumbing from the house to the pipes for sewer or large cluster system. This plumbing is an inherent component of an OSTDS and cannot be separated to provide an equal evaluation. The design of cluster systems can make even these distinctions more complicated as some onsite treatment component may be required and effluent is piped instead of sewage. Separate accounting for them can be helpful, but all costs have to be included for an objective comparison of nitrogen reducing effectiveness and support for future development.

Thank you very much for your attention to my comments. I hope that County staff will find them useful.

Pamela Hall

References to RFP language:

1. Accounting for future development wastewater needs

- a. Project Background: B. Leon County Activities, 1d) Table of FLU maximum densities
- b. Scope of Services: 1)g) "Density of existing and future land use
- c. Scope of Services: end of section 1. "Land use shall be based on existing zoning and on build out conditions for future land use."
- d. Scope of Services: end of section 2: "Deliverable will be table of relative expense for OSTDS, cluster system and central system per household for a range of housing density within areas identified in Task 1. Report shall document the impact of existing versus future land use in cost effective calculation.

Suggestion – cost estimates for a range of housing densities could be useful, though the densities could be as found in the Unsewered Target Areas. OSTDS densities are defined as not > 2DU/acre, of course.

2. Anticipated property owner participation rate in retrofit activities and Time required for implementation

- a. Scope of Services: 3) l) and 3) m) and
- b. Scope of Services: 4) "Develop scenarios to implement...

Suggestion – Provide conditions to consider for financing (e.g. public payment for infrastructure, connection costs, plumbing costs, OSTDS replacement, etc.) and for time to implementation (e.g. new development, at septic tank failure, when infrastructure becomes available).

3. Option of using different treatment standards for onsite vs sewer

- a. Scope of Services: end of Section 1) "Deliverable will be a report of the classification system and map of recommended nitrogen reducing performance criteria for existing development retrofit and minimum standards for new development."
- b. Scope of Services: end of Section 4) "Deliverable shall be a series of maps of retrofit target areas and standards for new development with associated technology recommendation."

Suggestion – This language appears to indicate that the expectation is to have different standards based on whether development is new or existing. Differences in standards ought not to be based on age of development, but where it is located and what type of technology will be used to upgrade. It is development in areas that will use septic tanks might be a category for a less stringent standard, regardless of whether it is existing needing upgrade or

new. Use of OSTDS will remain throughout the Rural and Urban Fringe (and maybe other locations) and given the low amount of new development intended for these areas, a different standard such as NSF-245 could be a substantial savings in cost (public and private) and still overall provide sufficient nitrogen reduction, because most new and a lot of existing development will be on sewer or connected to sewer.

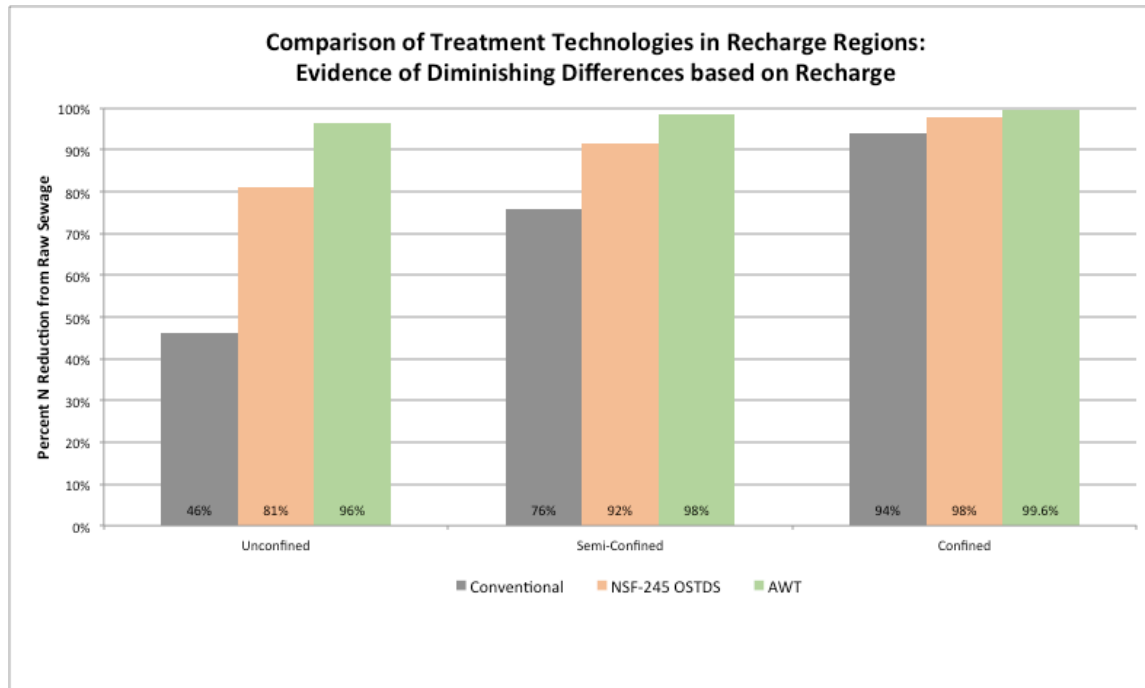
I may be misinterpreting what you intend here, so perhaps just clarification that standards could vary between technology used for nitrogen reduction, not on the age of the development on OSTDS – ie existing or new.

4. Equal evaluation cost-effectiveness of alternatives

- a. Scope of Services: Section 2). Add cost of plumbing from house to sewer or cluster infrastructure to list of items to include when evaluating cost effectiveness

Information supporting the value of considering different standards based on technology and location.

Nitrogen Reduction accomplished by different Technologies in Locations based on Aquifer Vulnerability.



These results are based on values and computations used in the Wakulla Springs BMAP (2015). The amount of nitrogen that reaches the ground water, aquifer and springs depends on treatment, attenuation and recharge.

“Conventional” = nitrogen reduction of typical gravity septic systems

“NSF-245” = FDOH permitted nitrogen reducing OSTDS that can achieve 65% reduction

“AWT” = Advanced Wastewater Treatment that achieved 90% reduction

Attenuation of nitrogen levels occurs in drain fields and spray fields.

“Unconfined” very high soil permeability, areas south of Cody Scarp and the PSPZ

“Semi-confined” less permeable, most of the rest of Leon County

“Confined” very low permeability, limited areas of northeastern Leon County

The graph shows that the differences in the overall effectiveness of treatment technology varies among recharge categories. Specifically, differences among technologies are greatest in Unconfined areas, less so in Semi-Confined and there is hardly any difference in Confined. As cost is related to treatment levels, cost effectiveness (\$/kg N reduced) of technologies varies among regions of Leon County.

Theresa Heiker - Re: Comments on the Comprehensive Wastewater Treatment Facilities Plan Request for Proposals

From: "ALAN NIEDORODA " <a23nied@embarqmail.com>
To: Theresa Heiker <HeikerT@leoncountyfl.gov>
Date: 12/11/2017 1:13 PM
Subject: Re: Comments on the Comprehensive Wastewater Treatment Facilities Plan Request for Proposals
Cc: Tony Park <ParkT@leoncountyfl.gov>, <LongV@leoncountyfl.gov>, John Daile...

Good Afternoon Theresa Heiker -

Let me begin by complimenting the RFP Titled: Request for Proposals for Leon County Comprehensive Wastewater Treatment Facilities Plan that is provided as Attachment 1 to Agenda Item #15 on the December 12 County Commission program. Clearly you have given consideration to several of the comments that I provided in my communication of October 27 as well as those of others who took the time to also provide their thoughts.

I think that the draft of the request for proposals is quite good but I do have a couple of suggestions for minor improvements. I note that this RFP clearly and appropriately emphasizes the concerns about providing information that can result in reducing the nitrogen nutrient load to Wakulla Springs, especially in the area of the soft and thin sands in the southern Woodville Karst Plain. The RFP does also recognize the county-wide scope of this study but I think that it would be in order to add a couple of additional statements to increase attention to the fact that the results of this study are expected to provide essential input to management decisions in all parts of the county where septic systems are, or might become, issues of concern in the decades to come.

With this in mind I recommend that a brief paragraph be added to the end of **Section II. PROJECT BACKGROUND** (page 1 of 11). This paragraph could say something to the effect of: *"The reduction of the nitrogen nutrient load from OSTDS to groundwater, which ultimately discharges at Wakulla Spring, is a major current concern. However, such loading is also an issue at a number of county's surface waterbodies which are known to exceed state nutrient concentration limits. In addition to the direct impacts of the nutrient loads in these lakes and streams, it has recently been demonstrated that their subterranean discharges also contribute to the nutrient load at the springs."* I have noted that these points are made elsewhere in the RFP but I think it would be well to express them in this section as well.

Also, if you agree that it is a true statement, a sentence may be added to the end of item 5) "Effects of Septic Systems in the Lake Jackson Watershed" (page 4 of 11) which would read: *"At present there are many older neighborhoods around the lake and along its shoreline where OSTDS retrofits are now, or may soon become, an issue."*

Finally I note that I benefited from the eight-page Issue Statement that precedes the RFP. I think that this would also be of importance to contractors competing for this project. Although it would not be appropriate to add this Issue Statement to the RFP, I think it would be a good idea to

provide a reference in the RFP to this additional information that is available on the County's web site.

Again, let me express my appreciation for the well-composed RFP.

Respectfully,

Alan Niedoroda

e-mail: a23nied@embarqmail.com

cell phone: (850) 544 -9365

home/office phone: (850) 668-4929

address: 6000 Miller Landing Cove, Tallahassee, FL 32312 USA

Theresa Heiker - Draft revision to first Scope of Work task, section III.1

From: Robert Deyle <rdeyle@fsu.edu>
To: Theresa Heiker <HeikerT@leoncountyfl.gov>
Date: 1/9/2018 10:19 PM
Subject: Draft revision to first Scope of Work task, section III.1
Cc: Pam Hall <Phall@curg.org>

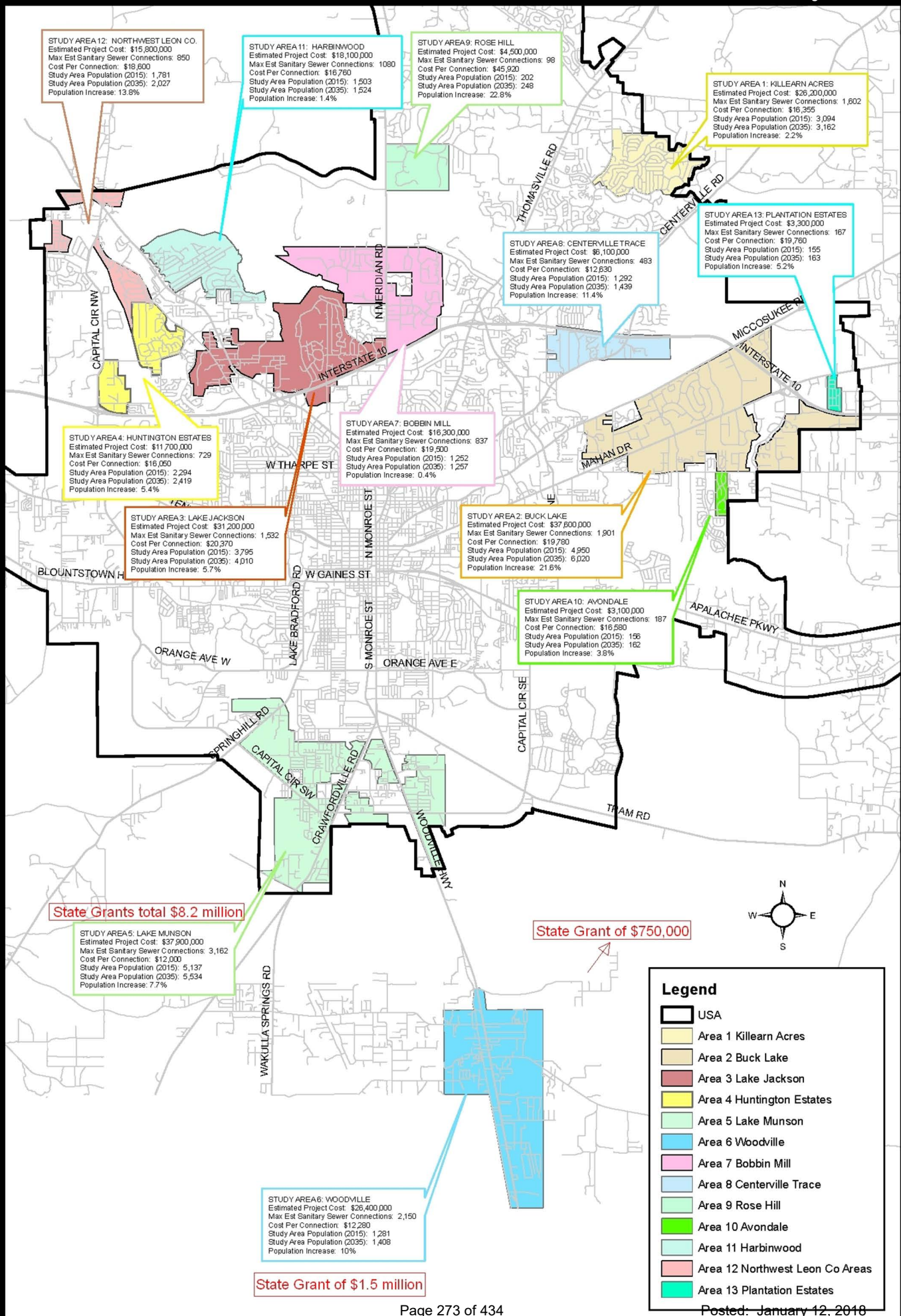
Dear Theresa – Here's an attempt to capture the sense of our discussion about how to identify different performance criteria for different wastewater treatment system types within different land areas in section III.1 of the RFP. I am copying Pam in case she has anything to suggest to refine this further.

-
~~Establish the~~ Define appropriate target percent nitrogen reduction performance criteria for alternative wastewater treatment systems rate relative to conventional OSTDS for separately delineated nitrogen reduction land areas in the unincorporated county, differentiated by recharge, attenuation, and loading factors provided in the 2014 FDEP NSILT report (or most recent adopted agency action) and other appropriate criteria. For each nitrogen reduction land area category, define separate performance criteria for wastewater treated by central sewer facilities and cluster or individual OSTDSs differentiated by FDOH and FDEP regulatory volume classes. Document the criteria used to establish the recommended performance standards for each treatment system type in each nitrogen reduction land area category ~~targets and associated land areas in unincorporated Leon County.~~ Consideration shall be given to the following criteria . . .

Bob

....

Robert E. Deyle, Vice Chair
Wakulla Springs Alliance
<http://wakullaspringsalliance.org/>
[850-443-6657](tel:850-443-6657)



**Leon County
Board of County Commissioners**

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Big Bend Crime Stoppers, Inc. Funding Request

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Teresa Broxton, Director, Office of Intervention and Detention Alternatives Timothy Barden, Budget Manager Eryn D. Calabro, Senior Management and Budget Analyst

Statement of Issue:

This item seeks consideration of a one-time funding request from Big Bend Crime Stoppers, Inc. in the amount of \$50,000 for its Report Crime Initiative.

Fiscal Impact:

If approved by the Board, this item has a fiscal impact of \$50,000. Funding for this request was not included as part of the adopted FY 2018 budget. Funds are available in the general fund contingency account.

Staff Recommendation:

Option #4: Board direction.

Report and Discussion

Background:

At the December 12, 2017 meeting, the Board directed staff to agenda Big Bend Crime Stoppers' (BBCS) \$50,000 funding request (Attachment #1) to support the BBCS' Report Crime Initiative. The request was made by the agency under citizens to be heard at the conclusion of the Board meeting.

Analysis:

BBCS is an organization whose primary purpose is to assist in obtaining information on wanted persons, crimes and criminal activities. The organization serves seven counties in the big bend area including Leon, Wakulla, Jefferson, Taylor, Liberty, Gadsden and Franklin counties. BBCS provides crime-stopping services by working with law enforcement agencies to apprehend individuals who have violated the law. The program is primarily funded through the Crime Stoppers Trust Fund. The Crime Stoppers Trust Fund Act requires a \$20 fee assessment by county or circuit courts for each person convicted of any criminal offense which generates approximately \$60,000 annually.

According to the FY2018 funding agreement between BBCS and the Attorney General (Attachment #2), for FY2014, FY2015 and 2016 BBCS received a total of 2,933 tips, resulting in: 102 arrests, 305 cleared cases through 80 approved rewards. Over the three year period, the average cost for public awareness and rewards for each tip generated has ranged from \$28.11 to \$36.71. BBCS' \$50,000 request will support the Report Crime Initiative which is a new method to stimulate resident participation in the fight against crime. BBCS has indicated that this is a one-time funding request, and that the initiative will be supplemented and continually sustained by the Crime Stoppers Trust Fund.

The \$50,000 one-time funding request is intended to support the following:

- Increase rewards with a minimum of \$500 (tips that lead to felony arrest) up to \$5,000 (murder).
- Remove reward limitations – today rewards are only paid for tips which lead to an arrest.
- Expand reward criteria to include giving rewards for tips which prevent the occurrence of a crime. The criterion for determining if a crime was prevented will be established by law enforcement prior to implementation.
- Expanded Marketing and Education efforts including.

The following is the BBCS's \$50,000 budget:

- Rewards (35%): \$17,500
- Public Awareness/Media (35%): \$17,500
- Reserve (15%): \$7,500 (flexibility to direct funds as needed between rewards and media)
- Administration (15%): \$7,500

Leon County's Discretionary Funding Guidelines Ordinance, governs the allocation of discretionary funding to non-profits eligible for non-departmental funding (Attachment #3).

According to the ordinance, prior to March 31 of each year, the Board determines the annual non-departmental maximum funding levels for specific agencies. Funding is then considered as part of the budget cycle. For FY 2018, BBCS was not included in the non-departmental funding category in the budget.

In accordance with the County ordinance, non-profits may seek funding from the County when the non-profit is requesting funding “for an activity that is not Community Human Service Partnership (CHSP) eligible...” As BBCS is not a direct service provider, BBCS cannot participate in CHSP.

During the October 10 Workshop to Address Crime Statistics in Leon County, the Board authorized the Public Safety Coordinating Council (PSCC) to evaluate and recommend strategies for the use of \$87,000 previously set aside for public safety. The PSCC determined that the funds should be used for two strategies: Youth Intervention and Re-entry. The PSCC will be evaluating proposals at the end of February. Based on the two strategies identified by the PSCC, BBCS’ new initiative would not be eligible for consideration. However, the Board may still request the PSCC consider the BBCS’ \$50,000 request as it directly aligns with reducing crime.

Funds are available in the County’s General Fund Contingency account to support this funding request (Attachment #4). The City of Tallahassee approved \$50,000 in funding for this BBCS Report Crime Initiative in November 2017.

Options:

1. Do not approve the one-time funding request for Big Bend Crime Stoppers in the amount of \$50,000.
2. Approve the \$50,000 Budget Amendment (Attachment #4) and authorize the County Administrator to execute a one-time funding Agreement with Big Bend Crime Stoppers in a form approved by the County Attorney.
3. Request the PSCC consider Big Bend Crime Stoppers Report Crime Initiative to be funded through the \$87,000 set aside for public safety.
4. Board Direction.

Staff Recommendation:

Option #4.

Attachments:

1. Big Bend Crime Stoppers County Funding Request and Budget Proposal
2. 2017-2018 Attorney General and Big Bend Crime Stoppers, Inc. Funding Agreement
3. Discretionary Funding Ordinance
4. Budget Amendment and General Fund Contingency Statement



Report Crime Initiative

❖ Crime Stoppers Mission and Program Objectives

Crime Stoppers primary purpose is to assist in obtaining information on wanted persons, crimes and criminal activities. In turn, the program provides rewards for anonymous cooperation with law enforcement. Crime Stoppers has been an effective tool in solving crime in our community. Tipsters can be eligible for a cash reward for arrest of suspected criminals.

▪ **Why Crime Stoppers?**

- Local Law Enforcement cannot staff to the same levels, presence, and involvement in communities that residents provide
- In any investigation, police and other law enforcement agencies encounter individuals who will not directly provide information. The three key reasons are:
 - ✓ Fear of reprisal
 - ✓ An attitude of apathy
 - ✓ Reluctance to get involved
- Citizens are always present--citizens do/can see, hear, and report crimes. They do not enforce the law!

▪ **Crime Stoppers is**

- A grass roots effort with the most direct means to assist in the fight against crime
- Not law enforcement
- A citizen-based not-for profit dedicated to educating the public about crime
- A means to report crimes anonymously, in their own communities, without fear of reprisal

▪ **Crime Stoppers**

- Makes a difference—it gives a voice to those who know about crime without revealing their identity
- Empowers citizens to become more engaged in their communities and reduce crime in a safe, effective way
- Allows citizens to anonymously provide tips that help investigators identify those responsible for crimes
- Enables citizens to earn rewards for reporting crimes they see that lead to an arrest and charges are filed
 - ✓ Without having to speak directly to the police or other law enforcement agencies
 - ✓ Without having to testify in court

❖ Our Proposal

Crime Stoppers' efforts have repeatedly "cracked" cases. The difference in effectiveness is believed to be the results of wide-spread media coverage, in all forms, the promise and trust of anonymity, and the opportunity for a sizeable reward. This Report Crime Initiative is intended to stimulate residents participation in the fight against crime.

▪ **Funding Will**

- Increase rewards with a minimum of \$500 (tips that lead to felony arrest) up to \$5,000 (murder)
- Remove reward limitations—today rewards are only paid for tips which lead to an arrest.
- Expand reward criteria to include giving rewards for tips which prevent the occurrence of a crime. The criterion for determining if a crime was prevented will be established by law enforcement prior to implementation.
- Marketing/Education
 - ✓ Do direct mailing campaigns and expand social media
 - ✓ Provide educational/promotional items to event attendees and targeted community efforts
 - ✓ Promote a Quarterly "UNITE TO FIGHT CRIME WEEK"—AKA "FUGITIVE ROUNDUP" via regional radio/T.V. media outlets
 - ✓ Expand message and visibility on buses and cabs
 - ✓ Ensure consistency in billboard advertisements and messages

- ☒ Create new avenues to publicize our targeted message.

❖ Budget

Draft budget reflects administrative, rewards, public awareness and media (marketing and education) expenditures by percentage. Crime Stoppers will maintain and report records of all expenses and activities. The Board of Directors will approve all rewards.

- Rewards 35%= \$17,500
- Public Awareness/Media 35% = \$17,500
 - Billboards
 - Radio/TV
 - Door Hangers
 - Social Media
 - Promotional Items/Materials
 - Other
- Reserve 15%= \$7,500
(flexibility to direct funds as needed between rewards and media)
- Administration 15%= \$7,500

Total Budget Request *\$50,000

***This budget represents half of what we believe is needed to ensure the success of this initiative.**

- **Return on Investment.** This initiative will be initially supplemented and continually sustained by the enforcement of Florida statute (938.6). The statute mandates that:

Cost for crime stoppers programs.

- (1) In addition to any fine prescribed by law, when a person is convicted of any criminal offense, the county or circuit court shall assess a court cost of \$20.
- (2) The clerk of the court shall collect and forward, on a monthly basis, all costs assessed under this section, less \$3 per assessment as a service charge to be retained by the clerk, to the Department of Revenue for deposit in the Crime Stoppers Trust Fund, to be used as provided in [§16.555](#).

As administrator of the Trust Fund, the Attorney General Office also collects an assessment of \$3 and distributes the remaining \$14 to Crime Stoppers.

Bottom Line Is, when the public utilizes Crime Stoppers consistently, the more funds will be returned to the organization. Ultimately, fewer funds will be requested from government sources.

In other words, Criminals Fund Crime Stoppers!



RECEIVED

JUN 23 2017

CRIMINAL JUSTICE PROGRAMS
FCPTI

**AGREEMENT BETWEEN THE STATE OF FLORIDA
DEPARTMENT OF LEGAL AFFAIRS
OFFICE OF THE ATTORNEY GENERAL**

AND

ORIGINAL

**Big Bend Crime Stoppers, Inc.
GRANT NO: CRST-2017-Big Bend Crime Stoppers, -00018
CSFA #41.002**

THIS AGREEMENT is entered in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Department of Legal Affairs, Office of the Attorney General, Catalog of State Financial Assistance (CSFA) number 41.002, hereafter referred to as the Agency, and Big Bend Crime Stoppers, Inc., hereafter referred to as the PROVIDER. The parties hereto mutually agree as follows:

ARTICLE 1. ENGAGEMENT OF THE PROVIDER

The Agency hereby agrees to engage the PROVIDER and the PROVIDER hereby agrees to provide services in accordance with the terms and conditions specified in this Agreement including Attachments A, B, C, Exhibit 1 and Exhibit 2, together with the approved grant application contained in the E-grants Management System which constitute the entire Agreement.

ARTICLE 2. SCOPE OF SERVICES

The PROVIDER agrees to provide units of deliverables, including reports, findings, and drafts, as specified in this Agreement, which must be received and accepted by the contract manager in writing prior to payment. Invoices for fees or other compensation for services or expenses must include detail sufficient to permit proper pre-audit and post-audit. Where compensation for travel expenses is permitted in this Agreement, the PROVIDER shall be compensated in accordance with Section 112.061, Florida Statutes (2016), or at such rates as specified in this Agreement, whichever is lower.

Financial consequences, as required pursuant to Section 215.971(1)(c), Florida Statutes, shall be applied pursuant to the Deliverables and Financial Consequences contained in Attachment C of the Agreement.

The PROVIDER shall neither assign this Agreement to another party nor subcontract any work contemplated under this Agreement without prior written consent of the Agency. Any assignment or subcontract entered into without prior written approval of the Agency shall be null and void.

The PROVIDER is responsible for all work performed and for all commodities produced pursuant to this Agreement whether actually furnished by the PROVIDER or any subcontractor or service provider. Any subcontracts shall be evidenced by a written document. The PROVIDER agrees that the Agency shall not be liable to any subcontractor or service provider for any reason. The PROVIDER, at its expense, will at the request of the Agency defend and indemnify the Agency against claims by any subcontractor or service provider.

The Agency shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Agreement to another State of Florida government entity after giving written notice to the PROVIDER. In the event the Agency assigns or transfers this Agreement, the PROVIDER remains responsible for performing its duties and obligations under the Agreement, and the Agreement remains binding upon the successors and assigns of the PROVIDER.

ARTICLE 3. AMOUNT OF FUNDS

The Agency agrees to pay the PROVIDER for services completed in accordance with the terms and conditions of this Agreement, the grant application, and the budget as approved by the Agency. The total sum of monies paid to the PROVIDER for costs incurred for **services performed** under this Agreement shall not exceed the amount listed below which is based upon the amount of monies deposited into the Crime Stoppers Trust Fund within the judicial circuit in which monies were collected and available for award and available unused funds. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible for funds within a judicial circuit. If the PROVIDER is an official member of the Florida Association of Crime Stoppers, monies may only be allocated upon receipt of a Letter of Agreement from the appropriate Board of County Commissioners for each county served by the Provider. In accordance with the approved grant application, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$80,998.88.

The PROVIDER shall not commingle grant funds with other business or personal funds or accounts and must keep grant funds physically separated from all other business or personal funds or accounts in a separate account.

ARTICLE 4. TIME OF PERFORMANCE

This Agreement shall become effective on July 1, 2017, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through June 30, 2018. No modifications can be made after the termination date, June 30, 2018, or when all funds have been used.

ARTICLE 5. E-PROCUREMENT

Prior to execution of this Agreement, the Provider shall be registered electronically with the State of Florida at MyFloridaMarketPlace.com. If the parties agree that exigent circumstances exist that would prevent such registration from taking place prior to execution of this Agreement, then the Provider shall so register within twenty-one (21) days from execution. Failure of the Provider to register electronically with the State of Florida will result in non-payment for expenditures by the Department of Financial Services until the PROVIDER has complied. The online registration can be completed at: <http://dms.myflorida.com/dms/purchasing/myfloridamarketplace>.

ARTICLE 6. W-9 REQUIREMENT

The State of Florida Department of Financial Services requires that vendors have a verified Substitute Form W-9 on file to avoid delays in payments. Information on how to register and complete your Substitute Form W-9 can be found at <http://flvendor.myfloridacfo.com>. The Vendor Management Section can also be reached at (850) 413-5519.

ARTICLE 7. AUTHORIZED EXPENDITURES

Only those expenditures which are outlined in the grant application, and approved by the Agency, may be charged as allowable costs resulting from obligations incurred during the term of this agreement, July 1, 2017, through June 30, 2018. The PROVIDER agrees not to make any modifications to the approved grant application without submitting a Budget Modification request and receiving prior written approval of the Agency. Budget Modification requests for transfers between funded line items within the same budget category will be given priority status by the Agency and will be reviewed for approval within three (3) business days of receipt of the written request. The Agency will respond to Budget Modification requests which are not for transfers between funded line items within the same budget category within thirty (30) calendar days of receipt of the written request. Budget Modifications must be approved in writing by the Agency prior to the expenditure of any Agency grant funds arising from any adjustments between previously approved budget categories and/or line items.

The PROVIDER understands and agrees that grant funds may not be used to pay for fundraising; to pay for lobbying the Legislature, the judicial branch or a state agency; to pay for entertainment, food or refreshments; or to purchase decorative items. The PROVIDER further agrees that travel expenses paid by grant funds will not exceed allowable rates for state employee travel pursuant to Section 112.061, Florida Statutes (2016) and expenditures of State

financial assistance must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures. The PROVIDER shall reimburse the Agency for any unused balances of unobligated cash that were advanced or paid that are not authorized to be retained for direct program costs in a subsequent period. All unauthorized or disallowed expenditures must be refunded to the State; and the PROVIDER shall not use grant funds for any expenditures made by the PROVIDER after midnight June 30, 2018, the termination date of the Agreement.

