

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA

INSTALLATION OF NEWLY ELECTED COMMISSIONERS, BOARD REORGANIZATION AND REGULAR MEETING

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

**Tuesday, November 20, 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, November 20, 2018, 3:00 p.m.

Leon County Board of County Commissioners
Installation Ceremony and Board Reorganization

▪ **Invocation**

The Invocation will be provided by Pastor Quincy D. Griffin, Sr. of the Family Worship and Praise Center

▪ **Pledge of Allegiance**

By Chairman Nick Maddox

▪ **Installation Ceremony Begins**

The Honorable Chief Judge Jonathan Sjostrom presiding

▪ **Remarks and Presentation**

- Presentation to Outgoing Chairman
- Remarks by Outgoing Chairman

▪ **Installation of Commissioners and Administration of the Oath of Office**

The Honorable Chief Judge Jonathan Sjostrom presiding

▪ **Reorganization**

The Honorable Clerk of the Court Gwen Marshall presiding

- Election of Chairman and Vice-Chairman
- Incoming Chairman's Remarks

▪ **Benediction**

The Benediction will be provided by Pastor Dennis Young of the Bible Believers Fellowship

▪ **Recess for Reception**

The regular meeting will convene after the reception.

AWARDS AND PRESENTATIONS

- None

CONSENT

1. Minutes: September 4, 2018 Regular Meeting and September 24, 2018 Regular Meeting
2. Payment of Bills and Vouchers
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
3. FY 2018 Carry Forward Adjustment and Final FY 2018 Year-End Adjustments
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
4. Fiscal Year 2018 Tangible Personal Property Annual Report
(County Administrator/ Office of Financial Stewardship/ Purchasing)
5. Ratification of Board Actions Taken at the October 23, 2018 Workshop on the 2019 State and Federal Legislative Priorities
(County Administrator/ County Administration)
6. 2018 State Aid to Libraries Grant Agreement, the Library's FY 2019 Annual Plan, and Certification of Hours, Free Library Service and Access to Materials
(County Administrator/ Library Services)
7. Status Report on the Knight Foundation Grant Proposal for a Multi-City/State Tour of Innovative Public Library Systems
(County Administrator/ County Administration/ Library Services)
8. Status Report on the County's Participation with the Florida Department of Elder Affairs' Dementia Caring Community Initiative
(County Administrator/ Emergency Medical Services)
9. 2019 Citizen Engagement Series, Club of Honest Citizens, and Village Square Events
(County Administrator/ Community & Media Relations)
10. Economic Impacts of Signature Events Administered by the Division of Tourism
(County Administrator/ County Administration/ Division of Tourism)

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

11. Status Report on Building Permit Timeframes for New Single-Family Residential Construction
(County Administrator/ Development Support & Environmental Management)

CONSENT ITEMS PULLED FOR DISCUSSION

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

GENERAL BUSINESS

12. Enterprise License Agreement Amendment with Environmental System Research Institute, Inc. for Geographic Information System Software
(County Administrator/ Office of Information & Technology, Geographic Information Systems)
13. Engineering Services for Design of the Northeast Lake Munson Sewer Project
(County Administrator/ Public Works/ Engineering Services)
14. Full Board Appointments to the Affordable Housing Advisory Committee, the Council on Culture and Arts, and the Planning Commission
(County Administrator/ County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

- None

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

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, December 11, 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	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 10	Tuesday	6:00 p.m.	<i>Public Hearing on Proposed Charter 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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PUBLIC NOTICE
Leon County Board of County Commissioners
2019 Tentative Meeting Schedule

Date	Day	Time	Meeting
January 22	Tuesday	3:00 p.m.	Regular Board Meeting
February 12	Tuesday	3:00 p.m.	Regular Board Meeting
February 26	Tuesday	1:00 p.m.	<i>Joint Workshop Comp Plan Amendments</i>
February 26	Tuesday	3:00 p.m.	Regular Board Meeting
March 12	Tuesday	3:00 p.m.	Regular Board Meeting
March 12	Tuesday	6:00 p.m.	<i>Transmittal Hearing on 2019 Cycle Comp Plan Amendments</i>
April 9	Tuesday	3:00 p.m.	Regular Board Meeting
April 23	Tuesday	9:00 a.m.	<i>Budget Policy Workshop</i>
April 23	Tuesday	3:00 p.m.	Regular Board Meeting
May 14	Tuesday	3:00 p.m.	Regular Board Meeting
May 14	Tuesday	6:00 p.m.	<i>Adoption Hearing on 2019 Cycle Comp Plan Amendments</i>
May 28	Tuesday	3:00 p.m.	Regular Board Meeting
June 18	Tuesday	9:00 a.m.	<i>Budget Workshop</i>
June 18	Tuesday	3:00 p.m.	Regular Board Meeting
July 9	Tuesday	9:00 a.m.	<i>Budget Workshop (if necessary)</i>
July 9	Tuesday	3:00 p.m.	Regular Board Meeting
September 10	Tuesday	3:00 p.m.	Regular Board Meeting
September 10	Tuesday	6:00 p.m.	<i>First Public Hearing on Tentative Millage Rate and Budgets*</i>
September 24	Tuesday	3:00 p.m.	Regular Board Meeting
September 24	Tuesday	6:00 p.m.	<i>Second Public Hearing on Final Millage Rate and Final Budgets*</i>
October 15	Tuesday	3:00 p.m.	Regular Board Meeting
October 29	Tuesday	3:00 p.m.	Regular Board Meeting
November 12	Tuesday	3:00 p.m.	Regular Board Meeting
December 9	Monday	9:00 a.m.	Board Retreat
December 10	Tuesday	3:00 p.m.	Regular Board Meeting

PUBLIC NOTICE
Leon County Board of County Commissioners
2019 Tentative Meeting Schedule

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

2019

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JULY						
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SEPTEMBER						
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NOVEMBER						
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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
October 2018	Tuesday 9	3:00 p.m. <i>Cancelled</i>	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 18 – Friday 19		FAC Advanced County Commissioner Program Alachua County; Gainesville, FL
	Tuesday 23	1:30 p.m.	Workshop on the 2019 State & Federal Legislative Priorities
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First & Only Public Hearing to approve an amend- ment to Southwood Integrated Development Order
		6:00 p.m.	First & Only Public Hearing to Consider a Proposed Resolution for Vacation of a Portion of Plat, Preserve at Buck Lake – Phase 1 Subdivision
		6:00 p.m.	First and Only Public Hearing for the North Monroe Freestanding Emergency Room Type ‘C’ Site and Development Plan Application
November 2018	Tuesday 6	General Election	ELECTION DAY
	Monday 12	Offices Closed	VETERAN’S DAY OBSERVED
	Tuesday 20	3:00 p.m.	Installation of Newly-Elected Commissioners, Board Reorganization & Regular Meeting 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. 9:00 a.m.	Capital Region Transportation Planning Agency Retreat/Workshop - Care Point Health & Wellness Center – 2200 S. Monroe St.
	Wednesday 28 - Friday 30		FAC Legislative Conference Hillsborough County-Tampa, FL
December 2018	Monday 10	9:00 a.m. – 4:00 p.m.	Board Retreat Goodwood Carriage House Conference Center
	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Consider an Ordinance Amending the Environmental Management Act (Chapter 10, Article IV) and Section 10-8.301 (Floodplain Management)
	Thursday 13	3:00 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

PUBLIC NOTICE

Leon County Board of County Commissioners 2019 Tentative Meeting Schedule

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

Month	Day	Time	Meeting Type
January 2019	Tuesday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 8	No meeting	BOARD RECESS
	<i>Wednesday 9 & Thursday 10</i>		<i>FAC New Commissioner Workshop Alachua County; Gainesville, FL</i>
	<i>Thursday 10 & Friday 11</i>	<i>Seminar 2 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	Monday 21	Offices Closed	MARTIN LUTHER KING, JR. DAY
	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
February 2019	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 26	1:00 p.m.	Joint City/County Workshop on the 2019 Cycle Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 28	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
March 2019	<i>Saturday 2 – Wednesday 6</i>		<i>NACO Legislative Conference Washington, DC</i>
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2019 Comprehensive Plan Amendments
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<i>Wednesday 27</i>		<i>FAC Legislative Day</i>
	Friday 29	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 th Floor Commission Chambers
April 2019	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Thursday 11 & Friday 12</i>	<i>Seminar 3 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	Tuesday 16	TBD	Capital Region Transportation Planning Agency Workshop TBD
	Tuesday 23	9:00 a.m. – 3:00 p.m.	Budget Policy Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers

Month	Day	Time	Meeting Type
May 2019	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2019 Comprehensive Plan Amendments
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 27	Offices Closed	MEMORIAL DAY
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
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June 2019	<i>Tuesday 11 - Friday 14</i>		<i>FAC Annual Conference & Educational Exposition Orange County; Orlando, FL</i>
	Monday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 18	9:00 a.m..	Budget Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 27	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
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July 2019	Thursday 4	Offices Closed	INDEPENDENCE DAY
	Tuesday 9	9:00 a.m.	Budget Workshop (if necessary)
		3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	<i>Thursday 11 - Monday 15</i>		<i>NACo Annual Conference Clark County; Las Vegas, Nevada</i>
	Tuesday 23	No Meeting	BOARD RECESS
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August 2019	<i>TBD Wednesday – Saturday</i>		<i>National Urban League Annual Conference TBD</i>
	<i>Friday 16 - Sunday 18</i>		<i>Chamber of Commerce Annual Conference Amelia Island, FL</i>
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September 2019	Monday 2	Offices Closed	LABOR DAY
	Thursday 5	5:00 – 8:00 p.m.	Blueprint Intergovernmental Agency Meeting & 5:30 p.m. Budget Public Hearing, City Commission Chambers
	Tuesday 10	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 19/20*
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 24	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 19/20*
	<i>TBD (typically mid-September)</i>		<i>Congressional Black Caucus Annual Legislative Conference TBD</i>
	<i>TBD (typically end of September)</i>		<i>FAC Innovation Policy Conference TBD</i>
	<i>* These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings.</i>		
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October 2019	Monday 14	TBD	Capital Region Transportation Planning Agency Workshop TBD

Month	Day	Time	Meeting Type
October 2019 (cont.)	Tuesday 15	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Sunday 20 – Wednesday 23</i>		<i>ICMA Annual Conference Nashville, TN</i>
	Tuesday 29	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
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November 2019	Monday 11	Offices Closed	VETERAN'S DAY OBSERVED
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 28	Offices Closed	THANKSGIVING DAY
	Friday 29	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
	<i>TBD (typically end of November)</i>		<i>FAC Legislative Conference TBD</i>
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December 2019	Monday 9	9:00 a.m. – 4:00 p.m.	Board Retreat TBD
	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 12	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Wednesday 25	Offices Closed	CHRISTMAS DAY
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January 2020	Wednesday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 7	No Meeting	BOARD RECESS
	Monday 20		MARTIN LUTHER KING, JR. DAY
	Tuesday 21	3:00 p.m.	Regular Meeting
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Citizen Committees, Boards, and Authorities

Vacancies and 2018/2019 Term Expirations

www2.leoncountyfl.gov/committees/list.asp

CURRENT VACANCIES

Affordable Housing Advisory Committee

Board of County Commissioners (2 appointments)

1. seat h. A citizen who actively serves on the local planning agency; and

2. seat b. A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing; or

seat j. A citizen who represents employers within the County, if possible.

CareerSource Capital Region Board

Board of County Commissioners (1 appointment)

Council on Culture & Arts

Board of County Commissioners (1 appointments)

Planning Commission

Board of County Commissioners (1 appointment)

UPCOMING TERM EXPIRATIONS

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)

MARCH 31, 2019

Contractors Licensing and Examination Board

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

APRIL 30, 2019

Tallahassee Sports Council

Board of County Commissioners (2 appointments)

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

Board of County Commissioners (2 appointments)

APRIL 30, 2019 (cont.)

Value Adjustment Board

Board of County Commissioners (1 appointment)

MAY 31, 2019

Advisory Committee on Quality Growth

Board of County Commissioners (7 appointments)

JUNE 30, 2019

Architectural Review Board

Board of County Commissioners (2 appointments)

Board of Adjustment and Appeals

Board of County Commissioners (2 appointments)

CareerSource Capital Region Board

Board of County Commissioners (2 appointments)

Planning Commission

Board of County Commissioners (1 appointment)

JULY 31, 2019

Investment Oversight Committee

Board of County Commissioners (2 appointments)

Leon County Educational Facilities Authority

Board of County Commissioners (2 appointments)

Water Resources Committee

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

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

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

**Leon County
Board of County Commissioners**


Notes for Agenda Item #1

Leon County Board of County Commissioners

Agenda Item #1

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Minutes: September 4, 2018 Regular Meeting and September 24, 2018 Regular Meeting

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: September 4, 2018 Regular Meeting and September 24, 2018 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of the September 4, 2018 Regular Meeting and September 24, 2018 Regular Meeting.

Attachments:

1. September 4, 2018 Regular Meeting Minutes
2. September 24, 2018 Regular Meeting Minutes

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
September 4, 2018**

The Board of County Commissioners of Leon County, Florida met in regular session with Chairman Nick Maddox presiding. Present were Vice Chairman Jimbo Jackson and Commissioners Bill Proctor, Kristin Dozier, Mary Ann Lindley, Bryan Desloge and John Dailey. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, and Clerk to the Board Rebecca Vause.

Chairman Maddox called the meeting to order at 3:04 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

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

AWARDS AND PRESENTATIONS

- Commissioner Dozier read into the record a Proclamation recognizing the Florida State Seminoles Softball Team for winning the NCAA Softball Women's College World Series National Championship.
 - Head Coach Lonni Alameda expressed, on behalf of the team, thanks to the Board for the acknowledgement and voiced her appreciation for all the work the Board does on behalf of the community.
 - Team Captain, Cali Harrod, thanked the Board for the honor. She commented on the energy that the team felt during their run for the national championship and expressed thanks to the community for the support they received.
 - Chairman Maddox acknowledged the hard work it takes to become a National Champion.
 - Commissioner Jackson noted that Coach Alameda encourages her players to be involved in the community and players have participated as school mentors in various Leon County schools.
 - Commissioner Dailey commented on the positive role models the players are for all young boys and girls around the country and was extremely proud that the program has one of the highest GPAs and graduation rate in Division 1 athletics.
 - Commissioner Proctor discussed the importance of Title IX and the 19th Amendment.
 - Chairman Maddox suggested that the team be invited to participate with the County in the next "Day of Service" event.
 - Commissioner Dozier offered that she had been invited to throw out the first pitch next season.
- Chris Rietow, Executive Director, Apalachee Regional Planning Council (ARPC), provided an update on activities of the ARPC. The Board was provided a copy of the 2016-2017 Florida Regional Councils Association Annual Report.
 - Mr. Rietow noted that the ARPC was established in 1977, includes nine regional counties (Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty and Wakulla) and has a budget of approximately \$850,000. He stated that the ARPC is a multipurpose organization focused on regionally shared issues such as economic development, emergency preparedness, transportation and quality of life. Mr. Rietow then provided highlights of various activities that directly or indirectly impact Leon County.

- Commissioner Dozier complimented Mr. Rietow on his leadership and noted the growth of the ARPC during his tenure. She referenced the Revolving Loan Fund and asked him to share additional information on this program.
- Mr. Rietow shared that the program is available to provide funding to individuals who may not be able to get traditional loans. The program is available for start up or expansion. He then highlighted the success of a small women's clothing boutique in Blountstown, "Pretty Girlz". He mentioned that the Revolving Loan Fund is very popular, and they have applied for funding through the USDA to expand the program.
- Commissioner Dozier expressed her enthusiasm for the program and felt it could provide an opportunity for integration into what is happening in the County's Office of Economic Vitality.

CONSENT:

Commissioner Desloge moved, duly seconded by Commissioner Dozier to approve the Consent Agenda, with the exception of Item 10, which was pulled for further discussion. The motion carried 7-0.

1. Minutes: June 19, 2018 Regular Meeting; June 21, 2018 Joint County/City 2018 Comprehensive Plan Amendments Adoption Hearing, and July 10, 2018 Regular Meeting

The Board approved Option 1: Approve the minutes of the June 19, 2018 Regular Meeting; June 21, 2018 Joint County/City 2018 Comprehensive Plan Amendments Adoption Hearing, and July 10, 2018 Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for September 4, 2018, and Pre-Approval of Payment of Bills and Vouchers for the Period of September 5, 2018 through September 23, 2018.

3. Commissioner Appointments to the Code Enforcement Board and Science Advisory Committee

The Board approved Option 1: Ratify Commissioners' appointment of citizens to the Code Enforcement Board:

- a. *Commissioner Desloge appoints Claudette Cromartie for a three-year term ending July 31, 2021.*
- b. *Commissioner Dozier appoints Paula Ryan for a three-year term ending July 31, 2021.*
- c. *Commissioner Lindley appoints David Muntean for the remainder of the unexpired term ending July 31, 2020.*
- d. *Commissioner Proctor reappoints Marcia Muldrow Sanders for a three-year term ending July 31, 2021.*

Option 2: Ratify Commissioners' reappointment of citizens to the Science Advisory Committee for four-year terms ending September 30, 2022:

- a. *Commissioner Dailey reappoints Charles (Skip) Cook*
- b. *Commissioner Desloge reappoints Vincent Salters*

4. Agreement with Leon County Schools for Fiscal Year 2018/2019 Expanded Driver's Education Program

The Board approved Options 1 & 2: 1) Approve the Agreement with Leon County Schools for Fiscal Year 2018/2019 Leon County Expanded Driver's Education Program, and Authorize the County Administrator to execute, and 2) Accept the Leon County Schools' Summary Report for School Year 2017/2018 and Dori Slosberg Fund Proposals for School Year 2018/2019.

5. Veteran Service Organization Grant Assistance Program Policy Amendment

The Board approved Option 1: Approve the proposed amendment to the Policy No. 16-3, the "Veteran Services Organization Grant Assistance Program" to revise the application period.

6. Leon County Public Library's Participation in The Great American Read Project

The Board approved Options 1 & 2: 1) Approve the LeRoy Collins Leon County Public Library's participation in The Great American Read and authorize the County Administrator to execute the Agreement, and 2) Approve the Resolution and associated Budget Amendment Request.

7. Consideration of Whether to Join Payment in Lieu of Taxes Class Action Settlement

The Board approved Option 1: Approve the County opting in/joining the pending legal action in the United States Court of Federal Claims.

8. Extension of Continuing Supply Contract for Solid Waste Consulting and Engineering Services

The Board approved Option 1: Authorize the County Administrator to extend the Agreement with Locklear & Associates, Inc., for Solid Waste Consulting and Engineering Services.

9. Proposed Revised Policy Addressing Nondiscrimination, the Americans with Disabilities Act, and Accessibility

The Board approved Option 1: Adopt the revised "Nondiscrimination Policy" thereby repealing Policy No. 03-4 "American with Disabilities Act Accessibility Policy/Section 504".

10. Bid Award to Ketcham Realty Group, Inc. for the Provision of Residential Real Estate Services

Commissioner Dailey requested the item be pulled for further discussion.

County Administrator Long introduced the item. He indicated that the services were competitively bid and Ketcham Realty Group was the winning bidder.

Commissioner Dailey stated that he has had a professional relationship with Ketcham Realty Group; however, that was ended in April. He asked County Attorney Thiele if he had a conflict of interest on this item. County Attorney Thiele confirmed that there was no conflict.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1: Approve the award of the solicitation to Ketcham Realty Group, Inc. for the provision of Residential Real Estate Services, authorize staff to negotiate the agreement, and authorize the County Administrator to execute the agreement in a form approved by the County Attorney. The motion carried 7-0.

11. Funding Request to Support the Longest Table Events

The Board approved Options 1 & 2: 1) Approve \$10,000 to support The Longest Table event and the associated Budget Amendment Request, and 2) Approve \$1,000 to support the student-led education of The Longest Table event and the associated Budget Amendment Request.

12. Federal Election Activities Grants for Fiscal Years 2016-2017 and 2017-2018

The Board approved Options 1, 2, & 3: 1) Accept and authorize the Leon County Supervisor of Elections to recognize and spend its FY 2016-2017 Federal Election Activities Grant awards in the amount of \$47,882 plus 15% matching funds within the requirements of the Memorandum of Agreement; 2) Accept and authorize the Leon County Supervisor of Elections to recognize the spend its FY 2017-2018 Federal Election Activities Grant award in the amount of \$32,070 plus 15% matching funds within the requirements of the Memorandum of Agreement, and 3) Approve the Resolution and associated Budget Amendment Request.

13. Elections Security Grant and Albert Network Monitoring Solution Grant for Fiscal Year 2017-2018

The Board approved Options 1, 2 & 3: 1) Accept and authorize the Leon County Supervisor of Elections to recognize and spend the FY 2017-2018 Elections Security Grant award in the amount of \$231,112 within the requirements of the Memorandum of Agreement; 2) Accept and authorize the Leon County Supervisor of Elections to recognize and spend the FY 2017-2018 Albert Network Monitoring Solution Grant award in the amount of \$13,452 within the requirements of the Memorandum of Agreement, and 3) Approve the Resolution and Associated Budget Amendment Request.

14. Status Report on the Leon County Water Quality Monitoring Program

The Board approved Option 1: Accept the 2018 Status Report on the Leon County Water Quality Monitoring Program.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-minute limit per speaker; there will not be any discussion by the Commission)

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

GENERAL BUSINESS

15. FY 2018 Springs Restoration Grant for the Advanced Septic Systems Pilot Project in the Wakulla Basin

County Administrator Long introduced the item. He shared that the item seeks Board acceptance of an additional \$750,000 from the Florida Department of Environmental Protection (FDEP) Springs Restoration Grant for the construction of advanced passive on-site treatment and/or disposal systems in the Wakulla Basin Management Action Plan Primary Focus Area 1, and recognizes a change in the grant management by the State from Northwest Florida Water Management District to FDEP. He added that the

installation of these systems will be at no cost to Leon County or the participants of this pilot program. County Administrator Long noted that the item reflects the County's continuous work with FDEP in the Primary Springs Protection Zone.

Commissioner Proctor moved, duly seconded by Commissioner Lindley, approval of Options 1 and 2: 1) Accept the additional grant totaling \$750,000 from the Springs Restoration Grant Program for the Passive On-site Sewage Nitrogen Reduction Pilot Project in the Wakulla Basin Management Action Plan and authorize the County Administrator to execute the grant agreement, and 2) Accept the Resolution and associated Budget Amendment Request.

Commissioner Proctor applauded staff's work on this project. He noted that this assistance is badly needed by residents of the Wakulla Springs Basin area and urged staff to continue to seek partnering opportunities with the state.

The motion carried 7-0.

16. Authorization to Purchase Land Adjacent to Coe Landing Park

County Administrator Long introduced the item. He provided that the purchase of the additional property will help to alleviate existing parking and camping demands.

Commissioner Jackson, as the Commissioner for this area, expressed his excitement for the opportunity to expand the park and address issues of overcrowding. He noted that Coe Landing has the highest usage and parking is in "short supply". He also opined that this was a valuable piece of property and the purchase price was very fair.

Commissioner Jackson moved, duly seconded by Commissioner Desloge. approval of Options 1 & 2: 1) Authorize the County Administrator to proceed with purchase of property (1201 Coe Landing Road) and execute all documents necessary to complete such purchase in accordance with Real Estate Policy No. 16-5, and 2) Approve the Resolution and Associated Budget Amendment appropriating \$159,900 in capital reserves to the parks capital maintenance project.

Commissioner Proctor inquired the name of the property owner and requested that future agenda items include the name of the owner from whom the County is making the purchase.

County Administrator Long responded that the property is privately owned and was listed with a realtor.

Chairman Maddox supported Commissioner Proctor's request and asked the County Administrator to provide the requested information by the end of the meeting or the next day.

Chairman Maddox announced that the property was being sold by the living trust of Dorothy Jean Sickinger of Dayton, Ohio. (This information was provided to the Board during Commissioner Discussion time.)

The motion carried 7-0.

17. Full Board Appointments to the Leon County Research and Development Authority Board of Governors

County Administrator Long introduced the item.

Commissioner Dozier moved, duly seconded by Commissioner Lindley, approval of Options 1 & 2:

1) The Full Board to consider the appointment of four citizens to the Leon County Research and Development Authority Board of Governors, recommended by the nominating committee as follows:

- a. Appoint Raymond Bye for a four-year term ending September 30, 2022.*
- b. Reappoint Paul Dean and Anne Longman for four-year terms ending September 30, 2022.*
- c. Reappoint Dave Ramsay for the remainder of the unexpired term ending September 30, 2020, and*

2) Approve the associated Resolution.

Commissioner Dozier recognized Ron Miller, Executive Director of the LCRDA and commented on the tremendous progress that has been made at Innovation Park. She also thanked members of the LCRDA Nominating Committee and congratulated the new appointees.

The motion carried 7-0.

18. Full Board Appointments to the Leon County Educational Facilities Authority

County Administrator Long introduced the item.

Commissioner Desloge stated that one of the applicants, Anthony Miller, has met with the Executive Director and a number of the board members (including Commissioner Desloge) and opined that he would make a great candidate for the Board to consider.

Commissioner Desloge moved, duly seconded by Commissioner Lindley, the appointment of Anthony Miller to the Leon County Educational Facilities Authority for a five-year term ending on July 31, 2023. The motion carried 7-0.

Chairman Maddox announced that the Board had concluded its General Business agenda and would now enter into Commissioner Discussion time.

SCHEDULED PUBLIC HEARINGS, 6:03 P.M.

19. First Public Hearing for Adoption of the FY 18/19 Tentative Millage Rates and Tentative Budgets

Chairman Maddox announced the public hearing and confirmed there were no speakers on the item.

Chairman Maddox stated that this was the first of two required public hearings on the Leon County budget for FY 2018/2019. The second and final public hearing will be held on Monday, September 24, 2018 at 6:00 p.m. He asked that anyone wishing to speak to complete a speaker card and submit it to the Clerk.