Office space rental reimbursed from the Crime Stoppers Trust Fund may only be used for Crime Stoppers activities. If the space is used for other than Crime Stoppers activities, the Provider will only be reimbursed a percentage of the total cost based upon the percentage of time that the space is being used for Crime Stoppers activities.

ARTICLE 8. METHOD OF PAYMENT

The PROVIDER, in accordance with Section 216.181(16), Florida Statutes (2016), may request an advance of up to three months of anticipated expenses for program start-up, not to exceed one quarter of the grant total. Subsequent grant funds payments shall be based on reimbursement of monthly expenditures as reported by the PROVIDER. Provider repayment of an advance payment shall begin on April 1, 2018, or when 75% of the budget has been utilized, whichever occurs first. The PROVIDER must remit to the Agency all interest earned on the advance payment if such advance payment was ever deposited into an interest-bearing account.

A Reimbursement Request shall be processed monthly based on PROVIDER submission and Agency approval of the Reimbursement Request Form, Invoice Tracking Forms, and copies of all invoices and receipts listed on the three (3) Invoice Tracking Forms. The Agency requires that support documentation for all expenditures be submitted to the Agency prior to approval of the Reimbursement Request Form. The PROVIDER shall maintain support documentation of all costs represented on the Reimbursement Request Form in their files. The Agency may withhold payment if services are not satisfactorily completed.

All invoices received from the PROVIDER will be processed in accordance with Section 215.422, Florida Statutes (2016).

In accordance with the provisions of Section 287.0582, Florida Statutes (2016), if the terms of this Agreement and payment thereunder extend beyond the current fiscal year, the Agency's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Legislature.

The PROVIDER shall, within sixty (60) days following the execution of this agreement, register online with the Department of Financial Services to receive all payments associated with this agreement by Electronic Funds Transfer, (EFT). The EFT online registration can be completed at:

http://www.myfloridacfo.com/aadir/direct_deposit_web/index.htm

ARTICLE 9. VENDOR OMBUDSMAN

Pursuant to Section 215.422(7), Florida Statutes (2016), the Department of Financial Services has established a Vendor Ombudsman, whose duties and responsibilities are to act as an advocate for vendors who may have problems obtaining timely payments from state agencies. The Vendor Ombudsman may be reached at (850) 413-5516.

ARTICLE 10. REPORTS

The PROVIDER agrees to maintain and timely file such fiscal, inventory, and other reports as the Agency may require as incorporated in Attachment B to this Agreement. If the PROVIDER fails to submit the required reports in a timely manner, the Agency will withhold payment and processing of Reimbursement Requests until all required reports have been submitted in a satisfactory manner.

ARTICLE 11. ACKNOWLEDGEMENT

The PROVIDER agrees to acknowledge the Office of the Attorney General in all publications and activities that are funded wholly or in part with Agency grant funds and in all materials produced or purchased wholly or in part with Agency grant funds.

ARTICLE 12. PURCHASES

The PROVIDER must purchase articles which are the subject of or are required to carry out this Agreement from Prison Rehabilitative Industries and Diversified Enterprises, Inc., (PRIDE) identified under Chapter 946, Florida Statutes (2016), in the same manner and under the procedures set forth in Sections 946.515(2) and (4), Florida Statutes (2016). For purposes of this Agreement, the PROVIDER shall be deemed substituted for the Agency insofar as its dealings with PRIDE. **This clause is not applicable to subcontractors unless otherwise required by law.** An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, (800) 643-8459.

The PROVIDER must procure any recycled products or materials, which are the subject of or are required to carry out this Agreement, in accordance with the provisions of Section 403.7065, Florida Statutes (2016).

If the PROVIDER is a unit of local or state government, the PROVIDER must follow the written purchasing procedures of the government agency. If the PROVIDER is a non-profit or for-profit business organization, the PROVIDER must comply with Rule 60A-1.002, F.A.C. and Chapter 287, Florida Statutes, by obtaining a minimum of three (3) written quotes for all grant-related purchases equal to or in excess of Two Thousand Five Hundred Dollars (\$2,500.00) unless it can be documented that the vendor is a sole source supplier. A Reimbursement Request must be submitted to the Agency and shall include copies of the three (3) written quotes and proof of the Board of Directors review and approval for all products or services exceeding the amount of \$2,500. The Agency, upon request in advance, may approve in writing an alternative purchasing procedure.

ARTICLE 13. PROPERTY

The PROVIDER shall comply with the requirements set forth in Chapter 273, Florida Statutes (2016) and Chapter 69I-72, F.A.C. The PROVIDER agrees to be responsible for the proper care, custody and distribution of all property acquired with grant funds, and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with grant funds without the written permission of the Agency. Upon expiration of the term of this Agreement, all such property shall be inventoried and shall be made available for transfer to the Agency in the Agency's sole discretion.

ARTICLE 14. AUDITS, INSPECTIONS, INVESTIGATIONS, RECORDS AND RETENTION

The PROVIDER shall maintain books, records, and documents (including electronic storage media) in compliance with Section 215.97, Florida Statutes (2016), sufficient to reflect all income and expenditure of funds provided by the Agency under this Agreement and in accordance with generally accepted accounting procedures.

The PROVIDER shall maintain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after completion of the Agreement or longer when required by law. In the event an audit is required under this Agreement, records shall be retained for a minimum period of five (5) years after the resulting audit report is issued or until resolution of any audit findings or litigation based on the terms of this Agreement, at no additional cost to the Agency.

The PROVIDER, upon demand, and at no additional cost to the Agency, will facilitate the duplication and transfer of any records or documents during the required retention period set forth in Article 14, Paragraph 2.

The PROVIDER agrees that these records shall be subject at all reasonable times to inspection, review, copying, and/or audit by Federal, State, or other personnel duly authorized by the Agency or by operation of law.

The PROVIDER shall, at all reasonable times, without notice, for as long as records are maintained, provide persons duly authorized by the Agency or Federal law pursuant to 45 C.F.R. § 92.36(i)(10) (2016), full access to and the right to examine any of the PROVIDER's contracts and related books, papers, documents, and records which are directly pertinent to this agreement and the grant funds provided hereunder, regardless of the form in which such documents are kept.

The PROVIDER shall provide a financial and compliance audit to the Agency as specified in this Agreement and in Attachment A and ensure that all related party transactions are disclosed to the auditor.

The PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Agency's Office of the Inspector General (Section 20.055, Florida Statutes (2016), or as

authorized by law.

ARTICLE 15. MONITORING

The PROVIDER shall permit persons duly authorized by the Agency to inspect and copy any records, papers, documents, facilities, goods and services of the PROVIDER which are relevant to this Agreement, and to interview any clients, employees and subcontractor's employees of the PROVIDER concerning the performance of the terms and conditions of this Agreement. Following such review, the Agency will deliver to the PROVIDER a written report of its findings, and the Agency may require the PROVIDER to develop a corrective action plan if the Agency, in its sole discretion, determines that such a plan is necessary. The PROVIDER hereby agrees to timely correct all deficiencies identified in any written report delivered by the Agency.

ARTICLE 16. RETURN OF FUNDS

The PROVIDER shall return to the Agency any overpayments made to the PROVIDER stemming from the identification of uncommitted funds or disallowed items pursuant to the terms and conditions of this Agreement. If the PROVIDER or any outside accountant or auditor determines that an overpayment has been made, the PROVIDER shall immediately return to the Agency such overpayment without prior notification from the Agency. If the Agency discovers that an overpayment has been made, the contract manager, on behalf of the Agency, will notify the PROVIDER and the PROVIDER shall forthwith return the funds to the Agency. Should the PROVIDER fail to immediately reimburse the Agency for any overpayment, the PROVIDER will be assessed a service charge equal to the rate of interest payable on judgments or decrees at the lawful rate established by the Chief Financial Officer of the State of Florida pursuant to Section 55.03, Florida Statutes, on the amount of the overpayment or outstanding balance thereof.

ARTICLE 17. FINAL INVOICE

The PROVIDER agrees to submit the final invoice for payment to the Agency no later than forty-five (45) days after the Agreement ends or is terminated. If the PROVIDER fails to do so, all rights to further payment under the Agreement are forfeited and the Agency will not accept any invoices submitted after the aforesaid time period. Any payment due to the Provider under this Agreement may be withheld until all reports due from the PROVIDER have been received and necessary adjustments thereto have been approved by the Agency.

ARTICLE 18. NOTICE

Except as otherwise specified herein, all formal notices required under this Agreement shall be in writing and sent by email, or by hand delivery either, in the case of the Agency, to its contract manager, or, in the case of the PROVIDER, the representative responsible for administration of the program.

ARTICLE 19. LIABILITY AND ACCOUNTABILITY

The PROVIDER, if a non-profit entity, agrees to provide continuous and adequate director, officer, and employee liability insurance coverage against any personal liability or accountability because of actions taken by those persons while acting within the scope of their authority during the existence of this Agreement and any renewal(s) and extension(s) thereof. Upon execution of this Agreement, the PROVIDER shall furnish the Agency written verification through a Certificate of Coverage supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The Agency reserves the right to require additional insurance as specified in this Agreement.

ARTICLE 20. INDEPENDENT CONTRACTOR

The PROVIDER agrees that it is an independent contractor and not an officer, employee, agent, servant, joint venture or partner of the State of Florida, except where the PROVIDER is a state Agency. Neither the PROVIDER nor its agents, employees, subcontractors or assignees shall represent to others that the PROVIDER has the authority to bind the Agency. This Agreement does not create any right to any state retirement, leave or other benefits applicable to State

of Florida personnel as a result of the PROVIDER performing its duties or obligations under this Agreement. The PROVIDER agrees to take such actions as may be necessary to ensure that each subcontractor of the PROVIDER will be deemed an independent contractor and will not be considered or permitted to be an employee, agent, servant, joint venturer, or partner of the State of Florida. The Agency will not furnish support services (e.g., office space, office supplies, telephone service, secretarial or clerical support) to the PROVIDER, or its subcontractor or assignee, unless specifically agreed in writing by the Agency.

All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds and all necessary insurance for the PROVIDER, the PROVIDER's officers, employees, agents, subcontractors, or assignees shall be the sole responsibility of the PROVIDER.

This Agreement does not vest any rights in third parties and is not intended to be relied upon by third parties.

ARTICLE 21. PUBLIC RECORDS

The PROVIDER shall comply with Florida Public Records laws and allow public access to all documents, papers, letters, or other public records as defined in Section 119.011 (12), Florida Statutes (2016), made or received by the PROVIDER in conjunction with this Agreement, unless a statutory exemption from disclosure exists. It is expressly understood that the PROVIDER's failure to comply with this provision shall constitute an immediate and substantial breach of contract for which the Agency may unilaterally terminate the Agreement.

The PROVIDER shall allow public access to all documents, papers, letters, or other materials made or received in conjunction with this Agreement, except for those records exempt from disclosure under one of the statutory provisions mentioned in the paragraph above, or are otherwise exempt from disclosure by operation of Section 119.071, Florida Statutes (2016) or Chapter 119, Florida Statutes. Failure by the Provider to allow the aforementioned public access constitutes grounds for unilateral cancellation by the Agency at any time, with no recourse available to the PROVIDER. The PROVIDER shall also keep and maintain all public records consistent with the State of Florida's record retention schedule. The PROVIDER shall provide the Agency with a copy of all requested public records or allow the records to be inspected and copied within a reasonable time, or as otherwise provided by law. The PROVIDER will ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of the Agreement if the PROVIDER does not transfer the records to the Agency at that time.

Upon completion of the Agreement, the PROVIDER shall keep and maintain public records required by the Agency to perform the services to be provided in the scope of this Agreement or electronically transfer, at no cost, to the Agency all public records in possession of the PROVIDER. If the PROVIDER transfers all public records to the Agency upon completion of the Agreement, the PROVIDER shall destroy all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the PROVIDER keeps and maintains public records upon completion of the Agreement, the PROVIDER shall meet all applicable requirements for retaining public records. All public records stored electronically must be provided to the Agency, upon request of its Custodian of Public Records, in a format compatible with the information technology systems of the Agency.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE PROVIDER SHOULD CONTACT THE AGENCY'S CUSTODIAN OF PUBLIC RECORDS AT 850-414-3300, pam.bondi@myfloridalegal.com, OFFICE OF THE ATTORNEY GENERAL, PL-01, THE CAPITOL, TALLAHASSEE, FL 32399.

ARTICLE 22. EMPLOYMENT

The employment of unauthorized aliens by the PROVIDER is considered a violation of Section 274A(e) of the Immigration and Nationality Act. Knowingly employing unauthorized aliens shall be grounds for immediate termination of

this Agreement.

The PROVIDER shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the eligibility to work in the United States of all persons employed during the Agreement term by the PROVIDER to perform employment duties within Florida.

ARTICLE 23. NONDISCRIMINATION

The PROVIDER shall comply with all federal, state, local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work.

ARTICLE 24. CONFIDENTIALITY OF CLIENT INFORMATION

The PROVIDER agrees not to use or disclose any information concerning a recipient of services under this Agreement for any purpose prohibited by state or federal law or regulations (except with the written consent of a person legally authorized to give that consent or when authorized by law).

ARTICLE 25. PUBLICITY

Without limitation, the PROVIDER and its employees, agents, and representatives will not, without prior Agency written consent in each instance, use any State mark, the name of any State agency or other Florida body politic, or the name of any official, officer or employee of the State, in advertising, publicity or any other promotional endeavors. Further, the PROVIDER and its employees, agents and representatives shall not, without prior Agency written consent, represent, directly or indirectly, that any product or service provided by the PROVIDER has been approved or endorsed by the Agency, the Attorney General, the State of Florida, or any State agency or other Florida body politic, official, officer or employee of the State, or refer to the existence of this Agreement in press releases, advertising or promotional materials distributed to the PROVIDER's prospective customers.

ARTICLE 26. PUBLIC ENTITY CRIME

Pursuant to Section 287.133(2)(a), Florida Statutes (2016), the following restrictions are placed on persons convicted of public entity crimes to transact business with the Agency: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes (2016), for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

ARTICLE 27. GRATUITIES

The PROVIDER agrees that it will not offer or give any gift or any form of compensation to any Agency employee. As part of the consideration for this Agreement, the parties intend that this provision will survive the Agreement for a period of two (2) years. In addition to any other remedies available to the Agency, any violation of this provision will result in referral of the PROVIDER's name and description of the violation of this term to the Florida Department of Management Services for the potential inclusion of the PROVIDER's name on the suspended vendors list for an appropriate period. The PROVIDER will ensure that its subcontractors, if any, comply with these provisions.

ARTICLE 28. PATENTS, COPYRIGHTS, AND ROYALTIES

The PROVIDER agrees that if any discovery or invention arises or is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected herewith, the discovery or invention shall be deemed transferred to and owned by the State of Florida. Any and all patent rights accruing under or in connection with the performance of this Agreement are hereby reserved to the State of Florida.

If any books, manuals, films, or other copyrightable materials are produced, the PROVIDER shall identify all such materials to the Agency. Any and all copyrights accruing under or in connection with performance under this Agreement are hereby reserved to the State of Florida.

The PROVIDER shall indemnify, defend and hold the Agency and its employees harmless from any claim or liability whatsoever, including costs and expenses, arising out of any copyrighted, patented, or unpatented invention, process, or article manufactured or used by the PROVIDER in the performance of this Agreement. The PROVIDER shall indemnify, defend and hold the Agency and its employees harmless from any claim against the Agency for infringement of patent, trademark, copyright or trade secrets. The Agency will provide prompt written notification of any such claim. During the pendency of any claim of infringement, the PROVIDER may, at its option and expense, procure for the Agency, the right to continue use of, or replace or modify the article to render it non-infringing. If the PROVIDER uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the compensation paid pursuant to this Agreement includes all royalties or costs arising from the use of such design, device, or materials in any way involved in the work contemplated by this Agreement.

All subcontracts entered into by the PROVIDER must specify that all patent rights and copyrights are reserved to the State of Florida as set forth in this Article.

ARTICLE 29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The PROVIDER shall, where applicable, comply with the Health Insurance Portability and Accountability Act (42 U. S. C. 1320d.) as well as all regulations promulgated thereunder (45 C.F.R. Parts 160, 162, and 164).

ARTICLE 30. CONSTRUCTION OR RENOVATION OF FACILITIES USING STATE FUNDS

Any state funds provided for the purchase of or improvements to real property are contingent upon the PROVIDER granting to the state a lien against the property at least to the amount of the state funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of receipt of state funding for this purpose, the PROVIDER agrees that, if it disposes of the property before the Agency's interest as set forth in this Article expires or is vacated, the PROVIDER will refund a proportionate share of the state's initial investment, as determined by the Agency.

ARTICLE 31. INDEMNIFICATION

The PROVIDER shall be liable for and indemnify, defend, and hold the Agency and all of its officers, agents, and employees harmless from all claims, suits, judgments, or damages, including attorney's fees and costs, arising out of any act or omission or neglect by the PROVIDER and its agents, employees and subcontractors during the performance or operation of this Agreement or any subsequent modifications or extensions thereof.

The PROVIDER's evaluation or inability to evaluate its liability shall not excuse the PROVIDER's duty to defend and to indemnify the Agency within seven (7) days after notice by the Agency. After the highest appeal taken is exhausted, only an adjudication or judgment specifically finding the PROVIDER not liable shall excuse performance of this provision. The PROVIDER shall pay all costs and fees including attorney's fees related to these obligations and their enforcement by the Agency. The Agency's failure to notify the PROVIDER of a claim shall not release the PROVIDER from these duties. The PROVIDER shall not be liable for claims, suits, judgments, or damages arising out of the sole negligent acts of the Agency.

ARTICLE 32. TERMINATION

This Agreement may be terminated by either party without cause upon not less than thirty (30) calendar days' written notice to the other party unless a shorter time period is mutually agreed upon in writing. Notices under this Article shall be delivered by a method of U.S. Postal Service, email, or by hand delivery, to either, in the case of the Agency, its contract manager or in the case of the PROVIDER, the representative responsible for administration of the program.

In the event funds for payment pursuant to this Agreement become unavailable, the Agency may terminate this

Agreement upon no less than twenty-four (24) hours written notice to the PROVIDER. Said notice shall be sent by a method of U.S. Postal Service, email, or by hand delivery, either, in the case of the Agency, to its contract manager or, in the case of the PROVIDER, the representative responsible for administration of the program. The Agency shall be the final authority as to the availability and adequacy of funds.

Failure of the PROVIDER to perform its contractual duties or obligations in a manner satisfactory to the Agency shall be grounds for termination for cause. This Agreement may be terminated for cause upon no less than twenty-four (24) hours written notice to the PROVIDER. If applicable, the Agency may employ the default provisions set forth in Rule 60A-1.006(3), Florida Administrative Code. Waiver of breach of any provisions of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms and conditions of this Agreement. The provisions herein do not limit the Agency's right to any remedies at law or in equity.

In the event this Agreement is terminated, or, in any event, upon its expiration, all supplies, equipment and property purchased with grant funds shall be inventoried and in the Agency's discretion returned to the Agency. Any finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the PROVIDER under this Agreement shall be made available to and for the exclusive use of the Agency. The PROVIDER agrees to return all unexpended funds to the Agency within thirty (30) days of the earliest of either the effective date of termination or the expiration of the Agreement.

Notwithstanding the above, the PROVIDER shall not be relieved of liability to the Agency for damages sustained by the Agency by any termination or breach of this Agreement by the PROVIDER.

In the event this Agreement is terminated, the PROVIDER shall be reimbursed for costs of services provided through the effective date of termination, only if proper and complete documentation to support such reimbursement is received by the Agency within thirty (30) days following the termination of this agreement.

ARTICLE 33. AMENDMENTS

A party may request reasonable changes to the provisions of, or scope of services to be performed pursuant to the approved grant application. Such changes that are mutually agreed upon by all parties shall be confirmed in writing by each party. Such changes which are deemed by the Agency to be substantial modifications to the goals, objectives, or strategies shall require the submission of a written Program Modification request. Any approved Program Modification shall be incorporated into a modification of the approved grant application.

ARTICLE 34. REPRESENTATIVES (Names, Addresses, Telephone Numbers and Email Address):

1. PROVIDER name, as shown on page 1 of this Agreement, and mailing address of the official payee to whom the payment shall be made is:

Name: Big Bend Crime Stoppers, Inc.
Address: P O Box 938
City, State Zip: Tallahassee, Florida 32302-0938
Telephone Number: (850) 222-0890
Email Address: bigbendcrimestopper@comcast.net

2. The name of the contact person and street address where PROVIDER's financial and administrative records are maintained is:

Name: Janet Hinton, Treasurer
Address: P O Box 938
City, State Zip: Tallahassee, Florida 32302-0938
Telephone Number: (850) 222-0890
Email Address: bigbendcrimestopper@comcast.net

3. The name, title, address, and telephone number of the representative of the PROVIDER responsible for administration of the program under this Agreement is:

Name: Sharon Ofuani
Title: Executive Director
Address: P O Box 938
City, State Zip: Tallahassee, Florida 32302-0938
Telephone Number: (850) 222-0890
Email Address: bigbendcrimestopper@comcast.net

4. The name, title, address, and telephone number of the contract manager for the Agency for this Agreement is:

Name: Richard R. Nuss
Title: Bureau Chief, Criminal Justice Programs
Address: PL-01, The Capitol
City, State Zip: Tallahassee, FL 32399-1050
Telephone Number: (850) 414-3360
Email Address: rick.nuss@myfloridalegal.com

In the event of any change concerning any above representative, contract manager, or office (names, addresses, telephone numbers), notice of such change shall be provided in writing to the other party and updated by the Agency as a modification to the approved grant application contained in the E-grants Management System.

ARTICLE 35. GOVERNING LAW

This Agreement is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with Florida law without reference to conflict of laws principles.

ARTICLE 36. JURISDICTION AND VENUE

The parties consent to jurisdiction and venue in the appropriate State court in Leon County, Florida.

ARTICLE 37. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This Agreement and its attachments, Attachment A, Attachment B, Attachment C, Exhibit 1 and Exhibit 2, and any additional exhibits referenced therein, together with any documents incorporated by reference, including the approved grant application contained in the E-grants Management System, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this Agreement is determined by a court of law to be unlawful or unenforceable, the remainder of the Agreement shall remain in full force and effect.

By signing this Agreement, the parties agree that they have read and agree to the entire Agreement, as described in Article 37 above.

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

PROVIDER: Big Bend Crime Stoppers, Inc.


PRESIDENT/CHAIRMAN OF THE BOARD

Name: Linda Nelson


Title: Board chair

AGENCY: Office of the Attorney General
The Department of Legal Affairs
State of Florida

Sabrina W. Donovan 06/23/17
SABRINA DONOVAN (DATE)
DIRECTOR OF ADMINISTRATION

Name: Sanet Hinton

Title: Treasurer


FEDERAL EID # of PROVIDER

PROVIDER Fiscal Year Ending Date: 6-30-18



ATTACHMENT A

Florida Single Audit Act Requirements

The administration of resources awarded by the Agency to the PROVIDER may be subject to audits and/or monitoring by the Agency or its designee as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Agency staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the PROVIDER agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Agency. In the event the Agency determines that a limited scope audit of the PROVIDER is appropriate, the PROVIDER agrees to comply with any additional instructions provided by the Agency staff to the PROVIDER regarding such audit. The PROVIDER further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the PROVIDER is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the PROVIDER expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in Federal awards in its fiscal year, the PROVIDER must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through the Agency by this agreement. In determining the Federal awards expended in its fiscal year, the PROVIDER shall consider all sources of Federal awards, including Federal resources received from the Agency. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the PROVIDER conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the PROVIDER shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

3. If the PROVIDER expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the PROVIDER expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from PROVIDER resources obtained from other than Federal entities).
4. **NOTE: FOR ADDITIONAL INFORMATION, PLEASE GO TO:**
<https://apps.fldfs.com/fsaa/>

PART II: STATE FUNDED

This part is applicable if the PROVIDER is a non-state entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the PROVIDER expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such PROVIDER (for fiscal years ending September 30, 2004 or thereafter), the PROVIDER must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Agency by this agreement. In determining the state financial assistance expended in its fiscal year, the PROVIDER shall consider all sources of state financial assistance, including state financial assistance received from the Agency, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the PROVIDER shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the PROVIDER expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the PROVIDER expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the PROVIDER's resources obtained from other than State entities).
4. **NOTE: FOR ADDITIONAL INFORMATION, PLEASE GO TO:**
<https://apps.fldfs.com/fsaa/>

PART III: OTHER AUDIT REQUIREMENTS

Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the PROVIDER directly to each of the following:
 - A. The Agency at the following address:

The Office of the Attorney General
Richard R. Nuss, Bureau Chief
Bureau of Criminal Justice Programs
PL-01, The Capitol
Tallahassee, Florida 32399-1050
 - B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132
 - C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Agency for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, PROVIDER shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of PROVIDER's audited schedule of expenditures of Federal awards directly to the Agency's Contract Manager listed in this Contract.
3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the PROVIDER directly to each of the following:

A. The Agency at the following address:

The Office of the Attorney General
Rick Nuss, Bureau Chief
Bureau of Criminal Justice Programs
PL-01, The Capitol
Tallahassee, Florida 32399-1050

B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Copies of reports or the management letter required by PART III of this agreement shall be submitted by or on behalf of the PROVIDER directly to the Agency's Contract Manager listed in this Contract.
5. Any reports, management letter, or other information required to be submitted to the Agency pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. PROVIDERs, when submitting financial reporting packages to the Agency for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the PROVIDER in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

1. PROVIDER shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Agency or its designee, CFO, or Auditor General access to such records upon request. PROVIDER shall ensure that audit working papers are made available to the Agency or its designee, CFO, or Auditor General upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Agency.

NOTE: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.

EXHIBIT – 1

FEDERAL RESOURCES AWARDED TO THE PROVIDER PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

No Federal Project Funds Awarded

STATE RESOURCES AWARDED TO THE PROVIDER PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

No Matching Funds for Federal Programs Awarded

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$80,998.88

TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$80,998.88

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

1. Activities Allowed
2. Allowable Cost
3. Cash Management
4. Equipment and Real Property Management
5. Period of Availability
6. Reporting

Specific compliance requirements for State financial assistance awarded pursuant to this agreement can be found on the Florida Single Audit Act website at: <https://apps.fldfs.com/fsaa/>

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the PROVIDER.



ATTACHMENT B
FLORIDA CRIME STOPPERS TRUST FUND
PROGRAMATIC AND REPORTING REQUIREMENTS

Agency Name: Big Bend Crime Stoppers, Inc.

- 1) **Reimbursement Request/Expenditure Report Summary:** This form is considered the payment invoice and is the document submitted by the grant administration staff to the OAG Finance Office and DFS for reimbursement processing. The Reimbursement Request/Expenditure Report Summary and all other required reports listed below, a - h and #4, must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, the reports must be postmarked by the next business day. Reports are due every month even if no expenditures are incurred, unless the Final Report has been submitted. The Reimbursement Request/Expenditure Report is incorporated at rule 2A-9.006 (7)(a), F.A.C., and must contain the following supporting documents as applicable:

- a) **Invoice Tracking: Public Education, Operating Expenses and Salaried Employees:** These forms are used to seek reimbursement of allowable expenses as outlined in the grant application or as approved by the Agency under a Budget Modification. All three forms must be included with the Reimbursement Request/Expenditure Report Summary and must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, Sunday, or a federal holiday, then they must be postmarked by the next business day. All three of these reports are incorporated at rule 2A-9.006 (7), F.A.C., and are due every month even if no expenditures were incurred, unless the Final Report has been submitted.
- b) **OAG Tip Report:** To claim rewards for reimbursement, the OAG Tip Report must be completed. The following lines must have the required data entered into them: Report #, Alternate ID, Rewards Amount Approved, Date Tip Received, Reason for Reward, Date of Approval or Tipster Call, Date to Bank, Check #/Draft#/Transaction # and Date Debited from Bank.

The OAG Tip Report must be signed by a Board member who was in attendance at the meeting where the rewards were approved. The OAG Tip Report is incorporated by reference at rule 2A-9.006(7)(e), F.A.C., and must be submitted each month, even if no rewards are being claimed for reimbursement.

- c) **Project Specific Timesheet:** Project Specific Timesheet must be utilized to report time spent on Crime Stoppers grant activities. Only salary for time spent on activities relevant to the Crime Stoppers program is reimbursable. A Project Specific Timesheet must be utilized by all organizations requesting reimbursement of salary expenses and must be completed for all organizational staff members including Executive Directors. Failure to submit the Project Specific Timesheet for any grant staff will result in removal of any requested salary dollars until such time as the required Project Specific Timesheet is

submitted. The Project Specific Timesheet must be submitted monthly. The form must be signed by the employee. Executive Directors and Project Directors must have their timesheets authorized by a member of the Board of Directors for the Crime Stoppers organization. Executive Directors and Project Directors may authorize the timesheets of their staff providing staff is not related to Project Director or Executive Director. At least one Project Specific Timesheet must be utilized for each staff member. The organization may use as many timesheets as necessary to report appropriate time. The Project Specific Timesheet form is incorporated by reference at rule 2A-9.006(7)(g), F.A.C.