County Administrator Long read the following into the record:

The proposed aggregate millage rate is 8.8144 mills which is 3.91% over the aggregate rolled back millage rate of 8.4827 mills. Ad valorem revenues will increase due to an upturn in property values and will be used to support the following: enhanced support of law enforcement and corrections, including additional deputies and correctional officers; sustaining a high level of Countywide service delivery; continued community investment in parks, greenways, roads and sidewalks and the establishment of sufficient reserves anticipated because the impacts from future potential property tax exemptions. He advised that this has been a very thorough and deliberate process and the entire budget is the direct result of feedback received from the Board throughout the process.

Chairman Maddox asked for and received the following motions:

- 1) *Commissioner Dailey moved, duly seconded by Commissioner Desloge approval of Option 1: Adopt, via Resolution 18-24, the tentative FY 18/19 Countywide millage rate of 8.3144 mills. The motion carried 7-0.*
- 2) *Commissioner Lindley moved, duly seconded by Commissioner Dailey approval of Option 2: Adopt, via Resolution 18-25, the tentative FY 18/19 Countywide budget. The motion carried 7-0.*
- 3) *Commissioner Lindley moved, duly seconded by Commissioner Desloge approval of Option 3: Adopt, via Resolution 18-26, the tentative FY 18/19 Emergency Medical Services MSTU millage rate of 0.5000 mills. The motion carried 7-0.*
- 4) *Commissioner Jackson moved, duly seconded by Commissioner Dozier approval of Option 4: Adopt, via Resolution 18-27, the tentative FY 18/19 Emergency Medical Services MSTU budget. The motion carried 7-0.*
- 5) *Commissioner Proctor moved, duly seconded by Commissioner Desloge approval of Option 5: Direct staff to advertise, in accordance with the Florida Statutes, the tentative millage rates and budgets for FY 18/19 and the date, time and place of the public hearing to adopt the final millage rates and budgets for FY 18/19. The motion carried 7-0.*

20. First and Only Public Hearing to Adopt a Proposed Ordinance Amending Section 10-6.617, Entitled Residential Preservation, and Renaming Section 10-6.617 to Residential Preservation (RP) Zoning District

County Administrator Long introduced the item and confirmed there were no speakers on the item.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1: Conduct the first and only public hearing and adopt a proposed Ordinance amending Section 10-6.617, entitled Residential Preservation, and renaming Section 10-6.617 to Residential Preservation (RP) Zoning District.

Commissioner Dozier noted a letter from a citizen and confirmed with the County Administrator that the Ordinance focuses on clarifying definitions and does not create more latitude in any one category.

The motion carried 7-0.

21. First and Only Public Hearing for the Lazy Daze Campground and Recreational Vehicle (RV) Park Type “C” Site and Development Plan Application

County Administrator Long introduced the item and confirmed there were no speakers on the item.

Commissioner Desloge moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the first and only public hearing for the Lazy Daze Campground and RV Park Type “C” site and development plan application and approve the application based on the findings of fact and conclusions of law included herein and those established within the Development Review Committee’s record, as well as any evidence received at the Public Hearing. The motion carried 7-0.

22. First and Only Public Hearing for the North Monroe Freestanding Emergency Room Type “C” Site and Development Plan Application

County Attorney Thiele provided the Board with a letter from the applicant’s attorney requesting that the Public Hearing be continued to September 24, 2018.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, to continue the First and Only Public Hearing for the North Monroe Freestanding Emergency Room Type “C” Site and Development plan Application to September 24, 2018. The motion carried 6-0 (Commissioner Dailey out of Chambers).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-minute limit per speaker; Commission may discuss issues that are brought forth by speakers.)

- Melissa Villar 1695 Sinclair Rd. spoke to the need for a cannabis possession ordinance and commented that the current adult civil citation program was unconstitutional; as an admission of guilt was required before a citation can be issued. She also submitted that the program fostered economic and social inequality.
 - Commissioner Proctor voiced support for the decriminalization of 20 grams or less of marijuana and was concerned that opportunities to participate in the civil citation program are left up to the discretion of the officer. He asked the County Attorney if the Board could adopt a cannabis possession ordinance.
 - County Attorney Thiele advised that it continues to be a federal offense and a statutory criminal violation to possess marijuana. He opined that the Board could not adopt an ordinance which supersedes those laws. He further explained that the Board cannot compel local law enforcement to issue civil citations; however, all local law enforcement agencies voluntarily participate in a civil citation program.
 - Commissioner Proctor noted that the Federal government has yet to succeed in challenging states and municipalities who have legalized marijuana. He urged to Board to consider moving forward with this measure.
 - Commissioner Desloge reiterated that the County is preempted by the state and federal government from amending the law; but can and should work with law enforcement to ensure that civil citations are being administered in a fair manner.
- Matthew Isbell, 2039 N. Meridian, encouraged the Board to consider adopting a marijuana ordinance similar to that of Broward County.
- Commissioner Proctor submitted that Leon County Sheriff Walt McNeil, during his campaign for Sheriff, had been forthcoming with his support for the decriminalization of marijuana and suggested that the Board be mindful of this should it decide to move forward.

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

- Referenced a memorandum he distributed to Commissioners dated August 23, 2018 regarding the initiation of litigation for landscaping maintenance on Fallschase Parkway. He shared that the Fallschase Homeowners Association (FHA) has failed to maintain the landscaping within the median of Fallschase Parkway and due to public safety concerns, the County has, on two occasions, had to perform landscaping maintenance. He requested Board authorization to pursue a lawsuit against the Fallschase Property Owners Association seeking reimbursement of the monies the County has expended for maintenance to date, and to seek an injunction that mandates that the FHA take over the maintenance responsibility.
 - *Commissioner Desloge moved, duly seconded by Commissioner Dozier, to authorize the County Attorney's Office to pursue litigation against the Fallschase Homeowners Association regarding landscaping maintenance on Fallschase Parkway.*
 - Commissioner Dozier thanked the County Attorney, County Administrator and staff for promptly addressing this issue.
 - *The motion carried 6-1 (Commissioner Proctor in opposition).*
 - Reminded the Board that a request to postpone Item #22 until September 24 has been received and staff will recommend the Board approve the postponement.

County Administrator Long:

- Invited Kevin Peters, Emergency Management Director, to provide an update on storm systems developing in the Gulf.
 - Mr. Peters provided an update on Tropical Storm Gordon and noted that both Emergency Management and Public Works will continue to monitor rainfall and work to address possible flooding.
 - Commissioner Proctor reflected on issues of flooding at the Canopy at Welaunee Development and hardships faced by workers when the Florida Department of Environmental Protection (FDEP) halted construction. He asked if the County could challenge FDEP's decision.
 - County Attorney Thiele responded that staff could seek additional information; however, the County would most likely have no legal standing as the project is within the City limits and the permits being contested were issued by the Northwest Florida Water Management District and FDEP.
 - Commissioner Proctor, while appreciative of the County Attorney's opinion, expressed angst over the action of FDEP.

COMMISSIONER DISCUSSION ITEMS

Commissioner Lindley:

- Commented on the pending retirement of Library Services Director, Cay Hohmeister. She thanked Ms. Hohmeister for her service.

Commissioner Dozier:

- Also provided comment on the upcoming retirement of Ms. Hohmeister and the impact she has had on the County's library system.
- Thanked staff for their efforts to ensure the 9/11 Day of Service was a success.
- *Commissioner Dozier moved, duly seconded by Commissioner Lindley, to present a proclamation at the Board's September 24, 2018 meeting recognizing October as Breast Cancer Awareness Month. The motion carried 7-0.*

Vice-Chairman Jackson:

- Commended staff on the coordination of the 9/11 Day of Service and noted the appreciation of the Deer Tree Hill community.
- Recognized Coach Lonni Alameda, FSU Women's Softball Coach, for her and her team's community service throughout the County.

Commissioner Proctor:

- Discussed the large amount of County property occupied by the state and the loss of revenue realized by the County as a result. He suggested that the Board legislatively pursue a payment in lieu of taxes to compensate for the revenue loss.
- Congratulated Commissioner Dailey on a successful primary election and Commissioner-elect Rick Minor for winning the County Commission District 3 seat.
- Reflected on the United Way's recent mission shift and the resulting loss of revenue for several nonprofits. Commissioner Proctor suggested that an agenda item be brought back for the Board to consider ways to offset the impact.
 - County Administrator Long shared that the Board will be provided, at its September 24th meeting, recommendations for CHSP funding. The agenda item will also include information on the impact of the elimination of the United Way funding.
- Noted that Valdosta, Georgia and Gadsden County Florida have renamed streets in honor of President Barak Obama. He indicated that he would like to see Leon County take similar action.
 - *Commissioner Proctor moved, duly seconded by Chairman Maddox, to bring back an agenda item to consider renaming Orange Avenue to Barack Obama Blvd.*
 - Chairman Maddox noted that portions of Orange Avenue is a State road and a stretch of Orange Avenue has been renamed C.K. Steele Memorial Highway. He asked that the item include an overview of the legislature's decision to rename the road C.K. Steele Memorial Highway, the County's policy on renaming roads, and the possible fiscal impacts of such an action.
 - Commissioner Lindley asked that the item include options for other roads that could be renamed.
 - Commissioner Proctor accepted the amendments to the motion.
 - *The amended motion: Commissioner Proctor moved, duly seconded by Chairman Maddox, to direct staff to bring back an agenda item on the County's policy for renaming roads including analysis on the proposal to rename Orange Avenue "Barack Obama Blvd.", an overview of the legislature's decision to rename the road C.K. Steele Memorial Highway, the County's policy on renaming roads, and possible fiscal impacts. The motion carried 7-0.*

Commissioner Dailey:

- Offered congratulations to Commissioner-elect Rick Minor.
- *Commissioner Dailey moved, duly seconded by Commissioner Proctor, to present a Proclamation at the Board's October 9, 2018 meeting recognizing the Tallahassee-Leon Babe Ruth 15U All-Star team's World Series win. The motion carried 7-0.*

Commissioner Desloge:

- Offered accolades to Ms. Hohmeister and appreciated her advocacy on behalf of public libraries.
- Announced that Bob Kellam, Educational Facilities Authority Executive Director, would be retiring and requested a future Proclamation.
 - *Commissioner Desloge moved, duly seconded by Commissioner Lindley, to present a proclamation recognizing the retirement of Bob Kellam, Educational Facilities Authority Executive Director. The motion carried 7-0.*
- Shared that his aide Brenda Tanner is out attending to a family emergency and asked that she and her family be kept in thoughts and prayers.

Chairman Maddox:

- Congratulated Commissioner-elect Rick Minor.
- Commended the Canvassing Board and Supervisor of Elections for a successful primary and noted the high voter turnout in Leon County. He encouraged everyone to register and vote in November.
- Shared the recent passing of Elvira Akinyemi, wife of Leon County Property Appraiser Akin Akinyemi. He suggested that a letter of condolence and a flower arrangement be sent from the Board to the family. Approved without objection.

RECEIPT AND FILE:

- Capital Region Community Development District Minutes of Meeting of May 17, 2018
- Canopy Community Development District Minutes of Meeting June 5, 2018
- Leon County Tax Collectors Recapitulation Report for 2017

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:29 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
September 24, 2018**

The Board of County Commissioners of Leon County, Florida met in regular session. Present were Vice Chairman Jimbo Jackson and Commissioners Bill Proctor, Kristin Dozier, Mary Ann Lindley, Bryan Desloge and John Dailey. Chairman Maddox arrived at 4:23 p.m. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, Finance Director Jordan Steffens and Clerk to the Board Rebecca Vause.

Vice Chairman Jimbo Jackson called the meeting to order at 3:00 p.m. He announced that Chairman Maddox was delayed and would be arriving shortly.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Pastor Joseph T. Wright of Jerusalem Missionary Baptist Church of Tallahassee. Commissioner Dailey then led the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

- Vice-Chairman Jackson read into the record a Proclamation honoring the life and achievements of Kris Knab.
 - Erin Kenney reflected on her mother's career and thanked the Board for honoring her mother's legacy. There were a number of supporters in attendance who were asked to stand and be recognized by Ms. Kenney.
- Commissioner Dozier read into the record a Proclamation recognizing October as "Breast Cancer Awareness Month".
 - Kelsea Sharp thanked Commissioner Dozier for initiating the proclamation and the Board for its continued support. She invited members of the community to participate in the Making Strides of Leon walk on Sunday, October 21, 2018 at Cascades Park. (Update: Due to Hurricane Michael the walk was rescheduled to December 9, 2018.)
- Commissioner Lindley read into the record a Proclamation recognizing October as "Guardianship Awareness Month".
 - Tom Jones, President of the Big Bend Chapter of the Florida State Guardianship Association, on behalf of all guardians throughout the community, thanked the Board for their support.
- Commissioner Dailey, along with Leon County Public Works Director Tony Park, read into the record a Proclamation recognizing the Tallahassee-Leon Babe Ruth 15-under All-Star team's World Series win.
 - Coach Bill Behenna thanked the Board for the recognition and presented the Board with a signed baseball from the team.
- Vice Chairman Jackson introduced Kevin Cox of Holland and Knight, to make presentation of the Glenn J. Winuk Humanitarian Award to Dorothy "Dot" Binger.
 - Mr. Cox announced that Dorothy "Dot" Binger was the recipient of this year's Glenn J. Winuk Humanitarian Award for her work on behalf of the Guardian ad Litem program for children. He commended Ms. Binger for her commitment to neglected and abused children and noted that Ms. Binger was 94 years of age. Mr. Cox added that the law firm would donate \$1,000 to a charity of Ms. Binger's choice.
 - Ms. Binger accepted the award on behalf of all volunteers and staff of the Second Judicial Circuit Guardian ad Litem Program. She stated that if she could have one wish it would be "that there were no longer any children who needed our advocacy".

CONSENT:

Commissioner Desloge moved, duly seconded by Commissioner Dozier to approve the Consent Agenda, with the exception of Item 10, which was pulled for further discussion. The motion carried 6-0 (Chairman Maddox out of Chambers).

1. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for September 24, 2018, and Pre-Approval of Payment of Bills and Vouchers for the Period of September 25, 2018 through October 8, 2018.

2. Payment in Lieu of Taxes Reimbursement to the Tallahassee Housing Authority

The Board approved Option 1: Approve reimbursement of Payment in Lieu of Taxes to Tallahassee Housing Authority in the amount of \$45,365, and approve the Resolution and associated Budget Amendment Request.

3. Appointments to the Tallahassee-Leon County Commission on the Status of Women and Girls

The Board approved Option 1: Ratify the individual Commissioners' appointment of four citizens to the Tallahassee-Leon County Commission on the Status of Women and Girls as follows:

- a. Commissioner Dailey reappoints Jane Johnson for a two-year term ending September 30, 2020.*
- b. Commissioner Dozier reappoints Jacqueline Porter for a two-year term ending September 30, 2020.*
- c. Commissioner Proctor appoints Gwendolyn Singleton for a two-year term ending September 30, 2020.*
- d. Commissioner Lindley appoints Barby Moro for the remainder of the unexpired term ending September 30, 2019.*

Option 2: Ratify the CSWG Board's appointment of five citizens to the Tallahassee-Leon County Commission on the Status of Women and Girls as follows:

- a. CSWG reappoints Gina Giacomo and Elizabeth Jakubowski, and appoints Jeanne O'Kon and Rebecca Weaver for two-year terms ending September 30, 2020.*
- b. CSWTG appoints Janel Robinson for the remainder of the unexpired term ending September 30, 2019.*

4. Consideration of Request to Repeal Policy No. 95-7 Entitled "Collection and Refund of Bond Fees for Public Fireworks Displays"

The Board approved Option 1: Repeal Policy No. 95-7 entitled "Collection and Refund of Bond Fees for Public Fireworks Displays."

5. Fiber Lease Agreement Between Leon County and the City of Tallahassee for County Network Communications Appeals

The Board approved Option 1: Approve the Fiber Lease Agreement between Leon County and the City of Tallahassee for County network communications and authorize the County Administrator to execute.

6. Request to Schedule the First and Only Public Hearing to Consider an Amendment to the Southwood Integrated Development Order for October 23, 2018 at 6:00 p.m.

The Board approved Option 1: Schedule the first and only Public Hearing to consider an Amendment to the Southwood Integrated Development Order for October 23, 2018 at 6:00 p.m.

7. Request to Schedule the First and Only Public Hearing to Consider a Proposed Resolution for Vacation of a Portion of Plat for Preserve at Buck Lake – Phase 1 Subdivision for October 23, 2018 at 6:00 p.m.

The Board approved Option 1: Schedule the First and Only Public Hearing to consider a proposed Resolution for the petition for vacation of a portion of the Plat of Preserve at Buck Lake – Phase 1 Subdivision for October 23, 2018 at 6:00 p.m.

8. State of Florida Department of Health FY 2019 Public Health Services Contract Agreement

The Board approved Option 1: Approve the FY 2019 Public Health Services Contract between Leon County and the State of Florida Department of Health for an amount not to exceed \$237,345, and authorize the County Administrator to execute.

9. Letters of Agreement with the Agency for Health Care Administration for Low Income Pool Funding to Bond Community Health Center, Neighborhood Medical Center and Tallahassee Memorial Healthcare

The Board approved Option 1: Approve the Letters of Agreement with the Agency for Health Care Administration for Low Income Pool funding to Bond Community Health Center, Neighborhood Medical Center and Tallahassee Memorial Healthcare and authorize the County Administrator to execute the agreements.

10. Status Report on the Leon County Development Support and Environmental Management 2017 Upgrade and Continuous Improvements

Commissioner Dozier requested the item be pulled for further discussion.

County Administrator Long introduced the item. He mentioned that the status report was provided at the request of the Board.

Commissioner Dozier expressed her appreciation for the update and recognized staff's effort to improve the County's processes to address various concerns from area developers.

Speaker:

- Doug Barton, 9234 Carr Lane Way, owner of Barton Construction and President of the Tallahassee Builders Association (TBA). He commended staff for their continued improvements and stressed the importance of reducing permit turnaround times. He suggested that the Board, in lieu of accepting the report, hire an independent counsel to review the permitting process.

County Administrator Long requested Barry Wilcox, Chief Development Resources Officer, Development Support and Environmental Management (DSEM), to respond to Mr. Barton's concerns. Mr. Wilcox explained that the published permitting times includes both the time the permit is with County staff as well as the time it is with the

applicant. He provided that DSEM is working with the County's MIS Department to enhance permit tracking and hopes to have a report at the next TBA meeting.

Commissioner Dozier suggested that a status update on the permit tracking process be brought back to the Board in a few months to also include a look at the permitting process from the angle of economic development. She also mentioned a desire for renewed discussions with the City regarding possible partnerships.

Commissioner Dozier moved, duly seconded by Commissioner Dailey, approval of Option 1, as amended: Accept the Status Report on the Development Support and Environmental Management 2017 Upgrade and Continuous Improvements and direct staff to bring back a status update on the County's permit tracking process to be presented at a future Board meeting.

Commissioner Dailey discussed his perplexity on the resubmittal rate and **requested that the status report include information on the County's resubmittal rates for permits.**

The motion carried 6-0 (Chairman Maddox out of Chambers).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-minute limit per speaker; there will not be any discussion by the Commission)

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

GENERAL BUSINESS

11. 2018 Leon County Annual Report

County Administrator Long, in accordance with Florida Statutes, presented the County's 2018 Annual Report to the Board and citizens. On behalf of all County employees, he thanked the Board for its clear, concise and continued leadership. He advised that County employees continue to produce big results for the community and conveyed the importance of the County's ability to leverage community partnerships. He discussed the progress made toward the 58 strategic initiatives, 16 targets and four "bold" goals. County Administrator Long added that an electronic version of the document and the video is available on the County's website, social media platforms, and would be shared with all media partners. County Administrator Long presented a video summarizing the 2018 Annual Report.

He then provided highlights of the report, which included, but were not limited to, the following:

- Fiscal Stewardship
 - No increase in the millage rate of the EMS MSTU.
 - Millions saved through employee innovations and cost avoidances.
 - 24% reduction to EMS Transport Fees saving customers \$800,000 annually.
 - Implementation of long-term plan to address the additional homestead exemption.
- Strategic Priorities
 - **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."
 - Attracted nearly 2.4 million visitors resulting in 14,500 tourism-related jobs and a \$920 million economic impact.
 - Hosted the 8th Americas Competitiveness Exchange (ACE) Tour.

- Housing permits increased by 20%, while permitting times decreased by 10%.
- Assisted in creating 120 new full-time research and development jobs with a local economic impact of \$129 million.
- Held the 3rd Annual Leon Works Expo and hired the 4th class of Junior Apprentices.
- **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.”*
 - Over 600 septic tanks scheduled for removal or replacement and \$57 million in current and planned projects.
 - Increased the County’s recycling rate to 66%.
 - Removed 247 tons of potentially hazardous materials from the solid waste stream.
 - Launched pilot solar projects at 4 additional County facilities.
 - Initiated Landfill closure, commenced the ARP Master Plan, while saving the County \$3.6 million.
- **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.”*
 - Trained over 1,600 citizens in CPR and AED use and maintained a cardiac survival rate in Leon County of 41% compared to the national average of 18%.
 - Assisted local veterans in securing over \$22 million in annual veteran benefits.
 - Continued implementing recommendations from the joint Affordable Housing Workgroup.
 - Established the Miccosukee Citizens Working Group and developed the Miccosukee Sense of Place Plan.
 - Opened 204 acres of park land including the St. Marks Headwaters Greenway and Northeast Trail.
- **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.”*
 - Became the first #HurricaneStrong community and fully implemented the Hurricane Irma After-Action Report.
 - Convened the 2017-2018 Citizen Charter Review Committee.
 - Created and presented an Ethics “Field Manual” for employees.
 - Successfully conducted a pay equity study and implemented a parental leave policy.
 - Earned more than 50 awards from the National Association of Counties (NACo) over the past six years.

In conclusion, County Administrator Long conveyed that it was a very productive year and one to be very proud of. He again thanked the Board for its support, vision and leadership and commended all County employees for their dedication and commitment.

Commissioner Proctor commended the County Administrator and staff for another successful year. He expressed appreciation for a wonderful report and noted staff’s efforts to contemplate a reduction in property tax revenue due to homestead exemption. He asked the County Administrator to discuss how the County will address the drop in

CHSP funding due to the decision by the United Way to withdraw their support. Commissioner Proctor commented on the tremendous needs of the community and the impact the United Way's decision will have on the community. He then referenced Item #13 and submitted that the County's proposed increase of \$100,000 to the CHSP should not be contingent upon the City providing a corresponding funding increase.

County Administrator Long explained that the Board had, during the budget process, established the funding rate for the CHSP grant program, which is \$1.2 million. He acknowledged that the United Way's restructuring is significant and their decision to place its focus on ALICE agencies only will have a severe impact on services to be provided by local human services agencies.

Commissioner Lindley moved, duly seconded by Commissioner Desloge approval of Option 1: Accept the 2018 Leon County Annual Report. The motion carried 6-0 (Chairman Maddox out of Chambers).

12. Preservation of Archaeological and Historical Findings at Development Sites

County Administrator Long introduced the item. He conveyed that the agenda item responds to a Board directive to bring back a status report on the County's measures to preserve archeological and historical findings at development sites in the unincorporated areas.

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Options 1 & 2: 1) Accept the status report on the preservation of archaeological and historical findings at development sites in Leon County, and 2) Direct staff to engage the City of Tallahassee, along with development industry and historic preservation stakeholders, to further evaluate and refine the predictive software model needs of the community; and, bring back a budget discussion item during the FY 2020 budget process.

Commissioner Lindley was pleased that the agenda item discussed the ability of predictive software to bring a new level of scrutiny to areas to be recognized and preserved.

Speakers:

- Lonnie Mann, 1120 E. Windwood Way, Panhandle Archeological Society, expressed support for the incorporation of an archeological sensitivity model and map overlays, recommended that the Board support staff participation in a two day training provided by the Florida Bureau of Archeological Research and that the County and City jointly hire a preservation specialist. (A copy of Mr. Mann's remarks was submitted for the record.)
- Melissa Wyllie, 906 E. Park Avenue, Executive Director of Florida Trust for Historic Preservation, expressed support for staff efforts to identify and save historic and archeological resources in the community.
- Julie Duggins, 916 E. Park Avenue, expressed support for recommendations offered by Mr. Mann. She submitted that adoption of a predictive model would assist to streamlining the permitting process and urged the Board to consider the hiring of a preservation specialist.
- Jeffrey Shanks, 1425 Silver Pine Lane, local archeologist with the National Park Service. Shared that his program provides technical assistance to other agencies, states, counties in helping them manage their archeological needs and cultural resources management needs. He thanked the Board for continuing the discussion on how to preserve the history of the community with development.

Chairman Maddox entered the chamber at 4:23 p.m. and assumed the gavel.

- Ann Bidlingmaier, 1920 Harriet Drive, President Florida Heritage Foundation, advocated for the hiring of an archeologist position and submitted that archeology finds attracts tourists.
- Jonathan Lammers, 3164 Lakeshore Drive, encouraged staff to take advantage of the free training provided by the Florida Bureau of Archeological Research and supported a dedicated archeologist or preservation staff.
- Janice Bordelon, 1121 E. Windwood Way, expressed support for an effective process in which once a site is discovered it is protected and researched. She also supported the hiring of an archeologist.

Commissioner Desloge agreed that archeology can have a positive impact on tourism and commented on how the “Americas First Christmas” site near Myers Park could be promoted.

Commissioner Dozier thanked all the speakers for the education she has received over the past few months; which encouraged her to ascertain what was being done by the County and could more be done. She commented that she looked forward to additional staff training and, at some point, a shared archeological position with the City. Commissioner Dozier also realized the efficiencies that could be realized in permitting times by having a process in which potential sites are cleared prior to marketing or development.

Commissioner Proctor spoke to the need to renovate and maximize the fairgrounds property. He referenced action by the Blueprint IA to make enhancements to Innovation Park and was disappointed that it did not vote to make investment in the fairgrounds property. He asserted that this was valuable property and the same standards of excellence provided for Innovation Park should be applied to the fairground’s property.

Commissioner Dailey voiced his support for the item. He went on record in support of hiring an archeologist and preservationist to be housed in the County/City Planning Department. He encouraged the local archeological community to consider mapping and exploring the caved system in Fred George Park.

Commissioner Lindley offered an amendment to her motion. She suggested that Option 2 be amended to ensure that the analysis includes the possible addition of an archeologist or preservationist and a review of the training provided by the Florida Bureau of Archeological Research.

Commissioner Dozier suggested that the stakeholder group be amended to include an archeological consultant familiar with the permitting process.

The motion as amended: Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Options 1 & 2, as amended: 1) Accept the status report on the preservation of archaeological and historical findings at development sites in Leon County, and 2) Direct staff to engage the City of Tallahassee, along with development industry and historic preservation stakeholders including an archeological consultant familiar with the permitting process, to further evaluate and refine the predictive software model needs of the community; and, bring back a budget discussion item during the FY 2020 budget process, to include analysis on the possible hiring of an archeologist or preservation specialist and the training provided by the Florida Bureau of Archeological Research.

The motion carried 7-0.

13. Community Human Services Partnership Agency FY 2019 Funding

County Administrator Long introduced the item. He conveyed that the item seeks approval of the annual CHSP grant recommendations to agencies in the amount of \$1.3 million. He added that this includes a \$100,000 increase to the \$1.2 million budgeted for CHSP in FY 2019 to avoid significant decreases to agencies as a result of the recent CHSP reorganization.

Speakers:

- Amber Tynan, 2477 Tim Gamble Place, Executive Director of United Partners for Human Services, spoke of the decrease in funding due to the exit of the United Way and the anticipated impacts to services. She thanked the Board for its continued support and appreciated the additional \$100,000.
- Mary Dekle, 1416 N. Bronough Street, Second Harvest of the Big Bend, waived in support.

Commissioner Proctor spoke in support of increased County funding for the CHSP. He referenced the ALICE Report which documented the needs of the community and submitted that the County should dedicate one percent of its budget to human services next year.

Commissioner Dozier commended staff for their work throughout the United Way's transition to come up with a way to hold agencies harmless as much as possible. She discussed the upcoming needs assessment and that other grant opportunities should be sought to help alleviate the shortfall to provider agencies either independently or in partnership with the City. County Administrator Long confirmed that staff would explore the issue as part of the needs assessment.

Commissioner Dozer moved, duly seconded by Commissioner Desloge, approval of Options 1 & 2: 1) Approve the FY 2019 recommended funding allocation of \$1.3 million to the Community Human Services Partnership agencies including the allocation of an additional \$100,000 from the FY 2018 (\$22,224) and FY 2019 (\$77,776) general fund contingency accounts contingent upon the City of Tallahassee providing a corresponding funding increase, and 2) Authorize the County Administrator to execute agreement with the CHSP funded agencies in a form approved by the County Attorney.

Commissioner Lindley while appreciating the goal of dedicating one percent of the County's budget to the CHSP; submitted that the County does provide assistance to those individuals who are affected in the ALICE report. She suggested that staff provide information on the total amount spent on human services annually to the Board at its December retreat and opined that funding might far exceed that amount when funding is looked at for all areas referenced in the report.

The motion carried 7-0.

14. Status Report on Offender Reentry Programs and the Public Safety Coordinating Council's Recommendations for FY 2019 Diversionary Funds

County Administrator introduced the item.

Commissioner Proctor, as Chairman of the Public Safety Coordinating Council (PSCC), shared that the recommendation from the PSCC was well thought out and appreciated staff's report.

Commissioner Proctor moved, duly seconded by Commissioner Lindley, approval of Options 1, 2 & 3: 1) Approve the PSCC's recommendation to enter into an agreement with DISC Village for offender reentry services through the Leveraging Interventions for Transformation (LIFT) Program, and authorize the County Administrator to execute the Agreement; 2) Accept the status report on the existing offender reentry services in Leon County, including the review of the offender reentry portal concept, and 3) Direct the Public Safety Coordinating Council to consider the LCSO Reentry Portal proposal and other reentry program concepts as a part of the FY 2020 funding recommendation.

Commissioner Dozier welcomed discussions regarding the creation of a facility to serve as an Offender Reentry Portal. She mentioned that there may be grant opportunities or other funding options available if collaboration is demonstrated and suggested that the PSCC bring its funding recommendations to the Board earlier in the year (Spring). This was offered as an amendment, which was accepted by Commissioner Proctor. County Administrator Long confirmed that staff would bring that information to the Board in the spring.

Commissioner Proctor also encouraged staff to attend national conferences which focus on offender reentry.

Commissioner Dozier pointed out that the LIFT Program has been funded through the PSCC for many years and should a decision be made to move forward with an Offender Reentry Portal, alternative sources of funding to support the LIFT Program should be sought.

Commissioner Dailey stated that he was in full support of staff's recommendation and the motion on the table. He spoke on the importance of getting a GED while incarcerated. He asserted that having the needed education is a key component to an offender to move forward once they have completed their sentence and is released.

Commissioners Proctor and Dozier reiterated the importance of the LIFT program and voiced support for the creation of a facility to serve as an Offender Reentry Portal. They both spoke of the need for additional funding to help support both needed programs.

The motion, as amended carried 7-0.

15. Full Board Appointments to the Joint School Coordinating Committee

County Administrator Long introduced the item.

Commissioner Proctor noted the absence of a resume for Louis Dilbert in the agenda item and requested that the appointment be rescheduled for the Board's next meeting

Commissioner Proctor moved, duly seconded by Commissioner Lindley, to reschedule Item #15, Full Board Appointment to the Joint School Coordinating Committee, to the Board's October 9, 2018 meeting and request Mr. Dilbert to provide a resume. The motion carried 7-0.

County Attorney Thiele announced that the applicant has requested a continuance for Item #17.

Chairman Maddox conveyed that the Board had concluded its Consent and General Business agendas and would now enter into its dinner break. He also announced that the Board would reconvene at 6:00 to conduct the scheduled public hearings.

SCHEDULED PUBLIC HEARINGS

Chairman Maddox reconvened the Board at 6:05 p.m. and the following public hearings were conducted.

16. **Second and Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 18/19**

Chairman Maddox announced the public hearing.

Chairman Maddox stated that this was the second of two required public hearings on the Leon County budget for FY 2018/2019. He asked that anyone wishing to speak should complete a speaker card and submit it to the Clerk.

County Administrator Long read the following into the record:

The proposed aggregate millage rate is 8.8144 mills which is 3.91% over the aggregate rolled back millage rate of 8.4827 mills. Ad valorem revenues will increase due to an upturn in property values and will be used to support the following: enhanced support of law enforcement and corrections, sustaining a high level of Countywide service delivery; continued community investment in parks, greenways, roads and sidewalks and the establishment of sufficient revenues in anticipation of impacts from future potential property tax exemptions.

He advised that development of the budget has been a very detailed process and offered a brief presentation should it be desired. Chairman Maddox established that the presentation was not necessary and the Board has been thoroughly briefed and involved throughout the budget development process.

Chairman Maddox confirmed there were no speakers on the item.

Chairman Maddox asked for and received the following motions:

- 1) *Commissioner Desloge moved, duly seconded by Commissioner Lindley approval of Option 1: Adopt Resolution 18-28, the final FY 18/19 Countywide millage rate of 8.3144 mills. The motion carried 7-0.*
- 2) *Commissioner Lindley moved, duly seconded by Commissioner Desloge approval of Option 2: Adopt Resolution 18-29, the final FY 18/19 Countywide budget. The motion carried 7-0.*
- 3) *Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 3: Adopt Resolution 18-30, the final FY 18/19 Emergency Medical Services MSTU millage rate of 0.5000 mills. The motion carried 7-0.*
- 4) *Commissioner Lindley moved, duly seconded by Commissioner Desloge approval of Option 4: Adopt Resolution 18-31, the final FY 18/19 Emergency Medical Services MSTU budget. The motion carried 7-0.*

17. **First and Only Public Hearing for the North Monroe Freestanding Emergency Room Type "C" Site and Development Plan Application**

County Attorney Thiele announced that the applicant's counsel had requested that the item be continued indefinitely. He recommended a motion be offered to accept the continuance.

Commissioner Desloge moved, duly seconded by Commissioner Lindley to continue indefinitely the Public Hearing for the North Monroe Freestanding Emergency Room Type "C" Site and Development Plan Application. The motion carried 7-0.

18. First and Only Public Hearing to Consider the Recommended Order on the Site and Development Plan Application for Market District Housing

County Attorney Thiele announced the public hearing.

The County Attorney advised that the agenda item seeks the Board's consideration of the Special Master's Recommended Order, which found the proposed site and Development Plan for Market District Housing consistent with the Leon County Code of Laws and the Comprehensive Plan. He then summarized the structure for the public hearing:

1. Public Comment (limited to three minutes)
2. Oral Argument by Petitioners/counsel (limited to 20 minutes)
3. Oral Argument by Respondent – Applicant (limited to 20 minutes)
4. Oral Argument by Respondent – Leon County (limited to 20 minutes)

Speakers:

- Linda Leach, 2767 Palafox Lane, expressed concerns that the project would create additional flooding in the neighborhood.
- George E. Lewis, II, 203 N. Gadsden Street, Friends of Lake Jackson, requested that the County require the applicant to redo the environmental application and if there is a change, it be remapped, and buffers reconstructed.
- Vickie Goodman, 2800 Palafox Lane, petitioner, discussed concerns about the public hearing process and the potential for flooding caused by the development.
- Scott Hampton, 2787 Palafox Lane, indicated that he had brought forward the following concerns at a previous public hearing in which he did not receive answers: 1) increased traffic affecting the safety of public and children attending Gilchrist School, 2) light pollution and 3) additional flooding.

County Attorney Thiele referenced a memo he provided to the Board dated September 21, 2018 which transmitted Exceptions to the Recommended Order filed by the Petitioner Wynona Braswell. He conveyed that the Recommended Order states that any exceptions need to be filed within 10 days of the date of the order; however, the exceptions were filed 20 days after the date of the order. Secondly, the order states that any exceptions need to be filed with the Clerk of the Board of County Commissioners; however, they were filed with the Division of Administrative Hearings (DOAH). Thus, for these reasons, he opined that the exceptions are not properly before the Board and requested that the Board consider a motion to strike from the record the potential exceptions. (This information was provided to the Board separately entitled "Revised Attachment #1 and Additional Attachment #5 for Agenda Item #18.)

Commissioner Lindley moved, duly seconded by Commissioner Dozier, to approve Option #1: Strike the Exceptions to the Recommended Order filed with DOAH by Petitioner Wynona Braswell as being improperly and untimely filed.

Commissioner Dozier relayed that the Board has held several quasi-judicial hearings recently in which timely submissions of exceptions has been discussed. As a result, the Board has initiated policy changes to address this issue.

County Attorney Thiele suggested that Jefferson Braswell, attorney for the Petitioner Wynona Braswell, be offered an opportunity to address the Board as to why the exceptions should not be stricken.

- Mr. Braswell apologized and accepted responsibility for the mistake. He stated that he had “mis-calendared” the deadline date in accordance with DOAH rules (which are 20 days). Mr. Braswell submitted that this was an honest mistake and should be considered excusable neglect. He asked the Board not to penalize the homeowners when there was no prejudice being shown. Mr. Braswell asked that the Board accept the Exceptions to the Recommended Order.
- County Attorney responded that it was his understanding that the DOAH rules provide for 15 days not 20 days. He asserted that the information is untimely and filed in the incorrect place. He recommended that the Board strike the exception from the file.

The motion to strike the exception carried 7-0.

Commissioner Dailey asked the County Attorney to clarify for the record the question before the Board. County Attorney Thiele explained that it is the Board’s role to determine whether the Special Master’s findings of fact are supported by competent, substantial evidence and whether the Special Master’s application or interpretation of law is erroneous. Commissioner Dailey confirmed with the County Attorney that the question is not whether the Board “likes” the proposed development, but that the ruling DOAH followed law.

Oral Argument by Petitioners (Wynona Braswell and Vickie Goodman)

- Jefferson Braswell, Esq., Braswell Law PLLC, argued that the developer does not have the right to discharge stormwater into the conservation easement and the County should have required the developer to conduct a new wetland study.

Oral Argument by Respondent – Applicant (Palafox, LLC)

- Doug Hall, Esq., Carlton Fields, P.A., argued that the proposed development does not violate any County Ordinances and there is no evidence to show that the Special Master’s application or interpretation of law is erroneous.

Oral Argument by Respondent – Leon County

- Carly J. Schrader, Esq., Nabors Giblin & Nickerson, P.A. provided an overview of staff’s role in reviewing and approving the proposed project. Ms. Schrader argued that the Petitioner had not shown that the Special Mater’s application or interpretation of law is erroneous.

County Attorney Thiele advised that the Board can ask questions, but cannot take new evidence into consideration. The Board is limited to ensuring that the evidence in the record supports the findings of the administrative law judge and to determine whether the administrative law judge made an incorrect conclusion of law.

Commissioner Dailey obtained additional information from Ms. Schrader regarding the natural features inventory and the water trespass. He confirmed with Ms. Schrader the Administrative Law Judge’s (ALJ) ruling that there was no need to review the wetlands delineation or to have a new natural features inventory (NFI) submitted. Commissioner Dailey also ascertained from Ms. Schrader that under the County’s Code there are provisions that address discharge into wetlands and the Code allows for that in certain circumstances. She advised that the ALJ reviewed those provisions and determined that the discharge was allowed in this case.

Mr. Braswell argued that the developer has no right to discharge any water into the conversation easement.

Commissioner Desloge stated that he had confidence in County staff to ensure that all provisions for the development have been adhered to.

Commissioner Dozier also took offense at the negative remarks directed at staff and voiced her support for staff's thoroughness in evaluating the application.

Commissioner Desloge moved, duly seconded by Commissioner Dozier, approval of amended Option 2: Enter the proposed Final Order (Revised Attachment #1) adopting the Recommended Order, thereby approving the Market District Housing Site and Development Plan, subject to the conditions outlined in the written preliminary decision.

The motion carried 7-0.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-minute limit per speaker; Commission may discuss issues that are brought forth by speakers.)

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

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

- No Items.

County Administrator Long:

- No Items.

COMMISSIONER DISCUSSION ITEMS

Commissioner Dozier:

- Commissioner Dozier brought up an effort by a coalition of organizations, which include Southern Poverty Law Center, Florida Legal Services and others for support to reform "direct file", the process that allows state prosecutors to charge a child as an adult. The initiative seeks local government support to sign onto a resolution to urge state legislators to act on this issue.
 - Chairman Maddox indicated that he had an opportunity, through his leadership role with the Florida Association of Counties, to hear about this issue first hand. He asked that input on this issue be sought from Sheriff McNeil and State Attorney Campbell. Chairman Maddox stated that he looked forward to discussion and an opportunity to support the resolution.
 - *Commissioner Dozier moved, duly seconded by Chairman Maddox, to direct staff to bring back an agenda item in October on the "direct file" issue, to include input from the Sheriff and State Attorney, and discussion on Board support for a resolution.*

Commissioner Desloge:

- No Items.

Commissioner Dailey:

- No Items.

Commissioner Proctor:

- Acknowledged presence of Clerk of Court and Comptroller Gwen Marshall.
- Referenced the October 23rd State & Federal Legislative Priorities Workshop and requested that staff include a discussion on possible grant funding for offender reentry programs, such as LIFT and Ready4Work.
- Commissioner Dozier expressed her support to include for discussion at the upcoming workshop the pursuit of funding for offender reentry programs.
 - *Commissioner Proctor moved, duly seconded by Commissioner Dozier, to direct staff to include in the 2019 State & Federal Legislative Priorities Workshop funding for offender reentry programs. The motion carried 7-0.*
- Reflected on the need for improvements to the North Florida Fairgrounds and requested that the Board be provided with a copy of the most recent Market Feasibility Study.

Commissioner Lindley:

- Stated that she had received a request from Antonio Montoya, the new Executive Director of Domi Station, to make presentation to the Board.
 - *Commissioner Lindley moved, duly seconded by Commissioner Dozier, to direct staff to schedule a presentation by Domi Station for a future Board meeting. The motion carried 7-0.*

Vice-Chairman Jackson:

- *Commissioner Jackson moved, duly seconded by Commissioner Lindley, to approve a Proclamation recognizing October as SIDS, Pregnancy & Infant Loss Awareness Month to be presented at the October 9, 2018 meeting. The motion carried 7-0.*

Chairman Maddox:

- On behalf of Chairman Maddox: *Commissioner Desloge moved, duly seconded by Commissioner Dozier, approval for a Proclamation honoring Leon County Volunteer Firefighter's Day to be presented at the Fire Truck Round Up on October 13, 2018. The motion carried 7-0.*

RECEIPT AND FILE:

- None.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 7:35 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

BY: _____
Gwendolyn Marshall, Clerk of Court

**Leon County
Board of County Commissioners**

Notes for Agenda Item #2

Leon County Board of County Commissioners

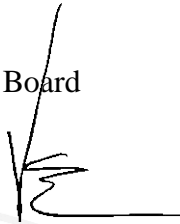
Agenda Item #2

November 20, 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:	Tiffany Fisher, Management Analyst

Statement of Issue:

This agenda item requests Board approval of the payment of bills and vouchers submitted November 20, 2018 and pre-approval of payment of bills and vouchers for the period of November 21, 2018 through December 10, 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 November 20, 2018, and pre-approve the payment of bills and vouchers for the period of November 21, 2018 through December 10, 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 November 20th meeting, the morning of Monday, November 19, 2018. 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 December 11, 2018, it is advisable for the Board to pre-approve payment of the County's bills for November 21, 2018 through December 10, 2018 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 November 20, 2018, and pre-approve the payment of bills and vouchers for the period of November 21, 2018 through December 10, 2018.
2. Do not approve the payment of bills and vouchers submitted for November 20, 2018, and do not pre-approve the payment of bills and vouchers for the period of November 21, 2018 through December 10, 2018.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

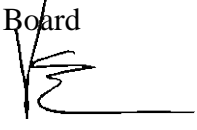
Notes for Agenda Item #3

Leon County Board of County Commissioners

Agenda Item #3

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: FY 2018 Carry Forward Adjustments and Final FY 2018 Year-End Adjustments

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 Joshua Pascua, Senior Management and Budget Analyst Eryn Calabro, Senior Management and Budget Analyst

Statement of Issue:

This agenda item seeks approval of final year-end and carry forward budget adjustments, including the appropriation of fund balance for payments associated with Hurricane Michael until such time as the County is reimbursed from FEMA.

Fiscal Impact:

This item has a fiscal impact. The item recommends final adjustments to carry forwards for operating, grant, and capital funds due to the processing of final payments as part of the year-end close out process; includes final year-end budget adjustments necessary to properly close out the 2018 fiscal year; and also requests appropriating fund balance to the catastrophe reserve for purposes of making payments associated with Hurricane Michael. The County anticipates that approximately 87.5% of Hurricane Michael payments will ultimately be reimbursed by FEMA.

Staff Recommendation:

- Option #1: Adopt the resolution and budget amendment authorizing the carry forward adjustment of FY 2018 appropriations to the FY 2019 budget (Attachment #1).
- Option #2: Approve the resolution and budget amendment authorizing the FY 2018 final year-end budget adjustments (Attachment #2).
- Option #3: Approve the Florida Department of Agriculture and Consumer Services Mosquito Control State Aid Amendment (Attachment #3), and authorize the County Administrator to execute in a form approved by the County Attorney.

Report and Discussion

Background:

This agenda item seeks approval of a final year-end carry forward budget amendment. As recommended by staff, the Board approved preliminary carry forwards and year-end corrections at its October 23, 2018 meeting. Subsequent to the October 23, 2018 meeting, additional year-end accounting adjustments (e.g. journal voucher payments, year-end payables, closing of purchase orders, and the booking of deferred revenues) necessitates a final year-end budget adjustment to be considered through a carry forward budget amendment. Based on current estimated costs related to debris cleanup from Hurricane Michael, the carry forward also includes a supplemental appropriation for the catastrophe reserve.

Additionally, as part of the year-end close out process and due to year-end accounting adjustments, final FY 2018 year-end budget adjustments are recommended.

Analysis:

Carry Forwards

The FY 2018 carry forward lists each adjustment necessary for operating, capital and grant projects brought forward into FY 2019 (Attachment #1). These funds will be added to or taken from the FY 2019 adopted budget for the sole purpose of completing the projects for which the funds were originally appropriated in FY 2018.

The following are additional carry forward appropriations recommended for supplementary funding:

- The carry forward appropriates an additional \$8.1 million related to Hurricane Michael expenses. The additional appropriation is recommended to pay for debris removal and a supplemental appropriation request for direct expenses incurred by the Sheriff's Office.
 - *Debris Removal:* \$7.5 of the additional appropriation will increase the catastrophe reserves to pay for Hurricane Michael debris removal. Total estimated debris removal costs from Hurricane Michael are \$13.0 million. Initial funding of \$5.5 million was previously allocated to the catastrophe reserve at the Board's October 23, 2018 meeting.
 - *Sheriff's Office:* At request of the Sheriff, \$583,261 will pay for the direct cost of the Sheriff's Office overtime and fuel in providing emergency protective measures during the Hurricane Michael event. The Sheriff has requested the reimbursement for these unbudgeted expenses in order to meet his FY 2019 budgetary obligations (Attachment #4).

The additional \$8.1 million comes from the general/fine and forfeiture fund's emergency reserves fund balance established for such purposes. The appropriation of these funds is necessary to cash flow the cost of Hurricane Michael expenses, prior to receiving approximately 87.5% in reimbursement from FEMA. After the appropriation, the fund

balance level will be an estimated 12%, which is above the County's adopted policy of maintaining a 10% reserve for day-to-day cash flow purposes.

- At the request of the Sheriff's Department, \$49,500 is appropriated from Sheriff Training Trust Fund reserve to fund design and permitting associated with the construction of the Sheriff's training facility on Tyson Road. This is consistent with Board action taken at the April 24, 2018 budget workshop approving the use of County property for the Sheriff training facility with the Sheriff providing funding from a dedicated trust fund.
- The carry forward adjustment also appropriates an additional \$2,013 for the FY 2019 Mosquito Control grant, increasing the grant from \$32,468 to \$34,481 to support several mosquito control functions. The granting agency, the Florida Department of Agriculture and Consumer Services, requires that a Mosquito Control State Aid Amendment (Attachment# 3) be executed by the County Administrator to allocate the funds.

Year-end Adjustments

The FY 2018 year-end adjustment appropriates \$261,626 in dedicated fire service fee revenue collected during the year to appropriately account for the additional revenue and offsetting expenditure (Attachment #2).