- d) **Daily Vehicle Use Log:** This form is utilized to report mileage for activities relevant to the Crime Stoppers program within the organization's local service area. This form **is not** for use when travel is outside the organization's service area. The signature of the person claiming mileage is required and the form must be signed by an authorized member of the Board of Directors for the Crime Stoppers organization. Executive Directors and Project Directors may not authorize their own Daily Vehicle Use. However, they may authorize those of their staff provided staff is not related to Project Director or Executive Director. The Daily Vehicle Use Log form is incorporated by reference at rule 2A-9.006(7)(h), F.A.C.
- e) **Property Inventory:** All property purchased pursuant to Chapter 273, F. S. and *Florida Administrative Code* Chapter 69I-72, utilizing grant funds, requires a Property Inventory Report be completed and submitted to the OAG at the time reimbursement is requested. Payment will not be authorized until such time as the required Property Inventory Report has been submitted. The Property Inventory Report form is incorporated by reference at rule 2A-9.006(7)(i), F.A.C.
- f) **Authorization to Incur Travel Expense:** Pursuant to *Florida Administrative Code* 69I-42.003, form DFS-AA-13 shall be used when requesting approval for travel. The form shall be signed by the person requesting travel and their supervisor or an authorized member of the Crime Stoppers Board of Directors. Same must be completed prior to travel taking place and must evidence the estimated cost of travel as allowed under 112.061, F. S. This form must be submitted along with the completed Travel Voucher when requesting reimbursement of travel expenses associated with the Crime Stoppers grant project. This form should be submitted within the month travel occurred and travel reimbursement is requested, if possible. It must, however, be submitted no later than the month following the actual travel.
- g) **Travel Voucher:** Pursuant to *Florida Administrative Code* 69I-42.003, form DFS-AA-15 shall be used when requesting reimbursement for travel expenses associated with the Crime Stoppers grant project. The form shall be completed by all travelers requesting reimbursement from Crime Stoppers Trust Fund and shall be prepared in strict compliance with Section 112.061, F. S. The form shall be signed by the traveler and the official authorizing the travel, a supervisor or an authorized member of the Crime Stoppers Board of Directors. Social Security numbers should not be placed on the form when submitting for reimbursement. However, the Crime Stoppers organization must maintain information to correctly identify all authorized travelers under audit. Only those travel expenses associated with the Crime Stoppers project and in the program's previously approved budget are reimbursable. This form should be submitted within the month travel occurred and travel reimbursement is requested, if possible. It must, however, be submitted no later than the month following travel and must be accompanied

with form DFS-AA-13, Authorization to Incur Travel Expense, and must be submitted at the time the monthly Reimbursement Request/Expenditure Report is submitted.

- 2) **Budget Modification:** The Budget Modification request must be completed and submitted to the OAG for approval prior to expenditure of any transfer funds. Budget Modifications submitted after a purchase has been made will not be processed or approved unless the program has sufficient funds in the previously approved budget line item. No Budget Modifications will be processed or approved after June 1st. Please ensure that all budget modifications provide that services will be received within the same grant year as the expenditure. New projects will not be approved the last month of the grant year. The Budget Modification Request form is incorporated by reference at rule 2A-9.006(7)(j), F.A.C.

- 3) **Program Modifications:** The Program Modification Request form is used to request modifications to program deliverables and must be submitted on or before April 1st, for review to allow sufficient time for the program to meet any approved changes. No Program Modifications forms will be processed or approved after April 1st. The Program Modifications form is incorporated by reference at rule 2A-9.006(7)(k), F.A.C.

- 4) **Monthly Performance Report (Attachment C):** This form is used to provide information on the minimum performance measures required for all Crime Stoppers organizations and to justify reimbursement. This form must be submitted when the Reimbursement Request/Expenditure Report is submitted and the Provider must submit the required support documentation indicating completion or compliance with the required deliverables. Otherwise, the Reimbursement cannot be processed. If the Provider fails to meet the minimum performance measures and provide the required support documentation, Financial Consequences will be applied pursuant to Section 215.971(1) (c), Florida Statutes, as written in Attachment D, under Financial Consequences. The Monthly Performance Report (Attachment D) \$19,999.00 or Less form, for those programs who receive \$19,999.00 or less in grant funds, is incorporated by reference at rule 2A-9.006(7)(l), F.A.C. The Monthly Performance Report (Attachment D) \$20,000.00 or More form for those programs who receive \$20,000.00 or more in grant funds is incorporated by reference at rule 2A-9.006(7)(m), F.A.C.

- 5) **Final Invoice - Reimbursement Request/Expenditure Report Summary:** The Final Invoice any given grant year must be postmarked by August 15 of the immediately following grant year. If the 15th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day, or reimbursement will be disallowed. This form is used to request reimbursement of any expenses which occurred before the end of the current grant year, but invoices/statements were not received or paid until after the end of the current grant year. These expenditures may only be for the current grant year. No expenses for any subsequent grant years may be submitted on the Final Invoice. Final payment will not be made until all required reports have been submitted, unless the organization is required to comply with Section 215.97, F.S., the Florida Single Audit Act, and has appropriately requested an extension of time to comply with same. The Reimbursement Request/Expenditure Report is incorporated at rule 2A-9.006 (7)(a), F.A.C. and is designated "final" by indicating as such in the appropriate place on the form.

- 6) **Audit Report:** Crime Stoppers organizations or counties required to have an audit under 215.97, F. S. or who expend in excess of \$500,000 in a fiscal year from all funding sources managed by a State agency, including Federal financial assistance must generate and submit

a copy of an appropriate audit no later than 180 days following the termination or expiration of the Agreement.

****NOTE: Failure to comply with reporting requirements will affect amount requested for reimbursement.***

Crime Stoppers Trust Fund Monthly Performance Report
Organization: Big Bend Crime Stoppers, Inc.

Date: July 1, 2017 thru June 30, 2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Must be submitted by the 20th

Deliverable 1 - Tip Line

Scope of Work - The Provider will provide and maintain all budgeted components of a tip line, answering service, telecommute, tip software and the tip coordinator's cell phone for the purpose of receiving anonymous tip information from the public regarding fugitives, crimes committed and other wanted criminals as well as stolen property or illegal drugs for transfer to law enforcement for investigation. Budget line items associated with this deliverable are: tip lines, answering service, telecommute fees, tip software and cell phone (tip coordinator).

Deliverable - The Provider will provide and maintain a dedicated phone line 24 hours a day, 7 days a week, 365 days a year for the public to report information concerning crimes, recovery of drugs, stolen property, and other wanted fugitives for transfer to law enforcement for investigation.

Financial Consequences - When any budgeted component of a Provider's tip line is found to be non-functioning or unavailable to the public, a 10% reduction in the overall monthly cost reimbursement submitted for that month will be applied.

Provider Documentation - The Provider will submit the following to support that services were available as required: Copies of invoices associated with line items, phone lines, answering services, telecommute/transfer fees, tip software, and tip coordinator's cell phone indicating monthly services were provided.

Deliverable 2 - Rewards

Scope of Work - The Provider on a monthly basis, will review and either approve, adjust, or deny payment of any and all rewards submitted as a result of anonymous tips received prior to arrest, through their tip line, text-a-tip, or website tip, which resulted in an arrest being made, recovery of drugs or stolen property. **Note: In a month with no rewards, the board/reward committee meets and states such in writing, this deliverable will be considered met.** The Budget line item associated with this deliverable is rewards.

Deliverable - The Provider, no less than once a month, either by the entire Board of Directors or by an appointed Reward Committee consisting of no less than two active Crime Stoppers board members, will review, approve, adjust or deny any and all reward requests submitted as a result of anonymous tips received through their tip lines, which resulted in an arrest, recovery of drugs or stolen property.

Financial Consequences - For each reward listed on the OAG Tip Report, when cross referenced with the Provider's Board Meeting Minutes where tips were approved or e-mail verification from the Reward Committee noting payment approval, does not verify the reward as having been approved for payment will be removed at 100% of the reward. Once removed as a Financial Consequence, a reward will no longer be eligible for reimbursement.

Provider Documentation - The Provider will submit the following to support the review and approval of all tips submitted for reimbursement. Submit a copy of the OAG Tip Report signed by a Board Member in attendance at the time the tips were approved. **NOTE: The OAG grant staff will utilize the completed and signed OAG Tip Report in the OAG grant management system to determine whether or not this deliverable has been achieved. All backup support documentation for every tip is subject to review and verification and may be requested at any time by the OAG for compliance monitoring review purposes.**

Crime Stoppers Trust Fund Monthly Performance Report
Organization: Big Bend Crime Stoppers, Inc.

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Date: July 1, 2017 thru June 30, 2018

Deliverable 3 – Public Awareness of “Tip Line” and Program

Scope of Work - The Provider will promote the Crime Stoppers program for the purpose of making the public aware of the tip number, text-a-tip, or website tip numbers, possible reward available for information leading to an arrest, the recovery of stolen property or drugs, and/or a specific crime. Budget line items associated with this deliverable are: bus benches, yellow page ads, billboards/rolling billboards, bus wraps, cab signs, newspaper, radio, television (program associated) movie theater, website development/maintenance, brochures, promotional materials, door hangers/yard signs, window clings/signs/stickers, newsletters, posters, banners, LCD Projector, display board. Television, VCR/DVD/Blue-Ray/ or other similar device, and all line items designated as “Other” under rewards and public education.

Deliverable - The Provider will promote the Crime Stoppers “tip line”, “text-a-tip,” or website tip numbers or a specific crime a minimum of once a month for 11 months, August 1 through June 30, utilizing any of the venues listed in line items detailed under the scope of work and is a part of the approved budget. All methods of public awareness must contain the OAG acknowledgement to qualify for reimbursement.

Financial Consequences - A Provider who fails to promote their program once a month for 11 months, between August 1 and June 30, will receive a 10% reduction of the cost reimbursement within the month service cannot be documented. **NOTE: Some copies and photos may qualify to be submitted only once and placed in the Provider's file for reference provided they are taken in the current grant year. Photos and copies that are from another grant year will not be accepted as current grant year support documentation.**

Provider Documentation - The Provider will submit the following as support of services for the month stated on the Monthly Performance Report for each monthly service completed: Submit invoices current copies, photos, ads, etc. of all public awareness campaigns paid for with CSTF dollars. (to include date, time, and places where displayed or distributed) All support documentation must contain the OAG acknowledgement to qualify for reimbursement; or Organizations dispersing purchases only from line items narrated in the scope of work for public awareness on a monthly basis, may submit a document indicating date, location, number of items and signature of board authorizing official confirming dispersal.

Deliverable 4 – Continuing Education

Scope of Work - The Provider is required to attend trainings during the grant year, July 1 through June 30. Training may be through Florida Association of Crime Stoppers, Crime Stoppers USA, Southeastern Crime Stoppers Association or other trainings as approved by a majority vote of the FACS membership and is directly related to the Crime Stoppers project. The budget line items associated with this deliverable are FACS, Southeastern Crime Stoppers Association, USA Crime Stoppers Association and travel.

Deliverable - The Provider is required to attend two (2) trainings per grant year, July 1 through June 30, through Florida Association of Crime Stoppers, Crime Stoppers USA, Southeastern Crime Stoppers Association or other Crime Stoppers trainings as approved in writing prior to travel by a majority vote of the FACS membership and is directly related to the Crime Stoppers project.

Financial Consequences - If the Provider fails to attend two trainings per year, does not attend all of the sessions and cannot provide a certificate of attendance or whose name does not appear on all days of the sign-in-sheets will result in a 10% reduction of the monthly cost reimbursement.

Provider Documentation - The Provider must submit the following as support documentation that the deliverable was met. (a) The Provider will submit copies of the agenda and either sign-in sheets or certificate of attendance for all trainings attended where reimbursement from the Crime Stoppers Trust Fund is requested

Crime Stoppers Trust Fund Monthly Performance Report
Organization: Big Bend Crime Stoppers, Inc.

Date: July 1, 2017 thru June 30, 2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Deliverable 5 – Law Enforcement Contact

Scope of Work - The Provider is required to contact all local law enforcement agencies noted in the "Mission Statement and Area Served" section of their grant application, via e-mail, to offer support of the program. Budget line items associated with this deliverable are crime prevention training, bus benches billboards/rolling billboards, newspaper, radio, television (program associated), website development/maintenance, promotional materials, door hanger/yard signs, posters, crime scene tape, wanted fugitive ads, wanted fugitive flyers, wanted fugitive posters and wanted fugitive billboards.

Deliverable - The Provider is required to make contact with all local law enforcement agencies noted in the "Mission Statement and Area Served Information" section of their grant application, via e-mail, a minimum of once a month to offer the support of the program through venues listed in the following line items: crime prevention training, bus benches billboards/rolling billboards, newspaper, radio, television (program associated), website development/maintenance, promotional materials, door hanger/yard signs, posters, crime scene tape, wanted fugitive ads, wanted fugitive flyers, wanted fugitive posters and want fugitive billboards.

Financial Consequences - A Provider who fails to make contact with local law enforcement agencies in the "Mission Statement and Area Served Information" section of their grant application, via e-mail, a minimum of once a month, July 1 through June 30, to offer the support of the program through venues listed in line items narrated in the scope of work will receive a 10% reduction in their monthly cost reimbursement for any month services as required are not completed.

Provider Documentation - The Provider will submit copies of sent e-mails indicating date and time sent each month to support notifying local law enforcement agencies in the "Mission Statement and Area Served Information" section of their grant application, of the venues Crime Stoppers has available to support the law enforcement partnership with Crime Stoppers.

Deliverable 6A – Board Meetings Grants Up to \$19,999

Scope of Work - The Provider receiving up to and including \$19,999 in grant funds will conduct quarterly board meetings during the course of the grant year, July 1 through June 30. The Budget line items associated with this deliverable are board and officer's liability and employee bond insurances.

Deliverable - The Provider receiving up to and including \$19,999 in grant funds will conduct a minimum of four (4) quarterly board meetings during the grant year, July 1 through June 30. Of which one board meeting must be held between July 1 and September 30, October 1 and December 31, January 1 and March 31, and between April 1 and June 30.

NOTE: More than one meeting within a quarter will not meet the requirement.

Financial Consequences - The Provider's total monthly reimbursement will be reduced by 10% when the Provider fails to conduct a quarterly board meeting within the following quarters, July 1 through September 30, October 1 through December 31, January 1 through March 31, and April 1 through June 30 and no support documentation is submitted as required.

Provider Documentation - The Provider will submit complete copies of un-redacted board meeting minutes for each month/quarter that a board meeting is required, July 1 through June 30, as proof a board took place within the specified time frame of the deliverable.

Crime Stoppers Trust Fund Monthly Performance Report
Organization: Big Bend Crime Stoppers, Inc.

Date: July 1, 2017 thru June 30, 2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Deliverable 6B – Board Meetings Grants Over \$19,999

Scope of Work - The Provider who receives grant funds of \$20,000 or more will conduct monthly board meetings during the course of the grant year, July 1 through June 30. The Budget line items associated with this deliverable is board and officer's liability and employee bond insurances.

Deliverable - The Provider who receives grant funds of \$20,000 or more will conduct a minimum of ten (10) monthly board meetings. **NOTE: Multiple monthly meetings, (i.e. more than one meeting within a month) will not meet the requirement and will only be counted as one meeting for the month.**

Financial Consequences - The Provider's total monthly cost reimbursement will be reduced by 10% for any month that exceeds the allowed two monthly missed board meetings between July 1 and June 30, and no support documentation is submitted as required.

Provider Documentation - The Provider will submit complete copies of un-redacted board meeting minutes for each month/quarter that a board meeting is required, July 1 through June 30, as proof a board took place within the specified time frame of the deliverable.

Deliverable 7 – Community Events

Scope of Work - The Provider, its employee or designee will participate in community events to promote Crime Stoppers through the distribution of public awareness materials in line items brochures, promotional materials, child id programs and child id supplies or other budget approved methods during the grant year, July 1 through June 30.

Deliverable - The Provider, its employee, or designee will participate in a minimum of two (2) community events within each county served by the Provider, July 1 through June 30, to promote Crime Stoppers through the distribution of public awareness materials in line items as narrated in the scope of work or other budget approved methods.

Financial Consequences - The Provider or designee who fails to attend a minimum of two community events per county served and submit the required support documentation between July 1 and June 30, will result in the provider's June Cost Reimbursement being reduced by 20% for failure to complete the required number of community events within the counties served.

Provider Documentation - The Provider will submit a completed OAG Event Reporting Form detailing the names of organizational attendees, what materials or items were distributed or utilized at the event to increase the awareness of the Crime Stoppers program and tip number.

Crime Stoppers Trust Fund Monthly Performance Report
Organization: Big Bend Crime Stoppers, Inc.

Date: July 1, 2017 thru June 30, 2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Deliverable 8 – Reporting Requirements

Scope of Work - The Provider will submit twelve (12) **complete** Crime Stoppers Reimbursement Requests with signatures, to include all required support documentation, by the 20th of the following month in which expenses occurred, even if no expenses were incurred. The Provider will submit one (1) Final Reimbursement Expenditure Report which must be time stamped in the OAG grant management system on or before August 15, if August 15th, falls on a Saturday, A Sunday or a federal holiday, then timestamp must be on the next business day. Line items associated with this deliverable are office rent, utilities, office phone, cellular phone, fax line, internet line/wireless connectivity, vehicle mileage, postage/express mail, post office box rent, storage rent, general office supplies/letterhead/envelopes, computer, computer hardware accessories, laptop computer, additional software, fax machine, printer, copier, copier rental, copier maintenance, telephone equipment, corporate filing fees, storage unit insurance, vehicle insurance, accounting, payroll services, computer tech support and design services.

Deliverable - The Provider will submit twelve (12) **complete** Crime Stoppers Reimbursement Requests with signatures which must be time stamped in the OAG grant management system on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then documents must be time stamped by the next business day. The Provider must submit one (1) Final Reimbursement Expenditure Report which must be time stamped in the OAG grant management system by August 15th, if August 15th, falls on a Saturday, a Sunday or a federal holiday, then the time stamp must be on the next business day. The monthly reimbursement request shall include all invoices and required support documentation for **expenditures** must be uploaded in the OAG grant management system and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of **deliverables**.

Financial Consequences - Provider's total monthly cost reimbursement will be reduced by 10% if the Provider fails to have their Crime Stoppers Reimbursement Request with signatures time stamped by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be time stamped by the next business day and the support documentation must be submitted either as aforementioned by the due dates as provided. A reduction of 10% will be applied to the Final Reimbursement if it is not time stamped by August 15, or if August 15th falls on a Saturday, a Sunday or a federal holiday, then the timestamp must be on the next business day.

Provider Documentation - The OAG grant staff will utilize the timestamp in the OAG grant management system to determine whether or not this deliverable has been achieved. The timestamp must be for the 20th of the following month unless otherwise specified. If the Provider wishes to dispute the date as time stamped in the OAG grant management system, the Provider must submit proof of their submission having occurred prior to the deadline.

NOTE: *Failure of the Provider to submit the required support documentation with or at the same time of the Reimbursement Request and Performance Report will result in a delay in processing which will result in a delay in payment.*



**OFFICE OF THE ATTORNEY GENERAL
DIVISION OF VICTIM SERVICES
AND CRIMINAL JUSTICE PROGRAMS**

NONSTATE AGENCY FLORIDA SINGLE AUDIT ACT QUESTIONNAIRE

In accordance with Florida Statute Section 215.97, all nonstate agencies who expend a total amount of state financial assistance equal to or in excess of \$500,000.00 in any fiscal year must comply with the Florida Single Audit Act and its requirements. The Office of the Attorney General Division of Victim Services and Criminal Justice Programs as the state awarding agency for this grant is required to determine if your nonstate agency meets the requirements of same.

Please complete this questionnaire and return to your grant manager.

- *“Audit threshold” means the threshold amount used to determine when a state single audit or project specific audit of a nonstate entity shall be conducted in accordance with Florida Statutes section 215.97. Each nonstate entity that expends a total amount of state financial assistance equal to or in excess of \$500,000.00 in any fiscal year of such nonstate entity.*
- *“Nonstate entity” means a local governmental entity, nonprofit organization, or for-profit organization that receives state financial assistance.*
- *“Local governmental entity” means a county as a whole, municipality, or special district or any other entity excluding a district school board, charter school, Florida College System institution, or public university, however styled, which independently exercises any type of governmental function within the state.*
- *“Federal financial assistance” means financial assistance from federal sources passed through the state and provided to nonstate organizations to carry out a federal program.*
- *“State awarding agency” means a state agency that is primarily responsible for the operations and outcomes of a state project, regardless of the state agency that actually provides state financial assistance to a nonstate entity.*
- *“Coordinating agency” means the state awarding agency that provides the predominant amount of state financial assistance expended by a recipient as determined by the recipient’s Schedule of Expenditures of State Financial Assistance.*
- *“State program” means a set of special purpose activities undertaken to realize identifiable goals and objectives in order to achieve a state agency’s mission and legislative intent requiring accountability for state resources.*
- *“State project” means a state program that provides state financial assistance to a nonstate organization and that must be assigned a state project number identifier in the Catalog of State Financial Assistance.*
- *“State fiscal year” means the State of Florida fiscal year which begins on July 1 of each year and ends on June 30 of the following year.*

Agency or Entity: Big Bend Crime Stoppers, Inc.

Fiscal Year: 2017-2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Did the agency or entity expend \$500,000.00 or more in the previous State fiscal year from all funding sources which are managed by a State agency, including Federal financial assistance?

☐ Yes

☒ No

In accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the Comptroller; and Chapter 10.650, Rules of the Auditor General this agency/organization has reviewed its state financial assistance and attests, under penalties of perjury, that the above information is true and accurate.

Signature: Sharon Ofuani **Title:** Executive Director **Date:** 6/22/17

Print Name: Sharon Ofuani

Yes, our fiscal year is April 1st- March 31st. Thanks.

Sent from XFINITY Connect Mobile App

-----Original Message-----

From: Shayla.Crumity@myfloridalegal.com
To: bigbendcrimestopper@comcast.net
Cc:
Adrian.Dillon@myfloridalegal.com, Danica.Bennett@myfloridalegal.com, Karen.OBryan@myfloridalegal.com
Sent: 2017-06-23 1:51:57 PM
Subject: 2017-2018 GY - Exhibit 2



Re: 2017-2018 GY - Exhibit 2
bigbendcrimestopper
to:
06/23/2017 02:51 PM
Hide Details
From: bigbendcrimestopper@comcast.net
To: "" <Shayla.Crumity@myfloridalegal.com>

Ms. Ofuani and Ms. Hightower,

For Exhibit 2, we need the entire fiscal year. For example I believe your organization's was April 1, 2016- March 31, 2017. Please respond to this email with the correct fiscal year so we can attach the email to your organization's contract.

Please reply or submit any documents to cstfsupport@myfloridalegal.com

Thank you,

Shayla L. Crumity
Bureau of Criminal Justice Programs
Office of the Attorney General
PL-01 The Capitol
Tallahassee, FL 32399-1050
Office: 850-414-3356
Fax: 850-413-0633
shayla.crumity@myfloridalegal.com

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Organization Information

Grant Year: July 1, 2017 - June 30, 2018

ORIGINAL

Type of Governmental Agency or Organization*

County ☒ Member, Florida Association of Crime Stoppers, Inc.

Organization Information

Name of Agency or Organization: Big Bend Crime Stoppers, Inc.

Organization Mailing Address: P O Box 938

City: Tallahassee State: Florida Zip: 32302-0938

Federal Identification Number:

Participating Counties: Franklin County
Gadsden County
Jefferson County
Leon County
Liberty County
Taylor County
Wakulla County

Applicable Judicial Circuits: 2nd
3rd

Total Budget Request: \$80,998.88

Contact Information

Individual to Contact in Case of Question: Sharon Ofuani Phone Number: (850) 222-0890

Email Address: bigbendcrimestopper@comcast.net

Coordination of Services

Identify agencies with which the organization will coordinate its services.

Name of Agencies below:

Apalachicola Police
Capital Police
FAMU Police

RECEIVED

MAY 02 2017

CRIMINAL JUSTICE PROGRAMS
FCPTI

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Organization Information

FSU Police
Gretna Police
Havana Police
Midway Police
Monticello Police
Perry Police
Quincy Police
TCC Police
Tallahassee Police
Franklin County Sheriff
Gasden County Sheriff
Jefferson County Sheriff
Leon County Sheriff
Liberty County Sheriff
Taylor Counry Sheriff
Wakulla County Sheriff

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Certification Signatures

All information provided is considered a public record subject to disclosure pursuant to Chapter 119, F.S. Anyone claiming an exemption from the public records disclosure requirements of Chapter 119, F.S., must affirmatively inform our program in writing of all information to be protected and the basis for same per Florida Statutes.

Program Director Information

Prefix:	Mrs.	Name:	Sharon Ofuani
Title:	Executive Director		
Business Address:	P O Box 938		
City:	Tallahassee	State:	Florida
Zip:	32302-0938		
Phone Number:	(850) 222-0890	Fax Number:	(850) 222-9425
Email:	bigbendcrimestopper@comcast.net		

- ✓ ***I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information in this application is true, complete and correct.***

Authorizing Official Information

Prefix:	Mrs.	Name:	Linda Nelson
Title:	President		
Business Address:	P O Box 983		
City:	Tallahassee	State:	Florida
Zip:	32302-0938		
Phone Number:	(850) 222-0890	Fax Number:	(850) 222-9425
Email:	bigbendcrimestopper@comcast.net		

- ✓ ***I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information in this application is true, complete and correct.***

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Certification Signatures

Financial Officer Information

Prefix:	Ms.	Name:	Janet Hinton
Title:	Treasure		
Business Address:	P O Box 938		
City:	Tallahassee	State:	Florida
Zip:	32302-0938		
Phone Number:	(850) 222-0890	Fax Number:	(850) 222-9425
Email:	bigbendcrimestopper@comcast.net		

- ✓ ***I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information in this application is true, complete and correct.***

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Board of Directors

Position on Board	Name	Email Address	Exempt
Chairman/President:	Linda Nelson	linda.nelson31@gmail.com	
Vice Chairman/Vice President:			
Treasurer:	Janet Hinton	janethinton@comcast.net	
Secretary:			
Immediate Past President:			
Board Member:	Bo Schmitz	bo.schmitz@fourpointstallahasseedowntown.com	
	Charlie Castleton	ccastleton@comcast.net	
	Don Head	dhead12158@aol.com	
	Janeia Ingram	janeia.daniels@gmail.com	
	Hetal Desai	hdesai@sniffenlaw.com	
	Shalimar Thomas	shalimar.thomas@yahoo.com	
	LeAnne Staalenburg	staalenburg.leanne@ccbg.com	
	Richard Otway	rotway32@yahoo.com	

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Mission Statement and Area Served Information

Mission Statement:

Big Bend Crime Stoppers' mission is to increase the safety of the Big Bend Community by assisting law enforcement agencies in removing undesirable individuals from the community.

Information about Area Served

County:	
Population Served by Organization:	418,077
Crime Rate per County Served (per UCR):	14401
Number of Media Outlets:	37
Are Billboards Available in Your Area?:	Yes
Number of Local Law Enforcement Agencies:	19
Number of Public Transportation Entities Available in Area Served:	8
Number of Community Events in Area Served:	14

Number of Schools in Area Served by Organization

High Schools:	12
Middle Schools:	25
Elementary Schools:	28
Colleges:	5
Other Schools Served: (Private, Chartered, Christian, etc.)	12

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Previous Activity

Provide the following information for the three previous grant years, excluding current year, which occurred between July 1, and June 30 of the grant years requested.

Year	# of Tips	# of Tips Written Increase or Decrease from prior year	% of Increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2013-2014	904			52	181	42	42	100.00%
2014-2015	970	66	7.30%	24	58	21	20	95.24%
2015-2016	1,059	89	9.18%	26	66	17	10	58.82%

Year	\$ Spent on Public Awareness*	Cost Per Tip	\$ Amount of Grant Funds Reimbursed
2013-2014	\$31,976.49	\$35.37	\$31,976.49
2014-2015	\$27,265.76	\$28.11	\$27,265.76
2015-2016	\$38,879.43	\$36.71	\$38,879.43

*Dollars spent on Rewards and Public Education Category, not Dollars Budgeted.

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Programmatic and Fiscal Evaluation

State in this section what has been successful and what has not been successful and determine if programmatic cost from previous year and year-to date have been cost effective and productive.

Over past fiscal year the Board has addressed and reversed the lack of monthly payouts. The below efforts have been so successful that the Board had to make adjustments to the rewards to ensure that rewards were bountiful and were available to the end of the year.

Some of these successes was attributed to the following efforts. We:

A. Established a new radio program "To Catch a Criminal" on 93.3 which airs every Thursday. This audience is completely different from Cumulus, thereby expanding our outreach. We continued our outreach to our counties and encouraged their use of our services. As such, several entities have hosted our radio programs.

B. Provided increased numbers of rewards beyond Leon County due to our visits with all Police Chief and Sheriff offices.

C. Created a new jingle for radio and TV commercials for branding purposes.

D. Received a Community Redevelopment Agency grant which was successfully awarded for the My Home, My Community, My Responsibility Festival which is our education and informational outreach initiative. We met with 20 community leaders, 7 pastors, and 8 principals to assist in festival planning and getting our message out.

E. Continued to meet with all law enforcement agencies to educate/reeducate them on best practices for working with crime stoppers and fellow agencies to increase rewards.

F. Reduced and eliminated the backlog of tips dispositions per each agency.

G. Provided each agency with a continued supply of promotional materials and banners to utilize at community events to enhance visibility and awareness of Crime Stoppers.

I. Achieved our goal to expand from 253 to 700 Facebook followers.

J. A Crime Stoppers tip solved two high profile cases the Suntrust bank robbery and the Children's Lighthouse Thrift Store Burglary and Arson.

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Performance Measures Review

Will your Performance Measures from the current grant year be achieved by your organization? If yes, please give a brief narrative of your achievements. If no, give reason why you were unable to meet your established Performance Measures and did you require a Program Modification?

All performance measures will not be met this year as we had one case in deliverable # 6 that we did not contacted all of the agencies we contact about our services. It was an oversight where a reply on top of another e-mail for a different case was used instead of listing all agencies.

Our tip line is operational seven days a week 24 hours to ensure quality of service, our law enforcement liaison regularly communicates with law enforcement coordinators in each county to ensure their complete engagement in tip investigations. Meetings are held in the respective law enforcement coordinators site. We have maintained all means by which tips are provided i.e. text a tip, mobile app etc. The tip line is consistently promoted in all media outlets and intensely so through the new television and new radio programs "Big Bends' Wanted Fugitive".

The board regularly meets and is informed and approves rewards. Rewards are available to tipsters within three days of approval and tipsters are offered pick up sites per their convenience. We are in good standing with FACS and attend meetings as required. We're quite pleased with our education and outreach activities. Our various billboards, newspaper, StarMetro bus, and Yellow Cab campaign contributes to our outreach and awareness. Supplying promotional items to each agency is needed and well received.

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Rewards and Public Education

Organization Name: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018

Provide information on all proposed grant expenditures in the appropriate budget categories. Items must meet these three (3) directives; "**reasonable**," "**allowable**," and "**necessary**." This includes, but is not limited to, the following approved items. Blank lines will be provided for other additional requests, but will be subject to evaluation and approval. **This category must "Total" a minimum of 50% of your award amount.**

Rewards & Public Education

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Rewards	\$935.00	13.85%	12	\$11,220.00	Rewards of up to \$3000.00 are paid to tipsters for anonymous tips that lead to an arrest. The monthly cost is \$935.00 for 12 months based on the average dollar amount of the tips voted on by the Board of Directors and a possible increase due to aggressive advertising of the program.
Tip Lines		0.00%		\$0	
Answering Service	\$175.00	2.59%	12	\$2,100.00	The answering service receives calls from anonymous tipsters 24 hours a day, 365 days a year and monitors all mobile and web tips, after hours information, and translates for tipsters. The monthly cost is \$175.00 for 12 months based on the average paid in the previous year.
Telecommute Fees	\$65.00	0.96%	12	\$780.00	This is an 800-number used to transfer calls from the tipster to the answering service. This service helps ensure that tipsters remain anonymous. The monthly

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Rewards and Public Education

					cost is \$65.00 for 12 months based on the average cost paid in the previous grant year.
Tip Software	\$1,680.00	2.07%	1	\$1,680.00	To effectively manage tips, a tip management software program is needed to process, edit, forward and document all aspects of tips received by the organization. Based on research, the estimated annual cost is \$1680.00.
Cell Phone		0.00%		\$0	
Crime Prevention Training		0.00%		\$0	
Program Awareness/Media Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Bus Benches		0.00%		\$0	
Yellow Pages Ads		0.00%		\$0	
Billboards/Rolling Billboards	\$219.35	1.62%	6	\$1,316.10	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will have 6 billboards at an average of \$219.35 a month for 6 months based on the cost in the previous grant year.
Bus Wraps Only	\$295.00	1.09%	3	\$885.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will have 3 bus wraps at an

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
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Rewards and Public Education

					average of \$295.00 a month for 3 months based on the cost in the previous grant year.
Cab Signs		0.00%		\$0	
Newspaper	\$25.00	1.85%	60	\$1,500.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will place a minimum of 60 ads in county newspapers on a weekly/bi-weekly/monthly basis for a minimum of twice a month for an average cost of \$25.00 per run based on the cost in the previous grant year.
Radio	\$14.00	8.64%	500	\$7,000.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will run the ad on 5 stations, for a total of 500 spots. The anticipated cost is \$14.00 for each spot for the year based on the average cost in the previous grant year.
Television (program associated)	\$25.00	12.35%	400	\$10,000.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will run ads on 2 stations, for a total of 400 spots. The estimated cost is \$25.00

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
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Rewards and Public Education

					for each spot for the year based on the average cost in the previous grant year.
Movie Theater		0.00%		\$0	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will pay \$20 per month for 12 months to update & maintain our website and other social media outlets based on the average cost in the previous grant year.
Website Development/Maintenance	\$20.00	0.30%	12	\$240.00	
Brochures		0.00%		\$0	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. These items will be provided to citizens at community events. We estimate our cost to be \$1.00 per item based on the cost in the previous grant year. We estimate to purchase at a minimum 3180 items.
Program Specialty Items	\$1.00	3.93%	3,180	\$3,180.00	
Door Hangers/Yard Signs		0.00%		\$0	
Window Clings/Signs/Stickers		0.00%		\$0	
Newsletters		0.00%		\$0	
Posters		0.00%		\$0	
Banners		0.00%		\$0	
LCD Projector		0.00%		\$0	
Projection Screen		0.00%		\$0	
Display Board		0.00%		\$0	

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Rewards and Public Education

Television	0.00%	\$0
VCR/DVD/Blue-Ray/or similar device	0.00%	\$0
Child ID Programs	0.00%	\$0
Child ID Supplies	0.00%	\$0
Crime Scene Tape	0.00%	\$0

Fugitives					
Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Wanted Fugitive Ads		0.00%		\$0	
Wanted Fugitive Flyers	\$0.50	0.37%	600	\$300.00	This purchase is for 600 fugitive flyers at a cost of \$.50 per flyer and will be distributed during the grant year for specific wanted persons based on the average cost in the previous grant year. In addition, it will promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve other crimes in their community .
Wanted Fugitive Posters		0.00%		\$0	
Wanted Fugitive Billboards	\$300.00	0.37%	1	\$300.00	This purchase is for 1 fugitive billboard at a cost of \$300 to run for one month during the grant year for specific wanted person(s) based on the average cost in the previous grant year. In addition, it will promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve other

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Rewards and Public Education

crimes in their community .

Other (specific line items not listed above)

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
1.		0.00%		\$0	
2.		0.00%		\$0	
3.		0.00%		\$0	
4.		0.00%		\$0	
5.		0.00%		\$0	
6.		0.00%		\$0	
7.		0.00%		\$0	
8.		0.00%		\$0	
9.		0.00%		\$0	
10.		0.00%		\$0	
TOTAL REWARDS & PUBLIC EDUCATION			50.00%		\$40,501.10

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Operating Expenses

Provide information on all proposed grant expenditures in the appropriate budget categories. Items must meet these three (3) directives; "**reasonable**", "**allowable**", and "**necessary**". This includes, but is not limited to, the following approved items. Blank lines will be provided for other additional requests, but will be subject to evaluation and approval.

Office Expenditures

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Office Rent	\$700.00	10.37%	12	\$8,400.00	This office space is used by the organization to conduct official crime stoppers business. The rent is \$700.00 per month for 12 months based on the average cost in the previous grant year.
Utilities		0.00%		\$0	
Office Phone		0.00%		\$0	
Cellular Phone	\$95.00	1.41%	12	\$1,140.00	The cell phone is used by the organization to conduct official crime stoppers business. The phone bill is \$95.00 per month for 12 months based on the average cost in the previous grant year.
Fax Line		0.00%		\$0	
Internet Line/Wireless Connectivity		0.00%		\$0	
Vehicle Mileage	\$0.44	0.21%	383	\$168.52	Vehicle mileage will be used to reimburse employees for local crime stoppers business travel for an estimated 383 miles per year at \$0.445; based on the average cost in the previous grant year.
Postage/Express Mail		0.00%		\$0	
Post Office Box Rent	\$92.00	0.11%	1	\$92.00	Utilized to ensure mail is secure due to the nature of crime stoppers

OFFICE OF THE FLORIDA ATTORNEY GENERAL
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Organization: Big Bend Crime Stoppers, Inc.
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Operating Expenses

correspondence. This is an annual cost of \$92 based on rates set by the U.S. Postal Service.

Storage Rent	0.00%	\$0
General Office	0.00%	\$0
Supplies/Letterhead/Envelopes		

Equipment And Property

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Computer		0.00%		\$0	
Computer Hardware		0.00%		\$0	
Accessories					
Laptop Computer		0.00%		\$0	
Additional Software		0.00%		\$0	
Fax Machine		0.00%		\$0	
Printer		0.00%		\$0	
Copier		0.00%		\$0	
Copier Rental		0.00%		\$0	
Copier Maintenance		0.00%		\$0	
Telephone Equipment		0.00%		\$0	

Membership Dues

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
FACS	\$250.00	0.31%	1	\$250.00	These annual dues to the state organization provide Crime Stopper staff and board members training and networking directly related to Crime Stoppers. This is an annual cost of \$250.00 based on the average cost in the previous grant year.
Southeastern Crime Stoppers Association		0.00%		\$0	
USA Crime Stoppers Association		0.00%		\$0	

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Fees						
	Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
	Corporate Filing Fee	\$62.00	0.08%	1	\$62.00	Utilized for the annual non-profit incorporation filing fees based on the rate set by the Division of Corporations of \$62.00. This fee allows our organization to conduct business in the State of Florida.
Insurances						
	Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
	Board & Officer's Liability	\$845.00	1.04%	1	\$845.00	The purchase of this insurance is mandated by the Crime Stoppers grant funding contract and is required to cover the board and its members for their involvement on the Crime Stoppers board. This is a yearly cost of \$845.00 based on the average cost in the previous grant year.
	Employee Bond Insurance		0.00%		\$0	
	Storage Unit Insurance		0.00%		\$0	
	General Liability	\$563.00	0.70%	1	\$563.00	This insurance provides coverage for the organization's general business and during business related events. The yearly cost is \$563.00 based on the average cost in the previous grant year.
	Vehicle Insurance		0.00%		\$0	

Travel

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
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Operating Expenses

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
1. FACS meeting #1	\$491.00	0.61%	1	\$491.00	This travel is to attend training conferences to learn best practices for members to assist them in running a Crime Stoppers organization. This amount will be used for a member to attend the FACS conference. The total cost for one members is: \$125 lodging per night for 1 person for 2 nights = \$250; estimated costs of meals \$108 x 1 person = \$108; 302 miles x 1 person x 0.445 = \$132.88 rounded to \$133.00. This is based upon previous travel expenses.
2. FACS meeting #2	\$491.00	0.61%	1	\$491.00	This travel is to attend training conferences to learn best practices for members to assist them in running a Crime Stoppers organization. This amount will be used for a member to attend the FACS conference. The total cost for one members is: \$125 lodging per night for 1 person for 2 nights = \$250; estimated costs of meals \$108 x 1 person = \$108; 302 miles x 1 person x 0.445 = \$132.88rounded to \$133.00. This is based upon previous travel expenses.
3.		0.00%		\$0	
4.		0.00%		\$0	

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5.	0.00%	\$0
6.	0.00%	\$0
7.	0.00%	\$0
8.	0.00%	\$0
9.	0.00%	\$0
10.	0.00%	\$0

Professional Services

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Accounting	\$140.00	2.07%	12	\$1,680.00	This purchase is for accounting services for the organization, such as, balancing the books, preparing federal and unemployment tax filings and to complete a Florida Single Audit, if needed at a cost of approximately \$140.00 per month for 12 months based on the average cost in the previous grant year.
Payroll Services		0.00%		\$0	
Computer Tech Support		0.00%		\$0	
Design Services	\$50.00	0.12%	2	\$100.00	This service assists in designing our ad artwork which appears on our billboards, brochures and crime prevention literature. The estimated cost per project is \$50.00 each for 2 projects during the year based on the average cost in the previous grant year.

Other (specific line items not listed above)

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
1. Comcast Bundle, cable, internet, phone	\$160.00	2.37%	12	\$1,920.00	This is a cost-effective plan which includes the

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Operating Expenses

necessities for office management. The package includes Internet, phone (office and fax lines), and cable. This is the lowest package that is offered. Estimated cost is \$160.00 a month for 12 months. This fee is based on previous year's expenses.

2.	0.00%	\$0
3.	0.00%	\$0
4.	0.00%	\$0
5.	0.00%	\$0
6.	0.00%	\$0
7.	0.00%	\$0
8.	0.00%	\$0
9.	0.00%	\$0
10.	0.00%	\$0

Total Operating Expenses	20.00%	\$16,202.52
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OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.:
Salaried Employees: 1 Sharon Ofuani

Complete the tables below and provide information about each position requested. The first table has been designed to do the calculations for salaries and only requires you to choose a pre-determined **Position Title** from a dropdown list and data entering the **Employee Name**. The **Position Number** can only be assigned by the OAG.

For the **Personnel Narrative**, in detail, describe how the position will be used to advance the Crime Stoppers' initiative and how it is "reasonable", "allowable", and "necessary". Provide a job description for all proposed Crime Stoppers funded staff. Failure to provide Crime Stoppers allowable job descriptions may result in a reduction to your request. The job description must reflect Crime Stoppers allowable activities that are to be funded by CSTF.

Position Number	Position Title	Employee Name
78908	Executive Director	Sharon Ofuani
Personnel Narrative:	The Executive Director is a part time administrative and management position dedicated 100% to Crime Stoppers business, (managing 2 employees,) and responsible for the accomplishment of Crime Stoppers Trust Fund objectives throughout the year, such as, marketing and logistical duties. The pay rate is \$1376.19 per month for 20 hour per week, and the annual cost is \$16514.32. Any salary and employer taxes over this yearly amount or any disallowable activities will be paid from the employer's discretionary fund. This amount is within the range for this position in this area.	

The second table will display after selecting a position type and will require data entry of any benefits provided by Employer or contributed to by the employee unless a rate is required, then the rate will be entered and the amount will be calculated. This should include any benefits, employer payroll taxes, insurance allowances or other insurances provided by employer, workers compensation, employer deposits to 401K retirement plans, etc. **A maximum of 30% of award amount can be allocated for "Total Salaries".**

Pay Schedule: Monthly

Position Type: Salary

Hours Per Week	Yearly Employee	RATE	Yearly Employer	Crime Stoppers	Per Pay Period Crime
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OFFICE OF THE FLORIDA ATTORNEY GENERAL
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 Grant No.:
 Salaried Employees: 1 Sharon Ofuani

	Cost	Cost	Yearly Cost	Stoppers Cost
Hourly Rate				
Gross Salary		\$0	\$0	\$0
FICA	7.65%	\$0	\$0	\$0
Withholdings				
Retirement			\$0	\$0
Health Ins.			\$0	\$0
Life Ins.			\$0	\$0
Dental Ins.			\$0	\$0
Workers Comp	%	\$0	\$0	\$0
Unemployment (1st \$7K)	%	\$0	\$0	\$0
Other Costs			\$0	\$0
TOTAL		\$0	\$0	\$0

Hours Per Week	Yearly Employee Cost	RATE	Yearly Employer Cost	Crime Stoppers Yearly Cost	Per Pay Period Crime Stoppers Cost
20					
Gross Salary			\$15,340.75	\$15,340.75	\$1,278.40
FICA		7.65%	\$1,173.57	\$1,173.57	\$97.80
Withholdings					
Retirement	\$0			\$0	\$0
Health Ins.	\$0			\$0	\$0
Life Ins.	\$0			\$0	\$0
Dental Ins.	\$0			\$0	\$0
Workers Comp		%	\$0	\$0	\$0
Unemployment		%	\$0	\$0	\$0

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Salaried Employees: 1 Sharon Ofuani

(1st \$7K)

Other Costs

TOTAL

\$0

\$16,514.32

\$16,514.32

\$0

\$1,376.19

\$0

Explanation for Other Costs (if applicable):

Is this position Sworn or Non-Sworn?

Non-Sworn

OFFICE OF THE FLORIDA ATTORNEY GENERAL
 Crime Stoppers 2017-2018
 Organization: Big Bend Crime Stoppers, Inc.
 Grant No.:
 Salaried Employees: 2 Tonya Hightower

Complete the tables below and provide information about each position requested. The first table has been designed to do the calculations for salaries and only requires you to choose a pre-determined **Position Title** from a dropdown list and data entering the **Employee Name**. The **Position Number** can only be assigned by the OAG.

For the **Personnel Narrative**, in detail, describe how the position will be used to advance the Crime Stoppers' initiative and how it is "reasonable", "allowable", and "necessary". Provide a job description for all proposed Crime Stoppers funded staff. Failure to provide Crime Stoppers allowable job descriptions may result in a reduction to your request. The job description must reflect Crime Stoppers allowable activities that are to be funded by CSTF.

Position Number	Position Title	Employee Name
78910	Assistant to Executive Director	Tonya Hightower
Personnel Narrative:	Responsible for administrative and clerical duties pertaining to the Crime Stoppers projects. The employee will work 20 hours per week. Pay rate per hour is \$6.95 per hour with monthly total salary of \$648.41 for a grand total of \$7780.94 per year. Any salary and employer taxes over this yearly amount or any disallowable activities will be paid from the employer's discretionary fund. This amount is within the range for this position in this area.	

The second table will display after selecting a position type and will require data entry of any benefits provided by Employer or contributed to by the employee unless a rate is required, then the rate will be entered and the amount will be calculated. This should include any benefits, employer payroll taxes, insurance allowances or other insurances provided by employer, workers compensation, employer deposits to 401K retirement plans, etc. **A maximum of 30% of award amount can be allocated for "Total Salaries"**.

Pay Schedule: Monthly

Position Type: Hourly

Hours Per Week	20	Yearly Employee Cost	RATE	Yearly Employer Cost	Crime Stoppers Yearly Cost	Per Pay Period Crime Stoppers Cost
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OFFICE OF THE FLORIDA ATTORNEY GENERAL
 Crime Stoppers 2017-2018
 Organization: Big Bend Crime Stoppers, Inc.
 Grant No.:
 Salaried Employees: 2 Tonya Hightower

Hourly Rate	\$6.95				
Gross Salary			\$7,228.00	\$7,228.00	\$602.33
FICA		7.65%	\$552.94	\$552.94	\$46.08
Withholdings					
Retirement	\$0			\$0	\$0
Health Ins.	\$0			\$0	\$0
Life Ins.	\$0			\$0	\$0
Dental Ins.	\$0			\$0	\$0
Workers Comp		%	\$0	\$0	\$0
Unemployment (1st \$7K)		%	\$0	\$0	\$0
Other Costs				\$0	\$0
TOTAL	\$0		\$7,780.94	\$7,780.94	\$648.41

Hours Per Week	Yearly Employee Cost	RATE	Yearly Employer Cost	Crime Stoppers Yearly Cost	Per Pay Period Crime Stoppers Cost
Gross Salary				\$0	\$0
FICA		7.65%	\$0	\$0	\$0
Withholdings					
Retirement				\$0	\$0
Health Ins.				\$0	\$0
Life Ins.				\$0	\$0
Dental Ins.				\$0	\$0
Workers Comp		%	\$0	\$0	\$0
Unemployment (1st \$7K)		%	\$0	\$0	\$0

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
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Grant No.:
Salaried Employees: 2 Tonya Hightower

Other Costs			\$0	\$0
TOTAL	\$0	\$0	\$0	\$0

Explanation for Other Costs (if applicable):

Is this position Sworn or Non-Sworn? Non-Sworn

OFFICE OF THE FLORIDA ATTORNEY GENERAL
Crime Stoppers 2017-2018
Organization: Big Bend Crime Stoppers, Inc.
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018
Budget Summary

Budget Category	%	Total Cost
Part A. Rewards and Public Education (Minimum of 50% of REQUESTED TOTAL)	50.00%	\$40,501.10
Part B. Operating Expenses	20.00%	\$16,202.52
Part C. Salaried Employees (Maximum allowed 30% of REQUESTED TOTAL)	29.99%	\$24,295.26
Requested Total	100.00%	\$80,998.88
Award Amount	\$80,999.88	

COST/PRICE ANALYSIS FORM

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Organization Name: Big Bend Crime Stoppers, Inc.

Depending on procurement/selection method and type of agreement to be entered into, price and/or cost analyses should be completed. Section 216.3475, Florida Statutes requires that a person or entity that is awarded funding on a non-competitive basis may not be paid more than the competitive market rate.

1. Determine if costs are:

- a. Allowable
- b. Reasonable
- c. Necessary

2. * Can use for comparison:

Current and previous ITBs, RFPs, quotes, contract prices, similar program costs and published price lists.

NOTE: These guidelines apply to all agreements, regardless of funding source or form (contract, purchase order, memorandum of understanding, grant, etc.).

Competition (2 or more responses) usually establishes price reasonableness (except competitively procured fixed price/fixed rate agreements with recipients which will require further cost analyses).

Fixed price/fixed rate agreements with vendors which have been competitively procured by evaluation of two or more responses, do not usually require further price or cost analyses.

ITN, Single Source, and non-competitive procurements objective is to negotiate an agreement that provides the greatest incentive for efficient and economical performance.

	Definition	Objective	Actions	Contract Types Applicable to	Check Box Indicating Method Used
Price Analysis	The process of examining and evaluating proposed price without evaluating its separate cost elements.	Verify that overall price is fair and reasonable	*Compare current proposed prices *Compare current price to previous price	ITN, Single Source, and non-competitive procurements require price and cost analyses.	<input checked="" type="checkbox"/> Current ITB or RFPs <input checked="" type="checkbox"/> Previous ITB or RFPs <input checked="" type="checkbox"/> Quotes <input checked="" type="checkbox"/> Contract prices <input checked="" type="checkbox"/> Similar program costs <input checked="" type="checkbox"/> Published price lists
Cost Analysis	The process of reviewing and evaluating separate cost elements	Determine the allowability and reasonableness of proposed cost elements.	*Determine that proposed costs are allowable (per federal and state laws, rules and regulations). *Evaluate necessity for and reasonableness of proposed costs. (Pay particular attention to fringe benefits, overhead and indirect cost rates, profit margin.)*Compare to actual costs previously incurred for same or similar services.	ITN, Single Source, and non-competitive procurements require price and cost analyses. Cost reimbursement and/or cost plus fixed fee agreements <u>always</u> require cost analysis. Competitively procured fixed price/fixed rate agreements with recipients require further cost analyses.	<input checked="" type="checkbox"/> Current ITB or RFPs <input checked="" type="checkbox"/> Previous ITB or RFPs <input checked="" type="checkbox"/> Quotes <input checked="" type="checkbox"/> Contract prices <input checked="" type="checkbox"/> Similar program costs <input checked="" type="checkbox"/> Published price lists

Item #	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
	Total Contract Value	\$80,998.88				
	Rewards & Public Education	\$40,501.10	50.0%			
1	Rewards	\$11,220.00	13.9%	√	√	√
2	Tip Lines		0.0%			
3	Answering Service (Alternative Answers, CSI, Other)	\$2,100.00	2.6%	√	√	√
4	Telecommute Fees	\$780.00	1.0%	√	√	√
5	Tip Software	\$1,680.00	2.1%	√	√	√
6	Cell Phone (Tip Coordinator)		0.0%			
7	Crime Prevention Training		0.0%			
	Program Awareness/Media					
8	Bus Benches		0.0%			
9	Yellow Page Ads (not listing)		0.0%			
10	Billboards/Rolling Billboards	\$1,316.10	1.6%	√	√	√
11	Bus Wraps Only (Sole Source Determination Required)	\$885.00	1.1%	√	√	√
12	Cab Signs		0.0%			
13	Newspaper	\$1,500.00	1.9%	√	√	√
14	Radio	\$7,000.00	8.6%	√	√	√
15	Television (Program Associated)	\$10,000.00	12.3%	√	√	√
16	Movie Theater		0.0%			

17	Website Development/Maintenance	\$240.00	0.3%	√	√	√
18	Brochures		0.0%			
19	Program Specialty Items (as approved)	\$3,180.00	3.9%	√	√	√
20	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)		0.0%			
21	Window Clings/Signs/Stickers		0.0%			
22	Newsletters		0.0%			
23	Posters		0.0%			
24	Banners		0.0%			
25	LCD Projector		0.0%			
26	Projection Screen		0.0%			
27	Display Board		0.0%			
28	Television		0.0%			
29	VCR/DVD/Blue-Ray/or similar device		0.0%			
30	Child ID Programs		0.0%			
31	Child ID Supplies		0.0%			
32	Crime Scene Tape		0.0%			
Item #	Fugitives					
33	Wanted Fugitive Ads		0.0%			
34	Wanted Fugitive Flyers	\$300.00	0.4%	√	√	√

35	Wanted Fugitive Posters		0.0%			
36	Wanted Fugitive Billboards	\$300.00	0.4%	√	√	√
Item #	"OTHER" Specific Line Items					
37			0.0%			
38			0.0%			
39			0.0%			
40			0.0%			
41			0.0%			
42			0.0%			
	TOTAL REWARDS & PUBLIC EDUCATION	\$40,501.10				
Item #	Operating Expenses	\$16,202.52	20.0%			
43	Office Rent (Must submit copy of lease)	\$8,400.00	10.4%	√	√	√
44	Utilities		0.0%			
45	Office Phone (Not Tip Line)		0.0%			
46	Cellular Phone	\$1,140.00	1.4%	√	√	√
47	Fax Line		0.0%			
48	Internet Line/Wireless Connectivity (Internet Service)		0.0%			
49	Vehicle Mileage	\$168.52	0.2%	√	√	√
50	Postage/ Express Mail (must maintain postage log for all stamps to demonstrate usage)		0.0%			
51	Post Office Box Rent	\$92.00	0.1%	√	√	√

52	Storage Rent		0.0%			
53	General Office Supplies/Letterhead/Envelopes		0.0%			
	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
	Equipment and Property					
54	Computer (Including monitor or Software purchased with computer)		0.0%			
55	Computer Hardware Accessories		0.0%			
56	Laptop Computer (does not include ipad notebooks or similar devices)		0.0%			
57	Additional Software		0.0%			
58	FAX Machine		0.0%			
59	Printer		0.0%			
60	Copier		0.0%			
61	Copier Rental		0.0%			
62	Copier Maintenance		0.0%			
63	Telephone Equipment (not bills)		0.0%			
Item #	Membership Dues (Limited to those below)					
64	FACS (Florida Association of Crime Stoppers, Inc.)	\$250.00	0.3%	√	√	√
65	Southeastern Crime Stoppers Association		0.0%			
66	USA Crime Stoppers Association		0.0%			
Item #	Fees					
67	Corporate Filing Fees	\$62.00	0.1%	√	√	√

Item #	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
Item #	Insurance					
68	Board & Officers Liability (Mandatory)	\$845.00	1.0%	√	√	√
69	Employee Bond Insurance		0.0%			
70	Storage Unit Insurance		0.0%			
71	General Liability	\$563.00	0.7%	√	√	√
72	Vehicle Insurance (State Owned)		0.0%			
Item #	Travel					
73	Travel (all)	\$982.00	1.2%	√	√	√
Item #	Professional Services					
74	Accounting	\$1,680.00	2.1%	√	√	√
75	Payroll Services		0.0%			
76	Computer Tech Support		0.0%			
77	Design Services	\$100.00	0.1%	√	√	√
Item #	Other (Explain) (in Section 11, page 15)					
79	Comcast Bundle:Cable, Internet, Phone	\$1,920.00	2.4%	√	√	√
80			0.0%			
81			0.0%			
82			0.0%			
83			0.0%			
84			0.0%			

85			0.0%			
86			0.0%			
87			0.0%			
	TOTAL FOR OPERATING EXPENSES	\$16,202.52				
Item #	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
	Salaries and benefits	\$24,295.26	0.299945629			
88	Assistant to Executive Director	\$7,780.94	9.6%	√	√	√
89			0.0%			
90			0.0%			
91			0.0%			
92			0.0%			
93			0.0%			
94	Executive Director	\$16,514.32	20.4%	√	√	√
	TOTAL	\$80,998.88	100%			

CERTIFICATION

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

D. Bennett 5-21-2017
(Signature) (Date)

Danica Bennett, Grant Specialist IV
(Type Name and Title Here)

Karen O'Bryan 6/30/17
(Signature) (Date)

Karen O'Bryan, Program Administrator
(Type Name and Title Here)

FLORIDA SINGLE AUDIT ACT CHECKLIST FOR NON-STATE ORGANIZATIONS - RECIPIENT/SUBRECIPIENT VS. VENDOR DETERMINATION

This checklist and the standard contract audit language may be obtained electronically from the Department of Financial Services' website (<https://apps.fldfs.com/fsaa>).

If a Florida Single Audit Act State Project Determination Checklist has not been previously completed, please complete it now. (Applies only to State agencies)

This checklist must be used by State agencies to evaluate the applicability of the Florida Single Audit Act (FSAA) to non-state organizations after a state program has been determined (using the Florida Single Audit Act State Project Determination Checklist) to provide state financial assistance (i.e. is a State Project as defined in 215.97 (2), F.S.). This checklist assists in determining if the non-state organization is a vendor, recipient/subrecipient, or an exempt organization.

Recipients and subrecipients of state financial assistance must also use this checklist to evaluate the applicability of the FSAA to non-state organizations to which they provide State resources to assist in carrying out a State Project.

Name of Non-state Organization: Big Bend Crime Stoppers, Inc.
Type of Non-state Organization: Non-Profit
(i.e. nonprofit, for-profit, local government; if the non-state organization is a local government, please indicate the type of local government – municipality, county commission, constitutional officer, water management district, etc.)
Awarding Agency: Office of the Attorney General
Title of State Project: Crime Stoppers
Catalog of State Financial Assistance (CSFA) Number: 41.002
Contract/Grant/Agreement Number: CRST-2017-BigBendCrimeStoppers, -00018

PART A

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Is the non-state organization a district school board, charter school, community college, public university, government outside of Florida, or a Federal agency?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Is the relationship with the non-state organization only to procure commodities (as defined in 287.012(5) F.S.)?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Does the relationship with the non-state organization consist of only Federal resources, State matching resources for Federal Programs or local matching resources for Federal Programs?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Does the relationship with the non-state organization consist of only State maintenance of effort (MOE) ¹ resources that meet all of the following criteria?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. Do Federal Regulations specify the requirements for the use of the State MOE resources and are there no additional State requirements?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. Do contracts contain sufficient language to identify the State MOE resources and the associated Federal Program?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. Do A-133 audit requirements apply to the State MOE resources and do contracts stipulate that the State MOE resources should be tested in an A-133 audit in accordance with Federal Program requirements?

¹ MOE refers to the Federal maintenance of effort/level of effort requirements as defined by OMB Circular A-133 Compliance Requirement G (Matching, Level of Effort, Earmarking).