Options:

1. Adopt the resolution and budget amendment authorizing the carry forward adjustment of FY 2018 appropriations to the FY 2019 budget (Attachment #1).
2. Approve the resolution and budget amendment authorizing the FY 2018 final year-end budget adjustments (Attachment #2).
3. Approve the Florida Department of Agriculture and Consumer Services Mosquito Control State Aid Amendment (Attachment #3), and authorize the County Administrator to execute in a form approved by the County Attorney.
4. Do not authorize the carry forward of FY 2018 appropriations to the FY 2019 budget.
5. Do not approve the year-end budget adjustments.
6. Do not approve the Florida Department of Agriculture and Consumer Services Mosquito Control State Aid Amendment.
7. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

1. Resolution and Budget Amendments for FY 2018 Carry Forward Accounts
2. Resolution and Budget Amendment for FY 2018 Year-End Adjustments
3. Department of Agriculture & Consumer Services Mosquito Control State Aid Amendment
4. Sheriff's Office Supplemental Funding Request for Hurricane Michael Expenses

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2018/2019; 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 20th day of November, 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 2018/2019
BUDGET AMENDMENT REQUEST**

Attachment #1
Page 2 of 4

No: BAB19003
Date: 11/6/2018

Agenda Item No:
Agenda Item Date: 11/20/2018

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			
001	000	399900	000	Appropriated Fund Balance	8,432,571	7,500,000	15,932,571
Subtotal:						7,500,000	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
001	990	58602	599	Catastrophe Reserves	5,500,000	7,500,000	13,000,000
Subtotal:						7,500,000	

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
110	000	399900	000	Appropriated Fund Balance	-	583,261	583,261
Subtotal:						583,261	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
110	510	59304	586	Budget Transfer to Sheriff	78,251,032	583,261	78,834,293
Subtotal:						583,261	

Purpose of Request:

This budget amendment appropriates \$8,083,261 million. An additional \$7.5 million is for the Catastrophe Reserve to pay for debris removal associated with Hurricane Michael estimated at \$12.5 million. This amendment also appropriates \$583,261 in supplemental funding at the request of the Leon County Sheriff to offset unbudgeted personnel and operating expenses associated with emergency protective measures during Hurricane Michael. This additional appropriation comes from the general/fine and forfeiture fund emergency reserves established for such purposes. The remaining fund balance level will be an estimated 12%, which is above the 10% reserve established for day-to-day cash flow purposes. At minimum 87.5% of these funds will be reimbursed to Leon County Government as part of the FEMA Public Assistance grant program.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution Motion Administrator

FY 2018/2019 Capital Improvement Carry Forwards						
Account Description	Fund	Org	Account	Program	Revenue	Expenditure
Fine and Forefeiture: Fund 110						
Training Trust Fund	110	000	220031	000	49,200	
Transfer To Fund 305	110	950	591350	581		49,200
Fine and Forefeiture Subtotal					49,200	49,200
Emergency Medical Services: Fund 135						
Appropriated Fund Balance	135	000	399900	000	(373,518)	
EMS Vehicle & Equipment Replacement	135	026014	56400	526		(358,800)
EMS Machinery & Equipment	135	026021	56400	526		(14,718)
Emergency Medical Services Subtotal					(373,518)	(373,518)
Leon County Annex: Fund 165						
Appropriated Fund Balance	165	000	399900	000	(18,048)	
BOA Renovations (Building Improvements)	165	086025	56201			(18,048)
Bank of America Subtotal					(18,048)	(18,048)
Capital Improvement: Fund 305						
Appropriated Fund Balance	305	000	399900	000	(1,009,686)	
Transfer From Fund 110	305	950	381110	000	49,200	
Apalachee Parkway Regional Park	305	045001	56300	572		(7,177)
Parks Capital Maintenance	305	046001	56300	572		(5,172)
Greenways Capital Maintenance	305	046009	56300	572		(12,190)
Tower Oaks 2/3 Program	305	057917	56300	541		(8,685)
Belair-Annawood Sep to Sewer Grant	305	062007	56300	535		(4,112)
Faulk Drive Pond Sediment Removal	305	063010	56300	538		(1,713)
Stormwater Structure Inventory & Maintenance	305	066003	56300	538		(133,470)
TMDL Compliance Activities	305	066004	56300	538		(10,000)
Financial Hardware and Software	305	076001	56400	519		(2,800)
County Compute Infrastructure	305	076008	56400	519		(3,521)
Courtroom Technology	305	076023	56400	519		(7,827)
Courthouse Renovations	305	086027	56200	519		(11,722)
Detention Facility Complex Maintenance (Building Improvements)	305	086031	56201	523		(269,957)
Detention Facility Complex Maintenance (Impvmts Other Than Bldgs)	305	086031	56300	523		(2,405)
Medical Examiner Facility (Construction)	305	086067	56294	527		(255,841)
Building Mechanical Repairs and Replacements	305	086077	56300	519		(83,311)
Building Infrastructure Improvements	305	086078	56200	519		(19,500)
Building Infrastructure Improvements	305	086078	56300	519		(130,923)
Building General Maintenance and Renovations	305	086079	56300	519		(31,058)
Public Safety Complex (Machinery and Equipment)	305	096016	56400	529		(8,302)
Sheriff Training Facility	305	086080	56300	523		49,200
Capital Improvement Subtotal					(960,486)	(960,486)
Gas Tax: Fund 306						
Appropriated Fund Balance	306	000	399900	000	(3,254)	
Sidewalk Program	306	056013	56300	541		(3,254)
Gas Tax Subtotal					(3,254)	(3,254)
Solid Waste: Fund 401						
Appropriated Fund Balance	401	000	399900	000	(38,082)	
Solid Waste Pre-Fabricated Buildings	401	036041	56200	534		(2,492)
Landfill Closure	401	036043	53100	534		(35,590)
Solid Waste Subtotal					(38,082)	(38,082)

FY 18/19
Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
Supervisor of Elections (SOE) Grants Elections Security						
Voter Education Funds	061	953019	331100	000	(3,872)	
Other Contractual Services	061	953019	53400	513		(3,872)
Subtotal					(3,872)	(3,872)
061 Total					(3,872)	(3,872)
SHIP Trust Fund 2015-2018						
Revenue	124	932048	345100	000	(42,515)	
SHIP Recaptured Revenue	124	932048	345150	000	(17,430)	
SHIP	124	932048	585000	554		(59,945)
Subtotal					(59,945)	(59,945)
SHIP Trust Fund 2016-2019						
Revenue	124	932049	345100	000	73,161	
SHIP Recaptured Revenue	124	932049	345150	000	4,603	
SHIP	124	932049	585000	554		77,764
Subtotal					77,764	77,764
SHIP Housing Counseling Fund						
Revenue	124	932051	345100	000	(7,000)	
SHIP	124	932051	585000	554		(7,000)
Subtotal					(7,000)	(7,000)
SHIP 2017/2018 Funding						
Revenue	124	932052	345100	000	(2,952)	
SHIP	124	932052	585000	554		(2,952)
Subtotal					(2,952)	(2,952)
SHIP 2018/2019 Funding						
SHIP Recaptured Revenue	124	932053	345150	000	36,717	
SHIP	124	932053	585000	554		36,717
Subtotal					36,717	36,717
124 Total					44,584	44,584
Mosquito Control Grant						
Revenue	125	214	334610	000	2,013	
Operating Supplies	125	214	55200	562		1,013
Training	125	214	55401	562		1,000
Subtotal					2,013	2,013
Innovation Park Trail						
Revenue - LCRDA Grant	125	042006	337730	000	(18,837)	
Improvements Other than Buildings	125	042006	56300	572		(18,837)
Subtotal					(18,837)	(18,837)
Woodside Heights DEP						
Revenue - State Grant	125	061003	334358	000	(489,781)	
Improvements Other Than Buildings	125	061003	56300	535		(489,781)
Subtotal					(489,781)	(489,781)
Belair-Annapolis Septic to Sewer						
Revenue - State Grant	125	062007	334356	000	(25,800)	
Improvements Other than Buildings	125	062007	56300	535		(25,800)
Subtotal					(25,800)	(25,800)
Friends Literacy Contract						
Revenue - Grant	125	913045	337714	000	(1,575)	
Books, Publications and Library Materials	125	913045	56600	571		(1,575)
Subtotal					(1,575)	(1,575)
Florida Hardest Hit Program						
Revenue	125	932016	334512	000	8,146	
Operating Supplies	125	932016	55200	554		8,146
Subtotal					8,146	8,146
Fund 125 Total					(525,834)	(525,834)
EMS DOH Equipment						
Revenue - State Grant	127	961045	334201	000	42,485	
Pool Interest Allocation	127	961045	36111	000	2,412	
Machinery and Equipment	127	961045	54800	526		44,897
Subtotal					44,897	44,897
Total Fund 127					44,897	44,897
Grand Total					(440,225)	(440,225)

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 20th day of November, 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

Attachment #2
Page 2 of 2

BUDGET AMENDMENT REQUEST

No: BAB18034
Date: 11/2/2018

Agenda Item No: _____
Agenda Item Date: 11/20/2018

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
145	000	325201	000	Fire Services Fees	5,802,480	78,264	5,880,744
145	000	325202	000	Fire Services Fees/Assessments	2,200,311	131,190	2,331,501
145	000	325203	000	Fire Services Fee/Delinquents	-	22,806	22,806
145	000	361111	000	Pool Interest	-	29,366	22,806
Subtotal:						261,626	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
145	838	53400	522	Other Contractual Services	7,423,538	261,626	7,685,164

Purpose of Request:

Appropriates \$261,626 in the Fire Services Fund to true up the last year's revenue collections with the City of Tallahassee.

Group/Program Director

Budget Manager

Scott Ross, Dir., Office of Financial Stewardship

Approved By:

Resolution

Motion

Administrator



ADAM H. PUTNAM
COMMISSIONER

CONTRACT AMENDMENT

Please Respond To: Misty White
Agricultural Environmental
Services
3125 Conner Boulevard, Suite E
Tallahassee, Florida 32399-1650

Glen Pourciau, Director
Leon County Mosquito Control
2280 Miccosukee Road
Tallahassee, Florida 32308

RE: Amendment of Contract # 25497 dated 09/13/18.

This letter, upon execution by both parties and attachment to the original contract shall serve to amend said contract. The contract shall be amended as follows:

Page 3, paragraph 8, section that currently reads: The DEPARTMENT will pay the RECIPIENT as follows: An amount not to exceed \$32,468.00 payable in equal quarterly installments upon receipt of required reports submitted to the DEPARTMENT within statutory deadlines.

Shall now read: The DEPARTMENT will pay the RECIPIENT as follows: An amount not to exceed \$34,480.64 payable in equal quarterly installments upon receipt of required reports submitted to the DEPARTMENT within statutory deadlines.

Page 13, paragraph 1, section that currently reads: State resources awarded to the RECIPIENT pursuant to this agreement and are from Florida Department of Agriculture and Consumer Services, catalog of State Financial Assistance, Mosquito Control Research, 42.003, \$32,468.00.

Shall now read: State resources awarded to the RECIPIENT pursuant to this agreement and are from Florida Department of Agriculture and Consumer Services, catalog of State Financial Assistance, Mosquito Control Research, 42.003, \$34,480.64.

NO OTHER PROVISIONS OF THIS CONTRACT ARE AMENDED OR OTHERWISE ALTERED BY THIS AMENDMENT.





ADAM H. PUTNAM
COMMISSIONER

CONTRACT AMENDMENT

JBH

Joey B. Hicks
Director of Administration
Department of Agriculture
and Consumer Services

(Signature)

(Title)

(Company)

10/4/18

(Date)

(Date)





Mr. Alan Rosenzweig
Deputy County Administrator
Leon County
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Dear Mr. Rosenzweig:

The Leon County Sheriff's Office was tasked to perform the function as the primary first responder for public safety and law enforcement during and after the recent Hurricane Michael in Leon County, Florida. The storm was "worse than Hurricane Herminie in 2016" according to the Tallahassee Democrat having wind gust in excess of 71 miles per hour. This resulted in significant public utility infrastructure damage and over 90 percent of residents without power.

Deputies responded to calls for service before and after to provide rescue and health care events. Additionally, deputies worked to clear fallen trees to open major routes used to service emergency vehicle traffic. We housed prisoners for severely impacted counties of Franklin and Liberty. Furthermore, we deployed deputies to supplement the Jackson County Sheriff's Office where widespread devastation occurred. The unfunded real costs to the agency have been significant. As you are aware, we fiscally budgeted for the ability to deliver public safety services parsimoniously.

We are writing to request consideration for replacement funding to avoid interruption in law enforcement services during the Fiscal Year 2019, due to the costs during this inclement crisis. It is imperative we receive the funding to mitigate impact upon the service delivery of the Sheriff's Office.

Attached is a schedule of documented and certified costs to the Leon County Sheriff's Office. The amount total to date equals **\$583,260.78**.

Sincerely,

A handwritten signature in blue ink, appearing to read "David C. Folsom".

David C. Folsom
Undersheriff

Attachments:

Hurricane Costs Worksheet

Leon County Sheriff's Office Fiscal Ops - Hurricane Michael Expense Log

Aviation Fuel Usage

Total Storm Flight Hours		20.6
Gallons used per hour		24
Price per gallon (Jet A w/ Additive)	\$	4.09
Total	\$	2,022.10

Vehicle Fuel Usage

Averag MPG - need from Tim		17
Total Miles		73,590
Price per Gallon	\$	2.40
Total	\$	10,389.18

Damage to Vehicles

Not reimburseable	\$	30,762.93
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Payroll BW21

OT Hrs		4464
OT Total	\$	241,185.18
Exempt OT Total	\$	58,813.69

BW21 - Not Reimb/not included

Reg (non OT) Hrs		4632
Reg Total	\$	165,060.00

Payroll BW22

OT Hrs		3409.75
OT Total	\$	190,463

BW22 - Not Reimb/not included

Reg (non OT) Hrs		2953
Reg Total	\$	107,706.00

Payroll BW23

OT Hrs		
OT Total - ESTIMATE	\$	29,300

BW23 - Not Reimb/not included

Reg (non OT) Hrs		
Reg Total		

Housing Inmates - Franklin Cty

28 Inmates x \$4.45/day x 8 days	\$	996.80
1 Corr Officer x \$61.28/day x 8 days	\$	490.24
	\$	1,487.04

Purchases

Misc	\$	16,399.48
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Bay County Inmate Laundry

OT, Bleach, Detergent, Fabric Soft 226 Loads	\$	2,438.73
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Total \$ 583,260.78

Leon County Sheriff's Office
Kendrah Wilkerson
Fiscal Services Manager
850-606-3215
wilkersonk@leoncountyfl.gov

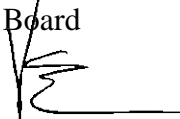
**Leon County
Board of County Commissioners**

Notes for Agenda Item #4

Leon County Board of County Commissioners

Agenda Item #4

November 20, 2018

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator 
Title: Fiscal Year 2018 Tangible Personal Property Annual Report

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship Shelly Kelley, Director, Purchasing Division
Lead Staff/ Project Team:	Geri Forslund, Procurement Administrator Jay Kirkland, Purchasing Agent & Property Control Specialist

Statement of Issue:

As required by Florida Statute, this item seeks acceptance of the FY 2018 Tangible Personal Property Report in order to document the disposal of County property.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Accept the FY 2018 Tangible Personal Property Annual Report.
- Option #2: Authorize the deletion of 246 tangible personal property items from the Property Control records (Attachment #1).

Report and Discussion

Background:

As required by Chapter 274, Florida Statutes, Tangible Personal Property Owned by Local Governments, the Purchasing Division provides an annual report to the Board regarding the disposal of tangible personal property. To comply with this Statute and the Rules of the Chief Financial Officer, the Purchasing Division conducts an annual physical inventory of all tangible personal property items and reports the findings including dispositions to the Board. The Board is responsible for maintaining inventory control on all items under its authority, as well as items of the Property Appraiser, the Tax Collector, the Clerk of Courts, Supervisor of Elections, and the Health Department. The Sheriff is charged by Florida Statutes with maintaining his own inventory control system.

In keeping with the Rules of the Chief Financial Officer for missing items (Rule 69I-73.001 F.A.C.), the Board has authorized the Purchasing Division to place items not found during the annual inventory, in a holding category of Items Not Found First Year. Each custodian with items in this category is provided a list and instructions to make every effort to locate the missing items. Items not found during the following annual inventory are brought to the Board for approval to delete from the Property Control records.

Analysis:

The following analysis summarizes the annual tangible personal property report into three sections: Surplus Auctions, Annual Inventory and Deletion of Property Items.

Surplus Auctions

Disposition of tangible personal property of local governments is controlled by Chapter 274, Florida Statutes. The Statute requires counties to dispose of tangible personal property by public sale, either to other government units or to the public. Several sales were held this year via PublicSurplus.com internet auction site. Net proceeds were as follows:

Throughout FY17/18	PublicSurplus.com Vehicle/Heavy Equipment, Office Equipment	Total \$423,538
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Annual Inventory

Purchasing Division staff and department custodians have recently completed the FY 2018 annual inventory of 7,794 tangible personal property assets valued at \$62,798,715. All items were found.

Deletion of Property Items

There are various reasons items need to be deleted from the property records. Reasons for deletion include being sold, donated, traded-in, dealer buy-back, returned, discarded, cannibalized, lost, recycled, transferred and inventory not found for two years.

Listed in the following table are the reasons for deletion and the number of items by category. The total number of property items to be deleted is 246 (Attachment #1). Deletion of tangible personal property requires Board approval.

Table 1: Requested Items for Deletion for County Inventory

Reason	Number of Items
Sold	34
Donated to Goodwill per Board direction	185
Traded-in, dealer buy-back, returned	10
Discarded, cannibalized, junked, recycled	17
Total	246

Options:

1. Accept the FY 2018 Tangible Personal Property Annual Report.
2. Authorize deletion of the listed 246 tangible personal property items from the Property Control records (Attachment #1).
3. Board direction.

Recommendation:

Options #1 and #2

Attachment:

1. List of tangible personal property to be deleted from the Property Control records

ASSET NUMBER	DESCRIPTION
Traded-in/Dealer Buy-Back/Returned	
29185	LIFEPAC 500
29186	LIFEPAC 500
29187	LIFEPAC 500
29188	LIFEPAC 500
29189	LIFEPAC 500
30506	STACKER TRUCK(FORKLIFT)
33231	FORD F-150
33892	JOHN DEERE 644K LOADER
34752	GMC SIERRA
38303	APC SMART UPS

Donated to Goodwill per Board Direction	
23361	PRINTER, LABEL (ZEBRA STRIPE S
27120	CPU, LAPTOP ACER TRAVELMATE
27122	CPU, LAPTOP ACER TRAVELMATE
27123	SCANNER, CANON DR5020
27962	PRINTER, HP LJ 4600 DTN
28115	POWER EDGE 2650
28618	DELL DIMENSION 4600
29425	COMPUTER, CSI
29426	COMPUTER, CSI
29427	LAPTOP, SYSTEMAX
29455	SERVER, SUPERMICRO
30102	PRINTER,HP 4250N
30225	AVAYA SERVER/GATEWAY
30277	SERVER DELL 1850
30279	SERVER DELL 2850
30324	GMC YUKON
30462	SERVER,DELL 2850
30513	CPU,DELL PRECISION 380
30836	CPU, DELL GX620
30908	PROJECTOR,OPTOMA EZPRO
30917	SERVER, DELL 2850
30951	CPU, DELL DIMENSION 5150
30953	CPU, DELL DIMENSION 5150
31373	CPU, GATEWAY PROFILE 6
31437	CPU, LAPTOP DELL D820
31440	CPU, LAPTOP DELL D820
31441	CPU, LAPTOP DELL D820
31535	CPU, DELL OPTIPLEX 745

31541	CPU, DELL OPTIPLEX 745
31557	CPU, DELL LAPTOP D820
31566	CPU, DELL LAPTOP D820
31601	SERVER, DELL 2900
31629	SERVER, DELL 840
31666	CPU, LAPTOP DELL D820
31667	CPU, LAPTOP DELL D820
31708	CPU, DELL 745
31938	CPU, LAPTOP DELL D630
32438	CPU, DELL 755
32467	CPU, DELL T3400
32479	SERVER, DELL POWERVAULT MD1000
32725	CPU DELL 755
32773	CPU, LAPTOP HP ELITEBOOK 2730p
32839	CPU, LAPTOP DELL E5500
32903	CPU, DELL 760
32910	CPU, DELL 760
32911	CPU, DELL 760
32912	CPU, DELL 760
32976	CPU, LAPTOP HP MINI 2140
33109	CPU, DELL 780
33169	CISCO 2960
33194	SERVER, DELL R410
33498	SERVER, DELL R710
33501	CPU, DELL 380
33502	CPU, DELL 380
33503	CPU, DELL 380
33506	CPU, DELL 380
33510	CPU, DELL 380
33513	CPU, DELL 380
33515	CPU, DELL 380
33519	CPU, DELL 380
33523	CPU, DELL 380
33524	CPU, DELL 380
33527	CPU, DELL 380
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33529	CPU, DELL 380
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33546	CPU, DELL 380
33550	CPU, DELL 380
33554	CPU, DELL 380
33555	CPU, DELL 380
33559	CPU, DELL 380
33561	CPU, DELL 380
33562	CPU, DELL 380
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33566	CPU, DELL 380
33567	CPU, DELL 380
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33577	CPU, DELL 380
33580	CPU, DELL 380
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33587	CPU, DELL 380
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33593	CPU, DELL 380
33594	CPU, DELL 380
33595	CPU, DELL 380
33596	CPU, DELL 380
33598	CPU, DELL 380
33599	CPU, DELL 380
33600	CPU, DELL 380
33603	CPU, DELL 380
33605	CPU, DELL 380
33607	CPU, DELL 380
33608	CPU, DELL 380
33609	CPU, DELL 380
33628	CPU, LENOVO ALL IN ONE
33640	IPAD
33724	SERVER, DELL R710
33725	SERVER, DELL MD1200

33743	CPU, DELL 780
33757	CPU, DELL 780
33777	CPU, LENOVO ALL IN ONE
33778	CPU, LENOVO ALL IN ONE
33784	CPU, LENOVO ALL IN ONE
33789	CPU, LENOVO ALL IN ONE
33790	CPU, LENOVO ALL IN ONE
33791	CPU, LENOVO ALL IN ONE
33800	CPU, LENOVO ALL IN ONE
33801	CPU, LENOVO ALL IN ONE
33803	CPU, LENOVO ALL IN ONE
33812	CPU, LENOVO ALL IN ONE
33813	CPU, LENOVO ALL IN ONE
33817	CPU, LENOVO ALL IN ONE
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33833	CPU, LENOVO ALL IN ONE
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33839	CPU, LENOVO ALL IN ONE
33845	CPU, LENOVO ALL IN ONE
33850	CPU, LENOVO ALL IN ONE
33855	CPU, LENOVO ALL IN ONE
33873	CPU, LENOVO ALL IN ONE
33874	CPU, LENOVO ALL IN ONE
33878	CPU, LENOVO ALL IN ONE
33882	CPU, LENOVO ALL IN ONE
33883	CPU, LENOVO ALL IN ONE
33884	CPU, LENOVO ALL IN ONE
33887	CPU, LENOVO ALL IN ONE
33937	IPAD
33938	SERVER, HP ML350 G6
33998	CPU, DELL 780
34002	CPU, DELL 780
34004	CPU, DELL 780
34015	CPU, DELL 780
34016	CPU, DELL 780
34028	CPU, DELL 780
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34038	CPU, DELL 780
34059	CPU, DELL 780
34060	CPU, DELL 780

34066	CPU, DELL 780
34069	CPU, DELL 780
34070	CPU, DELL 780
34123	PRINTER, HP 5200TN
34130	CPU, DELL 780
34148	CPU, DELL780
34150	CPU, DELL780
34155	CPU, DELL780
34329	SERVER, DELL R410
34330	SERVER, DELL R410
34503	TERASTATION NAS 12 TB
34520	CPU, DELL 390
34572	SERVER, DELL R410
34651	CPU, DELL LAPTOP E5520
34654	CPU, DELL LAPTOP E5520
34656	CPU, LAPTOP DELL M6600
34663	CPU, DELL 790
34687	CPU, DELL 790
34885	SERVER, DELL R720
35026	CPU, DELL 3010
35049	CPU, LAPTOP DELL E5530
35145	CPU, DELL 3010
35461	CPU, LAPTOP DELL E5530
35467	CPU, LAPTOP DELL E5530
35473	CPU, LAPTOP DELL E5530
35678	DELL M4800 LAPTOP
35679	DELL M4800 LAPTOP
36975	HP ELITE DESK 800

Discarded/Cannibalized/Junked/Recycled	
9914	DOOR ALARM (3M)
13790	TABLE, COMPUTER 37.5W X 63.5"
14633	AIR COMPRESSOR W/30-GAL. TANK
24959	VIDEO CABINET
25793	SHEET OUTPUT STACKER, HP 3000
28248	OAK DISPLAY CASES
29471	TERRY THE MANIKIN
30687	CISCO 2948G
30745	SWITCH, CISCO 2948G
31447	POSTAGE MACHINE, PITNEY BOWES
31571	CISCO CATALYST 2948G
31835	GMC AMBULANCE
32152	PORTABLE XTS 1500

33617	INTERNATIONAL AMBULANCE
34186	INTERNATIONAL AMBULANCE
34189	INTERNATIONAL AMBULANCE
34595	INTERNATIONAL AMBULANCE

Sold	
20370	MOWER, 12HP (GRAVELY 8
20371	MOWER, GRAVELY
23796	MOWER, 12HP (GRAVELY 985112)
23797	MOWER, GRAVELY
25088	PICKUP, '99 GMC SIERRA 1500
25883	TRACTOR, NEW HOLLAND 2-WHEEL D
26257	MOWER, GRAVELY
26258	MOWER, GRAVELY
27469	F-150
27668	FORD RANGER
29384	F-750
30499	F-350
30499	F-350
30500	TRACTOR, MASSEY FERG 6475
30700	TRAFFIC MESSAGE BOARD VER-MAC
30744	F-350
30744	F-350
31294	F-350
31296	F-350
31432	F-150
31450	FORD RANGER
31638	CAT D6 BULLDOZER
31664	MOWER, JD 757 ZERO-TURN
31804	TRACTOR, MASSEY FERGUSON 5455
31856	F-350 PICK-UP TRUCK
31867	DODGE RAM 1500
31970	TRACTOR, MASSEY FERGUSON 5455
32987	VAN, DODGE SPRINTER 2500
32987	VAN, DODGE SPRINTER 2500
33217	F-750
33229	F-750
34113	F-750
34113	F-750
34326	BOMAG COMPACTOR

**Leon County
Board of County Commissioners**

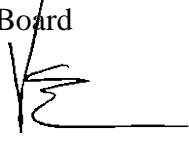
Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Ratification of Board Actions Taken at the October 23, 2018 Workshop on the 2019 State and Federal Legislative Priorities

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Andy Johnson, Assistant to the County Administrator for Legislative and Strategic Initiatives Nicki Paden, Management Analyst

Statement of Issue:

This agenda item seeks ratification of Board actions taken at the October 23, 2018 Workshop on the 2019 State and Federal Legislative Priorities.

Fiscal Impact:

This item does not have a fiscal impact. However, it recommends requests for state and federal appropriations as well as substantive policy positions that seek to avoid unfunded mandates and cost shifts to the County.

Staff Recommendation:

Option #1: Ratify the actions taken by the Board at the October 23, 2018 Workshop on the 2019 State and Federal Legislative Priorities.

Report and Discussion

Background:

Each year, the Board conducts a workshop with staff on the County's state and federal legislative priorities. On October 23, 2018, the Board held a workshop to discuss the legislative priorities for the 2019 state and federal sessions.

Analysis:

Staff provided the Board with a report on ten appropriations requests, fifteen projects for potential grant funding, five state policy issues, and four federal policy issues proposed for the 2019 state and federal legislative sessions.

Appropriations Requests:

The appropriations requests approved by the Board were as follows:

<u>Request:</u>	<u>Amount:</u>	<u>Project Phase:</u>
Backup Generator – Secondary Special Needs Shelter	\$300,000	Capital/Fixed Assets
Backup Generators – Branch Libraries and Community Centers	\$1 million	Capital/Fixed Assets
Leon Works Expo and Junior Apprenticeship	\$100,000	Program Funding
Orchard Pond Greenway Trail, Phase II	\$300,000	Design/Permitting
Lake Henrietta Renovation	\$1.5 million	Design/Construction
Fords Arm/Lexington Tributary Restoration	\$4 million	Construction
Centerville Trace Septic-to-Sewer Project	\$1 million	Design
Harbinwood Estates Septic-to-Sewer Project	\$2.5 million	Design/Permit/Land Acquisition
Fred George Wetland Restoration	\$1 million	Construction
Offender Reentry Programs	\$300,000	Program Funding

In addition, the Board approved staff's recommendation of support for two potential requests from community partners:

- Support community partners' funding requests for projects that would enhance Leon County's disaster resiliency, such as backup generators and structural hardening of critical facilities.
- Support community partners' funding requests for offender reentry programs serving the Leon County community, such as the DISC Village Leveraging Interventions for Transformation (LIFT) Program and the Bethel Ready4Work program.