If **any** of 1-4 above is **yes**, the recipient/vendor relationship determination does not need to be completed because **the FSAA is not applicable to the non-state organization.**

PART B

Recipient/Vendor Relationship Determination:

The following should be analyzed for each relationship with a non-state organization where it has been determined that the state program provides state financial assistance (i.e. is a State Project) and the non-state organization is not exempt based on the questions above. This relationship may be evidenced by, but not limited to, a contract, agreement, or application.

YES **NO**

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Does State law or legislative proviso create the non-state organization to carry out this State Project? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2. Is the non-state organization required to provide matching resources not related to a Federal Program? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3. Is the non-state organization required to meet or comply with specified State Project requirements in order to receive State resources? (State Project requirements include laws, rules, or guidelines specific to the State Project such as eligibility guidelines, specified types of jobs to be created, donation of specified assets, etc. Specified State Project requirements do not include procurement standards, general guidelines, or general laws/rules.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Is the non-state organization required to make State Project decisions, which the State agency would otherwise make? (e.g. determine eligibility, provide case management, etc.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. Is the non-state organization's performance measured against whether State Project objectives are met? (e.g. number of jobs to be created, number of patients to be seen, number of disadvantaged citizens to be transported, etc. Performance measures may or may not be related to State performance-based budgeting.) |

If **any** of the above is **yes**, there is a **recipient/subrecipient relationship** and the non-state organization is subject to the FSAA. Otherwise the non-state organization is a **vendor** and is **not** subject to the FSAA.

PART C

Based on your analysis of the response above and discussions with appropriate agency personnel, state your conclusion regarding the non-state organization.

(Check one) **Recipient/Subrecipient:** ☒ **Vendor:** ☐ **Exempt Organization:** ☐

Comments: 16.555, F.S. creates with whom the Agency will contract with.

Print Name: Karen O'Bryan

Telephone Number: 850-414-3362

Title: Program Administrator

Signature:



Date: 4/1/2017

Note it is the program personnel's responsibility to notify Finance and Accounting of which non-state organizations have been determined to be recipients and are receiving state financial assistance (i.e. disbursements must be coded as 7500 object code in FLAIR).

Note it is possible to have a contractual agreement with a non-state organization under Chapter 287, Florida Statutes, and still consider the non-state organization a recipient under the Florida Single Audit Act.

If a recipient/subrecipient relationship exists the standard contract audit language, including Exhibit 1 (DFS-A2-CL), must be included in the document that established the State's, recipient's, or subrecipient's relationship with the non-state entity.

Questions regarding the evaluation of a non-state organization or if it has been determined that the non-state organization is a recipient and a CSFA number has not been assigned, contact your FSAA State agency liaison or the Department of Financial Services, Bureau of Auditing at (850) 413-3060 or Suncom 293-3060. Reference may be made to Rule 69I-5, FAC.

DFS-A2-NS

July 2005

Rule 69I-5.006, FAC

FLORIDA CRIME STOPPERS GRANTS

BUDGET AS APPROVED 2017-2018

Agency Name: **Big Bend Crime Stoppers, Inc.**

**CRST-2017-Big
Bend Crime**

Date: **June 23, 2017**

Grant No: Stoppers, -00018
Amend No:

	Amount Requested	Amount Approved
Rewards and Public Education	\$40,501.10	\$40,501.10
Operating Expenses	\$16,202.52	\$16,202.52
Salaried Employees	\$24,295.26	\$24,295.26
Total Budget Requested	\$80,998.88	\$80,998.88

Disallowed, Reduced or Unrequested Expenditures:	\$0.00
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Total Approved Budget	\$80,998.88
Available Trust Fund Amount	\$80,999.88
Balance	\$1.00



Approved, Program Administrator

6/30/17

Date



Approved, Bureau Chief

6/30/17

Date

ARTICLE XI. - DISCRETIONARY FUNDING GUIDELINES

Sec. 2-600. - Application of article.

This article shall govern the allocation of discretionary funds and provide the board a maximum amount of annual funding available in each of the following fund categories:

- (a) Community human services partnership fund;
- (b) Community human services partnership—Emergency fund;
- (c) Commissioner district budget fund;
- (d) Midyear fund;
- (e) Non-departmental fund; and
- (f) Youth sports teams fund.

(Ord. No. 06-34, § 1, 11-14-06)

Sec. 2-601. - Annual appropriation.

Funding for the purposes set forth in this article shall be subject to an annual appropriation by the board in accordance with this article.

(Ord. No. 06-34, § 1, 11-14-06)

Sec. 2-602. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Community human services partnership fund shall mean funds eligible for allocation to social service programs.

Community human services partnership—Emergency fund shall mean funds eligible for allocation for one time funding to meet an emergency situation.

Commissioner district budget fund shall mean funds eligible for allocation to each commissioner for activities relating to his or her district or the county at large.

Emergency situation shall mean those exigent circumstances that would prohibit or severely impact the ability of a currently funded community human services partnership (CHSP) agency to provide services.

Midyear fund shall mean funds eligible for allocation for requests that occur outside of the regular budget process.

Non-departmental fund shall mean funds eligible for allocation for non-profit entities that are included, by direction of the board, as part of the regular adopted budget.

Non-profit shall mean an entity that has been designated as a 501(c)(3) eligible by the U.S. Internal Revenue Services and/or registered as a non-profit entity with the Florida Department of State.

Youth sports teams fund shall mean funds eligible for allocation for temporary and nonrecurring youth sporting events such as tournaments and playoffs, and events recognizing their accomplishments.

(Ord. No. 06-34, § 1, 11-14-06)

Sec. 2-603. - Application process.

- (a) The county administrator or his designee is authorized to develop forms and procedures to be used by a non-profit, group or individual when submitting a request for funding consistent with the provisions herein.
- (b) The county administrator or his designee shall establish a process for evaluating requests for funding made pursuant to this article.

(Ord. No. 06-34, § 1, 11-14-06)

Sec. 2-604. - Funding category guidelines.

- (a) *Community human services partnership program fund.*
 - (1) Non-profits eligible for community human service partnership (CHSP) funding are eligible to apply for funding for other programs or specific event categories as long as the organization does not receive multiple county awards for the same program or event, or when requesting funding for an activity that is not CHSP eligible, such as capital improvements.
 - (2) Annually, as part of the budget process, the board shall confirm the allocation of funding set aside for the community human services program.
- (b) *Community human services partnership program—Emergency fund.*
 - (1) Non-profits that are funded through the CHSP process are eligible to apply for emergency, one-time funding through the community human services partnership program—Emergency fund.
 - (2) Annually, as part of the budget process, the board shall confirm the allocation of funding set aside for the community human services partnership program—Emergency fund.
 - (3) These funds are available to any agency that is currently funded through the CHSP process.
 - (4) The request for emergency funding shall be made at a regular meeting of the board. If deemed appropriate, the request for emergency funding shall then go before a CHSP sub-committee consisting of members from the CHSP review boards of each of the partners (Leon County, the City of Tallahassee, and the United Way of the Big Bend). The sub-committee shall determine if the situation would qualify as an emergency situation and what amount of financial support would be appropriate. The CHSP shall then make a recommendation to the county administrator, who is authorized to approve the recommendation for funding.
 - (5) In the event the board does not meet in a timely manner, as it relates to an agency's request, the county administrator shall have the authority to appropriate expenditures from this account.
- (c) *Commissioner district budget fund.*
 - (1) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the commissioner district budget fund.
 - (2) Expenditures shall only be authorized from this account for approved travel, and office expenses.
- (d) *Midyear fund.*
 - (1) Non-profits, groups or individuals that do not fit into any of the other categories of discretionary funding as outlined in this article are eligible to apply for midyear funding.
 - (2) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the midyear fund.

- (3) In the event the board does not meet in a timely manner, as it relates to a funding request, the county administrator shall have the authority to appropriate expenditures from this account. Such action is thereafter required to be ratified by the board.
- (e) *Non-departmental fund.*
- (1) Non-profits eligible for non-departmental funding are eligible to apply for funding in any other program or specific event categories as long as the organization does not receive multiple county awards for the same program or event. Eligible funding activities in this category are festivals and events and outside service agencies.
 - (2) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the non-departmental fund.
 - (3) Non-profits eligible for funding through the cultural resources commission (CRC) Leon County Grant Program (funded through the non-departmental process) are eligible for funding in other program or specific event categories as long as the organization does not receive multiple county awards for the same program or event.
- (f) *Youth sports teams fund.*
- (1) Non-profits or athletic teams of the Leon County School System that are eligible for the county's youth athletic scholarship program are not eligible for funding pursuant to this article.
 - (2) Annually, as part of the budget process, the board shall determine the amount of funding pursuant to this article.
 - (3) The award for youth sports teams shall not exceed \$500.00 per team.
 - (4) Youth sports teams requesting funding from the board shall first submit their requests in writing to the county administrator or his or her designee for review and evaluation. The request must include certified documentation establishing the legitimacy of the organization.
 - (5) Funding will be allocated on a first-come, first-served basis. In the event that more than one request is received concurrently when the fund's balance is reduced to \$500.00, the remaining \$500.00 will be divided equally among the applicants meeting the evaluation criteria.
 - (6) Applicants must have participated in a city, county, or school athletic program during the year in which funding is sought.
 - (7) Team participants must be 19 years of age or younger.
 - (8) The requested funding shall support post-season activity, e.g., tournaments, playoffs, or awards banquets associated with extraordinary performance.
 - (9) After the youth sports team funding level is established by the board during the budget process, the county administrator shall have the authority to appropriate expenditures from this account.
- (g) *Appropriation process.* Annually, prior to March 31, the board shall:
- (1) Determine the amount of funding set aside for each funding category identified in this article;
 - (2) Determine the list of permanent line item funded entities that can submit applications for funding during the current budget cycle; and
 - (3) Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.

(Ord. No. 06-34, § 1, 11-14-06; Ord. No. 11-04, § 1, 2-8-11; Ord. No. 11-08, § 1, 5-24-11; Ord. No. 13-08, § 1, 3-12-13)

Secs. 2-605—2-699. - Reserved.

FISCAL YEAR 2017/2018 BUDGET AMENDMENT REQUEST

No: BAB18007
Date: 1/8/2018

Agenda Item No: _____
Agenda Item Date: 1/23/2018

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail: Revenues

<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
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-
-

Subtotal: -

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
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001	990	59900	599	General Fund Contingency	189,900	(50,000)	139,900
001	820	58200	519	Aids To Private Organizations	31,000	50,000	81,000

Subtotal: -

Purpose of Request:

This budget amendment realigns \$50,000 in general fund contingency to support a one-time funding request for Big Bend Crime Stoppers' Report Crime Initiative.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution ☐ Motion ☒ Administrator ☐

BUDGET "OPERATING" CONTINGENCY RESERVES CONTINGENCY FUND UPDATE (FY 2017/18)				
		GENERAL FUND 001-990-59900-599		Beginning Balance: \$200,000.00
No.	APPROVAL DATE	AGENDA DATE	AMENDMENT TITLE	BALANCE
1		14-Nov-17	Installation of a Historical Marker at the Leon County Fairgrounds	\$1,100
2		12-Dec-17	Renaming of the Leon County Courthouse Annex in Honor of Retiring Circuit Judge Charles A. Francis	\$9,000
3		<i>23-Jan-18</i>	Big Bend Crime Stoppers <i>Report Crime Initiative</i> one-time support funding	<i>\$50,000</i>
4				
5				
6				
7				
8				
9				
10				
13				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
<i>Bold, Italic items are pending Board Approval</i>				
USAGE TO DATE (TOTAL AMENDMENTS)				<u><u>\$60,100.00</u></u>
ENDING BALANCE				139,900.00
END BALANCE AS % OF BEGIN BALANCE				70%
USAGE BALANCE AS % OF BEGIN BALANCE				30%

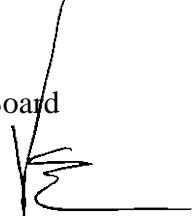
**Leon County
Board of County Commissioners
Notes for Agenda Item #13**

Leon County Board of County Commissioners

Agenda Item #13

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Bid Award to Advon Corporation in the Amount of \$2,487,940 for the Construction of the New District II Medical Examiner's Office

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Charles Wu, P.E., Director of Engineering Services Tom Brantley, P.E., Chief of Building Engineering John Ward, AIA, Project Manager Shelly Kelley, Director Purchasing

Statement of Issue:

This agenda item seeks Board authorization to approve the bid from Advon Corporation in the amount of \$2,487,940 for the construction of the new District II Medical Examiner's Office.

Fiscal Impact:

This item has a fiscal impact. This item has been budgeted and adequate funding is available. In addition to the base bid of \$2,435,940, the total bid amount of \$2,487,940 includes acceptance of Alternate #1 in the amount of \$64,000, and Alternate #7 in the amount of (\$12,000).

Staff Recommendation:

Option #1: Approve the bid award to Advon Corporation, including Alternates #1 and #7, in the amount of \$2,487,940 for the construction of the new District II Medical Examiner's Office, and authorize the County Administrator to execute the agreement in a form approved by the County Attorney.

Report and Discussion

Background:

The District II Medical Examiner (ME) is a multi-county position appointed by the Governor. Pursuant to Florida Statutes, Florida counties are responsible for the funding of MEs. Leon County currently has a contractual relationship with the District II ME for the provision of these services.

Since 1977, the District II ME has utilized existing cooler and autopsy facility space provided by Tallahassee Memorial Hospital (TMH), which then charges a nominal fee for this service. At the July 8, 2013 Budget Workshop, the Board allocated \$50,000 in the FY2014 budget for the preliminary programming and design of the ME office. In early 2015, TMH staff met with the County Administrator to express a desire to have the morgue and autopsy facility used by the ME, removed from the hospital. Since that time, County staff has identified a preferred location for the project in the former Mosquito Control/Animal Control facility on Appleyard Drive, selected and retained Clemons Rutherford and Associates to design the facility and completed the design process. On October 25, 2016, the Board authorized the sale of the vacant Miccosukee/Blair Stone property for \$1.425 million to offset the construction costs of the ME facility. Subsequent budgeting provided the additional revenue necessary to support the total construction cost. A complete report on activities that occurred during this effort is included in the Project History but omitted here for brevity (Attachment #1).

In an effort to reduce the overall project cost, staff recommended and the Board approved at the May 23, 2017 meeting for the project to be re-bid on October 31, 2017. As a result of the revised scope of work, the revised bids have resulted in a savings of approximately \$400,000. The results of this revised bid are shown on the attached Bid Tabulation Sheet (Attachment #2).

Analysis:

The Invitation to Bid for construction of the District II Medical Examiner's office (BC-10-31-17-03) was advertised locally on September 25, 2017. A total of 481 vendors were notified through the automated procurement system. There were a total of 72 plan holders, which produced five bids from vendors. A mandatory pre-bid meeting was conducted on October 11, 2017, at the project site. The County received bids from five vendors on October 31, 2017.

All the bids fell within 4.8% of the average. The lowest responsive bid was received from Advon Corporation in the amount of \$2,487,940. The low bid by Certus Builders was deemed non-responsive. The Minority, Women and Small Business Enterprise (MWSBE) Division reviewed MWSBE Participation Plans submitted by the bidders and determined that all bidders either met or exceeded the aspirational targets of 17% MBE and 9% WBE targets or completed the Good Faith Effort Form (Attachment #3).

On November 27, 2017 the Purchasing Division posted an Intended Decision to Award the Bid to Advon Corporation. On November, 28, 2017 Certus Builders, Inc. submitted an Intent to

Title: Bid Award to Advon Corporation in the Amount of \$2,487,940 for the Construction of the New District II Medical Examiner's Office

January 23, 2018

Page 3

Protest and on December 11, 2017, timely submitted a formal protest along with the required protest bond.

Pursuant to Purchasing Policy No. 96-1, the Procurement Appeals Board, appointed by the County Administrator, is responsible for addressing the formal protest of the Intended Decision. The Procurement Appeals Board consisted of the following individuals:

- Maggie Theriot, Chair, Office of Resource Stewardship
- Tim Barden, Office of Management & Budget
- Nawfal Ezzagaghi, Department of Development Support & Environmental Management

A Procurement Appeals Board hearing was scheduled for January 8, 2018. Certus Builders, Inc. was present as the Petitioner/Protester. Purchasing staff was present to represent the procurement process. The Procurement Appeals Board considered claims raised by Certus Builders, Inc., and based upon competent, substantial evidence presented during the hearing, the Procurement Appeals Board unanimously ruled to uphold the County's Notice of Intended Decision of Award, dated November 27, 2017. Therefore, the Procurement Appeals Board rejected the assertions raised by Certus Builders, Inc. and recommended that the contract be awarded to Advon Corporation (Attachment #4).

After resolution of the bid protest, the lowest responsive bid for the project was determined to be Advon Corporation in the amount of \$2,487,940, including Alternates #1 and #7. To address anticipated ME autopsy needs, Alternate #1 includes the buildout of an additional autopsy suite which also allows the office to be accredited by the National Association of Medical Examiners. Alternate #7 is a less expensive, but just as serviceable, flooring product.

Options:

1. Approve the bid award to Advon Corporation, including Alternates #1 and #7, in the amount of \$2,487,940 for the construction of the new District II Medical Examiner's Office, and authorize the County Administrator to execute the agreement in a form approved by the County Attorney.
2. Do not approve the bid award to Advon Corporation, including Alternates #1 and #7, for the construction of the new District II Medical Examiner's Office.
3. Board Direction.

Recommendation:

Option #1.

Attachments:

1. Project History
2. Bid Tabulation Sheet
3. MWSBE Analysis Sheet
4. Final Procurement Appeals Board Order

Project History

The District II Medical Examiner (ME) is a multi-county position appointed by the Governor. Pursuant to Florida Statutes, Florida counties are responsible for the funding of MEs. Leon County currently has a contractual relationship with the District II ME for the provision of these services.

Since 1977, the District II ME has utilized existing cooler and autopsy facility space provided by Tallahassee Memorial Hospital (TMH), which then charges a nominal fee for this service. In early 2015, TMH staff met with the County Administrator to express a desire to have the morgue and autopsy facility used by the ME removed from the hospital.

At the July 8, 2013 Budget Workshop, the Board allocated \$50,000 in the FY2014 budget for the preliminary programming and design of the ME office. The Board also accepted staff's report on the possible utilization of the County-owned property at the corner of Miccosukee and Blair Stone Roads for the new ME office through a future public/private partnership, and directed staff to continue to pursue this approach.

At the December 9, 2013 Board Retreat, in its revision of the Strategic Plan, the Board voted to include "engage with private sector to develop property at the corner of Miccosukee and Blair Stone, to include construction of a Medical Examiner facility" to its Strategic Initiatives. Rather than utilize County funds to pay for the ME office, in August 2014, staff issued an Invitation to Negotiate, seeking proposals to use the equity in the County's property at Miccosukee and Blair Stone Roads as a source of payment to provide the County with a turnkey build-out of office, laboratory, and related infrastructure for the ME's office. However, while the County received interest from a number of developers on pursuing this concept, no formal bids were received in response to the procurement solicitation.

At the June 23, 2015 Budget Workshop, staff recommended, and the Board approved, the use of the former Mosquito Control/Animal Control Building for use as the ME's office and also directed the County Administrator to proceed with the sale of the Miccosukee/Blair Stone Roads property. Staff's initial estimate for the sale of this parcel was \$1.5 million. Proceeds from the sale were pledged to be used to off-set the anticipated construction costs of the ME's office.

On October 27, 2015, the Board approved an RFP selection committee's recommendation of Clemons Rutherford & Associates, Inc. (aka, CRA Architects) for the necessary architectural and engineering services required to establish the new ME office. The site that was selected for the ME office involves renovating a pre-existing, pre-engineered metal warehouse building previously occupied by the Mosquito Control/Animal Control offices at the Municipal Way complex.

The selection of a renovated building option also enabled the County to sell 2.47 acres of land that was being withheld for the ME office at Miccosukee and Blair Stone Roads. On October 25, 2016, the resulting \$1.425 million in proceeds from this sale were approved by the Board and pledged to directly off-set the cost of constructing the ME office at the former Mosquito Control/Animal Control building off of Municipal Way.

Also on October 25, 2016, the Board approved a supplemental appropriation with its Carry Forwards and Year-End Adjustments from the Capital Project Reserves in the amount of \$391,390 for additional estimated construction costs associated with the ME's office. The increase in costs funded at this time were noted to be due to a rise in construction inflation anticipated by the architect associated with an improved economy since the time original estimates and final design specifications were prepared.

Bids were received for the completed design on May 2, 2017. All of the bids exceeded the architect's estimate and the County budget for the project and were subsequently rejected by the Board on May 23, 2017. Staff was directed to redesign the project and re-bid it.

This work was completed and the project was re-bid on October 31, 2017. The results of this revised bid are shown on the attached Bid Tabulation Sheet (Attachment #2).

**LEON COUNTY PURCHASING DIVISION
BID TABULATION SHEET
BC-10-31-17-03**

Attachment #2
Page 1 of 4

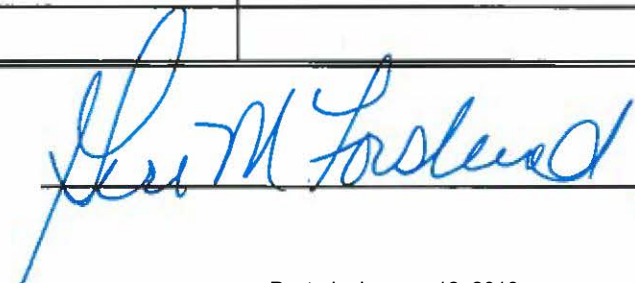
Bid Title: District II Medical Examiner's Office

Opening Date: Tuesday, October 31, 2017 at 2:00 PM

Item/Vendor	Advon	Shaffield	CSI Contract	Council Contracting
Response Sheet with Manual Signature	✓	✓	✓	✓
Affidavit Immigration	✓	✓	✓	✓
MWSBE	✓	✓	✓	✓
Tie Bid Statement	✓	✓	✓	✓
Contractor's Business	✓	✓	✓	✓
Non-Collusion	✓	✓	✓	✓
Insurance Certification	✓	✓	✓	✓
Cert. of Debarment	✓	✓	✓	✓
Certificate of trades	✓	✓	✓	✓
Bid Total	\$ 2,439,940	\$ 2,580,000	\$ 2,439,382	\$ 2,772,608
Bond	✓	✓	✓	✓
No Bid Statement				

Tabulated By:





ALTERNATIVES	ADVON	SHAFFIELD	CSI	COUNCIL
1. Room 124	\$64,000	\$53,000	\$65,000	\$76,315
2. Room 102	\$10,000	\$9,000	\$24,000	\$3,948
3. Body Lift	\$17,000	\$42,000	\$17,500	\$17,094
4. Security Fencing	\$3,000	\$6,500	\$3,700	\$3,701
5. Fluid Resistant	\$40,000	\$45,000	\$74,000	\$39,361
6. Drying Cabinet	\$8,000	\$10,000	\$8,800	\$5,328
7. Floor Alternative	(\$12,000)	(\$9,000)	(\$8,800)	\$ 64,075

**LEON COUNTY PURCHASING DIVISION
BID TABULATION SHEET
BC-10-31-17-03**

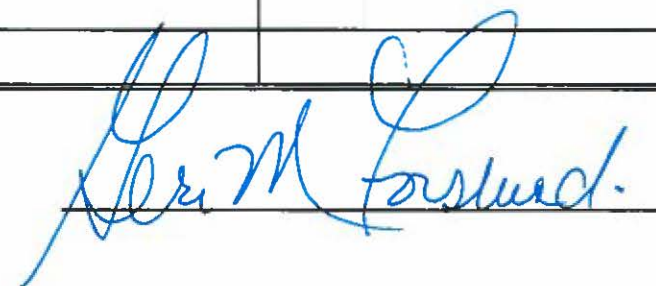
Attachment #2
Page 3 of 4

Bid Title: District II Medical Examiner's Office

Opening Date: Tuesday, October 31, 2017 at 2:00 PM

Item/Vendor	Certus Builders			
Response Sheet with Manual Signature	✓			
Affidavit Immigration	✓			
MWSBE	✓			
Tie Bid Statement	✓			
Contractor's Business	✓			
Non-Collusion	✓			
Insurance Certification	✓			
Cert. of Debarment	✓			
Certificate of trades	✓			
Bid Total	\$2,404,828.78			
Bond	✓			
No Bid Statement				

Tabulated By:

ALTERNATIVES CERTUS

1. Room 124 \$74289.38
2. Room 102 \$6150.10
3. Bodylift \$7762.76
4. Security fencing \$33994.5
5. Flood Restoration \$184747.5
6. Drying Cabinet \$4480.00
7. Floor Alternative (\$8725.00)

BOARD OF COUNTY COMMISSIONERS

Inter-Office Memorandum

Date: November 3, 2017

To: John Ward
Public Works

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Medical Examiner's Office Construction (BC-10-31-17-03)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of five bid respondents to determine if the 17% MBE and 9% WBE Aspirational Targets for Construction Subcontracting were achieved for the District II Medical Examiner's Office Construction project. The submitted MWBE Participation Plans for each bidder are as follows:

Certus Builders, Inc. met the MBE Aspirational Targets for Construction Subcontracting; nevertheless they did not meet the WBE Aspirational Target for Construction. However, Good Faith Efforts were made thereby satisfying the Aspirational Target for WBE. The MWBE firms listed below are the firms **Certus Builders, Inc.** intends to utilize on this project.

Total Bid Amount	\$2,404,828.78				
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
Concrete Services Unlimited, Inc.	African-American Male	City of Tallahassee	Concrete & Masonry	\$144,786	6%
Professional Electrical	African-American Male	City of Tallahassee	Electrical	\$320,700	13%
National Flooring	African-American Male	Leon County	Flooring	\$33,974	2%
Jackson-Cook	Non-Minority Female	City of Tallahassee	Structural Steel	\$48,750	2%
Total MWBE Dollars					\$548,210
Total MWBE Utilization %					23%

Advon Corporation met the MWBE Aspirational Targets for Construction Subcontracting. The MWBE firms listed below are the firms **Advon Corporation** intends to utilize on this project.

Total Bid Amount		\$2,435,940			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
Florida Developers	African American Male	City of Tallahassee	Sitework	\$49,468	2%
Professional Electrical Systems, Inc.	African American Male	City of Tallahassee	Electrical	\$320,700	13%
National Flooring	African American Male	Leon County	Flooring	\$33,974	2%
Marco's Masonry	Hispanic American Male	Leon County	Concrete/Masonry	\$70,663	3%
At Home Construction	Non-Minority Female	Leon County	Metal Frame/Drywall Insulation	\$197,135	8%
Quality First Painting	Non-Minority Female	Leon County	Painting	\$22,500	1%
Total MWBE Dollars					\$694,441
Total MWBE Utilization %					29%

CSI Contracting, Inc. met the MWBE Aspirational Targets for Construction Subcontracting. CSI Contracting, Inc. is a certified WBE firm therefore, the WBE Aspirational Target is satisfied. The MWBE firms listed below are the firms **CSI Contracting, Inc.** intends to utilize on this project.

Total Bid Amount		\$2,439,382			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
Concrete Services Unlimited, Inc.	African American Male	City of Tallahassee	Concrete	\$75,575	3%
Professional Electrical Systems	African-American Male	City of Tallahassee	Electrical	\$328,531	13%
Eddie Nathan	African-American Male	City of Tallahassee	Painting	\$15,000	1 %
CSI	Non-Minority Female	City of Tallahassee	General Contractor	219,544	9%
Jackson-Cook	Non-Minority Female	City of Tallahassee	Steel	\$48,750	2%
Shaffield Building	Non-Minority Female	City of Tallahassee	Doors & Hardware	\$101,187	4%
Total MWBE Dollars					\$788,587
Total MWBE Utilization %					32%

Shaffield Building Specialties, Inc. did not meet the MBE Aspirational Target for Construction Subcontracting. Shaffield Building Specialties, Inc. is a certified WBE firm, therefore, the WBE Aspirational Target is satisfied. The Good Faith Effort Form was submitted for the MBE Aspirational Target but was not completed, nor supporting documentation provided. *If Shaffield Building Specialists, Inc. is selected, staff is recommending that Shaffield Building Specialties, Inc. continue its Good Faith Efforts to increase their MBE participation.* The MWBE firms listed below are the firms **Shaffield Building Specialties, Inc.** intends to utilize on this project.

Total Bid Amount		\$2,580,000			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
National Flooring	African American Male	Leon County	Flooring	\$33,975	1%
Shaffield Building Specialties	Non-Minority Female	City of Tallahassee	General Contractor	\$232,200	9%
Total MWBE Dollars					\$266,175
Total MWBE Utilization %					10%

Council Contracting, Inc. did not meet the MBE Aspirational Target for Construction Subcontracting. Council Contracting, Inc. is a certified WBE firm, therefore, the WBE Aspirational Target is satisfied. The Good Faith Effort Form was submitted for the MBE Aspirational Target but was not completed, nor supporting documentation provided. *If Council Contracting, Inc. is selected, staff is recommending that Council Contracting, Inc. continue its Good Faith Efforts to increase their MBE participation.* The MWBE firms listed below are the firms **Council Contracting, Inc.** intends to utilize on this project.

Total Bid Amount		\$2,772,608			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
Professional Electrical Systems	African American Male	City of Tallahassee	Electrical	\$328,531	12%
Final Touch Painting	African American Male	City of Tallahassee	Printing and Waterproofing	\$58,675	2%
National Flooring	African American Male	Leon County	Flooring & Base	\$33,974	1%
Council Contracting, Inc.	Non-Minority Female	City of Tallahassee	Construction	\$250,000	9%
Jackson Cook	Non-Minority Female	City of Tallahassee	Steel	\$48,750	2%
Total MWBE Dollars					\$719,930
Total MWBE Utilization %					26%

**LEON COUNTY, FLORIDA
IN AND FOR LEON COUNTY, FLORIDA
PROCUREMENT APPEALS BOARD**

CERTUS BUILDERS, INC.,

Petitioner,

BID NO.: BC-10-31-17-03

v.

LEON COUNTY, FLORIDA,

Respondent.

_____ /

PROCUREMENT APPEALS BOARD ORDER

This case came before the Leon County Procurement Appeals Board (“Board”) pursuant to a Formal Protest by Certus Builders, Inc. (“Certus”), for a de novo review of Leon County’s Intended Decision of Award of the District II Medical Examiner’s Office Construction, Bid No.: BC-10-31-17-03 to Advon Corporation (“Advon”).

Findings of Fact

1. On September 21, 2017, Leon County advertised the solicitation for bids for the District II Medical Examiner’s Office Construction Contract (“Contract”).
2. Leon County received bids from five companies, Advon, Certus, Council Contracting, Inc., CSI Contracting, Inc., and Shaffield Building Specialties, Inc..
3. On November 2, 2017, the County noticed its intent to award the Contract to Certus who was determined to be the lowest responsive bidder.
4. On November 6, 2017, Advon timely filed its intent to protest.
5. The intent to award for Certus was subsequently rescinded on November 17, 2017 to gather more information and documentation from Certus.
6. After a second review Certus’s bid was deemed unresponsive.
7. On November 27, 2017, the County noticed its intent to award the Contract to Advon who was determined to be the lowest responsive bidder.

8. On November 28, 2017 Certus timely filed its intent to protest.
9. On December 11, 2017, Certus filed its Formal Protest to Leon County's Notice of Intended Decision of Award of the District II Medical Examiner's Office Construction, Bid No.: BC-10-31-17-03.
10. On Monday, January 8, 2018, the Procurement Appeals Board held a hearing regarding Certus's protest. During the hearing, the Board considered the evidenced presented by Certus and Leon County.

Conclusions of Law

11. Based on competent, substantial evidence presented during the hearing, the Board unanimously finds as follows:
 - a. The County's Notice of Intended Decision of Award, dated November 27, 2017, was predicated upon a specific finding that Certus Builders, Inc. bid was non-responsive.
 - b. As referenced in the Certus Formal Protest, Certus claimed the MBE Aspirational Target of 17% was indeed met by the participation of Concrete Services Unlimited, Inc. (CSU). Certus stated the \$144,786 listed under concrete/masonry was a clerical error and that the actual bid of \$67,575 would result in a total MBE participation of 19.6%, which is above the minimum MBE aspirational target set by Leon County. The Board found that the actual CSU quote of \$75,575 would aptly exceed the aspirational target reaching 19.9% participation and was a result of a scriveners error. However, it was further decided that this particular scriveners error is immaterial to the determination of responsiveness.
 - c. The Petitioner contended that Leon County Bid Document (reference Tab 1, Page 12 of Exhibit titled A), which state in pertinent part: "If Bidder **fails to name** a substitute it will be assumed that he is bidding on, and **he will be required** to furnish goods identical to the bid standard.", adequately addresses the issue of Mopec vs. Mortch. However, since Certus specifically named Mopec, they did not "fail to name a substitute" and thus they are not subject to the requirement that "goods identical to the bid standard" be furnished. The attempt by Certus to utilize Mopec for their Autopsy Equipment and Cold Rooms, where the specifications in the Solicitation specifically called for Mortech without submitting the proper substitution paperwork as specified in the Solicitation is an improper substitution. While there may have been

- explanations as to why Certus failed to comply with the specification of using Morteck, "...a prudent agency should assume the worst, not hope for the best. Indeed, such caution is not only prudent, but also a matter of fairness to the other competitors who have...[complied with the specification]." See *Syslogic Technology Services, Inc., v. South Florida Water Management District*, 2002 WL 76312, at *24 n. 22, Fla. Div. of Admin. Hearings (January 18, 2002).
- d. As the Board conducted a de novo review, Certus was deemed nonresponsive on the basis of an improper equipment substitution. Petitioners did not establish by the preponderance of the evidence that the Intended Decision of the County was clearly erroneous or arbitrary or capricious in violation of any rule, policy, procedure or law.
 - e. Leon County exercised valid agency discretion. The valid exercise of agency discretion does not violate a statute, rule, or bid specification, and is not clearly erroneous, contrary to competition, arbitrary or capricious.
 - f. The Notice of Intended Decision awarding the Solicitation to Advon is upheld.

IT IS SO ORDERED.

Dated this 12th day of November, 2017.

PROCUREMENT APPEALS BOARD
LEON COUNTY, FLORIDA



Maggie Theriot
Chair of the Procurement Appeals Board

**Leon County
Board of County Commissioners**

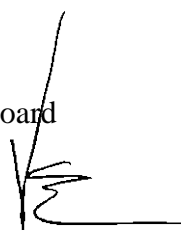
Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Full Board Appointment to the Tourist Development Council

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Kerri Post, Director, Division of Tourism Mary Smach, Agenda Coordinator

Statement of Issue:

This agenda item seeks the Board's approval to appoint one citizen to the Tourist Development Council for a four-year term.

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: The full Board to consider the appointment of one citizen to the Tourist Development Council for a four-year term ending October 31, 2021. The eligible applicants are: Tony McClure, Sharon Priester and Mark Xenophon

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:

Tourist Development Council (TDC)

At the October 24, 2017 meeting, the Board postponed the appointment to the Tourism Development Council to allow additional time for citizens to apply. The vacancy was advertised in the Leon County LINK on Sunday, November 5, 2017 in the Tallahassee Democrat and Thursday, November 9 in the Capital Outlook. In addition, it was advertised on the Leon County Citizen Committees webpage and in each Board of County Commissioners' meeting agenda.

In search of applicants for the current vacant hotelier seat on the Tourist Development Council, the Division of Tourism sent the appropriate application link through a database of current hotel general managers in Leon County. This link was also shared through a new real time group messenger application that actively engages with hotel operators. For clarification, a hotel "operator" is interpreted as a general manager and not sales staff

Purpose: The TDC is an advisory council, per Florida Statute 125.0104, that makes recommendations to the Board for the effective operation of any special projects or for uses of the tourist development tax revenue. In addition the TDC reviews expenditures of revenues from the tourist development trust fund to ensure they support the objectives of the Tourism Development Plan as set forth in Ordinance No. 15-01.

Composition: The TDC is composed of nine members appointed to four-year terms by the Board of County Commissioners as follows:

- Three members must be owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tourist development tax.
- Three members must be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax.
- One member of the council shall be the Chairman of the Board or any other member of the Board as designated by the Chairman, and who shall serve as vice chairman of the Council.
- Two members of the Council shall be elected municipal officials.

All members must be electors of the County. The number of terms served is not limited in Statute or Ordinance. Vacancies are filled for the remainder of the unexpired term.

Vacancy: The term of John Kelly expired on October 31, 2017 and he is not seeking reappointment. Mr. Kelly served as a member in the following category: owner or operator of motels, hotels or other tourist accommodations in the County and subject to the tax. See Table #1 for eligible applicants.

Table #1. Tourist Development Council (TDC)

Vacancy Category	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
John Kelly Owner/operator of hotel subject to tax	10/31/2017	1. 2. 3.	Tony McClure Sharon Priester Mark Xenophon	Full Board to make one appointment for a four- year term ending on October 31, 2021.

Options:

1. The full Board to consider the appointment of one citizen to the Tourist Development Council for a four-year term ending October 31, 2021. The eligible applicants are: Tony McClure, Sharon Priester and Mark Xenophon
2. Board direction.

Recommendation:

Option #1.


Attachments:

1. McClure application
2. Priester application
3. Mark Xenophon

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

TOURIST DEVELOPMENT COUNCIL

Attachment #1
Page 1 of 2

<p>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov</p> <p>Applications will be discarded if no appointment is made after two years.</p>			
Name: Tony McClure		Date: 12/6/2017 2:47:34PM	
Home Phone: (850) 878-8203	Work Phone: (850)329-9736X	Email: tony.mcclure@marriott.com	
Occupation: HOTEL MANAGER	Employer: OTO DEVELOPMENT/SPRINGHILL SUITES		
Preferred mailing location: Work Address			
Work Address: 1300 EXECUTIVE CENTER DR			
City/State/Zip: TALLAHASSEE, FL 32301			
Home Address: 8420 AUGUSTWOOD LANE			
City/State/Zip: TALLAHASSEE, FL 32311			
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? 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?			
<p>Please indicate your area of expertise. If you have experience in more than one field, please check all that apply.</p> <p><input checked="" type="checkbox"/> Owner or Operator of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County</p> <p><input type="checkbox"/> Person involved in the tourist industry and who have demonstrated an interest in tourist development</p> <p>All members of the Council shall be electors of the County.</p> <p>Are you a registered voter in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <p>Race: Caucasian Sex: Male Age: 45.00</p> <p>Disabled? No District: District 2</p>			
<p>In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.</p> <p>BA - BUSINESS MANAGEMENT FROM UWF NO COMMITTEE EXPERIENCE 14 YEARS OF HOTEL MANAGEMENT EXPERIENCE WITH THE MARRIOTT BRAND INCLUDING RESIDENCE INN, COURTYARD AND SPRINGHILL SUITES</p>			

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

Name: DENNIS PARKER
Address: JACKSONVILLE, FL

Telephone: 9044956021

Name: KELLY HAAGER
Address: GAINESVILLE, FL

Telephone: 8479240248

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

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

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? No
If yes, please explain.

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

Signature: Tony McClure

This application was electronically sent: 12/6/2017 2:47:34PM

Attachment #2
Page 1 of 2

Posted: January 12, 2018

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

Name: CLINT PURVIS

Telephone: 850-509-0189

Address: CLINTFSU@ICLOUD.COM

Name: LANITA WALKER

Telephone: 850-216-3160

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

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

Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)

No

If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? Yes

If yes, please explain. BOTH HOTELS ARE TAXPAYERS

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority?

No

If yes, please explain.

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


Signature: Sharon Priester

This application was electronically sent: 12/7/2017 12:48:11PM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

TOURIST DEVELOPMENT COUNCIL

Attachment #3
Page 1 of 2

<p>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>			
Name: Mark Xenophon		Date: 1/10/2018 4:54:27PM	
Home Phone: (352) 212-8940	Work Phone: (850)422-4205X	Email: mark.xenophon@fourpointstallahas	
Occupation: GENERAL MANAGER		Employer: UNION MANAGEMENT COMPANY	
Preferred mailing location: Work Address			
Work Address: 316 W. TENNESSEE ST			
City/State/Zip: TALLAHASSEE, FL 32308			
Home Address: 1217 TALBOT AVE			
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?		12 years	
Are you currently serving on a County Advisory Committee? No		If yes, on what Committee(s) are you a member?	
Have you served on any previous Leon County committees? No		If yes, on what Committee(s) are you a member?	
<p>Please indicate your area of expertise. If you have experience in more than one field, please check all that apply.</p> <p><input checked="" type="checkbox"/> Owner or Operator of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County</p> <p><input type="checkbox"/> Person involved in the tourist industry and who have demonstrated an interest in tourist development</p> <p>All members of the Council shall be electors of the County.</p> <p>Are you a registered voter in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <p>Race: Caucasian Sex: Male Age:</p> <p>Disabled? No District:</p>			
<p>In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.</p>			

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

Name: BO SCHMITZ

Telephone: 6166445874

Address: NA

Name: CHERYL HORNE

Telephone: 8503394407

Address: NA

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)

No

If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?

No

If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?

No

6.) Do you currently have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)

No

If yes, please explain.

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

Signature: Mark Xenophon

This application was electronically sent: 1/10/2018 4:54:27PM

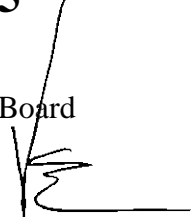
Leon County
Board of County Commissioners
Notes for Agenda Item #15

Leon County Board of County Commissioners

Agenda Item #15

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Appointment of Commissioners for the Canvassing Board

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator Mary Smach, Agenda Coordinator

Statement of Issue:

This agenda item requests the Board's appointment of one Commissioner to serve as a Substitute Member for the Canvassing Board and for the Chairman to appoint one Commissioner to serve as the Alternate member.

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

- Option #1: Full Board to appoint **one** Commissioner as the Substitute member for the Canvassing Board for a two-year term ending December 31, 2019. The eligible Commissioners are: Bryan Desloge, Jimbo Jackson and Mary Ann Lindley.
- Option #2: Chairman to appoint **one** Commissioner as the Alternate member on the Canvassing Board for a two-year term ending December 31, 2019. The eligible Commissioners are: Bryan Desloge, Jimbo Jackson and Mary Ann Lindley (if not appointed as the Substitute Member in Option #1).
- Option #3: Approve the revision to Policy No. 11-2 "Membership on Boards, Committees, Councils and Authorities (Attachment #1).

Report and Discussion

Background:

Pursuant to Florida Statute and Leon County Policy No. 11-2, "Membership on Boards, Committees, Councils, and Authorities", this item requests the Board appoint a Commissioner as a substitute member to the Canvassing Board and the Chairman to appoint one Commissioner as the Alternate member.

Analysis:

The Canvassing Board duties and responsibilities include: canvassing of absentee vote, early voting ballots, write-in votes; canvassing returns from the polls and provisional ballots; submitting preliminary returns and unofficial count; machine recount; manual recount; certifying returns; audit of voting system; contest of election.

The composition of the Canvassing Board is governed by Section 102.141, Florida Statutes (Attachment #2). Membership of the Canvassing Board consists of three members as follows:

- a County Court Judge (who serves as Chairman of the Canvassing Board)
- the Supervisor of Elections
- the Chair of the Board of County Commissioners (BOCC)

In addition, to address the possibility of members becoming ineligible to serve, the Statutes provide for the County to make two additional Commissioner appointments. The appointees will serve through December 2019:

- a Substitute member: appointed by the full Board. The Substitute member replaces the Chairman of the BOCC, in the event the Chairman of the BOCC is unable to serve.
- an Alternate member: appointed by the Chairman. The Alternate serves in a temporary capacity if the Chairman of the BOCC or Substitute is unable to attend a meeting for a temporary period of time.

As stated in the attached September 16, 2016 memo from the County Attorney (Attachment #3), a Commissioner would become "unable to serve" or is "disqualified" in the following instances:

The following activities would make a canvassing board member an "active participant" in the campaign or candidacy of any candidate with opposition in the election: being a member of an election or re-election committee for a candidate; public endorsement with or without financial support of a candidate; holding campaign signs, wearing a campaign tee-shirt, or other public display of support for a candidate; signing an endorsement card for a candidate; attending a candidate's campaign fundraiser; or chairing or co-chairing an ongoing election campaign or fundraiser for a candidate. However, the mere giving of a campaign contribution would not make a canvassing board member an "active participant."

As of the writing of this agenda item, Commissioners Dailey, Dozier and Proctor are ineligible to serve. Both Commissioners Dailey and Dozier have publicly endorsed a candidate with opposition in the 2018 election. As a candidate, Commissioner Proctor would be ineligible as he has opposition in the upcoming election. Commissioners Desloge, Jackson, Lindley are not candidates and are currently eligible to serve.

Subsequent to the Board appointing the Substitute member, the Chairman will then appoint the Alternate member. If no Commissioner is able to serve as an Alternate member, the Chairman will then appoint an eligible citizen.

In reviewing Policy No. 11-2, Membership on Boards, Committees, Councils and Authorities (Attachment #1), a minor revision to the Appointing Authority for the Canvassing Board Alternate Member is recommended to align the Policy with Section 102.141, Florida Statutes.

Options:

1. Full Board to appoint **one** Commissioner to the Canvassing Board as the Substitute Member, for a two-year term ending December 31, 2019. The eligible Commissioners are: Bryan Desloge, Jimbo Jackson and Mary Ann Lindley.
2. Chairman to appoint **one** Commissioner to the Canvassing Board as the Alternate Member, for a two-year term ending December 31, 2019. The eligible Commissioners are: Bryan Desloge, Jimbo Jackson and Mary Ann Lindley (if not appointed as the Substitute Member in Option #1).
3. Approve the revision to Policy No. 11-2 "Membership on Boards, Committees, Councils and Authorities (Attachment #1).
4. Board direction

Recommendation:

Options #1, #2 and #3.

Attachments:

1. Proposed revisions to Policy No. 11-2, "Membership on Boards, Committees, Councils, and Authorities"
2. Florida Statute 102.141
3. Sept. 16, 2016 memo from the County Attorney

Board of County Commissioners Leon County, Florida

Policy No. 11-2

Title: Commissioner Membership on Boards, Committees, Councils, and Authorities

Date Adopted: ~~December 13, 2016~~ January 23, 2018

Effective Date: ~~December 13, 2016~~ January 23, 2018

Reference: See footnotes for references

Policy Superseded: Policy No. 93-13, Membership by the Board of County Commissioners on Boards, Committees, Councils and Authorities, adopted January 12, 1993; Policy No. 98-6, Membership by the Board of County Commissioners on Boards, Committees, Councils, Authorities, and Liaison, adopted October 13, 1998; revised February 26, 2008; revised July 13, 2010; revised November 16, 2010; revised December 14, 2010; Policy No. 11-2, Membership on Boards, Committees, Councils, and Authorities, adopted April 12, 2011; revised August 23, 2011; revised April 23, 2013; revised February 11, 2014; revised April 8, 2014; revised January 26, 2016; revised December 13, 2016

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 11-2, revised by the Board of County Commissioners on ~~January 26~~ December 13, 2016, is hereby amended, and a revised policy is hereby adopted in its place, to wit:

1. The following table represents the Boards, Committees, Councils, and Authorities, which require County Commission membership and appointments of some, but not all, Commissioners who shall serve on the basis of their position. In addition, the table establishes the appointing authority, the eligibility for appointment, and term of appointment for such membership.
2. Full Board (Appointing Authority) appointments shall be made at the first regularly scheduled meeting of the Board of County Commissioners during the month of December or as soon thereafter as possible.
3. Chairman appointments shall be made by written memorandum or letter from the Chairman to the Committee, Council, Board or Authority and a copy to the appointee.
4. The administration and maintenance of the list of Chairman and Full Board appointments is assigned to the Agenda Coordinator.
5. Each Commissioner appointee shall endeavor to keep the Board of County Commissioners advised of those significant actions taken within their area of appointment.

Policy No. 11-2

Commissioner Membership on Boards, Committees, Councils, and Authorities

Name	Type	Eligibility	Term	Appointing Authority
Apalachee Regional Planning Council ¹	Member	One Commissioner	Two Years	Full Board
	Member	One City Commissioner	Two Years	Full Board
Big Bend Continuum of Care Board ²	Member	One Commissioner	Two Years	Full Board
Canopy Roads Citizen Advisory Committee ³	Liaison (not a member)	One Commissioner	Two Years	Full Board
Canvassing Board ⁴	Member	Chairman	Concurrent w/ term as Chair	Chairman
	Member (Substitute)	One Commissioner	Two Years	Full Board
	Member (Alternate <u>Substitute</u>)	One Commissioner	Two Years	Full Board <u>Chairman</u>
Capital Region Transportation Planning Agency ⁵	Members	Three Commissioners	Two Years	Full Board
Challenger Learning Center Board ⁶	Member	One Commissioner	Two Years	Chairman
Community Redevelopment Agency (CRA) ⁷	Members	Four Commissioners	Two Years	Full Board
Council on Culture & Arts ⁸	Member (Ex Officio voting)	One Commissioner	Four Years	Full Board
Criminal Justice Coordinating Committee ⁹	Member	One Commissioner	Two Years	Chairman
Downtown Improvement Authority (DIA) ¹⁰ and Downtown Tallahassee Business Association (DTBA) ¹¹	Member (Ex Officio voting)	One Commissioner Serves on both the DIA and DTBA	Two Years	Chairman
Educational Facilities Authority ¹²	Liaison (not a member)	One Commissioner	Two Years	Full Board
Geographic Information Systems Executive Committee ¹³	Member	One Commissioner	Two Years	Chairman

Policy No. 11-2

Commissioner Membership on Boards, Committees, Councils, and Authorities

Name	Type	Eligibility	Term	Appointing Authority
Joint City/County/School Board Coordinating Committee ¹⁴	Member	One Commissioner	Four Years	Full Board
Juvenile Justice Circuit Advisory Board ¹⁵	Member	One Commissioner	No term limits	Full Board
Public Safety Coordinating Council ¹⁶	Member	One Commissioner	Two Years	Chairman
Research and Development Authority ¹⁷	Member	One Commissioner	Four Years	Full Board (By Resolution)
Tallahassee Sports Council ¹⁸	Member	One Commissioner	Three Years	Chairman
Tourist Development Council ¹⁹	Member (Serves as TDC Vice Chair)	One Commissioner (Chairman or Chairman's designee)	Two Years	Chairman
Transportation Disadvantaged Coordinating Board ²⁰	Member (Serves as TDCB Chair)	One Commissioner	Two Years	Chairman
Value Adjustment Board ²¹	Members (one selected as VAB Chair)	Two Commissioners	Two Years	Full Board
Workforce Development Consortium, Region 5 ²²	Member	One Commissioner	Two Years	Full Board

Policy No. 11-2
Commissioner Membership on Boards, Committees, Councils, and Authorities

Foot Notes:

1. *Apalachee Regional Council: Section 186.504 F.S.; FL Admin Code 29L-1 (a) Of the three (3) representatives accorded to each member county, the county elected official shall be appointed by the Board of County Commissioners of the member county and shall serve at the pleasure of the Board of County Commissioners. Each Board of County Commissioners will then also appoint either the elected representative of the cities or the non-elected representative of the private sector.(b) The third representative from each county shall be appointed by the Governor subject to confirmation by the State Senate, pursuant to the provisions of Section 160.01(3), F.S.*
2. *Big Bend Continuum of Care Board: Required as part of a \$1 million grant that the Big Bend Homeless Coalition received through the federal HEARTH Act; CoC Governance Charter*
3. *Canopy Road Committee Bylaws*
4. *Section 102.141 F.S.; Canvassing Board members must not be a candidate with opposition in the election being canvassed, or an active participant in the campaign or candidacy of any candidate who has opposition in the election being canvassed (Disqualified to Serve) Substitute Member serves if Chairman is unable or Disqualified to Serve; and Alternate ~~Substitute~~ Member serves if the Chairman and Substitute Member are unable or Disqualified to Serve.*
5. *Capital Region Transportation Planning Agency Interlocal Agreement, Amended May 13, 2014 and Leon County Resolution No. 09-42*
6. *Challenger Learning Center Board Bylaws*
7. *Community Redevelopment Agency: City Code of Law, Chapter 6, Art. II, Div 2; Terms shall be consistent with City of Tallahassee Ordinance No. 07-O-35AA, which currently stipulates terms are concurrent with term of office; however, the County has requested a revision to provide for bi-annual appointments*
8. *Sec. 265.32, F.S.; Res. R85-46, 10/29/1985; Interlocal Agreement, 10/18/1985; COCA Bylaws; During Board's meeting of October 14, 2003, the Board voted to fill seven positions on the COCA Board through the Mayor, and that COCA adopt revisions to its Bylaws consistent with the Board's vote. COCA members selected from list of three candidates submitted by COCA for each Citizen Appointment vacancy, consistent with Sec. 265.32, F.S.*
9. *Criminal Justice Coordinating Committee: Admin Order 2002-10*
10. *Downtown Improvement Authority: Laws of FL Chapter 2003-356 Sec. 5(1)*
11. *Downtown Tallahassee Business Association Bylaws*
12. *Sec. 243.21(4) F.S.; Resolutions R90-42, Resolution R07-65; Term for Educational Facilities Authority (members is five years; (Sec. 243.21, F.S., and Resolution Resolutions R90-42; members required to file financial disclosures (R07-65)*
13. *Geographic Information Systems: Interlocal Agreement, May 1990*
14. *Joint City/County/School Board Coordinating Committee: Interlocal Agreement, September 2006*
15. *Juvenile Justice Circuit Advisory Board - HB 617 (2013); F.S.*
16. *Public Safety Coordinating Council: Sec. 951.25 F.S.; PSCC membership shall be consistent with Sec. 951.26, F.S. and include "...representatives from county and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the board of county commissioners to 4-year terms."*
17. *Research and Development Authority: Sec. 159.703 F.S.; Leon County Code of Laws Chapter 2, Art. III, Div. 2; Resolution No. R16-19; members required to file financial disclosures (R07-65)*
18. *Tallahassee Sports Council; Enabling Resolution No. R12-05– February 28, 2012*

Policy No. 11-2

Commissioner Membership on Boards, Committees, Councils, and Authorities

19. *125.0104(4)(e) F.S.; Ordinance No. 2011-10; Leon County Code of Laws Chapter 11, Art. III, Sec. 11-48; Appointments to Tourist Development Council (TDC) shall be consistent with Ordinance No. 2011-10, Leon County Code, Chapter 11, III; and Sec. 125.0104(4)(e), F.S. Selection Criteria for TDC members: One member of the Council shall be the current Chairman of the Board of County Commissioners of Leon County, or any other member of the Board as designated by the Chairman, who shall serve as Vice Chairman of the Tourist Development Council. The four-year term of the members, as required by Florida Statute and Leon County Code, cannot be applicable to the member position held by the Chairman (or other designated Commissioner) because the Chairman is elected annually for only a one-year term. As such, upon approval by the Board of County Commissioners, the Chairman (or other designated Commissioner) may be appointed to the Tourist Development Council for a term of less than four years.*
20. *Transportation Disadvantaged Coordinating Board: Section 427.0157 F.S.; 41-2.012(1) FL Administrative. Code*
21. *Sec. 194.015 F.S.; FAC Code 12D-9.004; Selection Criteria for Value Adjustment Board.*
22. *Sec. 445.007, F. S.; 2015 Interlocal Agreement between Big Bend Jobs & Education Council, Inc. d/b/a CareerSource Capital Region, Leon County, Gadsden County, and Wakulla County*

Revised 01/23/2018

Select Year: 2017 ▼ Go

The 2017 Florida Statutes

[Title IX](#)
ELECTORS AND
ELECTIONS

[Chapter 102](#)
CONDUCTING ELECTIONS AND ASCERTAINING THE
RESULTS

[View Entire
Chapter](#)

102.141 County canvassing board; duties.—

(1) The county canvassing board shall be composed of the supervisor of elections; a county court judge, who shall act as chair; and the chair of the board of county commissioners. Alternate canvassing board members must be appointed pursuant to paragraph (e). In the event any member of the county canvassing board is unable to serve, is a candidate who has opposition in the election being canvassed, or is an active participant in the campaign or candidacy of any candidate who has opposition in the election being canvassed, such member shall be replaced as follows:

(a) If no county court judge is able to serve or if all are disqualified, the chief judge of the judicial circuit in which the county is located shall appoint as a substitute member a qualified elector of the county who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed. In such event, the members of the county canvassing board shall meet and elect a chair.

(b) If the supervisor of elections is unable to serve or is disqualified, the chair of the board of county commissioners shall appoint as a substitute member a member of the board of county commissioners who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed. The supervisor, however, shall act in an advisory capacity to the canvassing board.

(c) If the chair of the board of county commissioners is unable to serve or is disqualified, the board of county commissioners shall appoint as a substitute member one of its members who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed.

(d) If a substitute member or alternate member cannot be appointed as provided elsewhere in this subsection, or in the event of a vacancy in such office, the chief judge of the judicial circuit in which the county is located shall appoint as a substitute member or alternate member a qualified elector of the county who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed.

(e)1. The chief judge of the judicial circuit in which the county is located shall appoint a county court judge as an alternate member of the county canvassing board or, if each county court judge is unable to serve or is disqualified, shall appoint an alternate member who is qualified to serve as a substitute member under paragraph (a).

2. The chair of the board of county commissioners shall appoint a member of the board of county commissioners as an alternate member of the county canvassing board or, if each member of the board of county commissioners is unable to serve or is disqualified, shall appoint an alternate member who is qualified to serve as a substitute member under paragraph (d).

3. If a member of the county canvassing board is unable to participate in a meeting of the board, the chair of the county canvassing board or his or her designee shall designate which alternate member will serve as a member of the board in the place of the member who is unable to participate at that meeting.

4. If not serving as one of the three members of the county canvassing board, an alternate member may be present, observe, and communicate with the three members constituting the county canvassing board, but may not vote in the board's decisions or determinations.

(2) The county canvassing board shall meet in a building accessible to the public in the county where the election occurred at a time and place to be designated by the supervisor of elections to publicly canvass the absent electors' ballots as provided for in s. 101.68 and provisional ballots as provided by ss. 101.048, 101.049, and 101.6925. Provisional ballots cast pursuant to s. 101.049 shall be canvassed in a manner that votes for candidates and issues on those ballots can be segregated from other votes. Public notice of the time and place at which the county canvassing board shall meet to canvass the absent electors' ballots and provisional ballots shall be given at least 48 hours prior thereto by publication on the supervisor of elections' website and once in one or more newspapers of general circulation in the county or, if there is no newspaper of general circulation in the county, by posting such notice in at least four conspicuous places in the county. As soon as the absent electors' ballots and the provisional ballots are canvassed, the board shall proceed to publicly canvass the vote given each candidate, nominee, constitutional amendment, or other measure submitted to the electorate of the county, as shown by the returns then on file in the office of the supervisor of elections.

(3) The canvass, except the canvass of absent electors' returns and the canvass of provisional ballots, shall be made from the returns and certificates of the inspectors as signed and filed by them with the supervisor, and the county canvassing board shall not change the number of votes cast for a candidate, nominee, constitutional amendment, or other measure submitted to the electorate of the county, respectively, in any polling place, as shown by the returns. All returns shall be made to the board on or before 2 a.m. of the day following any primary, general, or other election. If the returns from any precinct are missing, if there are any omissions on the returns from any precinct, or if there is an obvious error on any such returns, the canvassing board shall order a retabulation of the returns from such precinct. Before canvassing such returns, the canvassing board shall examine the tabulation of the ballots cast in such precinct and determine whether the returns correctly reflect the votes cast. If there is a discrepancy between the returns and the tabulation of the ballots cast, the tabulation of the ballots cast shall be presumed correct and such votes shall be canvassed accordingly.