Staff and the County's contracted lobbying teams will work with our delegation members' offices to support the County's appropriations requests and will begin advocating for state and federal funding through the appropriate channels upon the Board's approval.

Projects for Potential Grant Funding:

Leon County has been successful in recent years securing over \$125 million in upcoming funding through the Florida Department of Transportation (FDOT) Five-Year Work Program, the Springs Restoration Matching Grant Program administered by the Northwest Florida Water Management District (NFWFMD) and the Florida Department of Environmental Protection (FDEP). The workshop recommended continuing the County’s successful strategy of pursuing grant funding where appropriate, which best aligns major County projects with the most likely sources of state funding. The grant projects approved by the Board were as follows:

<u>Request:</u>	<u>Amount:</u>	<u>Project Phase:</u>
Woodville Sewer System Project Construction 1A, FY 19-20	\$3,750,000	Construction
Septic System Upgrades, FY 19-20	\$500,000	Design/Construction
Leon South Regional Water System	\$750,000	Design/Construction
Capital Cascades Trail Segment 3D RSF	\$5.1 million	Design
Capital Circle Southwest	\$10 million	Construction
Woodville Highway (Capital Circle to Paul Russell Road)	\$29.7 million	Construction
Northeast Gateway (Welaunee Blvd./Shamrock St.)	\$4.3 million	Design
Orange Avenue Widening & Beautification	\$3.3 million	Design
Veterans Memorial Drive (CR 59) Bridge Replacement	\$530,000	Design/Construction
Lake Lafayette St. Marks Regional Linear Park	\$750,000	Land Acquisition
Chaires Community Park Baseball Field	\$400,000	Construction
St. Marks Headwaters Greenway Trails	\$800,000	Construction
J.R. Alford Greenway Trails	\$200,000	Construction
Williams Landing Improvements	\$450,000	Design & Construction
Offender Reentry Programs	\$300,000	Program Funding

Policy Requests:

The Board discussed state and federal policy issues that are expected to be considered during the 2019 legislative session. Staff presented five state policy issues and four federal policy issues specific to Leon County. The issues presented by staff to the Board for the County’s legislative priorities are as follows:

State Policy Issues:

1. Support the protection of the state workforce and oppose any reductions to state employee benefits.
2. Support the revision of Sec. 125.0104, F.S. to modify the eligibility of counties to levy the Local Option High Impact Tourist Development Tax.
3. Support the Gulf Coast Working Group’s efforts to restore passenger rail service in the Gulf Coast region.
4. Oppose legislation that further restricts local government’s ability to regulate and preserve canopy road systems.

5. Support the Florida Association of Counties 2018-2019 legislative efforts unless specific issues conflict with Leon County's interests.

Federal Policy Issues:

1. Support efforts to coordinate and gain support of the County's proposal for consideration as the potential relocation site of the U.S. Department of Agriculture Offices.
2. Support the City of Tallahassee's application for a Foreign Trade Zone at the Tallahassee International Airport.
3. Support the Gulf Coast Rail Service Working Group's Final Report and federal funding through programs such as CRISI and REG to restore passenger rail service in the Gulf Coast region.
4. Support the National Association of Counties 2018-2019 legislative efforts unless specific issues conflict with Leon County's interests.

Representatives from both Capital Alliance Group and Squire Patton Boggs also provided an overview of the upcoming state legislative session and the 116th Congress (1st Session), respectively. Prior to the start of the state and federal sessions, staff will prepare the Board's legislative priorities in a Quick Reference Guide to assist Commissioners and the lobbying team in advocating for the Board's priorities.

In addition to the appropriations and policy issues listed above, the Board directed staff during the Workshop to seek funding through the Choice Neighborhoods Program to support the Orange Avenue Apartments redevelopment project. Choice Neighborhoods is competitive grant program administered by the U.S. Department of Housing and Urban Development to assist local communities in creating comprehensive plans to redevelop severely distressed subsidized housing and revitalize high-poverty neighborhoods. As reflected in the Joint County-City Affordable Housing Workgroup's Master Plan, the Orange Avenue Apartments Redevelopment Project aligns with the mission of the Choice Neighborhoods Program, which is to support communities that have undergone a comprehensive local planning process and are ready to implement their affordable housing redevelopment plan to meet the needs and enhance the quality of life of the community.

The Board also directed staff to provide a status update in early 2019 on emerging policy issues and bills filed for the 2019 Florida Legislative Session. As reflected below, the Legislature will begin holding interim committee meetings in December. Traditionally, the first week of committee meetings is primarily organizational in nature, with most meeting agendas comprised of committee member and staff introductions, presentations to each committee of its jurisdiction, and overviews of executive agencies within the committees' scope. The second week of committee meetings is typically when committees begin to discuss and consider substantive policy issues. Accordingly, and in order to provide a comprehensive update with the most up-to-date information on emerging issues and priorities leading into the 2019 Legislative Session, staff recommends presenting this status update to the Board in February 2019.

Florida Legislature - 2018-19 Interim Committee Meeting Schedule

Interim Committee Week #1:	December 11 – 14, 2018
Interim Committee Week #2:	January 7 – 11, 2019
Interim Committee Week #3:	January 22 – 25, 2019
Interim Committee Week #4:	February 4 – 8, 2019
Interim Committee Week #5:	February 11 – 15, 2019
Interim Committee Week #6:	February 19 – 22, 2019
Start of the 2019 Legislative Session:	March 5, 2019

Options:

1. Ratify the actions taken by the Board at the October 23, 2018 Workshop on the 2019 State and Federal Legislative Priorities.
2. Board direction.

Recommendation:

Option #1

Attachment:

1. October 23, 2018 Workshop on the 2019 State and Federal Legislative Priorities

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



**Workshop on
the 2019 State & Federal
Legislative Priorities**

**Tuesday
October 23, 2018
1:30 p.m. – 3:00 p.m.**

**Leon County Board of County Commissioners
Leon County Courthouse, 5th Floor**

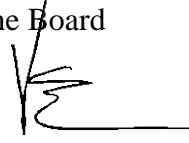
Leon County Board of County Commissioners

Notes for Workshop

Leon County Board of County Commissioners

Workshop

October 23, 2018

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator 
Title: Workshop on the 2019 State and Federal Legislative Priorities

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Andy Johnson, Assistant to the County Administrator Nicki Paden, Management Analyst

Statement of Issue:

This workshop item seeks the Board's approval of recommended state and federal legislative priorities for the 2019 Florida Legislative Session and the first session of the 116th Congress.

Fiscal Impact:

This item does not have a fiscal impact. However, it recommends requests for state and federal appropriations as well as substantive policy positions that seek to avoid unfunded mandates and cost shifts to the County.

Staff Recommendations:

Option #1: Approve the 2019 State and Federal Legislative Priorities, as amended by the Board.

Report and Discussion

Background:

Each year, the Board conducts a workshop with the County's legislative staff and contract lobbyists to develop priorities for the upcoming state and federal legislative sessions. This workshop enables the County's legislative team to receive important guidance from the Board regarding priority legislative issues and directs the County's lobbying efforts for the upcoming year at both the state and federal level. In recent years, the Board has directed staff to refine the County's substantive policy priorities only to the most pressing issues and to support the Florida Association of Counties (FAC) and National Association of Counties (NACo) in achieving their respective legislative goals. Consistent with this direction, staff is seeking Board approval of the County's 2019 State and Federal Legislative Priorities, comprised of the state and federal policy and appropriations issues proposed herein.

Analysis:

The 2019 Florida Legislative Session will be held from March 5 through May 3, 2019, with interim committee weeks beginning in December. The first session of the 116th U.S. Congress will convene on January 3, 2019. Staff recommends several policy and appropriations priorities for the 2019 state and federal legislative sessions, arranged as follows:

- 10 legislative appropriation requests;
- 15 County projects for potential state and/or federal grant funding;
- 5 state-level legislative policy priorities, including support of the FAC 2019 Legislative Priorities, for the 2019 Florida Legislative Session; and
- 4 federal legislative policy priorities, including support of the NACo 2019 Legislative Priorities, for the first session of the 116th United States Congress.

Similar to previous years, the policy and appropriations priorities recommended in this workshop item are organized to target the County's most pressing issues and best align with the anticipated priorities of the 2019 state and federal legislative sessions. Following the catastrophic damage caused by Hurricane Michael, and in the wake of Hurricanes Hermine, Matthew, Harvey, Irma, and Maria in the last two years, staff expects that the Florida Legislature and Congress will again devote considerable attention this year to hurricane readiness and disaster recovery issues. During the 2018 Florida Legislative Session, the Florida House of Representatives appointed a Select Committee on Hurricane Response and Preparedness to gather information, solicit ideas for improvement, make recommendations to the executive branch, and suggest legislative options to address hurricane preparedness and response. The committee approved its final report on January 16, 2018, which included 78 recommendations to be forwarded to the standing substantive and fiscal committees of the House for their consideration and further development. Many of the report's findings were unaddressed or died by the end of session, including a study on preparing the electrical grid for future storms, establishment of a statewide special needs registry and registration program, requiring changes to state and local comprehensive emergency plans, requiring sign-language interpreters in emergency broadcasts, and using railroads to help evacuate residents and transport extra fuel to areas with shortages. However, the Legislature's tax cut package, HB 7087, included a property-tax break for homeowners displaced by Hurricane Irma and a break for nursing homes that purchase electric generators, and the Legislature passed

Title: Workshop on the 2019 State and Federal Legislative Priorities

October 23, 2018

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a bill that ratified administrative rules requiring nursing homes and assisted living facilities to have an operational emergency power source and 72 hours of fuel.

Additionally, the Legislature's Office of Economic and Demographic Research is again projecting a slim budget surplus heading into the 2019 session, and the Legislature may seek once again to shift costs to local governments in the form of unfunded mandates and/or further cut state spending to balance the state budget. Similar to recent years, the Legislature is not expected to allocate considerable funding for direct legislative appropriations in support of local projects, instead promoting the availability of existing grant programs through the executive branch. Accordingly, the list of projects that staff is recommending the County pursue for direct legislative funding reflect those that best align with the anticipated priorities of the Legislature during the 2019 session.

In addition to the list of projects for legislative funding, this workshop item also recommends Board direction to pursue grant funding for specific County projects that best align with existing executive branch grant programs. The County has been successful in recent years securing over \$125 million in funding over the next several years through several of these programs. To best align the County's top priority projects with their most likely sources of state and federal funding, this item recommends that the Board direct staff to continue the County's successful strategy of seeking grant funding for these projects through regional, state, or federal agency grant programs as applicable.

The Board may wish to add, remove, and/or amend legislative priorities as deemed appropriate for the County's 2019 State and Federal Legislative Priorities. Upon Board approval, staff and the County's contract lobbying teams will pursue all of the priority issues approved by the Board. Notwithstanding this, staff will assign priority to any issue that the Board designates to receive a special level of attention in the upcoming legislative cycle.

Importantly, in addition to the issues specific to Leon County identified herein by staff, much of the County's legislative advocacy each session is focused on issues of statewide importance in conjunction with FAC. FAC will finalize its 2019 legislative program during the 2018-19 Legislative Conference in Hillsborough County, which will take place November 28 through November 30, 2018. The statewide issues identified by the FAC membership will assist staff in identifying the most critical issues facing counties during the state legislative session.

It is important for the Board to be active participants in the legislative process by testifying on behalf of the County and by working with our local legislative delegation. As always, staff will keep the Board involved in legislative issues through agenda items, resolutions, memoranda, and weekly updates during the state legislative session.

PROPOSED APPROPRIATIONS REQUESTS
2019 STATE & FEDERAL LEGISLATIVE SESSION:
(Complete information on each request is included in Attachment #1)

Throughout the year, staff works to identify projects most suitable for state and federal appropriation requests to support important County projects. The Board’s practice of retaining professional contract lobbying services at both the state and federal levels enhances the County’s advocacy efforts for these requests. The County’s contract lobbying firms provide a daily presence by advocating for the County’s state and federal requests with the County’s legislative delegations and other legislative leaders.

In past state legislative sessions, legislative committees have utilized specific forms to request funding for local projects. While it is not yet clear what processes will be in place for requesting funding for local projects during the 2019 state legislative session, staff has prepared the information that will likely be required to support the County’s proposed appropriations requests.

The following list reflects a concise, targeted set of County projects that best align with the anticipated priorities of the Legislature during the 2019 session (for complete information on each, see Attachment #1):

<u>Request:</u>	<u>Amount:</u>	<u>Project Phase:</u>
Backup Generator – Secondary Special Needs Shelter	\$300,000	Capital/Fixed Assets
Backup Generators – Branch Libraries and Community Centers	\$1 million	Capital/Fixed Assets
Leon Works Expo and Junior Apprenticeship	\$100,000	Program Funding
Orchard Pond Greenway Trail, Phase II	\$300,000	Design/Permitting
Lake Henrietta Renovation	\$1.5 million	Design/Construction
Fords Arm/Lexington Tributary Restoration	\$4 million	Construction
Centerville Trace Septic-to-Sewer Project	\$1 million	Design
Harbinwood Estates Septic-to-Sewer Project	\$2.5 million	Design/Permit/Land Acquisition
Fred George Wetland Restoration	\$1 million	Construction
Offender Reentry Programs	\$300,000	Program Funding

In recent years, community partner agencies have sought and received funding for projects that have aligned with the Board’s adopted legislative priorities. For instance, in the 2018 Florida Legislative Session, FSU Schools received funding to improve facilities at Florida High School to enhance special needs sheltering operations. Also, the Bethel Ready4Work program has received legislative funding in recent years to support its offender re-entry services. Accordingly, in addition to the proposed Leon County appropriations requests listed above, staff recommends that the County support community partners’ funding requests as follows:

- **Support community partners’ funding requests for projects that would enhance Leon County’s disaster resiliency, such as backup generators and structural hardening of critical facilities.**
- **Support community partners’ funding requests for offender re-entry programs serving the Leon County community, such as the DISC Village Leveraging**

Interventions for Transformation (LIFT) Program and the Bethel Ready4Work program.

**ADDITIONAL HIGH-PRIORITY COUNTY PROJECTS
RECOMMENDED FOR POTENTIAL GRANT FUNDING:**

In recent years, the Florida Legislature and Governor Rick Scott have placed a greater emphasis on grant programs through the executive branch and coordination with state agencies to help fund infrastructure projects. Governor Scott's line-item vetoes totaled over \$1.7 billion over the past four years, specifically striking projects that bypassed state agency review or that would not benefit the state as a whole. This year, staff anticipates the Legislature and Governor to maintain this emphasis on funding through grant programs and state agencies. Accordingly, staff is seeking Board direction to continue pursuing grant funding for the County projects listed below.

As indicated earlier in this item, Leon County has been successful in recent years securing over \$125 million in upcoming funding through the Florida Department of Transportation (FDOT) Five-Year Work Program, the Springs Restoration Matching Grant Program administered by the Northwest Florida Water Management District (NFWFMD) and the Florida Department of Environmental Protection (FDEP). Notably, the County recently entered into two Springs Restoration Grant agreements with FDEP totaling \$4.5 million for the Northeast Lake Munson and Belair/Annawood Sewer System Projects. Included in this agreement is the Tentative Leon County Water Quality and Springs Protection Infrastructure Improvement Plan, which is a first-of-its-kind agreement between the state and a county resulting from Leon County's strong commitment to reducing nitrogen levels in the primary springs protection zone. The Improvement Plan, included in the project list below, reflects FDEP's willingness to provide approximately \$20.2 million through FY 2024 for septic system improvement projects in Leon County including the Woodville Sewer Project and the Woodside Heights, Northeast Lake Munson, and Belair/Annawood septic-to-sewer projects, as well as the Advanced Septic Systems Pilot Project which will provide funding for alternative wastewater treatment technologies where it is not cost-effective or technically feasible to provide central sewer service.

This targeted approach best aligns major County projects with the most likely sources of state funding. Accordingly, following is a list of proposed projects recommended for potential grant funding. Each listed project is consistent with the County's FY 2017-2021 Strategic Plan, FY 2019 Budget, Capital Improvement Program, and/or other plans or policy documents, as applicable:

<u>Request:</u>	<u>Amount:</u>	<u>Project Phase:</u>
Woodville Sewer System Project Construction 1A, FY 19-20	\$3,750,000	Construction
Septic System Upgrades, FY 19-20	\$500,000	Design/Construction
Leon South Regional Water System	\$750,000	Design/Construction
Capital Cascades Trail Segment 3D RSF	\$5.1 million	Design
Capital Circle Southwest	\$10 million	Construction
Woodville Highway (Capital Circle to Paul Russell Road)	\$29.7 million	Construction
Northeast Gateway (Welaunee Blvd./Shamrock St.)	\$4.3 million	Design
Orange Avenue Widening & Beautification	\$3.3 million	Design
Veterans Memorial Drive (CR 59) Bridge Replacement	\$530,000	Design/Construction
Lake Lafayette St. Marks Regional Linear Park	\$750,000	Land Acquisition
Chaires Community Park Baseball Field	\$400,000	Construction
St. Marks Headwaters Greenway Trails	\$800,000	Construction
J.R. Alford Greenway Trails	\$200,000	Construction
Williams Landing Improvements	\$450,000	Design & Construction
Offender Reentry Programs	\$300,000	Program Funding

**PROPOSED POLICY REQUESTS
2019 STATE LEGISLATIVE SESSION:**

Like most legislation, Leon County’s policy requests are generally incremental in nature, focusing on issues specific to Leon County that are built upon over the course of several legislative sessions. Additionally, staff annually evaluates the trends and issues affecting all County programs and services to identify potential legislative policy priorities. Statewide significant substantive issues range from maintaining the County’s home rule authority to the state’s current fiscal challenges and efforts to further reduce the size and scope of state government. Once again, the state’s current fiscal challenges are likely to dominate the Legislature’s time this year. Additionally, as indicated earlier in this item, the Legislature is also expected to devote considerable attention to hurricane readiness and disaster recovery issues.

Some of Leon County’s policy priorities have traditionally been perennial, such as advocating for protection of the state workforce in Leon County and opposing efforts by the Legislature to erode or pre-empt counties’ home rule authority. This year, however, staff is recommending the Board adopt a policy priority in support of a major project with significant economic benefit to the community, which is the construction of a full-service convention center and hotel in Florida State University’s arena district. While a convention center would establish Florida’s capital city as a destination for state and regional conferences, almost all convention centers operate at a deficit and require financial support to ensure long-term fiscal viability. Accordingly, and as described below, this year’s proposed legislative priorities include seeking eligibility to levy a

Title: Workshop on the 2019 State and Federal Legislative Priorities

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local option High Tourism Impact Tax that several other counties are currently eligible to levy. This would provide a dedicated funding source to support a cost-sharing arrangement for convention center operations.

Leon County's lobbying team will monitor the budgetary and programmatic decisions made by the Legislature to determine their impact, if any, on local governments in the form of cost shifts or unfunded mandates. In addition to the substantive issues identified by the County, staff works closely with FAC to identify developing issues that affect counties during the legislative session. In many cases, the County joins FAC to advocate for or against initiatives that would substantially impact counties.

Following is a refined listing of the proposed Leon County 2019 state legislative policy requests. Each request provides a brief overview of the issue and indicates the specific recommended legislative action.

Protection of the State Workforce

Issue: Recognizing that the state employees who live in Leon County are vital to our community, economy, and diversity, protecting the jobs of these workers from privatization and advocating for fair wages has continuously been a top priority of the Board during the legislative cycle. In addition, following major cuts to state positions in recent years, this is an issue also strongly supported by members of Leon County's legislative delegation.

During the 2017 Legislative Session and for the first time in eight years, funding for an across the board pay raise for over 97,000 state employees was included in the FY 2017-18 state budget. State employee pay raises were effective October 1, 2017; however, the general pay increase was linked to reforms to the state's health insurance and the Florida Retirement System (FRS). During the 2018 session, no further reductions to state employee benefits were considered and the FY 2018-19 state budget included targeted salary increases for certain state employees. Staff will continue to monitor for any legislation affecting state employee pay and benefits, and will advocate on behalf of policies that benefit state employees during the 2019 session.

Action: Support the protection of the state workforce and oppose any reductions to state employee benefits.

Modification of the Eligibility for Levying the Local Option High Impact Tourist Development Tax

Issue: A top priority for the Board during the past three legislative sessions has been to seek the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax. In Leon County, proceeds from a local option High Impact Tourist Development Tax could be used to support operating costs of a convention center contemplated as part of FSU's Arena District Master Plan to modernize its facilities and grow the campus footprint. The County and City Commissions have allocated up to \$20 million of local funds from a voter-approved sales tax referendum in support of the \$400 million project in effort to support the community's shared initiatives and long-term economic goals.

On September 20, 2018 the Blueprint Intergovernmental Agency (IA) Board of Directors authorized OEV staff to commence the bond financing process for the issuance of up to \$20 million toward the convention center as early as October 2020 (FY 2021), subject to the IA Board's final approval of the scope, size, and operations plan for the hotel and convention center. In addition, the IA Board directed OEV staff to continue to participate with FSU in the market and feasibility analysis for the hotel and convention center, to be brought back to the IA Board upon completion with staff recommendations.

During FAC's 2018-19 Innovation and Policy Development Conference and Legislative Conference, the Finance, Tax, and Administration Committee unanimously passed a Policy Proposal to support the expansion of eligibility of counties to levy the Local Option High Impact Tourist Development Tax. The proposal seeks statutory revisions to authorize all 67 counties, by an extraordinary commission vote, to levy the local option tax. Final consideration of the issue as a legislative policy for the upcoming session will take place during FAC's Legislative Conference in November. Staff will continue to work with FAC and fellow counties to align advocacy efforts in support of modification of the eligibility for levying the local option High Tourism Impact Tax.

Action: Support the revision of Sec. 125.0104, F.S. to modify the eligibility of counties to levy the Local Option High Impact Tourist Development Tax.

Amtrak Passenger Rail Restoration

Issue: In August 2005, Amtrak's Sunset Limited, passenger rail service for the Gulf Coast Region between New Orleans and Jacksonville through Leon County, was suspended due to the impacts of Hurricane Katrina. Shortly after, Leon County began to engage our local legislative delegation, CSX, FDOT, and others to advocate for the restoration of passenger rail service – which remains suspended today because of the cost and challenges associated with restoring service to this route. Several efforts have been made by Congress to restore rail service between New Orleans, Louisiana and Sanford, Florida (more detail provided in Amtrak federal policy priority). The Passenger Rail Reform and Investment Act of 2015 established a Gulf Coast Working Group to evaluate the restoration of intercity passenger rail service in the Gulf Coast region to provide opportunities to expand local tourism and business markets and access to healthcare and educational opportunities.

In July 2017, the working group provided its final report to Congress which included recommendations on possible track improvements, capacity cost assessment, and operational readiness. The report identified securing the necessary funds for both capital improvements and sustained financial support to cover projected operating losses as a key challenge to implementing the restored passenger rail service and provided several federal and state grant funding sources available projects. The Gulf Coast Working Group has indicated the importance

of the Florida Legislature's support of these efforts to restore passenger rail service.

Action: Support the Gulf Coast Working Group's efforts to restore passenger rail service in the Gulf Coast region.

Canopy Roads Protection

Issue: Canopy Roads are recognized as a signature of the Leon County –Tallahassee community embraced by residents and cherished by visitors. As a treasured asset of the community, the County and City have a long history in preserving the canopy roads system. The County and City Commissions established a Canopy Roads Citizen Committee in 1991 to assist in protecting, maintaining, and enhancing local canopy roads and, the Leon County Code of Laws provides standards for tree preservation and re-planting throughout the community, with higher standards within a designated Canopy Road Tree Protection Zone.

In recent years, the County's longstanding canopy road protections have been threatened by attempts to further erode the home rule authority of local governments. During the 2018 Legislative Session, proposed local preemption legislation sought to restrict local government's ability to preserve canopy roads and preempt all regulation of tree removal, trimming, and harvesting to the state. During the 2019 session, staff will continue to closely monitor similar legislation and engage the Canopy Roads Committee through calls-to-action and by providing opportunities to advocate for the continued protection of our canopy roads.

Action: Oppose legislation that further restricts local government's ability to regulate and preserve canopy road systems.

Florida Association of Counties (FAC) Issues

Issue: FAC's mission is to help Florida's counties serve and represent Floridians by preserving county home rule through advocacy, education, and collaboration. Representing all 67 counties before the Florida Legislature, FAC addresses issues that have broad statewide appeal such as the opposition of unfunded mandates or cost shifts to counties, growth management, annexation, revenue-sharing, and water management issues.

Annually, FAC hosts the Policy Development Conference and Legislative Conference to develop and finalize FAC's legislative policies for the upcoming legislative session. The Policy Development Conference, which took place September 26 through September 27, 2018, highlighted several policy issues facing counties across the state which were debated and discussed to determine the most critical issues facing counties during the upcoming session. These include:

- Protection of counties' home rule authority, such as implementation of local business guidelines, selection and duties of county officers, and regulation of tree trimming, removal, and harvest;

- Avoiding unfunded mandates such as the shifting oversight developments of regional impacts to counties, reductions in County Health Department Trust Funds, and cost shifts of state Medicaid costs to counties;
- Support of state-local partnerships in community and economic development through state-local partnerships and incentive programs, workforce development programs, and the Florida Job Growth Grant Fund;
- Preserving and enhancing revenue flexibility such as local governments' millage authority and greater flexibility of allowable uses of local discretionary taxes such as Tourist Development Taxes;
- Maintaining growth management and environmental protection by preserving counties' authority to create local zoning regulations and protecting spring restoration funding;
- Developing and maintaining dedicated funding of the Florida Forever Grant Program and the Florida Communities Trust to support trail development, enhance recreational opportunities, and overcome growth challenges.
- Opposing restrictions to finance and taxation authority of local governments such as the additional homestead exemption, restrictions on local-option taxes, and caps on millage rates based upon excess fund balances;
- Support funding for human services including housing programs for homeless and special needs individuals, expansion of adult civil citation programs, and funding for mental health and substance abuse services; and
- Support of public safety and security initiatives such as gun safety measures, maintaining the current Certificates of Convenience and Necessity (COPCNs) requirement and preserving counties' ability to fully collect fees for EMS service.