(4)(a) The supervisor of elections shall upload into the county's election management system by 7 p.m. on the day before the election the results of all early voting and vote-by-mail ballots that have been canvassed and tabulated by the end of the early voting period. Pursuant to ss. 101.5614(9), 101.657, and 101.68(2), the tabulation of votes cast or the results of such uploads may not be made public before the close of the polls on election day.

(b) The canvassing board shall report all early voting and all tabulated vote-by-mail results to the Department of State within 30 minutes after the polls close. Thereafter, the canvassing board shall report, with the exception of provisional ballot results, updated precinct election results to the department at least every 45 minutes until all results are completely reported. The supervisor of elections shall notify the department immediately of any circumstances that do not permit periodic updates as required. Results shall be submitted in a format prescribed by the department.

(5) The canvassing board shall submit on forms or in formats provided by the division unofficial returns to the Department of State for each federal, statewide, state, or multicounty office or ballot measure no later than noon on the third day after any primary election and no later than noon on the fourth day after any general or other election. Such returns shall include the canvass of all ballots as required by subsection (2).

(6) If the county canvassing board determines that the unofficial returns may contain a counting error in which the vote tabulation system failed to count votes that were properly marked in accordance with the instructions on the ballot, the county canvassing board shall:

- (a) Correct the error and retabulate the affected ballots with the vote tabulation system; or
- (b) Request that the Department of State verify the tabulation software. When the Department of State verifies such software, the department shall compare the software used to tabulate the votes with the software filed with the department pursuant to s. 101.5607 and check the election parameters.

(7) If the unofficial returns reflect that a candidate for any office was defeated or eliminated by one-half of a percent or less of the votes cast for such office, that a candidate for retention to a judicial office was retained or not retained by one-half of a percent or less of the votes cast on the question of retention, or that a measure appearing on the ballot was approved or rejected by one-half of a percent or less of the votes cast on such measure, a recount shall be ordered of the votes cast with respect to such office or measure. The Secretary of State is responsible for ordering recounts in federal, state, and multicounty races. The county canvassing board or the local board responsible for certifying the election is responsible for ordering recounts in all other races. A recount need not be ordered with respect to the returns for any office, however, if the candidate or candidates defeated or eliminated from contention for such office by one-half of a percent or less of the votes cast for such office request in writing that a recount not be made.

(a) Each canvassing board responsible for conducting a recount shall put each marksense ballot through automatic tabulating equipment and determine whether the returns correctly reflect the votes cast. If any marksense ballot is physically damaged so that it cannot be properly counted by the automatic tabulating equipment during the recount, a true duplicate shall be made of the damaged ballot pursuant to the procedures in s. 101.5614(5). Immediately before the start of the recount, a test of the tabulating equipment shall be conducted as provided in s. 101.5612. If the test indicates no error, the recount tabulation of the ballots cast shall be presumed correct and such votes shall be canvassed accordingly. If an error is detected, the cause therefor shall be ascertained and corrected and the recount repeated, as necessary. The canvassing board shall immediately report the error, along with the cause of the error and the corrective measures being taken, to the Department of State. No later than 11 days after the election, the canvassing board shall file a separate incident report with the Department of State, detailing the resolution of the matter and identifying any measures that will avoid a future recurrence of the error.

(b) Each canvassing board responsible for conducting a recount where touchscreen ballots were used shall examine the counters on the precinct tabulators to ensure that the total of the returns on the precinct tabulators equals the overall election return. If there is a discrepancy between the overall election return and the counters of the precinct tabulators, the counters of the precinct tabulators shall be presumed correct and such votes shall be canvassed accordingly.

(c) The canvassing board shall submit on forms or in formats provided by the division a second set of unofficial returns to the Department of State for each federal, statewide, state, or multicounty office or ballot measure. The returns shall be filed no later than 3 p.m. on the 5th day after any primary election and no later than 3 p.m. on the 9th day after any general election in which a recount was ordered by the Secretary of State. If the canvassing board is unable to complete the recount prescribed in this subsection by the deadline, the second set of unofficial returns submitted by the canvassing board shall be identical to the initial unofficial returns and the submission shall also include a detailed explanation of why it was unable to timely complete the recount. However, the canvassing board shall complete the recount prescribed in this subsection, along with any manual recount prescribed in s. 102.166, and certify election returns in accordance with the requirements of this chapter.

(d) The Department of State shall adopt detailed rules prescribing additional recount procedures for each certified voting system, which shall be uniform to the extent practicable.

(8) The canvassing board may employ such clerical help to assist with the work of the board as it deems necessary, with at least one member of the board present at all times, until the canvass of the returns is completed. The clerical help shall be paid from the same fund as inspectors and other necessary election officials.

(9)(a) At the same time that the official results of an election are certified to the Department of State, the county canvassing board shall file a report with the Division of Elections on the conduct of the election. The report must describe:

1. All equipment or software malfunctions at the precinct level, at a counting location, or within computer and telecommunications networks supporting a county location, and the steps that were taken to address the malfunctions;

2. All election definition errors that were discovered after the logic and accuracy test, and the steps that were taken to address the errors;

3. All ballot printing errors or ballot supply problems, and the steps that were taken to address the errors or problems;
 4. All staffing shortages or procedural violations by employees or precinct workers which were addressed by the supervisor of elections or the county canvassing board during the conduct of the election, and the steps that were taken to correct such issues;
 5. All instances where needs for staffing or equipment were insufficient to meet the needs of the voters; and
 6. Any additional information regarding material issues or problems associated with the conduct of the election.
- (b) If a supervisor discovers new or additional information on any of the items required to be included in the report pursuant to paragraph (a) after the report is filed, the supervisor shall notify the division that new information has been discovered no later than the next business day after the discovery, and the supervisor shall file an amended report signed by the supervisor of elections on the conduct of the election within 10 days after the discovery.
- (c) Such reports shall be maintained on file in the Division of Elections and shall be available for public inspection. The division shall utilize the reports submitted by the canvassing boards to determine what problems may be likely to occur in other elections and disseminate such information, along with possible solutions, to the supervisors of elections.
- (10) The supervisor shall file with the department a copy of or an export file from the results database of the county's voting system and other statistical information as may be required by the department, the Legislature, or the Election Assistance Commission. The department shall adopt rules establishing the required content and acceptable formats for the filings and time for filings.

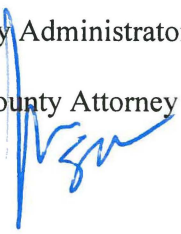
History.—s. 46, ch. 6469, 1913; RGS 350; CGL 407; s. 11, ch. 13761, 1929; s. 6, ch. 26870, 1951; s. 1, ch. 57-104; s. 6, ch. 65-129; s. 19, ch. 73-334; s. 26, ch. 77-175; s. 47, ch. 79-400; s. 18, ch. 84-302; s. 4, ch. 86-33; s. 600, ch. 95-147; s. 41, ch. 2001-40; s. 20, ch. 2002-17; s. 26, ch. 2003-415; s. 58, ch. 2005-277; s. 33, ch. 2007-30; s. 14, ch. 2010-167; s. 43, ch. 2011-40; s. 19, ch. 2013-57; s. 34, ch. 2016-37.

Note.—Former s. 102.45.

BOARD OF COUNTY COMMISSIONERS

INTER-OFFICE MEMORANDUM

TO: Vincent S. Long, County Administrator
FROM: Herbert W.A. Thiele, County Attorney
DATE: September 16, 2016
SUBJECT: Canvassing Board



VIA ELECTRONIC MAIL

The Leon County Canvassing Board is currently comprised of Judge Aikens, serving in the County Court Judge statutory role and as chairman of the Canvassing Board; and Commissioner Dailey, serving as Supervisor of Elections, Ion Sancho's, substitute. Commissioner Dailey was appointed to serve as the BOCC's substitute on January 26, 2016. When the Supervisor of Elections became disqualified to serve, Commissioner Dailey was selected to serve as his substitute. As of September 13, 2016, Chairman Proctor served as the Canvassing Board's third member.

However, Chairman Proctor has recently resigned from the Canvassing Board to pursue greater voter participation in the 2016 general election. A copy of Chairman Proctor's memorandum is attached hereto for ease of consideration. When the Chair of the BOCC is "unable to serve" or "disqualified," the BOCC appoints another eligible member of the BOCC to serve as the Chairman's substitute. Therefore, the BOCC must make a Board appointment for the substitute that shall serve in place of the Chairman in a permanent capacity.

The Leon County Canvassing Board also currently has two alternates. One is Judge Flury and the second is Commissioner Maddox. If Commissioner Maddox is appointed by the BOCC as the Chairman's substitute, Chairman Proctor must make an individual appointment of another alternate to replace Commissioner Maddox.

Rule of Law

The composition of the Canvassing Board is governed by Section 102.141, Florida Statutes (2016). Membership of the Canvassing Board shall consist of a County Court Judge, who is required to serve as Chairman of the Canvassing Board, the Supervisor of Elections, and the Chair of the Board of County Commissioners. *See* Section 102.141(1), Florida Statutes (2016).

In the event that a Canvassing Board member is unable to serve, a substitute member shall be selected to replace the member. More specifically, when no County Court Judge is able to serve, the Chief Judge shall appoint as a substitute a qualified elector of the County who is not an opposed candidate and who is not actively participating in a campaign of an opposed candidate in the election. If the Supervisor of Elections is unable to serve, the Chair of the BOCC is required to appoint as a substitute, a member of the BOCC who is not a candidate opposed in the election and who is not actively participating in a campaign of an opposed candidate in the election. If the Chair of the BOCC is unable to serve, the BOCC shall appoint as a substitute another member of the BOCC who is not an opposed candidate and who is not actively participating in a campaign of an opposed

Vincent S. Long, County Administrator
September 16, 2016
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candidate in the election. In the event a substitute member or alternate member cannot be appointed as provided above, the Chief Judge shall appoint, as a substitute or alternate member, a qualified elector of the County who is not an opposed candidate in the election, and who is not actively participating in a campaign of an opposed candidate in the election. See Section 102.141(1)(a)-(d), Florida Statutes.

Therefore, each Canvassing Board member has a designated appointed substitute in the event that the member is "unable to serve" or is "disqualified." The substitute member permanently replaces the statutory member of the Canvassing Board. The substitutes for each of the members of the Canvassing Board are appointed as follows:

Substitute Membership

Statutory Member of County Canvassing Board	Substitute Member
County Court Judge	Chief Judge appoints a qualified elector ¹
Supervisor of Elections	Chair of BOCC appoints Member of BOCC ²
Chair of BOCC	BOCC appoints a member of the BOCC

The County Canvassing Board is also required to have two alternates. The alternates serve in the place of a member in a temporary capacity in the event a statutory or substitute member cannot attend a Canvassing Board meeting or for a temporary period of time. Should a member be unable to attend, the chairman of the Canvassing Board designates which of the two alternates shall sit in the place of the absent member. One alternate is appointed by the Chief Judge and the second alternate is appointed by the Chairman of the BOCC.³

Alternate Membership

Statutory Member to Appoint Alternate	Alternate to Serve
Chief Judge	County Judge
Chair of BOCC	Member of BOCC

¹ In the event no County Court Judge can serve on the Canvassing Board, the members of the Canvassing Board vote to elect the chairman of the Canvassing Board. § 102.141(1)(a) F.S.

² The Supervisor of Elections shall continue to serve in an advisory capacity to the Canvassing Board. § 102.141(1)(b) F.S.

³ As stated in *Division of Elections Opinion DE 15-03* (October 26, 2015):

The Division [of Elections] emphasizes the distinction between a *substitute* member of the canvassing board and an *alternate* member. A substitute member permanently replaces a statutory member; by contrast, the alternate member serves as "back-up" for any statutory or substitute member who may be unable to serve for a temporary period or during a portion of a board meeting. See § 102.141 (1), (1)(e), Fla. Stat. (2015). The chief circuit judge and county commission chair each selects an alternate in advance to serve in place of a statutory member or substitute member "unable to participate at [a particular] meeting." § 102.141(1)(e)l.-3., Fla. Stat. The canvassing board chair decides which of the two alternates will serve as a temporary member in place of a permanent member unable to participate from meeting to meeting. § 102.141(1)(e)3., Fla. Stat.

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September 16, 2016
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Therefore, it is the opinion of this office that as a result of the Chair of the BOCC being unable to serve on the Canvassing Board, as set out in the Chairman's memorandum of September 13, 2016, to the Chairman of the Leon County Canvassing Board, the Honorable Augustus Akins, the BOCC is required to appoint a substitute member for the Canvassing Board to fill the Chair of BOCC, position. In the event that the BOCC selects Commissioner Nick Maddox, who is presently serving as an alternate member of the Canvassing Board, as the substitute for the Chair of the BOCC, that would leave an alternate position open for appointment. As for an alternate member of the Canvassing Board, the Chair of the BOCC is required to appoint either a member of the BOCC or if each member of the BOCC is unable to serve or is disqualified, appoint a qualified elector of the County who is not a candidate with opposition in the election nor an active participant in the campaign or candidacy of a candidate with opposition in the election.

While use of the term "active participant" is not defined by the Election Code, the Division of Elections has addressed being disqualified to be a member of the Canvassing Board as a result of being an "active participant" in the campaign or candidacy of any candidate with opposition in the election. For example, in *Division of Elections Opinion DE 09-07* (October 15, 2009), it was determined that the following activities would make a canvassing board member an "active participant" in the candidate's campaign or candidacy:

being a member of an election or re-election committee for a candidate; public endorsement with or without financial support of a candidate; holding campaign signs, wearing a campaign tee-shirt, or other public display of support for a candidate; signing an endorsement card for a candidate; attending a candidate's campaign fundraiser; or chairing or co-chairing an ongoing election campaign or fundraiser for a candidate.

However, the mere giving of a campaign contribution would not make a canvassing board member an "active participant." *Id.*

Therefore, we recommend that an item be presented as an add-on for the Board meeting of September 20, 2016, for the Board to appoint a substitute for the Chair of the BOCC to act as a substitute to the statutory member of the Canvassing Board, and for the Chair of the BOCC to appoint an alternate.

HWAT/PTK/kam

Enclosure

cc: Honorable Chairman and Members of the Board of County Commissioners
Judge Jonathan Sjostrom, Chief Judge
Canvassing Board
Alan Rosenzweig, Deputy County Administrator



Bill Proctor
Chairman

Commissioner • District 1

September 13, 2016

Honorable Augustus Aikens
Chairman, Leon County Canvassing Board
Tallahassee, FL 32301

Dear Judge Aikens:

Given the current crisis of low voter participation juxtaposed to the reality of America's potential future leaders, I am compelled to resign from the Leon County Canvassing Board.

Both past history and the present need me at street level to actively promote voting for November's election. I want to be on the playing field and not in the scorer's box as the contest before us in November is quickly upon us. I believe our alternate member, Commissioner Nick Maddox, will do an outstanding job.

You have done an outstanding job as Chairman. Thank you for your continued leadership of the Leon County Canvassing Board.

But, for now, I must join the fight for voter engagement. I have to make a difference in the 2016 election process.

Sincerely,

Bill Proctor

Leon County Courthouse
301 South Monroe Street, Fifth Floor
Tallahassee, Florida 32301
Email: proctorb@leoncountyfl.gov

People Focused. Performance Driven

(850) 606-5361
FAX: (850) 606-5303

**Leon County
Board of County Commissioners**

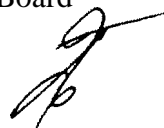
Notes for Agenda Item #16

Leon County Board of County Commissioners

Agenda Item #16

January 23, 2018

To: Honorable Chairman and Members of the Board

From: Herbert W.A. Thiele, County Attorney 

Title: First and Only Public Hearing to Consider the Recommended Order and Exceptions on the Site and Development Plan Application for Brookside Village Residential Subdivision

Review and Approval:	Silvia Alderman, Akerman, LLP, Outside Counsel to the Board Herbert W.A. Thiele, County Attorney
Lead Staff/ Project Team:	Jessica Icerman, Assistant County Attorney

Statement of Issue:

This agenda item seeks the Board's consideration of the Recommended Order issued by Judge Bram Canter, acting as the Special Master, and the Exceptions to the Recommended Order filed by the County to enter a Final Order on the proposed Site and Development Plan for Brookside Village Residential Subdivision, a 61-lot, detached single-family residential subdivision on a 35.17 acre parcel on the north side of Ox Bottom Road.

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Enter the proposed Final Order (Attachment #1) adopting the Recommended Order as modified by the Exceptions filed by the County, thereby approving the Brookside Residential Subdivision subject to the conditions outlined by the Development Review Committee in its written preliminary decision.

Report and Discussion

Background:

This public hearing is being held to consider the Recommended Order entered by the Special Master on the site and development plan application for Brookside Village Residential Subdivision (Attachment #2). Pursuant to Sections 10-7.414 and 10-7.415 of the Leon County Code of Laws, a challenge to a site and development plan application is first referred to the Division of Administrative Hearings (“DOAH”) for a quasi-judicial hearing. The Administrative Law Judge, sitting as a Special Master, enters a Recommended Order on the preliminary approval of the site and development plan to the Board. The Recommended Order contains Findings of Fact, Conclusions of Law, and a Recommendation to approve, approve with conditions, or deny the proposed site and development plan. The Recommended Order must then be considered by the Board for a final decision at a public hearing.

By way of background, on November 19, 2015, the County received a site and development plan application filed by Golden Oak Land Group, LLC regarding a proposed project known as the Brookside Village Residential Subdivision (“Project”). The Project qualified for and proceeded through a Type “B” review. Under a Type “B” review, a proposed project must undergo review at an Application Review Meeting (“ARM”) and a Development Review Committee (“DRC”) meeting. The DRC has final decisional authority under a Type “B” review unless a project is timely challenged.

The County held three duly noticed ARMs on December 2, 2015, February 3, 2016, and May 3, 2017, and received public comment on the Project. On August 16, 2017, the County held a duly noticed DRC meeting on the Project and received public comment. The DRC issued a preliminary written decision on August 18, 2017, conditionally approving the Project.

The Petitioners, Moore Pond Homeowners Association, Inc. and Ox Bottom Manor Community Association, Inc., timely challenged the written preliminary decision issued by the DRC. Pursuant to Section 10-7.414 of the Leon County Code of Laws, the matter was referred to DOAH for a quasi-judicial hearing. The hearing before the Special Master occurred on November 9, 2017.

On December 26, 2017, the Special Master entered a Recommended Order recommending the Board enter a Final Order approving the Project, subject to the conditions outlined in the DRC’s written preliminary decision.

Section 10-7.414(K) allows the parties to file written Exceptions. Exceptions are filed in situations where a party would like the Board to consider changing certain parts of the Recommended Order. The Applicant, Golden Oak Land Group, LLC, and the Petitioners, Moore Pond Homeowners Association, Inc. and Ox Bottom Manor Community Association, Inc., have not filed any Exceptions. The County has filed three Exceptions that must be considered by the Board (Attachment # 3). Ultimately, the County agrees with the findings, legal conclusions and

Title: First and Only Public Hearing to Consider the Recommended Order and Exceptions on the Site and Development Plan Application for Brookside Village Residential Subdivision

January 23, 2018

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recommendations in the Recommended Order; however, the County is seeking modification, clarification and technical revisions to certain Findings of Fact set forth in the Recommended Order. Each Exception must be granted or denied by the Board. As such, each Exception is addressed individually in the proposed Final Order.

Analysis:

Section 10-7.415 provides for the structure of this public hearing. Public comment on the Recommended Order is received prior to the argument by the parties and is limited to three minutes per person. All parties that participated at the Final Hearing at DOAH, including the County, are limited to a total of 20 minutes to present oral argument. The Chairman may grant additional time for good cause shown. In summary, the presentation shall be as follows:

- **Public comment**
 - Limited to three minutes per person
- **Oral Argument by Petitioners** (Moore Pond Homeowners Association, Inc. and Ox Bottom Manor Community Association, Inc.)
 - Represented by Jeremy V. Anderson and Justin J. Givens, Anderson & Givens, P.A.
 - Limited to 20 minutes
- **Oral Argument by Respondent-Applicant** (Golden Oak Land Group, LLC)
 - Represented by Gary K. Hunter and Erin J. Tilton, Hopping Green & Sams
 - Limited to 20 minutes
- **Oral Argument by Respondent-Leon County**
 - Represented by Gregory T. Stewart, Carly J. Schrader and Kerry A. Parsons, Nabors Giblin & Nickerson, P.A.
 - Limited to 20 minutes

Section 10-7.415(E) of the Leon County Code of Laws requires this hearing to be limited to the matters of record and arguments based on the record (Attachment #4). No new evidence shall be presented at the hearing.

Pursuant to Section 10-7.415(H), the Board may not change the Findings of Fact in the Recommended Order unless the Board determines that the Findings of Fact are not supported by competent substantial evidence in the record before the Special Master. Therefore, for the Board to grant the three Exceptions as proposed by the County, the Board must make a determination that those Findings of Fact for which the County takes exception are not supported by competent substantial evidence. The County's rationale for this finding is outlined in Leon County's Exceptions to the Recommended Order (Attachment #3) and in the proposed Final Order (Attachment #1). Ultimately, the County agrees with the recommendation in the Recommended Order.

The Board may modify the Conclusions of Law in the Recommended Order if it finds that the Special Master's application or interpretation of law is erroneous. The Board may make

Title: First and Only Public Hearing to Consider the Recommended Order and Exceptions on the Site and Development Plan Application for Brookside Village Residential Subdivision

January 23, 2018

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reasonable legal interpretations of the Tallahassee-Leon County 2030 Comprehensive Plan and the Leon County Land Development Code without regard to whether the Special Master's interpretation is labeled as a finding of fact or a conclusion of law. Ultimately, the Board must approve, approve with conditions, or deny the Project.

On January 7, 2018, this public hearing was noticed in the Tallahassee Democrat (Attachment #5).

Options:

1. Enter the proposed Final Order (Attachment #1) adopting the Recommended Order as modified by the Exceptions filed by the County, thereby approving the Brookside Residential Subdivision subject to the conditions outlined by the Development Review Committee in its written preliminary decision.
2. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Final Order
2. Recommended Order
3. Leon County's Exceptions to the Recommended Order
4. Record of Appeal (*separate file due to its large size*)
5. Notice of Public Hearing

LEON COUNTY
BOARD OF COUNTY COMMISSIONERS

MOORE POND HOMEOWNERS
ASSOCIATION, INC., AND OX
BOTTOM MANOR COMMUNITY
ASSOCIATION, INC.

Petitioners,

Leon County Project ID# LSP150035
DOAH CASE NO. 17-5082

vs.

LEON COUNTY, FLORIDA AND
GOLDEN OAK LAND GROUP, LLC

Respondents.

FINAL ORDER

An Administrative Law Judge (ALJ) with the Divisions of Administrative Hearings (“DOAH”), serving as a special master for purposes of the quasi-judicial hearing prescribed by section 10-7.414, Leon County Land Development Code, submitted a Recommended Order (“RO”), on December 26, 2017, to the Leon County Board of County Commissioners (“Board”) in the above-captioned proceeding. This proceeding is an appeal from the Leon County Development Review Committee’s (“DRC”) preliminary conditional approval of a site and development plan for the Brookside Village Residential Subdivision, Leon County Project ID No. LSP 150035, by Moore Pond Homeowners Association, Inc. and Ox Bottom Manor Community Association, Inc. (collectively “Petitioners”). The proposed project is a 61-lot single-family detached residential subdivision to be constructed on the upland portion of a 35.17-acre property located on the north side of Ox Bottom Road, east of the existing Ox Bottom Manor Subdivision, and west of the existing Moore Pond subdivision, in Leon County, Florida

(“Project”). The RO ultimately determines that the Project is consistent with all requirements of the County’s Comprehensive Plan and Land Development Code relevant for approval, and recommends that the Board enter a final order approving the Project, subject to the conditions outlined by the DRC in its written preliminary decision dated August 18, 2017.

The RO advised that all parties had the right to file written exceptions within 10 days from the date of the RO, pursuant to section 10-7.414(K), Leon County Land Development Code. On January 5, 2018, Leon County (“the County”), although agreeing with the ultimate findings and conclusions of law, and the recommendation contained in the RO, filed three exceptions to the RO seeking modification or clarification and technical revisions to certain Findings of Fact. These exceptions were timely received. No other exceptions were filed by any other party, including Petitioners and the Applicant, Golden Oak Land Group, LLC (“Golden Oak”). This matter is now before the Board for review of the RO, pursuant to section 10-7.415, Leon County Land Development Code.

BACKGROUND

On November 19, 2015, the County received a site and development plan application filed by Golden Oak for the Project. The Project qualified for and proceeded through a Type “B” review under section 10-7.402(4), of the Leon County Land Development Code. Under Type “B” review, an applicant can select from two development review tracks; the Project was pursued under the final design plan approval (“FDPA”) review track, which is intended to expedite the review process by providing concurrent review of a project’s site and development plan and associated environmental permit. § 10-7.402(5)(b), Leon County Land Development Code. Additionally, under a Type “B” review, a proposed project must undergo review at an Application Review Meeting (“ARM”) and a DRC meeting. The DRC reviews the application

and submits a written preliminary decision recommending approval, approval with conditions, or denial of the application. § 10-7.404(g), Leon County Land Development Code. The DRC's written preliminary decision becomes final fifteen calendar days after it is rendered unless an appeal is timely filed. § 10-7.404(i), Leon County Land Development Code.

The County held three duly noticed ARMs on December 2, 2015, February 3, 2016, and May 3, 2017, and received public comment on the Project. On August 16, 2017, the County held a duly noticed DRC meeting whereby the DRC convened to review the application for the Project. The County presented a staff report, which recommended conditional approval of the Project and included memoranda from the Tallahassee-Leon County Planning Department, Leon County Environmental Services Division, City of Tallahassee Water Resources Engineering Department, City of Tallahassee Electric Power Division, City of Tallahassee Fire Department, Leon County Development Support and Environmental Management Addressing Unit, and Leon County Public Works Department.

On August 18, 2017, the DRC issued a letter which provided preliminary conditional approval for the site and development plan submitted by Golden Oak for the Project, Brookside Residential Subdivision. The preliminary conditional approval was timely appealed by Petitioners, alleging the decision was inconsistent with certain provisions of the County's Comprehensive Plan and Land Development Code. Pursuant to a contract between DOAH and the County, the matter was sent to DOAH for the appointment of a Special Master to conduct a quasi-judicial hearing. The hearing was held on November 9, 2017. The participating parties included the Petitioners, Golden Oak, and the County. The RO was entered by the ALJ, as Special Master, on December 26, 2017.

Pursuant to the County's Land Development Code, a public hearing before the Board was noticed in the Tallahassee Democrat on January 7, 2017. This public hearing was held on January 23, 2018. All parties who participated in the quasi-judicial hearing before DOAH, including Petitioners, Golden Oak, and the County, were given the opportunity for oral argument.

STANDARD OF REVIEW OF RECOMMENDED ORDER

The hearing before the Board is limited to matters of record and argument based on the record. § 10-7.415(E), Leon County Land Development Code. No new evidence shall be presented. Id.

As set forth in the County's Land Development Code, the Board of County Commissioners "is bound by the special master's findings of fact unless the findings of fact are not supported by competent substantial evidence in the record before the special master." § 10-7.415(H), Leon County Land Development Code. However, the Board "may modify the conclusions of law if it finds that the special master's application or interpretation of law is erroneous." Id. Ultimately, the Board must approve, approve with conditions, or deny the Project. Id. The label assigned a statement is not dispositive as to whether it is a finding of fact or conclusion of law. Kinney v. Dep't of State, 501 So. 2d 129 (Fla. 5th DCA 1987); Goin v. Comm. on Ethics, 658 So. 2d 1131 (Fla. 1st DCA 1995). Conclusions of law labeled as findings of fact, and findings labeled as conclusions, will be considered as a conclusion or finding based upon the statement itself and not the label assigned.

RULINGS ON EXCEPTIONS

The County's Exception 1

Paragraph 19 of the RO reads as follows:

The witnesses for the County and Golden Oak never acknowledged the reasonableness of Petitioners' claim of incompatibility or the notion that owners of large houses on large lots would object to having on their border a row of small houses on small lots. However, the objection of Moore Pond and Ox Bottom Manor residents was foreseeable.

The County asserts that Paragraph 19 of the RO should be stricken, as not supported by competent substantial evidence, asserting that the undisputed record evidence supports that the County and the applicant both acknowledged and analyzed the objections of incompatibility of neighboring property owners during the review of the Project, as acknowledged in other paragraphs of the RO, and as supported by the undisputed record evidence. The County also asserts that whether these objections were foreseeable or not has no legal relevance.

For the reasons set forth in the County's Exception 1, the Exception is GRANTED, and Paragraph 19 of the RO is stricken, as not supported by competent substantial evidence.

The County's Exception 2

The County takes exception to paragraphs 30 and 31 of the RO which read as follows:

30. Respondents' compatibility analyses were based in part on legal factors. For example, it was explained that under the Comp Plan, residential density is always applied as gross density rather than net density. This policy is reasonable because it encourages clustering and compact development which helps achieve important objectives of the Comp Plan, such as the protection of sensitive environmental features. However, it does not follow that because clustering has benefits, it cannot cause incompatibility.

31. Clustering is a well-established growth management technique, despite the fact that clustering can cause some adverse impacts when it increases densities and intensities on the border with adjoining land uses. Such impacts are addressed with buffer requirements. This approach strikes a reasonable balance of the Comp Plan's goals, objectives, and policies. If the buffer requirements are inadequate, as Petitioners claim, that is an issue that cannot be addressed here.