FAC will finalize its 2019 federal and state legislative program during the 2018-19 Legislative Conference, which will take place November 28-30 in Hillsborough County.

Proposed Florida Constitution Amendments on the November 2018 Election Ballot

Once every twenty years, Article XI, Section 2 of the Florida Constitution provides for the creation of a 37-member Constitution Revision Commission (CRC) for the purpose of reviewing Florida's Constitution and proposing changes for voter consideration. Prior to the start of the 2017 Legislative session, a 37-member commission was appointed to identify issues, perform research, and recommend changes to the Florida Constitution. By April 16, 2018, the CRC finished its work after approving eight proposed constitutional amendments to be placed on the November 6 general election ballot. Following five other measures already on the ballot, including three ballot initiatives referred by the Legislature and two approved in petition drives, the CRC's proposals brought the total to 13 statewide initiatives to be subject to approval of 60% of voters:

- **Amendment #1 Increased Homestead Property Tax Exemption:** Proposal referred by the Legislature to raise the portion of a home's value that can be exempted from non-school property taxes;

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- **Amendment #2 Limitations of Property Tax Assessment:** Proposal referred by the Legislature to permanently retain an existing 10% cap on non-homestead property assessment increases set to expire in 2019;
- **Amendment #3 Voter Control of Gambling in Florida:** Citizen petition initiative to grant voters the exclusive right to decide to authorize expansions of casino gambling in Florida;
- **Amendment #4 Voting Restoration Amendment:** Citizen petition initiative to restore voting rights of former felons upon completion of their sentence;
- **Amendment #5 Super-majority Vote Required to Impose, Authorize, or Raise State Taxes or Fees:** Proposal referred by the Legislature to require a two-thirds super-majority vote in the Legislature to impose, approve or raise state taxes and fees;
- **Amendment #6 Rights of Crime Victims; Judges:** CRC proposal to create a bill of rights for crime victims, increase the mandatory retirement age for judges of 70 to 75, and bar judges from deferring to administrative agencies' interpretations of rules and statutes when ruling in cases involving those laws;
- **Amendment #7 First Responder and Military Member Survivor Benefits; Public Colleges and Universities:** CRC proposal to provide tuition for the survivors of first responders and military members killed on duty, require two-thirds super-majority vote of university trustees to raise college fees, and establish the state college system in the Constitution;
- **Amendment #8 School Board Term Limits and Duties; Public Schools:** CRC proposal to create 8-year school board term limits, expand civics education in public schools, and enable charter schools to bypass local school boards by expanding the authority of the state;
- **Amendment #9 Prohibits Offshore Oil and Gas Drilling; Prohibits Vaping in Enclosed Indoor Workplaces:** CRC proposal to tether a ban on oil and gas drilling in state-owned waters and add vaping to the ban on smoking indoors;
- **Amendment #10 State and Local Government Structure and Operation:** CRC proposal to create a counter-terrorism office, constitutionally require state veterans affairs department, require five county-level offices to be elected, and require start of state legislative session in January;
- **Amendment #11 Property Rights; Removal of Obsolete Provision; Criminal Statutes:** CRC proposal to remove provisions in the Constitution that prohibit "aliens ineligible for citizenship" from owning property, approves a high-speed rail system, and prohibits retroactive criminal law changes;
- **Amendment #12 Lobbying and Abuse of Office by Public Officers:** CRC proposal to bar public officials from lobbying, both during their terms and for six years following, and restrict current public officers from using their office for personal gain;
- **Amendment #13 Ends Dog Racing:** CRC proposal to end commercial dog racing involving wagering by 2020.

More recently, however, more than half of the proposed amendments have been challenged and are actively making their way through the state court system. Circuit court judges have ordered several of the amendments to be removed from the ballot due to misleading summaries and title; however, the Florida Supreme Court will make the final determination. To date, the Supreme Court has ruled on four of the challenged amendments, removing Amendment #8 from the ballot and maintaining Amendments #6, #10, and #13. Final determination is still pending for

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challenges on Amendments #7, #9, and #11 related to “bundling”, or proposing multiple unrelated measures in a single amendment, to restrict voters from voting on specific issues.

Among the proposed amendments and of particular note to county government is the additional \$25,000 property tax exemption on homestead properties valued between \$100,000 and \$125,000 (Amendment #1). As a key issue that emerged during the 2017 Legislative Session, the additional exemption was referred to the ballot by the Legislature. If approved, the exemption would become effective January 1, 2019 and is estimated to have a fiscal impact of approximately \$7.2 million to Leon County. To ensure the County’s long-term fiscal viability, the Board approved the FY 2020 Fiscal Plan in preparation of the anticipated revenue losses associated with the potential passage of the additional exemption.

Other measures of interest include a permanent retention of an existing 10% cap on non-homestead property assessment increases set to expire in 2019 (Amendment #2) and two proposals advanced by the CRC seeking to eliminate the constitutional right of local citizens to govern their sheriff, tax collector, property appraiser, supervisor of elections (Amendment #10) and impose a six-year lobbying ban on public officials (Amendment #12). Additionally, Amendment #4, a petition-driven initiative, proposes the restoration of voting rights for persons with felony convictions, excluding convictions of murder or felony sexual offenses, upon completion of all terms of their sentences. During the June 19, 2018 meeting, the Board adopted Resolution in support of Amendment #4 and the restoration of the voting rights of felons upon completion of their sentences.

PROPOSED POLICY REQUESTS
116TH UNITED STATES CONGRESS, FIRST SESSION:

Each year staff evaluates the trends and issues affecting all County programs and services to identify potential policy or substantive legislative issues at the federal level. Most substantive issues that the County has at the federal level are coordinated through the County’s National Association of Counties (NACo) representation.

Squire Patton Boggs, the County’s federal contract lobbying firm, has worked closely with staff on select federal policy issues and priorities that have been identified by the Board. Staff coordinates regularly with the County’s federal lobbying team by phone and e-mail to strategize on key federal budget issues and to identify new federal grant opportunities that could potentially fund County project requests. In addition, the federal lobbying team assists staff in preparing monthly updates to the Board on federal legislative activities.

Just prior to the start of the new federal fiscal year, Congress approved an appropriation package containing the two largest spending bills, Defense and Labor, Health, and Human Services, and a Continuing Resolution to keep the federal government funded until December 7 as negotiations continue on the remaining appropriation bills. Delayed by controversial policy riders and border wall funding, the outcome of the final appropriation bills are anticipated to be resolved during lame duck session as the House adjourns until after the November midterm elections. As the two chambers seek to reach final agreements on spending levels by December, staff will continue to

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coordinate with the County's federal lobbying team to monitor for any potential impacts to the County's federal legislative interests.

Following are the proposed Leon County 2019 federal legislative policy requests for the first session of the 116th Congress. Each request provides a brief overview of the issue and indicates the specific recommended legislative action.

Relocation of U.S. Department of Agriculture Offices

Issue: On August 14, 2018, the U.S. Department of Agriculture (USDA) issued a notice of request for potential sites to relocate the headquarters of its National Institute of Food and Agriculture (NIFA) and the Economic Research Service (ERS). The notice requested Expression of Interests from state and local governments, industry, academia, and other interested organizations for potential locations to accommodate the construction and/or lease and operation of the NIFA and ERS headquarters facilities. The USDA indicated their interest in exploring options to relocate the headquarters of NIFA and ERS, both currently located in the General Services Administration leased space, either jointly or in separate locations.

As the current lease for the NIFA is set to expire by the end of 2019 and the ability for the ERS to vacate its existing lease, the USDA identified an opportunity for the agencies to be closer to its customers and facilitate economic development in Rural America. The NIFA, established by the 2008 Farm Bill to consolidate all federally funded agriculture, requires approximately 90,000 square feet to house 360 employees. The ERS, a principal agency of the Federal Statistical System that oversees economic research on food, agriculture, rural development, and the environment, requires approximately 70,000 square feet to house 260 employees.

The USDA outlined criteria for selection of the new location(s) based on transportation logistics, workforce capacity, community and quality of life, and capital and operating costs. The specific criteria set forth aligns with the offerings of Leon County in several ways including our community's proximity to an airport, recreational opportunities, and close proximity to a critical mass of intellectual capacity and potential employees. Thus, staff coordinated with the County's federal lobbyist to submit an Expression of Interest of the Leon County-Tallahassee community as the potential relocation site of the NIFA and ERS headquarters. Following initial review of the County's proposal, the USDA will request further information if selected for further consideration. In the meantime, staff is continuing to coordinate with the County's contract lobbying teams and other community partners to gather support at the federal and state level.

Action: Support efforts to coordinate and gain support of the County's proposal for consideration as the potential relocation site of the U.S. Department of Agriculture Offices.

Foreign Trade Zone Application

Issue: In 1934, the United States created the Foreign Trade Zone (FTZ) Program to improve the competitiveness of U.S. companies versus foreign based companies. The FTZ is a designated area within a country where imported goods can be stored or processed without being subject to import duty, helps level the playing field, and improves U.S. competitiveness by reducing operation costs. An FTZ helps to encourage value-added activities at U.S. facilities in competition with foreign alternatives by allowing delayed or reduced duty payments on foreign merchandise, as well as other savings. The advantages of having an FTZ can be the difference a company needs to have access to global markets and keep or locate manufacturing or distribution operations in the region. The benefits associated with businesses in the FTZs will vary depending upon the type of operation involved and authority granted by the Foreign-Trade Zones Board and Customs, but generally may include duty exemptions/deferrals, reduction or inverted tariffs, merchandise processing fee reductions, and others.

In 2014, the Tallahassee City Commission authorized staff to pursue the creation of a FTZ at the Tallahassee International Airport. The City is currently in coordination with the Federal Government to complete prerequisite steps to finalize its formal application to establish a FTZ. Submission and final approval of the application is estimated to take up to three years. As this coordination continues, the City is currently developing the scope of the new International Passenger Processing Facility and anticipates to start design by end of the year.

Action: Support the City of Tallahassee's application for a Foreign Trade Zone at the Tallahassee International Airport.

Amtrak Passenger Rail Restoration

Issue: As described in the previous section of this workshop item, Congress approved the Passenger Rail Reform and Investment Act of 2015, establishing the Gulf Coast Rail Service Working Group (GCRSWG) to evaluate the restoration of intercity passenger rail service in the Gulf Coast region between New Orleans and Orlando. In 2016, Amtrak visited each of the suspended service station areas along the Gulf Coast route to examine the existing conditions of the station areas and worked with the Southern Rail Commission to identify new ideas for intercity passenger rail. Following the tours, the GCRSWG worked to develop a report to determine possible track improvements, capacity cost assessments, and operational readiness. The report incorporates cost estimates for suspended stations, opportunities to enhance platform safety conditions, and other “state of good repair” items identified by Amtrak as well as findings from a capacity assessment related to restoring passenger service conducted by CSX.

In July 2017, the GCRSWP’s final report was presented to Congress. The report identified securing the necessary funds for both capital improvements and sustained financial support to cover projected operating losses as a key challenge to implementing the restored passenger rail service. The final report identifies short-term and long-term phase projects and federal funding opportunities to

support restoration efforts including the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program and the Restoration and Enhancement Grants (REG) Program. Staff will continue to work with the GCRSWP, Amtrak, and the SRC to support the final recommendations of the report and funding for restoration efforts.

Action: Support the Gulf Coast Rail Service Working Group's Final Report and federal funding through programs such as CRISI and REG to restore passenger rail service in the Gulf Coast region

National Association of Counties (NACo) Issues

Issue: The National Association of Counties (NACo) advocates with a collective voice on behalf of America's 3,069 county governments. Its membership includes urban, suburban, and rural counties. NACo's advocacy efforts are guided by a policy platform and single-subject policy resolutions adopted at each annual conference by policy committees and the full membership. Each year, most of the County's substantive federal priorities align with NACo's policy platform. For the first session of the 116th Congress, Leon County has several substantive federal priorities which NACo will be advocating for or against on behalf of all counties across the nation including:

- *Waters of the U.S.*
For the past several years, the Board has prioritized a top federal legislative issue related to the United States Environmental Protection Agency's (EPA) and the United States Army Corps of Engineers' (Corps) joint administrative rule entitled, "Definition of Waters of the U.S. Under the Clean Water Act" (WOTUS). This rule amends the current definition to expand the range of waters (and their conveyances) that are subject to federal jurisdiction. The rule, which became final on August 28, 2015, eliminates the distinction between traditional navigable waters (such as lakes, rivers, and streams) and conveyances such as ditches and drains. The rule applies regardless of flow or hydrologic connections. While Congress has attempted to repeal or revise the rule, President Obama vetoed these efforts.

On February 28, 2017 President Trump released the executive order, "Restoring the Rule of Law, Federalism, and Economic Growth by Reviewing the 'Waters of the U.S.' Rule." Following the executive order, the EPA and Corps signed a notice initiating the first step of a two-step process to review and rewrite the rule. In January 2018, the agencies finalized a rule to extend the implementation of the revised rule and the withdrawal of the 2015 rule until 2020. Shortly after, two lawsuits were filed challenging the agencies' authority to modify the implementation date of a final rule. On August 16, 2018, the U.S. District Court of South Carolina ruled the agencies to be in violation of the Administrative Procedure Act by failing to seek meaningful public comment on an already finalized rule – effectively ruling the 2015 WOTUS rule in effect in 26

states. In response, several federal district courts issued injunctions preventing or blocking the 2015 WOTUS rule from going into effect in 28 states including Florida; however, the rule stands in effect in the remaining states.

The broader interpretation of the WOTUS in the 2015 rule could potentially impact local-owned and maintained streets, gutters, and other stormwater infrastructure. Staff recommends the Board's support of NACo's advocacy efforts for the withdrawal of the 2015 WOTUS rule until further analysis and in-depth consultation with state and local officials can be completed.

- *Health Care Reform*

Counties play an integral role in the nation's health care system by investing over \$80 billion annually in funding and providing health services. Historically, most states require counties to provide health care for low-income, uninsured, or underinsured residents; however, the care is often not reimbursed. As a result, counties depend on Medicaid to reduce the amount of uncompensated care that must be provided by county health systems. In 2010, the passage of the Affordable Care Act granted states the ability to expand Medicaid to also include low-income adults without children. Since that time, there have been several attempts by the President and Congress to restructure the health care system to withdraw the states' option to expand Medicaid and reallocate funding into per-capita allotments or block grants; however, these efforts to date have been unsuccessful.

Staff will continue to monitor legislative and budgetary developments related to health care and changes that may adversely impact counties. In addition, staff recommends the Board's support of NACo's efforts to work with the Trump Administration and Congress to ensure that any future changes to the nation's health care system do not simply shift federal and state costs to counties.

- *Promote County Infrastructure Priorities*

Counties play a central role in the nation's transportation system – owning 46% of all public roads and maintaining a substantial portion of the nation's bridge inventory, public transit agencies, and airports that connect residents, communities, and businesses. In February 2018, President Trump introduced his infrastructure plan, which totaled \$1.5 trillion in new spending and financing for infrastructure projects across the country. Since the introduction of the infrastructure plan, the administration has continued to advocate for infrastructure policy designed to create, improve, renovate and repair our nation's aging infrastructure. Any new infrastructure package, if realized, could impact counties' ability to prioritize and advocate for specific projects. Thus, NACo advocates for counties to be recognized as major owners of infrastructure in any future federal infrastructure package. Staff recommends the Board's support of NACo's efforts to ensure county

transportation and infrastructure priorities are included in any new infrastructure bill presented by Congress.

- *Long-Term Federal Funding Support of Payment in Lieu of Taxes (PILT) Program and Secure Rural Schools (SRS) Program*

Roughly 62% of counties in the United States have federal land within their boundaries. Although counties are required to provide essential services for federal land, they are unable to collect property tax on that land. For the past 40 years, the PILT program has provided funding to counties and municipalities to offset lost tax revenue from federal land within their respective boundaries. Additionally, rural counties and schools have historically relied on a share of receipts from timber harvests on federal land. More recently, the SRS program was established to provide assistance to these localities that have been affected by a decline in revenue from timber harvests to supplement local funding for education services and roads. For FY 2018, Congress funded PILT at \$552 million and SRS at \$256 million. Each year, Leon County receives funding from the federal government through these programs due to the portion of Apalachicola National Forest in Leon County. NACo supports federal legislation that includes full mandatory funding for PILT and reauthorization of SRS in the FY 2019 appropriations package and supports a long-term sustainable strategies for both programs.

- *Collection of Sales Tax on Remote Transactions*

In 1992, a U.S. Supreme Court ruling restricted state and local governments from collecting sales tax from remote online vendors that did not have a physical presence in a state, and instead required consumers who bought goods online to remit applicable sales taxes individually. Since then, state and local governments have relied on consumers voluntarily remitting sales taxes as this provision has been largely unheeded and not enforced. An estimated \$400 million in potential revenue is lost each year the tax goes uncollected; however, congressional legislation that would allow state and localities to collect taxes on online sales has failed to gain traction pass both chambers in recent years. Although the inability to collect an internet sales tax puts local businesses in Florida at a disadvantage to out-of-state online retailers, legislation to implement internet sales tax has also been unsuccessful in the State Legislature. Congressional legislation that would allow state and localities to collect taxes on online sales has also failed to gain traction pass both chambers.

On June 2018, in the absence of federal legislative action, the Supreme Court overturned the precedent ruling authorizing state and local governments to collect sales tax from remote vendors. The ruling enables states to decide whether to enforce remote sales tax collection and to pass legislation requiring remote sellers to collect these taxes, even if a vendor has no physical presence in the state. In light of this change, staff recommends the Board's support of NACo's continued coordination with

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Congress to ensure codifying legislation grants counties the authority to enforce the collection of local sales taxes from remote sellers.

Community Legislative Dialogue Meetings:

For the past eight years, the County has hosted Community Legislative Dialogue (CLD) Meetings to engage and coordinate with community partners and local organizations in identifying shared interests to monitor throughout each legislative session. Representatives from several community organizations participate in these meetings, including representatives from the Leon County Legislative Delegation, higher education institutions, the Tallahassee Chamber of Commerce, Big Bend Minority Chamber of Commerce, the City of Tallahassee, Leon County School Board, Constitutional Officers, Tallahassee Memorial Hospital, and several others. During staff's presentation of the 2018 Florida Legislative Session Final Report at the May 22, 2018 meeting, the Board directed staff to schedule the Community Legislative Dialogue Meeting for the 2019 legislative session to be held on Friday, March 29, 2019 at 9:00 a.m.

Options:

1. Approve the 2019 state and federal legislative priorities, as amended by the Board.
2. Do not approve the 2019 state and federal legislative priorities.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. 2019 State and Federal Legislative Appropriations Requests



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	County Administration	Division:	Strategic Initiatives
Contact Person:	Andy Johnson	Title:	Assistant to the County Administrator
Email:	JohnsonAn@LeonCountyFL.gov	Phone:	850-606-5383

APPROPRIATION REQUEST	
Project Title:	Backup Generator – Secondary Special Needs Shelter
Program Category:	<input type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input type="checkbox"/> Transportation
	<input type="checkbox"/> Agriculture & Natural Resources <input type="checkbox"/> Tourism & Economic Development
	<input checked="" type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	(Q3) - Provide essential public safety infrastructure and services. (G2) - Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.
Project Description:	
<p>This project requests funding to install a backup generator at the Florida Department of Health facility located at 872 West Orange Avenue in Tallahassee. With a backup generator, this facility would be able to serve as a secondary shelter location for citizens with special medical needs following a disaster. At this time the primary special needs shelter in Leon County is located at Florida High School. This project would also allow the primary special needs shelter to demobilize more quickly after a disaster and reopen for school-related functions by providing an alternate location to accommodate special needs shelterees.</p>	
Purpose of the Project and Services/Benefits Provided:	
<p>This project seeks to enhance Leon County’s ability to shelter citizens with special medical needs following a disaster. This project will provide an additional facility that can be utilized as a special needs shelter in the event of severe winds, flooding, and/or loss of main electrical power.</p>	
Population Served:	
<p>This project will benefit all residents of Leon County, as well as potential evacuees to Leon County from other areas affected by a disaster.</p>	
Project Dates for Construction/Operation:	
<p>If awarded funding, construction and/or installation of improvements would occur in FY2019 and FY 2020.</p>	

Leon County Board of County Commissioners

2019 Legislative Proposal

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FUNDING REQUESTS	
Funding Requested:	\$300,000

PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)			
Source:		Amount:	
Source:		Amount:	
Source:		Amount:	



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	County Administration	Division:	Strategic Initiatives
Contact Person:	Andy Johnson	Title:	Assistant to the County Administrator
Email:	JohnsonAn@LeonCountyFL.gov	Phone:	850-606-5383

APPROPRIATION REQUEST	
Project Title:	Backup Generators – Branch Libraries and Community Centers
Program Category:	<input type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input type="checkbox"/> Transportation
	<input type="checkbox"/> Agriculture & Natural Resources <input type="checkbox"/> Tourism & Economic Development
	<input checked="" type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	(Q3) - Provide essential public safety infrastructure and services. (G2) - Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.
Project Description:	
This project requests funding support to install backup generators at eight Leon County facilities (branch libraries and community centers) to ensure that they are can be utilized to support disaster response and recovery operations.	
Purpose of the Project and Services/Benefits Provided:	
This project seeks to ensure that these facilities are operable and/or can be utilized in the event of severe winds, flooding, and/or loss of main electrical power. This project will ensure that these facilities, which are located all areas of the community including urbanized areas as well as outlying rural areas, can be used as comfort stations, points of distribution for water and supplies, logistical staging areas, or for other uses as described in the County’s Comprehensive Emergency Management Plan.	
Population Served:	
This project will benefit all residents of Leon County, as well as potential evacuees to Leon County from other areas affected by a disaster.	
Project Dates for Construction/Operation:	
If awarded funding, construction and/or installation of improvements would occur in FY2019 and FY 2020.	

Leon County Board of County Commissioners

2019 Legislative Proposal

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FUNDING REQUESTS

Funding Requested:	\$1 million
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PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)

Source:		Amount:	
Source:		Amount:	
Source:		Amount:	



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	County Administration	Division:	Strategic Initiatives
Contact Person:	Andy Johnson	Title:	Assistant to the County Administrator
Email:	JohnsonAn@LeonCountyFL.gov	Phone:	850-606-5383

APPROPRIATION REQUEST	
Project Title:	Leon Works Expo and Junior Apprenticeship
Program Category:	<input type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input type="checkbox"/> Transportation
	<input type="checkbox"/> Agriculture & Natural Resources <input checked="" type="checkbox"/> Tourism & Economic Development
	<input type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	(EC2) - Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation. (2016-4A) 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.

Project Description:

Working closely with the Florida Department of Economic Opportunity (DEO), Leon County identified that the Leon-Gadsden-Wakulla County area will have over 27,000 skilled job openings in a variety of industries in the next six years. Many of these positions will go unfilled simply because the region lacks workers with the needed skills and qualifications. The Leon Works Expo and Junior Apprenticeship Program are designed to both raise awareness about careers in the skilled workforce and to provide emerging students with entry-level skills training and work experience prior to entering the private workforce. Through this program, Leon County seeks to raise awareness about skilled careers and provides internship opportunities matching many of the academic programs currently offered by local colleges, which will allow students the ability to gain entry-level skills training on the job prior to entering the private workforce.

Purpose of the Project and Services/Benefits Provided:

This appropriation request is to support the Leon Works Expo and Junior Apprenticeship Program, an expansion of Leon County's internship offerings in skilled career fields. Beyond simply raising awareness about careers in the skilled workforce, it is imperative that opportunities exist in the community for early-career workers to gain hands-on experience in the workplace. For the past several years Leon County has partnered with Tallahassee Community College and North Florida Community College to establish internships in the County's EMS division for EMS Technology students. Many additional opportunities exist for the County to offer internships in support of local colleges' existing academic programs in skilled career fields such as building construction, computer technology, graphic design, public safety, and other fields that require more than a high school diploma but less than a four-year degree. This request seeks a partnership with the State of Florida to provide these opportunities for entry-level skills training for students prior to entering the workforce.

Leon County Board of County Commissioners

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Population Served:

The Junior Apprenticeship program targets local high school students and students currently enrolled in local colleges and technical centers. In addition, through the Leon Works Expo, the program also seeks to raise awareness about skilled careers among high school students and other area residents who may be unemployed, underemployed, or who may be seeking a career change.

Project Dates for Construction/Operation:

October 1, 2019 through September 30, 2020.