The County asserts that to the extent these paragraphs can be interpreted as making a determination regarding the presence of adverse impacts based on the Project or suggest that there was an increase in density or intensity based on clustering, such findings are not supported by competent substantial evidence, or the County's Comprehensive Plan and Land Development Code.

The County's Exception 2 is GRANTED, and it is clarified that in the case of the specific Project under review, there is no competent substantial evidence of adverse impacts to surrounding properties which would lead to any incompatibility under the County's Comprehensive Plan or Land Development Code. Nor is there any competent substantial evidence that clustering increased the permitted densities or intensities of the Project under the County's Comprehensive Plan and Land Development Code. The Project meets all density standards and the buffers exceed the requirements under the County's Comprehensive Plan and Land Development Code, as acknowledged in other sections of the RO.

The County's Exception 3:

The County proposes certain technical revisions/clarifications to the RO, paragraphs 10, 20, and 29. The County's Exception 3 is GRANTED, and the following technical corrections are made to the RO:

The third sentence of Paragraph 10 is corrected to read: "A portion of ~~The~~ buffers would include a berm and privacy fence."

The reference in Paragraph 20 to "Oak Pond" is corrected to the name of the applicant, "Golden Oak."

The reference in Paragraph 29 to "Consistency Code" is corrected to the "Land Development Code."

ORDER

IT IS THEREFORE ORDERED as follows:

1. The findings and fact and conclusions of law in the Recommended Order, except as modified above, are ADOPTED. The Recommended Order is incorporated by reference and made a part hereof as Exhibit A.
2. The Administrative Law Judge's recommendation is ACCEPTED.
3. The Leon County Board of County Commissioners enters this Final Order, approving the Project, subject to the conditions outlined by the Development Review Committee in its written preliminary decision dated August 18, 2017.

APPROVED by the Board and EXECUTED by the Chairman on the ____ day of January, 2018.

Nick Maddox, Chairman
Board of County Commissioners

CERTIFICATE OF FILING AND SERVICE

I HEREBY CERTIFY that this Final Order has been filed with the undersigned Clerk of the Board of County Commissioners, and that true and correct copies have been furnished to the persons listed below in the manner described, on this _____ day of January, 2018.

By Electronic Mail:

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Jeremy V. Anderson, Esquire
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STATE OF FLORIDA
DIVISION OF ADMINISTRATIVE HEARINGS

MOORE POND HOMEOWNERS
ASSOCIATION, INC.; AND OX BOTTOM
MANOR COMMUNITY ASSOCIATION,
INC.,

Petitioners,

vs.

Case No. 17-5082

GOLDEN OAK LAND GROUP, LLC; AND
LEON COUNTY, FLORIDA,

Respondents.

_____/

RECOMMENDED ORDER

The quasi-judicial hearing in this case was held on
November 9, 2017, in Tallahassee, Florida, before Bram D.E.
Canter, Administrative Law Judge of the Division of
Administrative Hearings ("DOAH"), acting as the Special Master
under section 10-7.414 of the Leon County Land Development Code.

APPEARANCES

For Petitioners: Jeremy Vincent Anderson, Esquire
Justin John Givens, Esquire
Anderson & Givens, P.A.
1689 Mahan Center Boulevard, Suite B
Tallahassee, Florida 32308

For Respondent Leon County:

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Carley J. Schrader, Esquire
Kerry Anne Parsons, Esquire
Nabors, Giblin & Nickerson, P.A.
1500 Mahan Drive, Suite 200
Tallahassee, Florida 32308

For Respondent Golden Oak Land Group, LLC:

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Erin J. Tilton, Esquire
Hopping Green & Sams, P.A.
Post Office Box 6526
Tallahassee, Florida 32314

STATEMENT OF THE ISSUE

The issue to be determined in this case is whether the Leon County Development Review Committee's preliminary conditional approval of a site and development plan for the Brookside Village Residential Subdivision is consistent with the Tallahassee-Leon County 2030 Comprehensive Plan ("Comp Plan") and the Leon County Land Development Code ("Code").

PRELIMINARY STATEMENT

On August 18, 2017, the Development Review Committee issued a letter which conditionally approved the site and development plan submitted by Golden Oak Land Group, LLC ("Golden Oak") for the Brookside Village Residential Subdivision, a single-family residential subdivision to be located on the north side of Ox Bottom Road in Leon County ("Project"). The Project followed the "Type B" review, which provides for concurrent land use and

environmental permitting approval. On September 15, Moore Pond Homeowners Association, Inc., and Ox Bottom Manor Community Association, Inc. ("Petitioners") filed a joint petition challenging the Development Review Committee's preliminary approval as inconsistent with certain provisions of the Comp Plan and Code.

Pursuant to a contract between DOAH and Leon County, the County sent the matter to DOAH to appoint a Special Master and conduct a quasi-judicial hearing. A notice of the hearing was provided in accordance with section 10-7.414(J)(ii) of the Code.

At the hearing held on November 9, the parties' Joint Exhibits 1 through 35 were admitted into evidence. Petitioners presented the testimony of Jan Norsoph, an expert in comprehensive planning and zoning. Petitioners' Exhibit 1 was admitted into evidence. Respondent Golden Oak presented the testimony of: Sean Marston, an expert in civil engineering; and Wendy Grey, an expert in comprehensive planning and zoning. Respondent Leon County presented the testimony of: Shawna Martin, Principal Planner with the Leon County Department of Development Support and Environmental Management, an expert in land use planning and zoning; and Susan Poplin, Principal Planner with the Tallahassee-Leon County Planning Department, an expert in comprehensive planning. Respondents' Exhibits 1-5, 7-12, and 16 were admitted into evidence.

At the hearing, an opportunity was provided to receive comments from the public. Three persons offered comments in opposition to the Project: Moore Pond residents Alex Nakis and Gene Sherron, and Ox Bottom Manor resident Mark Newman. A copy of this Recommended Order is being sent to these three persons.

The Transcript of the hearing was filed with DOAH. The parties submitted proposed recommended orders that were considered in the preparation of this Recommended Order.

FINDINGS OF FACT

The Parties

1. Petitioner Moore Pond Homeowners Association, Inc. ("Moore Pond"), is a Florida not-for-profit corporation whose members are residents of Moore Pond, a single-family subdivision bordering the Project to the east.

2. Petitioner Ox Bottom Manor Community Association, Inc. ("Ox Bottom Manor"), is a Florida not-for-profit corporation whose members are residents of Ox Bottom Manor, a single-family residential subdivision bordering the Project to the west.

3. Respondent Golden Oak is a Florida limited liability company. Golden Oak is the applicant for the Project and the owner of the property on which the Project will be developed.

4. Respondent Leon County is a political subdivision of the State of Florida, and has adopted a comprehensive plan that

it amends from time to time pursuant to chapter 163, Florida Statutes.

Land Use Designations

5. The Project is located on land that is designated as Residential Preservation on the Future Land Use Map of the Comp Plan, and is in the Residential Preservation zoning district established in the Code. Residential Preservation is described in both as "existing homogeneous residential areas" that should be protected from "incompatible land use intensities and density intrusions."

6. Policy 2.2.3 of the Future Land Use Element ("FLUE") of the Comp Plan permits residential densities within Residential Preservation of up to six dwelling units per acre ("du/a") if central water and sewer services are available. Central water and sewer services are available in this area of the County.

7. The Project is located within the Urban Services Area established by the FLUE, which is the area identified by the County as desirable for new development based on the availability of existing infrastructure and services.

The Project

8. The Project is a 61-lot, detached single-family residential subdivision on a 35.17-acre parcel. To avoid adverse impacts to approximately 12 acres of environmentally sensitive area in the center of the property, the Project places

the single-family lots on the periphery of the property with access from a horseshoe-shaped street that would be connected to Ox Bottom Road. The environmentally sensitive area would be maintained under a conservation easement.

9. The "clustering" of lots and structures on uplands to avoid environmentally sensitive areas is a common practice in comprehensive planning. The Comp Plan encourages clustering or "compact" development to protect environmentally sensitive features.

10. The Project would include a 25-foot vegetative buffer around most of the perimeter of the property. There is already a vegetative buffer around a majority of the property, but the vegetative buffer will be enhanced to achieve 75 percent opacity at the time of additional planting and 90 percent opacity within five years. The buffers would include a berm and privacy fence. The proposed buffers exceed the requirements in the Code.

11. In the course of the application and review process for the Project, Golden Oak made changes to the site and development plan to address concerns expressed by residents of the neighboring subdivisions. These changes included an increase in lot sizes abutting lots within Moore Pond and Ox Bottom Manor; a reduction in the number of lots from 64 to 61; and an expansion and enhancement of buffers.

12. In addition, Golden Oak revised the proposed covenants and restrictions for the Project to incorporate minimum square footage requirements and to prohibit second-story, rear-facing windows on homes abutting lots in Moore Pond and Ox Bottom Manor.

13. The Development Review Committee approved the Project, subject to the conditions outlined in the staff report and an additional condition regarding buffers.

Compatibility

14. Petitioners contend the Project would be incompatible with adjacent residential uses in Moore Pond and Ox Bottom Manor and, therefore, the Project should be denied because it violates the provisions of the Comp Plan and Code that require compatibility. Petitioners rely mainly on FLUE Policy 2.2.3, entitled "Residential Preservation," which states that "Consistency with surrounding residential type and density shall be a major determinant in granting development approval." Although Moore Pond and Ox Bottom Manor are also designated Residential Preservation, Petitioners claim the Project would be incompatible because of the differences in development type and density.

15. The Project is the same development type (detached, single-family) and density (low density, 0-6 du/a) as the surrounding development type and density.

16. Petitioners assert that the Project is a different development type because it is "cluster housing." Cluster housing is not a development type. Clustering is a design technique. The clustering of detached, single-family houses does not change the development type, which remains detached, single-family.

17. Petitioners object to the density of the Project of 1.73 du/a, but their primary concern is with the Project's "net density" or the density within the development area (outside of the conservation easement). Most of the lots in the Project would be about 1/8 to 1/4 of an acre, with the average lot size being 0.26 acres. In contrast, the lots in Moore Pond range from 1.49 to 12.39 acres, with the average size being 3.08 acres. The lots in Ox Bottom Manor range from .53 acres to 0.96 acres, with the average size being 0.67 acres.

18. There is also a significant difference in lot coverage between the Project and the two adjacent subdivisions.

19. The witnesses for the County and Golden Oak never acknowledged the reasonableness of Petitioners' claim of incompatibility or the notion that owners of large houses on large lots would object to having on their border a row of small houses on small lots. However, the objection of Moore Pond and Ox Bottom Manor residents was foreseeable.

20. The gist of the arguments made by Oak Pond and the County is that the Project is compatible as a matter of law. Respondents demonstrated that the applicable provisions of the Comp Plan and Code, as interpreted by the County, treat a proposed Residential Preservation development as compatible with existing Residential Preservation developments. Put another way: a low density, detached single-family development is deemed compatible with existing low density, detached single-family developments. No deeper analysis is required by the County to demonstrate compatibility.

21. Petitioners' claim of incompatibility relies principally on FLUE Policy 2.2.3(e), which states in part:

At a minimum, the following factors shall be considered to determine whether a proposed development is compatible with existing or proposed low density residential uses and with the intensity, density, and scale of surrounding development within residential preservation areas: proposed use(s); intensity; density; scale; building size, mass, bulk, height and orientation; lot coverage; lot size/configuration; architecture; screening; buffers, including vegetative buffers; setbacks; signage; lighting; traffic circulation patterns; loading area locations; operating hours; noise; and odor.

22. Petitioners attempted to show that the application of these factors to the Project demonstrates it is incompatible with Moore Pond and Ox Bottom Manor.

23. However, Policy 2.2.3 also sets forth guiding principles for protecting existing Residential Preservation areas from other types of development on adjoining lands. No guidelines are included for protecting Residential Preservation areas from proposed low density residential development. The County asserts that this reflects the County's determination that low density residential development is compatible with existing Residential Preservation areas and, therefore, Policy 2.2.3 does not require that the Project be reviewed using the listed compatibility factors.

24. The County showed that its interpretation of FLUE Policy 2.2.3 for this proceeding is consistent with its past practice in applying the policy.

25. Respondents also point to Table 6 in FLUE Policy 2.2.26, which is a Land Use Development Matrix which measures a parcel's development potential based on certain land use principles contained in the FLUE, including the parcel's potential compatibility with surrounding existing land uses. The Matrix shows that a proposed low density residential land use "is compatible/allowable" in the Residential Preservation land use category.

26. Petitioners argue that the Project is incompatible, using the definition of "compatibility" in section 163.3164(9), Florida Statutes:

"Compatibility" means a condition in which land uses or conditions can coexist in relative proximity to each other in a stable fashion over time such that no use or condition is unduly negatively impacted directly or indirectly by another use or condition.

27. Petitioners contend the Project would unduly negatively impact Moore Pond and Ox Bottom Manor. Respondents contend it would not. However, as explained in the Conclusions of Law, this definition in chapter 163 is not an extra criterion for approving or denying the Project.

28. Without abandoning their argument that Policy 2.2.3 does not require a compatibility analysis for the Project, both Golden Oak and the County performed compatibility analyses because of the objections raised by adjacent residents.

29. Golden Oak's expert planner analyzed compatibility on a larger scale by looking at subdivisions within a quarter-mile radius of the Project site. She found a range of densities and lot sizes, including one subdivision with a higher density and smaller lot size. However, nothing in Policy 2.2.3 or the other provisions of the Comp Plan suggests that the incompatibility of a proposed development with an existing, adjoining development is permissible if the proposed development is compatible with

another development within a quarter of a mile. Still, her analysis showed the County's past practice in interpreting and applying the relevant provisions of the Comp Plan and Consistency Code is consistent with the County's position in this proceeding.

30. Respondents' compatibility analyses were based in part on legal factors. For example, it was explained that under the Comp Plan, residential density is always applied as gross density rather than net density. This policy is reasonable because it encourages clustering and compact development which helps to achieve important objectives of the Comp Plan, such as the protection of sensitive environmental features. However, it does not follow that because clustering has benefits, it cannot cause incompatibility.

31. Clustering is a well-established growth management technique, despite the fact that clustering can cause some adverse impacts when it increases densities and intensities on the border with adjoining land uses. Such impacts are addressed with buffer requirements. This approach strikes a reasonable balance of the Comp Plan's goals, objectives, and policies. If the buffer requirements are inadequate, as Petitioners claim, that is an issue that cannot be addressed here.

32. Petitioners also contend the Project is inconsistent with sections of the Code that require compatibility. For

example, section 10-6.617 pertains to the Residential Preservation zoning district and states that, "Compatibility with surrounding residential type and density shall be a major factor in the authorization of development approval."

Section 10-7.505(1) provides that each development shall be designed to "be as compatible as practical with nearby development and characteristics of land."

33. These general statements in the Code are implemented through the more specific requirements in the Code for proposed new developments. Petitioners did not demonstrate that the Project is inconsistent with any of the specific requirements of the Code for the reasons already discussed.

34. The County showed that its interpretations of section 10-7.617 and section 10-7.505(1) for this proceeding are consistent with its past practice in applying these provisions.

Summary

35. Compatibility for purposes of land use determinations is not in the eye of the beholder, but is determined by law. The County's growth management laws incorporate professional planning principles and use development techniques and density ranges, which provide flexibility in achieving important objectives, such as environmental protection. The focus is not on lot-to-lot differences, but on maintaining stable communities and neighborhoods.

36. The preponderance of the evidence, which includes the County's past interpretation of, and practice in applying, the compatibility provisions of the Comp Plan and Code, demonstrates that the Project is consistent with all requirements for approval.

CONCLUSIONS OF LAW

Jurisdiction

37. DOAH has jurisdiction over the parties to and the subject matter of this proceeding pursuant to section 10-7.414 of the Code.

38. Petitioners raised no issues regarding the procedures followed by the County for the decision under review, including public notice.

Burden and Standard of Proof

39. The burden is on the applicant for site plan approval to demonstrate that the application complies with the procedural requirements of the applicable ordinance and that the use sought is consistent with the applicable provisions of the Comp Plan and Code. See, e.g., Alvey v. City of N. Miami Bch., 206 So. 3d 67, 73 (Fla. 3d DCA 2016) (citing Bd. of Cnty. Commr's of Brevard Cnty. v. Snyder, 27 So. 2d 469, 472 (Fla. 1993)).

40. The standard of proof to establish a finding of fact is preponderance of the evidence. § 120.57(1)(j), Fla. Stat. (2017).

Consistency with the Comp Plan

41. Under section 10-7.414(J) (vii) of the Code, the standard of review to be applied by the Special Master in determining whether the Project is consistent with the Comp Plan is "strict scrutiny in accordance with Florida law." Strict scrutiny in this context means strict compliance with the Comp Plan, based on the document as a whole. See Snyder, 27 So. 2d, at 475; Arbor Props. v. Lake Jackson Prot. Alliance, 51 So. 3d 502, 505 (Fla. 1st DCA 2010); § 163.3194(4) (a), Fla. Stat.

42. The County's interpretations of the relevant provisions of the Comp Plan are reasonable.

43. Golden Oak proved by a preponderance of the evidence that the proposed development order is consistent with the Comp Plan.

44. The parties discussed the definition of "compatibility" in section 163.3164(9), Florida Statutes, and whether the Project would be compatible under the definition. Leon County has not adopted this definition as part of its Comp Plan. The relevant use of this definition is in section 163.3177, which describes the requirements for a future land use element. One of these requirements is to have criteria that provide for the compatibility of adjacent land uses. § 163.3177(6) (a)3.g., Fla. Stat. (2017).

45. When Leon County adopted its future land use element and the adoption became final, the County's satisfaction of the requirement of section 163.3177(6)(a)3.g. to establish compatibility criteria based on the definition of "compatibility" in chapter 163 was legally established. Now that the County has implemented section 163.3177(6)(a)3.g., with criteria which provide that residential projects of similar type and density are compatible, it is unnecessary to re-use the definition of "compatibility" in chapter 163 as an additional, external criterion for determining whether the Project is compatible. The County must rely on the provisions of its own Comp Plan.

46. Even if the use of the definition of "compatibility" in chapter 163 were appropriate, it would not require a different conclusion regarding the compatibility of the Project.

Consistency with the Code

47. Under section 10-7.414(J)(vii) of the Code, the standard of review to determine whether the Project is consistent with the Code "shall be in accordance with Florida law." Florida law requires that the County's determination that the Project is consistent with relevant provisions of the Code must be based on competent substantial evidence. See Premier Dev. v. City of Fort Lauderdale, 920 So. 2d 852, 853 (Fla. 4th DCA 2006).

48. The County's interpretations of the relevant provisions of the Code are reasonable.

49. The preponderance of competent substantial evidence in the record of this proceeding supports the determination of the Development Review Committee that the Project is consistent with all applicable provisions of the Code.

RECOMMENDATION

Based on the foregoing Findings of Fact and Conclusions of Law, it is

RECOMMENDED that the Leon County Board of County Commissioners enter a final order approving the Project, subject to the conditions outlined by the Development Review Committee in its written preliminary decision dated August 18, 2017.

DONE AND ENTERED this 26th day of December, 2017, in Tallahassee, Leon County, Florida.



BRAM D. E. CANTER
Administrative Law Judge
Division of Administrative Hearings
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Filed with the Clerk of the
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this 26th day of December, 2017.

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NOTICE OF RIGHT TO SUBMIT EXCEPTIONS

All parties have the right to submit written exceptions within 10 days from the date of this Recommended Order. Any exceptions to this Recommended Order should be filed with the clerk of the Board of County Commissioners of Leon County. See § 10.7.414(K), Land Development Code.

Received
JAN 5 2018
Rebecca Vaux
Clerk to the Board

LEON COUNTY
BOARD OF COUNTY COMMISSIONERS

MOORE POND HOMEOWNERS
ASSOCIATION, INC., AND OX
BOTTOM MANOR COMMUNITY
ASSOCIATION, INC.

Petitioners,

Leon County Project ID# LSP150035
DOAH CASE NO. 17-5082

vs.

LEON COUNTY, FLORIDA AND
GOLDEN OAK LAND GROUP, LLC

Respondents.

LEON COUNTY'S EXCEPTIONS TO THE RECOMMENDED ORDER

Respondent, Leon County, Florida (the "County"), by and through its undersigned attorneys, and pursuant to section 10-7.414(K), of the Leon County Land Development Code, hereby files the following exceptions to Administrative Law Judge ("ALJ") Bram D. E. Canter's Recommended Order ("RO") entered on December 26, 2017.

INTRODUCTION AND APPLICABLE STANDARD

This proceeding is an appeal from the Leon County Development Review Committee's ("DRC") preliminary conditional approval of a site and development plan for the Brookside Village Residential Subdivision, Leon County Project ID No. LSP150035, by Moore Pond Homeowners Association, Inc., and Ox Bottom Manor Community Association, Inc. (collectively "Petitioners").

On December 26, 2017, the ALJ, serving as a special master for purposes of the quasi-judicial hearing, as prescribed by section 10-7.414, Leon County Land Development Code,

issued a Recommended Order ultimately recommending that the Leon County Board of County Commissioners enter a final order approving the Project, subject to the conditions outlined in the DRC's written preliminary decision dated August 18, 2017. While the County agrees with the ultimate findings, legal conclusions and recommendations as set forth in the Recommended Order, the County seeks modification or clarification and technical revision to certain factual findings, as set forth in the Recommended Order.

As set forth in the County's Land Development Code, the Board of County Commissioners "is bound by the special master's findings of fact unless the findings of fact are not supported by competent substantial evidence in the record before the special master." § 10-7.415(H), Leon County Land Development Code. However, the Board "may modify the conclusions of law if it finds that the special master's application or interpretation of law is erroneous." Id. With the exception of the below requested modifications, clarification and technical revisions sought by these exceptions, the County asserts that under this standard, the Board of County Commissioners should adopt the Recommended Order in total, as it is based on competent substantial evidence in the record and the special master's application or interpretation of the law is not erroneous, but is supported by the County's Comprehensive Plan¹ and Land Development Code.

EXCEPTIONS

Exception 1:

The County takes exception to paragraph 19 (p. 8) of the Recommended Order labeled as a finding of fact. Paragraph 19 reads as follows:

The witnesses for the County and Golden Oak never acknowledged the reasonableness of Petitioners' claim of

¹ All references to the County's Comprehensive Plan refer to the Tallahassee-Leon County 2030 Comprehensive Plan.

incompatibility or the notion that owners of large houses on large lots would object to having on their border a row of small houses on small lots. However, the objection of Moore Pond and Ox Bottom Manor residents was foreseeable.

As to this finding of fact, the undisputed record evidence supports that the County did receive public comment from Petitioners and other surrounding property owners which expressed concerns that the proposed site plan was incompatible with the surrounding neighborhoods and uses of property. Because of this heightened interest from neighboring residents, and because the applicant, Golden Oak, submitted a compatibility analysis, the County analyzed certain factors listed in Policy 2.2.3(e) of the Comprehensive Plan, including density, scale, building size, height and orientation, lot coverage, architecture, buffers, setbacks, and traffic mobility, and included in the compatibility analysis. (Ex. J15, J29, J31; Tr. at 253-254, 256-257, 259-267)². As the Recommended Order ultimately determined, where, such as in this case, proposed low density residential development is next to low density residential development, the County has interpreted that Policy 2.2.3 of the Future Land Use Element of its Comprehensive Plan does not require that the Project be reviewed using the listed compatibility factors, and this interpretation is reasonable. (See RO ¶¶ 23-24). Despite its interpretation that these factors were not required to be examined in this case, the County evaluated these compatibility factors based on the public comment of the neighboring property owners, but determined the proposed development and site plan was consistent with the Comprehensive Plan and Land Development Code, subject to conditions of approval. (See RO ¶ 28). Additionally, in response to the public comment and concerns of neighboring property owners, the applicant revised the Project specifically to

² References to the Joint Exhibits submitted at the hearing in this case are designated “Ex. J ____.” References to the Transcript of the hearing are designated “Tr. ____.”. References to the Recommended Order are designated “RO.”

increase the provided buffers, reduce the number of lots, and increase lot sizes and widths adjacent to Moore Pond and Ox Bottom Manor subdivisions, as acknowledged in the Recommended Order. (RO ¶ 11). The County specifically acknowledged the public comment and objections of the neighboring property owners, and analyzed and evaluated these comments and objections throughout the review process, as expressly set forth in the County's staff reports. (Ex. J31). Therefore, it is not a correct statement that the County never acknowledged the objections of the neighboring property owners. However, the County determined, as did the ALJ, that the Project was consistent with the County's Comprehensive Plan and Land Development Code.

In addition, the County notes that the finding by the ALJ that objection of Moore Pond and Ox Bottom manor residents "was foreseeable" is not legally relevant to the issue of whether the preliminary conditional approval of the site and development plan for the Brookside Village Residential Subdivision is consistent with the Comprehensive Plan and the Land Development Code, and is compatible. As set forth in paragraph 35 of the RO, compatibility "is not in the eye of the beholder, but is determined by law." The competent substantial evidence supports the ultimate findings of the ALJ, that the proposed development as conditionally approved is consistent with both the Comprehensive Plan and the Land Development Code, and is compatible.

The County asserts that paragraph 19 of the Recommended Order should be stricken, as not supported by competent substantial evidence, and because it appears to contradict other findings and conclusions contained within the Recommended Order.

Exception 2:

The County takes exception to paragraphs 30 and 31 (p. 12) of the Recommended Order labeled as a finding of fact. These paragraphs read as follows:

30. Respondents' compatibility analyses were based in part on legal factors. For example, it was explained that under the Comp Plan, residential density is always applied as gross density rather than net density. This policy is reasonable because it encourages clustering and compact development which helps achieve important objectives of the Comp Plan, such as the protection of sensitive environmental features. However, it does not follow that because clustering has benefits, it cannot cause incompatibility.

31. Clustering is a well-established growth management technique, despite the fact that clustering can cause some adverse impacts when it increases densities and intensities on the border with adjoining land uses. Such impacts are addressed with buffer requirements. This approach strikes a reasonable balance of the Comp Plan's goals, objectives, and policies. If the buffer requirements are inadequate, as Petitioners claim, that is an issue that cannot be addressed here.

First, the County seeks to clarify that both the Comprehensive Plan and the Land Development Code define density based on gross density, not net density. Comprehensive Plan Glossary, p. 305; § 10-1.101, Land Development Code. The issue is not whether the interpretation of density is "reasonable" where the calculation is specifically defined in the Comprehensive Plan and the Land Development Code. In addition, clustering in this case does not increase the densities or intensities of the proposed development, as both the Comprehensive Plan and Land Development Code define density as gross density. The Project as conditionally approved has a gross density of 1.73 dwelling units per acre which is within the low end of the allowable density range of up to six units per acre, and the compact design or "clustering" of the development complies with the requirements of the Comprehensive Plan and Land Development Code, and preserves environmentally sensitive areas on-site and focuses development outside of those areas, as

acknowledged in other provisions of the Recommended Order. (RO ¶ 35-36; Tr. at 29; Ex. J29 at 3).

Second, it should be clarified that there is no competent substantial evidence in the present case of adverse impacts or incompatibility with regard to the “clustering” of the lots in this case to protect environmental features of the site. Instead, competent substantial evidence supports the ultimate finding of the ALJ, that the site plan approval is consistent with the Comprehensive Plan and the Land Development Code, and is compatible. Additionally, it should also be clarified that the provided buffer exceeds the requirements of the Comprehensive Plan and the Land Development Code, as noted in paragraph 10 of the Recommended Order.

In summary, to the extent the above paragraphs 30 and 31 can be interpreted as making a determination regarding the presence of adverse impacts based on the proposed Project or suggest that there was an increase in density or intensity based on clustering, such findings are not supported by the competent substantial evidence, or the requirements of the County’s Comprehensive Plan and Land Development Code. In an abundance of caution, the County seeks clarification of these paragraphs, that there was no competent substantial evidence of any adverse impacts or an increase in density or intensity shown in this case based on the design of the project.

Exception 3:

The County proposes the following technical revisions/clarifications to the Recommended Order:


Paragraph 10 of the Recommended Order (p. 6) provides in part that the buffers included within the site plan “would include a berm and privacy fence.” The County seeks to clarify that

the berm and privacy fence are only included for a portion of the provided buffers, as shown on sheet 21 of the approved site plan. (Ex. J13).

As to paragraph 20 (p. 9) of the Recommended Order, the reference to "Oak Pond" should be corrected to the name of the applicant, "Golden Oak."

As to paragraph 29 (p. 11-12) of the Recommended Order labeled as a finding of fact, the reference to "Consistency Code" should be corrected to the "Land Development Code."

Respectfully submitted this 5th day of January, 2018.



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CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing was furnished to the following parties, this 5th day of January, 2018:

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CARLY J. SCHRADER

Attachment #4

for January 23, 2017

Agenda Item # 16

*First and Only Public Hearing to
Consider the Recommended Order
and Exceptions on the Site and
Development Plan Application for
Brookside Village Residential
Subdivision*

(due to the large size, this attachment is a separate file)



Legal Notices

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "Board") will conduct a public hearing on Tuesday, January 23, 2018, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider the Recommended Order entered by the State of Florida Division of Administrative Hearings (DOAH) in the case styled as Moore Pond Homeowners Association, Inc., and Ox Bottom Manor Community Association, Inc. vs. Golden Oak Land Group, LLC, and Leon County, Florida, Case No. 17-5082. At the conclusion of the public hearing the Board will render a decision approving, approving with conditions, or denying the site and development plan submitted by Golden Oak Land Group, LLC for the Brookside Village Residential Subdivision, a proposed 61-lot detached single-family residential development to be located on a 35.17-acre parcel on the north side of Ox Bottom Road in Leon County.

The provisions of Section 10-7.415 of the Code of Laws of Leon County will apply to the public hearing. The hearing is open to the public.

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

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

PUBLICATION: 1/7/2018

0002637581-01