FUNDING REQUESTS

Funding Requested:

\$100,000

PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)

Source:	Leon County	Amount:	TBD (in-kind operational support)
Source:		Amount:	
Source:		Amount:	



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	County Administration	Division:	Strategic Initiatives
Contact Person:	Andy Johnson	Title:	Assistant to the County Administrator
Email:	JohnsonAn@LeonCountyFL.gov	Phone:	850-606-5383

APPROPRIATION REQUEST	
Project Title:	Orchard Pond Greenway Trail, Phase II
Program Category:	<input type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input checked="" type="checkbox"/> Transportation
	<input checked="" type="checkbox"/> Agriculture & Natural Resources <input type="checkbox"/> Tourism & Economic Development
	<input type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	(EC1) - Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits. (EN4) - Reduce our carbon footprint. (Q1) - Maintain and enhance our parks and recreational offerings and green spaces. (Q6) - Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.
Project Description:	<p>This proposed legislative priority seeks legislative funding to support the design, engineering, and permitting of the Orchard Pond Greenway Trail, Phase II. This trail segment will be a twelve foot paved multi-use trail parallel to the Orchard Pond Parkway from the eastern parking area to Meridian Road, adding approximately 1.4 miles to the overall trail. The actual alignment of the trail segment has not yet been established and will require survey, design, engineering, and permitting.</p> <p>Prior to the conveyance of the property to Leon County, the previous property owner requested funding during the 2015 and 2016 legislative sessions to help fund the construction of the trail, and the County requested funding during the 2017 and 2018 sessions. The Legislature previously included funding for this project in its approved budget in 2015, 2016, and 2017, but the project was vetoed by the Governor each year. Staff recommends an appropriation request be made again during the upcoming legislative session for Phase II of the project.</p>
Purpose of the Project and Services/Benefits Provided:	<p>This project will create recreational trails to be utilized as horse, pedestrian and bike trails adjoining the recently completed Orchard Pond Parkway. Phase II is the eastern segment of the trailhead and will connect to the Phase I segment, or the western part of the trail.</p>
Population Served:	<p>This project will benefit all residents of and visitors to Leon County. The trail will be open for use to the general public.</p>
Project Dates for Construction/Operation:	<p>If funded, design, engineering, and permitting of the trail segment would occur in FY2019 and FY2020.</p>

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FUNDING REQUESTS

Funding Requested:	\$300,000
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PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)

Source:	Leon County	Amount:	TBD (in-kind)
Source:		Amount:	
Source:		Amount:	



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	Public Works	Division:	Engineering Services
Contact Person:	Theresa Heiker	Title:	Stormwater Management Coord.
Email:	HeikerT@LeonCountyFL.gov	Phone:	850-606-1526

APPROPRIATION REQUEST	
Project Title:	Lake Henrietta Renovation
Program Category:	<input type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input type="checkbox"/> Transportation
	<input checked="" type="checkbox"/> Agriculture & Natural Resources <input type="checkbox"/> Tourism & Economic Development
	<input type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	(EN1) - Protect the quality and supply of our water. (EN2) - Conserve and protect environmentally sensitive lands and our natural ecosystems. (Q1) - Maintain and enhance our parks and recreational offerings and green spaces.

Project Description:

This project involves the major restoration of the 17 year old Lake Henrietta stormwater facility on Springhill Road. The stormwater facility was constructed with its northern five acres excavated as a sump to capture and concentrate the sediment from the west, central and east drainage ditches and treats runoff before it enters Lake Munson downstream.

An original projection of 8,000 cubic yards of sediment removal was expected at this juncture in the ponds service life. However, during the initial design phase, the actual amount found is approximately 53,000 cubic yards. The amount of sediment captured in this sump far exceeds the estimates, which is believed to be largely due to the delay of planned implementation of restoration projects in the contributing area. Due to the much larger than expected sediment quantity, hydraulic dredging is the best long-term solution. This requires property acquisition for storage and processing of dredge material.

In addition to this project, the Board recently funded sediment sampling at Lake Munson, conducted by the Florida Geologic Survey, to look for potential contamination and to determine potential disposal of contaminated material or recommend alternatives in lake restoration activities. This will be used to develop remediation plans and associated future projects for Lake Munson.

Purpose of the Project and Services/Benefits Provided:

The project is divided into five phases. Property acquisition and design and permitting of an adjacent spoil handling site have been funded. This projects requests funds to support hydraulic dredging and the design and installation of a trash rack at Lake Henrietta. The removal of sediment and litter from the lake will improve water quality flowing to Lake Munson and ultimately to Wakulla Springs.

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Population Served:

This project will benefit all residents of and visitors to Leon County.

Project Dates for Construction/Operation:

If funded, design, engineering, permitting, and construction of the trail segment would occur in FY2019 and FY2020.

FUNDING REQUESTS

Funding Requested:

\$1,500,000

PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)

Source:	Leon County	Amount:	TBD (Sales Tax Extension)
Source:		Amount:	
Source:		Amount:	



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	Public Works	Division:	Engineering Services
Contact Person:	Theresa Heiker	Title:	Stormwater Management Coord.
Email:	HeikerT@LeonCountyFL.gov	Phone:	850-606-1526

APPROPRIATION REQUEST	
Project Title:	Fords Arm Restoration
Program Category:	<input type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input type="checkbox"/> Transportation
	<input checked="" type="checkbox"/> Agriculture & Natural Resources <input type="checkbox"/> Tourism & Economic Development
	<input type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	(EN1) - Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural ecosystems, and protect our water quality, including the Floridan Aquifer, from local and upstream pollution. (rev. 2013)
Project Description:	
<p>This project will provide for the retrofit Timberlane Creek to improve water quality of stormwater into Fords Arm of Lake Jackson, a State Aquatic Preserve and an Outstanding Florida Water. Currently, Fords Arm has one of the highest pollutant loads of phosphorus within Lake Jackson. This project was developed under the State of Florida's Surface Water Improvement and Management (SWIM) Program in order to protect Florida's highly threatened surface water bodies. This project includes a new stormwater pond, channel stabilization, and drainage improvements.</p>	
Purpose of the Project and Services/Benefits Provided:	
<p>The project will reduce phosphorus loads into Timberlane Creek by a combination of channel stabilization, construction of a stormwater sump and drainage enhancements under Timberlane Road and Meridian Road.</p>	
Population Served:	
<p>All residents of Leon County will benefit from this project. Lake Jackson is one of Leon County's most precious natural resources, and is listed as an "Outstanding Florida Water" by the State of Florida. In addition to its use for boating, swimming, and fishing by the residents of Leon County, Lake Jackson generates over \$15 million annually in tourism and associated economic activity (Lake Jackson Management Plan 1997 addendum, adjusted for inflation).</p>	
Project Dates for Construction/Operation:	
<p>If allocated state and/or federal funding, design, permitting, easement acquisition and construction could be complete within three years of project funding.</p>	

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FUNDING REQUESTS

Funding Requested:	\$4,000,000
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PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)

Source:	Leon County	Amount:	\$2,000,000 (local match - land acquisition)
Source:	Leon County	Amount:	\$870,000 (in-kind match for design and permitting)
Source:		Amount:	



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	Public Works	Division:	Engineering Services
Contact Person:	Theresa Heiker	Title:	Stormwater Management Coord.
Email:	HeikerT@LeonCountyFL.gov	Phone:	850-606-1526

APPROPRIATION REQUEST	
Project Title:	Centerville Trace Septic to Sewer
Program Category:	<input type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input type="checkbox"/> Transportation
	<input checked="" type="checkbox"/> Agriculture & Natural Resources <input type="checkbox"/> Tourism & Economic Development
	<input type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	<p>(EN1) - Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural ecosystems, and protect our water quality, including the Floridan Aquifer, from local and upstream pollution.</p> <p>Continue to work with regional partners to develop strategies to further reduce nitrogen load to Wakulla Springs, including:</p> <p>(EN1) - Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County.</p>
Project Description:	<p>This project is the design phase of a wastewater collection system in the Centerville Trace neighborhood, to be connected to the City of Tallahassee’s central sewer system. This request is for one-time costs that will include design, engineering, and permitting fees associated with this project. Centerville Trace is a “sewer target area,” as identified in the City of Tallahassee’s 2030 Master Sewer Plan and is also identified in the Water and Sewer Agreement between the City and County as a target sewer service area.</p>
Purpose of the Project and Services/Benefits Provided:	<p>The project will reduce nitrogen and fecal coliform discharges to nearby natural systems, including the Wakulla Springshed, the Lake Lafayette Chain of Lakes, and the St. Marks River watershed. Converting wastewater treatment in the Centerville Trace subdivision to advanced wastewater treatment will reduce the total nitrogen load by 3,100 pounds per year.</p>
Population Served:	<p>Approximately 157 parcels with existing septic tanks will benefit from centralized sewer service. In addition, this project contributes to the reduction of nitrogen flowing to Wakulla Springs, an important local and state resource for tourism. Over 200,000 tourists visit Wakulla Springs State Park each year.</p>

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Project Dates for Construction/Operation:

If allocated state and/or federal funding, design, engineering, and permitting of the system would occur in FY2019 and FY2020.

FUNDING REQUESTS

Funding Requested:	<p><u>Total Funding Requested: \$1 million</u></p> <ul style="list-style-type: none"> • Pump station site acquisition: \$275,000 • Connection survey, system design, and permit applications: \$725,000
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PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)

Source:		Amount:	
Source:		Amount:	
Source:		Amount:	



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	Public Works	Division:	Engineering Services
Contact Person:	Theresa Heiker	Title:	Stormwater Management Coord.
Email:	HeikerT@LeonCountyFL.gov	Phone:	850-606-1526

APPROPRIATION REQUEST	
Project Title:	Harbinwood Estates Septic to Sewer
Program Category:	<input type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input type="checkbox"/> Transportation
	<input checked="" type="checkbox"/> Agriculture & Natural Resources <input type="checkbox"/> Tourism & Economic Development
	<input type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	<p>(EN1) - Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural ecosystems, and protect our water quality, including the Floridan Aquifer, from local and upstream pollution. (rev. 2013)</p> <p>Continue to work with regional partners to develop strategies to further reduce nitrogen load to Wakulla Springs, including:</p> <p>(EN1) - Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County (2013)</p>
Project Description:	<p>This project is the design phase of a wastewater collection system in the Harbinwood Estates neighborhood, to be connected to the City of Tallahassee’s central sewer system. This request is for one-time costs that will include design, engineering, and permitting fees associated with this project. Harbinwood Estates is a “sewer target area,” as identified in the City of Tallahassee’s 2030 Master Sewer Plan and is also identified in the Water and Sewer Agreement between the City and County as a target sewer service area. Harbinwood Estates has been identified as a contributor to high nutrient concentrations in Lake Jackson, a State Aquatic Preserve and an Outstanding Florida Water.</p>
Purpose of the Project and Services/Benefits Provided:	<p>The project will reduce nitrogen and fecal coliform discharges to nearby natural systems, including the Lake Jackson Aquatic Preserve. Converting wastewater treatment in the Harbinwood Estates subdivision to advanced wastewater treatment will reduce the total nitrogen load by 8,000 pounds per year, contributing significantly to the protection of this important ecological resource.</p>
Population Served:	<p>Approximately 400 parcels with existing septic tanks will benefit from centralized sewer service. In addition, this project contributes to the reduction of nitrogen flowing to Lake Jackson, a State Aquatic Preserve and an Outstanding Florida Water. In addition to its use for boating, swimming, and fishing by the residents of Leon County, Lake Jackson generates over \$15 million annually in tourism and associated economic activity (Lake Jackson Management Plan 1997 addendum, adjusted for inflation).</p>

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Project Dates for Construction/Operation:

If allocated state and/or federal funding, surveys and site acquisition would occur in FY2019. Design, engineering, and permitting would be anticipated in FY2020.

FUNDING REQUESTS

Funding Requested:

Total Funding Requested: \$2.5 million

- 400-lot connection survey: \$200,000
- Collection system and force main design survey: \$200,000
- Pump station site acquisition: \$275,000
- Design and permit applications: \$1,825,000

PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)

Source:		Amount:	
Source:		Amount:	
Source:		Amount:	



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	Public Works	Division:	Engineering Services
Contact Person:	Theresa Heiker	Title:	Stormwater Management Coord.
Email:	HeikerT@LeonCountyFL.gov	Phone:	850-606-1526

APPROPRIATION REQUEST	
Project Title:	Fred George Wetland Restoration
Program Category:	<input type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input type="checkbox"/> Transportation
	<input checked="" type="checkbox"/> Agriculture & Natural Resources <input type="checkbox"/> Tourism & Economic Development
	<input type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	(EN1) - Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural ecosystems, and protect our water quality, including the Floridan Aquifer, from local and upstream pollution. (rev. 2013) (Q1) - Maintain and enhance our recreational offerings associated with parks and greenway system for our families, visitors and residents. (rev. 2013)
Project Description:	
This request is for one-time construction funds to re-grade the existing topography of the Fred George Wetland and intercept debris at a major inflow point to Fred George Sink, a karst feature located within the Ochlockonee River watershed and the Wakulla Springs basin area. Leon County received a \$377,000 grant from the Florida Communities Trust in 2009 for acquisition of this site.	
Purpose of the Project and Services/Benefits Provided:	
By providing enhanced water quality treatment of runoff and debris interception prior to release into sinks, this project will restore wildlife habitat, rehydrate wetlands, and improve discharge into the Floridan aquifer and will directly benefit the Wakulla Springs springshed. The need for this project has been identified in the Florida Department of Environmental Protection’s draft Upper Wakulla River and Wakulla Springs Basin Management Action Plan.	
Population Served:	
All residents of Leon County will benefit from enhanced recreational opportunities and the improved discharge to the Floridan Aquifer. The Fred George Greenway was acquired in 2009 through joint funding from Florida Communities Trust, Blueprint 2000, and County funding.	
Project Dates for Construction/Operation:	
If allocated state and/or federal funding, design, permitting, and construction could be complete within two years of project funding.	

Leon County Board of County Commissioners

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FUNDING REQUESTS	
Funding Requested:	\$1,000,000

PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)			
Source:		Amount:	
Source:		Amount:	
Source:		Amount:	



Leon County Board of County Commissioners

2019 Legislative Priorities Information Form

CONTACT INFORMATION			
Department:	Intervention/Detention Alternatives	Division:	N/A
Contact Person:	Teresa Broxton	Title:	Director
Email:	BroxtonT@LeonCountyFL.gov	Phone:	850-606-5712

APPROPRIATION REQUEST	
Project Title:	Offender Re-entry Programs
Program Category:	<input checked="" type="checkbox"/> Criminal & Civil Justice <input type="checkbox"/> Health & Human Services
	<input type="checkbox"/> Education <input type="checkbox"/> Transportation
	<input type="checkbox"/> Agriculture & Natural Resources <input type="checkbox"/> Tourism & Economic Development
	<input type="checkbox"/> General Government/Operations <input type="checkbox"/> Other: _____
Strategic Plan Alignment:	(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.
Project Description:	
This project seeks funding to support offender re-entry services in Leon County.	
Purpose of the Project and Services/Benefits Provided:	
This project seeks funding to enhance local re-entry programs serving the Leon County community. Offender reentry programs have been nationally recognized as a best practice in breaking the cycle of reoffending and reincarceration and have far reaching implications for enhanced public safety. Specialized programs and services targeting this population are essential to successful reintegration into a free society. Depending on the level of support available from family or friends, offenders transitioning from custody back into the community may have a variety of needs, from immediate basic survival essentials, such as food, clothing and shelter, to intermediate and long-term support such as transportation, personal records (i.e. birth certificate, and other forms of identification, driver's license, social security card, etc.) life and work skills or vocational training, job-placement assistance, behavioral health and/or substance abuse counseling.	
Population Served:	
This project would directly serve Leon County citizens returning to the community after incarceration.	
Project Dates for Construction/Operation:	
Requested funding would support re-entry programs during FY 2019-2020.	

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FUNDING REQUESTS

Funding Requested:	\$300,000
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PRESENT OR PENDING FUNDING SOURCES (INCLUDING COUNTY)

Source:		Amount:	
Source:		Amount:	
Source:		Amount:	

**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: 2018 State Aid to Libraries Grant Agreement, the Library's FY 2019 Annual Plan, and Certification of Hours, Free Library Service and Access to Materials

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Cay Hohmeister, Director, Library Services
Lead Staff/ Project Team:	Scott Joyner, Operations and Administration Manager

Statement of Issue:

This agenda item requests the Board's approval of the 2018 State of Florida Aid to Libraries Grant in order to receive an estimated \$151,634. In addition, as a requirement of the grant application process, this item requests the Board's approval of the Library's FY 2019 Annual Plan and the Certification of Hours, Free Library Service, and Access to Materials.

Fiscal Impact:

This item has a fiscal impact. The associated grant does not require the County to provide match funding. The funding for State Aid to Libraries, appropriated by the Florida Legislature in the annual session, is anticipated in the FY 2018-2019 budget.

Staff Recommendation:

- Option #1: Approve the 2018 State Aid to Libraries grant agreement between the Florida Department of State and Leon County (Attachment #1) and authorize the County Administrator to execute.
- Option #2: Approve the LeRoy Collins Leon County Public Library FY 2019 Annual Plan (Attachment #2).
- Option #3: Approve the Certification of Hours, Free Library Services and Access to Materials (Attachment #3) and authorize the County Administrator to execute.

Report and Discussion

Background:

State Aid supplemental operating funds are awarded annually by the Florida Legislature through the Florida Department of State, Division of Library and Information Services, to public libraries in Florida who meet the eligibility requirements as detailed in Chapter 257, *Florida Statutes*. The County's public library system has consistently met the State Aid requirements and has received grant funding every year since 1963. This year, the grant agreement reflects changes that were required by the Florida Department of Financial Services.

One of the State Aid requirements is that a 3 to 5 year long-range plan and an annual plan must be on file with the Division of Library and Information Services. As the Library's governing body, the Leon County Board of County Commissioners must approve the plans. The current 3-year long-range plan was approved by the Board of County Commissioners on September 13, 2016. A board-approved Annual Plan must be submitted annually as a part of the application for State Aid to Libraries.

In addition, applicants must now submit a certification verifying that certain requirements of the grant program have been met, namely: the provision of free library service; access to materials, information and services for all residents of the area served; and that at least one library, branch library or member library is open 40 hours or more each week. The County library system meets these requirements. The board must approve the Certification of Hours, Free Library Service, and Access to Materials.

The approval of the plans and the State Aid to Libraries Grant Agreement are the first steps in the two-part application process:

1. Documents about the library, such as current schedule, prior year budget information, and other establishing documents, were submitted before the due date of October 1, 2018.
2. A detailed breakdown of the Library's current budget, the approved Annual Plan for the current fiscal year, an operating statistical report for FY 2018 and the Certification of Hours, Free Library Service, and Access to Materials are due on December 1, 2018. This year the signed grant agreement is also due on December 1.

The State Aid to Libraries grant program is essential to the following FY2017-FY2021 Strategic Plan 5-Year Target:

- Double the number of downloadable books at the library. (T9)

This particular 5-Year Target aligns with the Board's Quality of Life Strategic Priority:

- (Q2) Provide relevant library offerings which promote literacy, lifelong learning, and social equity.

Analysis:

The State's requirements for the Library's long-range plan include a three- to five- year planning cycle. The County's Strategic Initiatives and Targets for the Library are included in the Library's business plan as well as in the library's planning documents.

The FY 2019 proposed annual plan provides direction for the third year of the long-range Plan and continues to support the County's Strategic Initiatives and Targets. Failure to approve the Annual Plan, the Certification of Hours, Free Library Service, and Access to Materials and the grant agreement would jeopardize the County's portion of the state-appropriated grant.

Options:

1. Approve the 2018 State Aid to Libraries Grant Agreement between the Florida Department of State and Leon County and authorize the County Administrator to execute.
2. Approve the LeRoy Collins Leon County Public Library FY 2019 Annual Plan
3. Approve the Certification of Hours, Free Library Services and Access to Materials (Attachment #3) and authorize the County Administrator to execute.
4. Do not approve the 2018 State Aid to Libraries Grant Agreement between the Florida Department of State and the County.
5. Do not approve the LeRoy Collins Leon County Public Library FY 2019 Annual Plan.
6. Do not approve the Certification of Hours, Free Library Services and Access to Materials.
7. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

1. FY 2018/19 State Aid to Libraries Grant Agreement
2. LeRoy Collins Leon County Public Library Annual Plan for Library Service FY 2018/19
3. Certification of Hours, Free Library Services, and Access to Materials

Leon County Public Library System
Leon County

STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND

Leon County, Florida for and on behalf of Leon County Public Library System

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the **Leon County, Florida for and on behalf of Leon County Public Library System**, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2018-19 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Grant Purpose. This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, *Florida Statutes*, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2016 - September 30, 2017.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2016 through June 30, 2019. The Grantee shall:

- Have a single administrative head employed full time by the library's governing body;
- Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provide access to materials, information and services for all residents of the area served; and
- Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

- b) The Grantee agrees to provide the following Deliverables related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task 1:

- Payment will be an advance in the amount of 100% of the grant award for the period October 1, 2016 through June 30, 2019. The Grantee will:
 - Have expended funds to provide free library service during the period October 1, 2016 - September 30, 2017;
 - Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2016 - September 30, 2017 only;
 - Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement;
 - Provide the Certification of Credentials for the Single Administrative Head; and
 - Provide a Certification of Hours, Free Library Service and Access to Materials.

- c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).

- 2. Length of Agreement.** This Agreement covers the period of October 1, 2016 to June 30, 2019, unless terminated in accordance with the provisions of Section 28 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2016) and concludes with the end of the State of Florida's current fiscal year (June 30, 2019).
- 3. Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2016 – September 30, 2017) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B. No costs incurred after the second preceding fiscal year shall be allowed unless specifically authorized by the Division.
- 4. Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

For the Division of Library and Information Services:

Marian Deeney, Library Program Administrator
Florida Department of State
R.A. Gray Building
Mail Station # 9D
500 South Bronough Street
Tallahassee, Florida 32399-0250
Phone: 850.245.6620
Facsimile: 850.245.6643
Email: marian.deeney@dos.myflorida.com

For the Grantee:

Ms. Cay Hohmeister, Director
Leon County Public Library System
200 West Park Avenue
Tallahassee, Florida 32301-7720
Phone: 850.606.2665
Facsimile: 850.606.2601
Email: Hohmeisterc@leoncountyfl.gov

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the “Fiscal Year 2018-19 State Aid to Libraries Final Grants” document (Attachment B), which shall be paid by the Division in consideration for the Grantee’s minimum performance as set forth by the terms and conditions of this Agreement. Payment will be an advance in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form (form number DFS-AI-26E, rev 6/2014), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/Division/AA/Forms/DFS-AI-26E.pdf. The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit flvendor.myfloridacfo.com. **A copy of the Grantee’s Florida Substitute Form W-9 must be submitted by the Grantee to the Division with the executed Agreement.**

- 8. Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.

- 9. Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, webpages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, which is administered by the Florida Department of State’s Division of Library and Information Services.”

- 10. Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (dated February, 2011), incorporated by reference, which are available online at myfloridacfo.com/aadir/reference_guide.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

- 11. Travel Expenses.** The Subgrantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.

- 12. Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service’s Reference Guide for State Expenditures (dated February, 2011) (myfloridacfo.com/aadir/reference_guide), incorporated by reference.

- 13. Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
- 14. Single Audit Act.** Each grantee, other than a grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year.
- 15. Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close-out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
- 16. Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
- 17. Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
- 18. Noncompliance.** Any Grantee that [is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable law or that](#) has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any OCHIP grant may be released.

19. Accounting Requirements. The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:

- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
- b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
- c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
- d) The name of the account(s) must include the grant award number;
- e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
- f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).

20. Availability of State Funds. The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

21. Lobbying. The Subgrantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.

22. Independent Contractor Status of Grantee. The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.

23. Grantee's Subcontractors. The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.

24. Liability. The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.

- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
- b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
- c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
- d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

25. Strict Compliance with Laws. The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.

26. No Discrimination. The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.

27. Breach of Agreement. The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.

28. Termination of Agreement. The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.

29. Preservation of Remedies. No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.

30. Non-Assignment of Agreement. The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.

31. Required Procurement Procedures for Obtaining Goods and Services. The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.

a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:

1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.

2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

32. Conflicts of Interest. The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.

33. Binding of Successors. This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.

34. Employment of Unauthorized Aliens. The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act (8 USC 1324(a)), incorporated by reference. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

35. Severability. If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.

36. Americans with Disabilities Act. All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 (ada.gov), incorporated by reference).

37. Governing Law. This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

38. Entire Agreement. The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Florida Single Audit Act Requirements (Attachment A)
- c) Fiscal Year 2018-19 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

Grantee:

By: _____
Chair of Governing Body or
Chief Executive Officer

Typed name and title

Date

Clerk or Chief Financial Officer

Typed name and title

Date

Department of State:

By: _____
Amy Johnson, Director
Division of Library and Information Services
Department of State, State of Florida

Typed name and title

Date

Witness

Date

ATTACHMENT A

FEDERAL AND STATE OF FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200.501 Section 215.97, *Florida Statutes*, monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR 2 §200.425, and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR 200.90, 200.64 & 200.70 as revised.

- i. In the event that the recipient expends \$750,000 for fiscal years ending after December 31, 2014 or more during the non-Federal entity's fiscal year in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of 2CFR 200.501. Exhibit 1 to this agreement indicates Federal resources awarded through the Department of State. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR 200.502. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR 200.514, as revised, will meet the requirement of this part.
- ii. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.

- iii. If the recipient expends less than \$750,000 for fiscal years ending after December 31, 2014 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200.501 is not required. In the event that the recipient expends less than \$750,000 for fiscal years ending after December 31, 2014 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200.501, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities). (d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

U.S. Government Printing Office www.ecfr.gov

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2) (1), *Florida Statutes*

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending after June 30, 2016), the recipient 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 Executive Office of the Governor and the Chief Financial Officer; 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 Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2) (d), *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 recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending after June 30, 2016), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year ending after June 30, 2016 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 nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)
<http://www.fldfs.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)
<http://www.leg.state.fl.us/>

PART III: 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 recipient directly to each of the following:

- A. The Department of State at each of the following addresses:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

- 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. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department of State at each of the following addresses:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

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

3. Any reports, management letter, or other information required to be submitted to the Department of State 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.
4. Recipients, when submitting financial reporting packages to the Department of State 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 recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT – 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Not applicable.

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Not applicable.

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not applicable.

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

Florida Department of State, State Aid to Libraries; CSFA Number 45.030. Award Amount: See Attachment B.

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

ATTACHMENT B

[Fiscal Year 2018-19 State Aid to Libraries Final Grants]

**LeRoy Collins Leon County Public Library
Annual Plan for Library Service
2018/19**

In the third year of the Library's 2016/17 to 2018/19 three-year plan, the Library continues to support the goals and objectives outlined in that plan. The specific objectives in this annual plan also align with the Leon County FY 2017-21 Strategic Plan and the 2018 LEADS Review* recommendations.

Objectives

1. Complete work with the Leon County Office of Information Technology to implement a digital signage system for the libraries, using ConnectedSign software and related equipment already in use by Leon County agencies.
2. Reintroduce the Booked for Lunch author series at the Collins Main Library, featuring local authors.
3. Emphasize and facilitate computer literacy, workforce development and homework help at the Literacy program's Learning Center located in the Dr. B.L. Perry, Jr. Branch Library.
4. Add a regular feature to the library website and newsletter featuring technology tips that spotlight online services and information resources. (LEADS Review recommendation)
5. Offer regularly scheduled tours of the libraries, including behind-the-scenes work areas, to familiarize library users and others with services the library offers. (LEADS Review recommendation)
6. Fulfill the 5-Year Target in the Leon County Strategic Plan to double the number of downloadable books at the library by FY 2020-21, through regular acquisitions.

*Listens for changing needs; Engages citizens and employees; Aligns key strategic processes; Delivers results and relevance; Strives for continuous improvement

19-ST-27

Leon County Public Library System

FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES

STATE AID TO LIBRARIES GRANT APPLICATION

Certification of Hours, Free Library Service and Access to Materials

The Leon County, Florida
(Name of library governing body)

governing body for the
Leon County Public Library System
(Name of library)

hereby certifies that the following statements are true for the time period October 1, 2016 through June 30, 2019:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provides access to materials, information and services for all residents of the area served; and
- Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system).

Signature

Chair, Library Governing Body

Date

Name (Typed)

**Leon County
Board of County Commissioners**

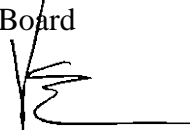
Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Status Report on the Knight Foundation Grant Proposal for a Multi-City/State Tour of Innovative Public Library Systems

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Cay Hohmeister, Director, Library Services
Lead Staff/ Project Team:	Debra Sears, Library Services Manager Heather Peoples, Special Projects Coordinator

Statement of Issue:

This agenda item provides the Board with a status report on the County's Knight Foundation grant proposal to conduct a multi-city/state tour examining best practices of public library systems and exploring how other communities have strategized to maintain and increase the relevancy of libraries.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the Knight Foundation Grant Proposal to conduct a multi-city/state tour to examine best practices of public library systems.

Report and Discussion

Background:

In September, the Community Foundation of North Florida (CFNF) notified County staff that grant funds were available through the Knight Foundation Fund, which invests approximately \$200,000 in Tallahassee/Leon County each year. The Knight Foundation Fund supports projects in smart design, the arts and entrepreneurship as well as projects that aim to revitalize downtown Tallahassee and bordering communities in order to attract and retain talented people (ages 24-35) and promote economic opportunity.

On October 29, 2018, staff submitted a Letter of Inquiry (Attachment #1) to conduct a multi-city/state tour identifying best practices of public library systems that could be adapted to Leon County's Public Library system. This proposed project is modeled after the 2016 Affordable Housing Tour which was planned in collaboration with the Knight Foundation. On October 30, 2018, CFNF invited Leon County to submit a full application for the project.

Analysis:

A formal proposal to conduct a Public Library Tour project is currently being drafted for submission to the CFNF. As detailed in the Letter of Inquiry, the County is seeking \$15,000 for a multi-city/state tour to examine best practices of public library systems.

Leon County's libraries continue to provide new and innovative services and programs including the Seed Library, the Library Lecture Series, lending programs for mobile hotspots and telescopes, virtual reality gaming systems, as well as thousands of downloadable e-books, audio books, and movies. However, in Leon County and communities across the nation, circulation of fixed format materials is declining while downloads of digital content and interest in interactive library programming is on the rise. In Leon County, attendance at Library programs has increased by 24% over the last three years.

Patrons are also seeking more meeting and quiet spaces. Study rooms are increasingly needed for individual study, online test taking and tutorials, job interviews via webcams, and tutoring. Additionally, there is growing demand to use the Library's meeting rooms as gathering spaces for events and programs. In 2018, the Library's 10 meetings rooms were reserved for over 3,300 meetings hosted by a diverse group of community organizations. This is a 62% increase in reservations since 2016.

These trends make it necessary to reassess how the physical space within our libraries is being utilized and prepare for the future roles libraries will play in residents' lives. If awarded the grant funding, Leon County will convene a focus group of stakeholders and community leaders to identify best practices and innovations in other communities. The focus group will conduct on-site visits to three to four targeted communities to explore how they have strategized and identified unique ways to maintain and increase the relevancy of libraries. Members of the tour

may include Leon County staff, representatives from the Knight Creative Communities Institute, as well as a representative from the Friends of the Library, whose mission is to sponsor Library projects and help improve and expand services.

Additionally, the study tour builds upon the upcoming annual retreat that will have a focused discussion on the County's current and future initiatives to build "social infrastructure" – the places, events, and resources that strengthen communities by fostering social interactions and building relationships. As approved at the October 23, 2018 meeting, the Board approved inviting nationally renowned sociologist Dr. Eric Klinenberg to speak and facilitate a conversation on social infrastructure at the retreat. Dr. Klinenberg's research places a particular focus on the important role libraries play in a community's social infrastructure.

Staff anticipates that the library tour would take place during the first few months of 2019 and the final report and recommendations would be presented to the Board. The formal project proposal and grant application will be submitted no later than November 29, 2018. CFNF will notify the County of the Knight Foundation's decision in early 2019.

Options:

1. Accept the status report on the Knight Foundation Grant Proposal to conduct a multi-city/state tour to examine best practices of public library systems.
2. Do not accept the status report on the Knight Foundation Grant Proposal to conduct a multi-city/state tour to examine best practices of public library systems.
3. Board direction.

Recommendation:

Option #1

Attachment:

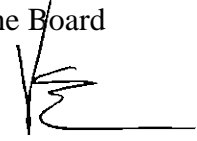
1. Knight Foundation Fund Letter of Inquiry

Leon County Board of County Commissioners

Agenda Item

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: 2018 State Aid to Libraries Grant Agreement, the Library's FY 2019 Annual Plan, and Certification of Hours, Free Library Service and Access to Materials

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Cay Hohmeister, Director, Library Services
Lead Staff/ Project Team:	Scott Joyner, Operations and Administration Manager

Statement of Issue:

This agenda item requests the Board's approval of the 2018 State of Florida Aid to Libraries Grant in order to receive an estimated \$151,634. In addition, as a requirement of the grant application process, this item requests the Board's approval of the Library's FY 2019 Annual Plan and the Certification of Hours, Free Library Service, and Access to Materials.

Fiscal Impact:

This item has a fiscal impact. The item is associated with a grant for \$151,634 with no County match requirement. The funding for State Aid to Libraries, appropriated by the Florida Legislature in the annual session, is budgeted in the FY 2018-2019 budget. However, the grant amount is \$14,356 less than what was budgeted. This reduction is due to the Legislature reducing funding for the program statewide.

Staff Recommendation:

- Option #1: Approve the 2018 State Aid to Libraries grant agreement between the Florida Department of State and Leon County (Attachment #1) and authorize the County Administrator to execute.
- Option #2: Approve the LeRoy Collins Leon County Public Library FY 2019 Annual Plan (Attachment #2).
- Option #3: Approve the Certification of Hours, Free Library Services and Access to Materials (Attachment #3) and authorize the County Administrator to execute.

Report and Discussion

Background:

State Aid supplemental operating funds are awarded annually by the Florida Legislature through the Florida Department of State, Division of Library and Information Services, to public libraries in Florida who meet the eligibility requirements as detailed in Chapter 257, *Florida Statutes*. The County's public library system has consistently met the State Aid requirements and has received grant funding every year since 1963. This year, the grant agreement reflects changes that were required by the Florida Department of Financial Services.

One of the State Aid requirements is that a 3 to 5 year long-range plan and an annual plan must be on file with the Division of Library and Information Services. As the Library's governing body, the Leon County Board of County Commissioners must approve the plans. The current 3-year long-range plan was approved by the Board of County Commissioners on September 13, 2016. A board-approved Annual Plan must be submitted annually as a part of the application for State Aid to Libraries.

In addition, applicants must now submit a certification verifying that certain requirements of the grant program have been met, namely: the provision of free library service; access to materials, information and services for all residents of the area served; and that at least one library, branch library or member library is open 40 hours or more each week. The County library system meets these requirements. The board must approve the Certification of Hours, Free Library Service, and Access to Materials.

The approval of the plans and the State Aid to Libraries Grant Agreement are the first steps in the two-part application process:

1. Documents about the library, such as current schedule, prior year budget information, and other establishing documents, were submitted before the due date of October 1, 2018.
2. A detailed breakdown of the Library's current budget, the approved Annual Plan for the current fiscal year, an operating statistical report for FY 2018 and the Certification of Hours, Free Library Service, and Access to Materials are due on December 1, 2018. This year the signed grant agreement is also due on December 1.

The State Aid to Libraries grant program is essential to the following FY2017-FY2021 Strategic Plan 5-Year Target:

- Double the number of downloadable books at the library. (T9)

This particular 5-Year Target aligns with the Board's Quality of Life Strategic Priority:

- (Q2) Provide relevant library offerings which promote literacy, lifelong learning, and social equity.

Analysis:

The State's requirements for the Library's long-range plan include a three- to five- year planning cycle. The County's Strategic Initiatives and Targets for the Library are included in the Library's business plan as well as in the library's planning documents.

The FY 2019 proposed annual plan provides direction for the third year of the long-range Plan and continues to support the County's Strategic Initiatives and Targets. Failure to approve the Annual Plan, the Certification of Hours, Free Library Service, and Access to Materials and the grant agreement would jeopardize the County's portion of the state-appropriated grant.

Options:

1. Approve the 2018 State Aid to Libraries Grant Agreement between the Florida Department of State and Leon County and authorize the County Administrator to execute.
2. Approve the LeRoy Collins Leon County Public Library FY 2019 Annual Plan
3. Approve the Certification of Hours, Free Library Services and Access to Materials (Attachment #3) and authorize the County Administrator to execute.
4. Do not approve the 2018 State Aid to Libraries Grant Agreement between the Florida Department of State and the County.
5. Do not approve the LeRoy Collins Leon County Public Library FY 2019 Annual Plan.
6. Do not approve the Certification of Hours, Free Library Services and Access to Materials.
7. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

1. FY 2018/19 State Aid to Libraries Grant Agreement
2. LeRoy Collins Leon County Public Library Annual Plan for Library Service FY 2018/19
3. Certification of Hours, Free Library Services, and Access to Materials

Knight Foundation Fund 2018 Letter of Inquiry Form

Please use this form to submit a Letter of Inquiry for your project.

GENERAL INFORMATION

Organization name:	Leon County Government, Library Services
Federal Employer Identification Number (EIN):	[59-6000708]
Primary Contact, Name, title, phone and email address:	Heather Peeples, Special Projects Coordinator Leon County Courthouse 301 S. Monroe Street, Suite 502 Tallahassee, FL 32301 (850) 606-5317 PeeplesH@LeonCountyFL.gov
Amount Requested from Knight Fund:	\$15,000
Total Project Budget:	\$15,000
Organization Annual Operating Budget:	Leon County Library Services FY18 Operating Budget: \$794,730
Project Start and End Dates:	January 1, 2019 – June 1, 2019
Project Title:	Leon County Library Taskforce & Public Library Tour

Answers in the narrative section on the next page should be in 12 point font. You may adjust the space in each box. Increase the space by continuing to type beyond the space provided or shorten the space by deleting rows. Please note the word limit.

Applicants must be a 501(c)3 public charity or tax-exempt government entity. Your organization may submit more than one inquiry. All projects must align with Knight Foundation's goals and objectives which are outlined on our website.

TIMELINE

All Letters of Inquiry must be submitted electronically via email to lharwin@cnf.org. You will receive a return email acknowledging our receipt of your submission. If you have any questions, please call Laura Harwin, Director of Nonprofit Relations at 850-222-2899 or email lharwin@cnf.org.

You will be notified within 60 days as to whether your organization will be invited to submit a full proposal.

Describe your project: (limit 250 words)

Public library services continue to evolve as technologies and communities' needs change. Libraries are no longer just a place to check out books; they are spaces for our creative class, aspiring entrepreneurs and members of the skilled workforce. The Library serves as a community hub where everyone from preschoolers to seniors can explore, discover learn, and play. While Leon County has built an excellent foundation of services, circulation of printed materials is declining, downloads of digital content is on the rise, and patrons are seeking more interactive technology, quiet spaces, and gathering places. These trends make it necessary to reassess how we use the physical space within our libraries and prepare for their future roles in residents' lives.

To develop a plan for Leon County's libraries, beginning with the LeRoy Collins Main Library downtown, we are proposing a multi-city/state tour to examine best practices of public library systems. Similar to the 2016 Affordable Housing Tour planned in partnership with the Knight Foundation, Leon County would convene a taskforce of stakeholders and community leaders to identify best practices and innovations in other communities. The taskforce would conduct on-site visits to targeted communities to explore how they have strategized and identified unique ways to maintain and increase the relevancy of libraries.

Taskforce members may include representatives from the Knight Creative Communities Institute as well as a representative from the Friends of the Library, the County's nonprofit partner whose mission is to sponsor Library projects and help improve and expand services. |

Describe how your project will align with Knight Foundation's goals and objectives (limit 150 words):

Because of the Library's broad span of services, this project is uniquely aligned with the Knight Foundation's goals and objections. Knight works to support projects that will attract and retain talented, young people as well as promote economic opportunity. Libraries can play a larger role in our economic vitality and other communities have found innovative approaches including housing makerspaces, co-working spaces, tool lending libraries, and classes on everything from coding to forklift operation to meet this objective. The Knight Foundation supports efforts to revitalize downtown Tallahassee and bordering communities. The LeRoy Collins Public Library is located in the heart of downtown and should continue to be a public destination through planned placemaking initiatives. Finally, this project promotes community engagement, a fundamental goal of the Knight Foundation. By harnessing the collective ideas of the taskforce, Leon County can ensure that libraries continue to be a place where the strength of our social and economic diversity is highlighted, represented, and served. |

**Leon County
Board of County Commissioners**

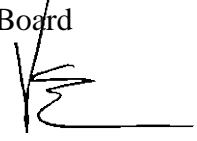
Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Status Report on the County's Participation with the Florida Department of Elder Affairs' Dementia Caring Community Initiative

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:	Chad Abrams, Chief of Emergency Medical Services

Statement of Issue:

This item provides a status report on the County's participation with the Florida Department of Elder Affairs Dementia Care and Cure Initiative (DCCI) and recommends the dissolution of the City of Tallahassee/Leon County Dementia Care and Cure Advisory Council.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Accept the status report on Leon County's participation with the Florida Department of Elder Affairs Dementia Care and Cure Initiative.
- Option #2: Approve the dissolution of the City of Tallahassee/Leon County Dementia Care and Cure Advisory Council.

Report and Discussion

Background:

This item seeks acceptance of a status report on the County's participation with the Florida Department of Elder Affairs Dementia Care and Cure Initiative (DCCI) and recommends the dissolution of the City of Tallahassee/Leon County Dementia Care and Cure Advisory Council.

On October 29, 2018, the County received a correspondence from the Department of Elder Affairs (DOEA) indicating that the Tallahassee/Leon County Dementia Care and Cure Advisory Council (Advisory Council) had achieved its intended goals of establishing a community work plan and creating first steps for action in local communities throughout the State in an effort to create more dementia sensitive communities (Attachment #1). Provided the success of the Advisory Council in establishing recommended best practices for communities and the transition to operationalized local DCCI task forces, the DOEA recommends formally dissolving the Tallahassee/Leon County Dementia Care and Cure Advisory Council.

The Advisory Council was established jointly by the Department of Elder Affairs, Leon County and the City of Tallahassee to increase awareness of dementia and of the services and support available for those impacted by the disease (Attachment #2). The Advisory Council was responsible for developing best practices, training programs and materials that other communities could use to implement a local DCCI taskforce.

At the March 8, 2016 meeting, the Board ratified a proclamation recognizing Leon County as a Dementia Caring Community and directed staff to work with the DOEA on the DCCI pilot program. DOEA hosted a press conference on April 7, 2016 announcing Leon County and the City of Tallahassee as the first Dementia Caring Community in the State.

In May of 2016, County Emergency Medical Services (EMS) staff began the development of curriculum to train and educate first responders on how to interact with patients impacted by dementia. The training focused on how to identify patients with dementia and how best to communicate with those patients to provide the necessary medical care and assistance. In August 2016, DOEA staff conducted four dementia training sessions for the County's paramedics and emergency medical technicians. EMS has integrated the on-going training of paramedics and emergency medical technicians into the training program.

In addition, the County also implemented a public education campaign to increase awareness of dementia and the dementia-related services available throughout the community. A joint communications plan was developed between the DOEA, Leon County and the City of Tallahassee to leverage resources and public outreach methods. The County utilized space in the County Link, leveraged social media, produced and ran radio advertisements, coordinated coverage with local media partners, and provided links to resources on the County website. The Board was provided a status report on the County's DCCI efforts at the September 13, 2016 meeting.

The Board adopted the following FY2017 – FY2021 Strategic Initiative related to the DCCI:

- 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 make the County a more dementia-friendly community. (2016-29A)

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

- (Q4) Support and promote access to basic health and welfare services to our community members most in need.

Analysis:

The Advisory Council developed model programs that other communities have used to establish DCCI taskforces. Through the efforts of the Advisory Council, 10 DCCI task forces have been established statewide. The Tallahassee DCCI Task Force is operated jointly by the Area Agency on Aging and the Tallahassee Memorial Hospital Memory Disorder Clinic (Attachment #3). In accordance with the Bylaws of the Advisory Council, the dissolution of the Advisory Council requires unanimous action by the DOEA, Leon County and the City of Tallahassee. The City Commission approved the dissolution of the Advisory Council at its November 19, 2018 meeting. As previously stated, the DOEA recommended the dissolution of the Advisory Council in a memorandum to the County Attorney on October 29, 2018.

The Tallahassee DCCI Task Force will continue to operate and engage the community to be dementia caring, promote care for those affected by dementia, and support research efforts to find a cure. County Staff will continue to support the efforts of the Tallahassee DCCI Task Force and enhanced paramedic training has been integrated into the standard practices at EMS. Provided the progress that has been made in the DCCI pilot through the efforts of the City of Tallahassee/Leon County Dementia Care and Cure Advisory Council, staff recommends that the Board accepts the recommendation of the DOEA and the City of Tallahassee to dissolve the Advisory Council.

Options:

1. Accept the status report on Leon County's participation with the Florida Department of Elder Affairs Dementia Care and Cure Initiative.
2. Approve the dissolution of the City of Tallahassee / Leon County Dementia Care and Cure Advisory Council.
3. Do not accept the status report on Leon County's Participation with the Florida Department of Elder Affairs Dementia Care and Cure Initiative.
4. Do not approve the dissolution of the City of Tallahassee / Leon County Dementia Care and Cure Advisory Council.
5. Board Direction.

Recommendation:

Options # 1 and 2

Attachments:

1. October 29, 2018 correspondence from the Florida Department of Elder Affairs
2. Bylaws of the City of Tallahassee / Leon County Dementia Care and Cure Advisory Council
3. October 2018 Dementia Care and Cure Initiative Community Updates

Memorandum

From: Richard Prudom, Deputy Secretary and Chief of Staff
Date: October 29, 2018
Re: Dementia Care and Cure Advisory Council

RP

In August 2015, the Department of Elder Affairs (“Department”) announced the Dementia Care and Cure Initiative (“DCCI”) to engage communities across the state to be more dementia friendly, promote better care for Floridians affected by dementia, and support research efforts to find a cure.

In April 2016, Sam Verghese, then-Secretary of the Department, announced Leon County (“County”) and the City of Tallahassee (“City”) as the first Dementia Caring Community in Florida through the Department’s DCCI. The County and the City wanted to create a more dementia-sensitive community where individuals with dementia, their families, and caregivers can lead active and purposeful lives and have better access to important support and resources.

In July 2016, recognizing the leadership of the County and the City with the DCCI, the DCCI Advisory Council (“Council”) was established. The purpose of the Council was to develop a community work plan and recommend first steps for action in local communities throughout the state as those communities began to participate in DCCI and create local DCCI task forces.

Today, there are 10 DCCI task forces statewide, each of which is fully operational. The Tallahassee Task Force is being run jointly by the Area Agency on Aging and the Tallahassee Memorial Hospital Memory Disorder Clinic. Accordingly, the Department recommends abolishing the Council as it has served its purpose. The Bylaws of the Council require unanimous action of DOEA, the City, and the County to abolish the Council.

**BYLAWS OF THE
CITY OF TALLAHASSEE/LEON COUNTY
DEMENTIA CARE AND CURE
ADVISORY COUNCIL**

ARTICLE I – NAME AND AUTHORIZATION

A. NAME

The name of the Council shall be the Dementia Care and Cure Advisory Council, hereinafter referred to as the “Council”.

B. AUTHORIZATION

The Council exists by the authority of the Florida Department of Elder Affairs, the Tallahassee City Commission, and the Leon County Commission. It may be modified or abolished by unanimous action of the Florida Department of Elder Affairs, the Tallahassee City Commission, and the Leon County Commission.

ARTICLE II – PURPOSE AND FUNCTION

A. PURPOSE

The purpose of the Council is to increase awareness of dementia and of services and support for those with dementia, their families, and caregivers through both public and private partnerships. The Council shall accomplish this purpose through strategic planning and implementation of outreach and educational programs, partnerships with community leadership, and action-oriented plans.

The Council will further these goals of the Dementia Care and Cure Initiative at a local level through:

1. Advocating public officials and with health and long term care providers to implement strategies to promote public and private programs that provide services and raise awareness of dementia within the community.
2. Educating and informing lay people, governmental agencies, and both public and private entities about dementia.
3. Encouraging and supporting research into causes, prevention, improved diagnosis, and cures for dementia.
4. Publicizing the medical, social, and financial needs of the individuals with dementia, their families and caregivers, and advocating for public education and support to raise awareness and improve their difficulties.

ARTICLE III – MEMBERSHIP

A. MEMBERS

The Council shall be comprised of eleven (11) members appointed by the Secretary. The Secretary may appoint two alternate members to serve at Council meetings if their presence is needed to constitute a quorum.

Members will be selected without regard to race, creed, national origin, age, sex, or the presence of a disability.

B. ELIGIBILITY

1. The regular members of the Council shall consist of, at a minimum:

- a. A representative of the Florida Department of Elder Affairs;
- b. A representative of the County Commission;
- c. A representative of the City Commission;
- d. A representative of the local Memory Disorder Clinic;
- e. A representative of the state Legislature;
- f. A representative of the local Area Agency on Aging;
- g. A caregiver for a Dementia patient; and
- h. A local provider of Dementia related services

3. Additional members of the Council, including alternates, may be appointed from any of the aforementioned criteria.

C. APPOINTMENTS

1. Members shall be appointed initially for a one-year term. Members may be reappointed for one successive term upon the concurrence of the Secretary.

2. Appointments to fill any vacancy on the Council shall be for the remainder of the unexpired term of the member.

3. Alternate members shall be appointed for a term of two years.

D. ATTENDANCE AT MEETINGS AND VACANCIES

1. Staff shall record attendance for all members in the meeting minutes, and shall send an attendance report to the Secretary after each meeting, noting specifically which members are absent. The report shall state whether the meeting is a regular, special, or emergency meeting; whether the Chairperson of the Council has excused the absence; and whether the absence resulted in the lack of a quorum at the meeting.

2. A member's position shall become vacant when:
 - a. He/she fails to attend two out of three successive meetings of the Council without cause and without prior approval of the Chairperson;
 - b. The Secretary finds cause, after notice;
 - c. His/her term expires, or;
 - d. He/she resigns.
3. The Chairperson shall immediately, upon receipt of a resignation or when advised by staff of a vacancy, notify the Secretary.
4. Should a resignation be submitted to staff, they will immediately notify the Chairperson and the Secretary.

ARTICLE IV – ORGANIZATION

A. OFFICERS

1. The Secretary shall appoint a Chairperson.
2. The Council shall elect from its members a Vice-Chairperson.
3. Officers shall serve for a term of one (1) year at the first meeting of the Council in each year, and shall assume office beginning the month immediately following the meeting.

B. QUORUM

Seven or more members of the Board shall constitute a quorum to hold a meeting or take any action.

C. VOTING RIGHTS AND REQUIREMENTS

1. On all matters requiring a hearing, the official findings of the Board shall be approved by motion and supported by at least five (5) members voting for the action.
2. Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall be permitted. Members shall only abstain from a vote when there is a valid conflict of interest pursuant to Florida law.
3. If, prior to the appointment of the initial eleven (11) members, a vote is required to take any action, a simple majority shall constitute a quorum.

ARTICLE V – OFFICERS AND DUTIES

A. CHAIRPERSON

1. It is the Chairperson's responsibility to ensure compliance with the bylaws. The Chairperson will notify members of removal from the Council for noncompliance. Specific questions of conflict of interest will be addressed by the Council's counsel.
2. The Chairperson shall immediately, upon receipt of a resignation, or when advised of a vacancy, notify the Secretary to begin the appointment process.
3. The Chairperson may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Council to maintain a quorum.

B. VICE-CHAIRPERSON

The Vice-Chairperson shall perform the Chairperson's duties in the absence of the Chairperson.

C. REMOVAL OF OFFICERS FOR NONATTENDANCE

When an officer has been absent or has not performed the duties of that officer for three (3) consecutive meetings, that officer may be removed from office by the Council, with a majority vote, at a regularly scheduled meeting.

ARTICLE VI – COUNCIL OPERATIONS, CONDUCT OF MEMBERS, MEETINGS

- A. The Council shall have no authority other than as found in these bylaws or as extended by the Florida Department of Elder Affairs, Tallahassee City Commission, or the Leon County Commission.
- B. The Council will meet routinely based upon an adopted meeting schedule, which will be provided to the Secretary, but shall convene at least once every four (4) months. The Council may meet more often if circumstances demand. The meeting date may be changed by the Chairperson with notification in advance by e-mail to Council members. Special meetings may be called by the Chairperson or by a majority of Council members.
- C. All meetings shall be conducted in accordance with Robert's Rules of Order, unless waived by the Chairperson.
- D. All meetings will be open to the public. For advertising and notice purposes, the Council will provide to the Florida Department of Elder Affairs Office of Communications a schedule of their meetings and will ensure agendas and minutes are available to the public in accordance with the State of Florida Sunshine Laws.

ARTICLE VII – STAFF SERVICES

- A. Staff shall act as the liaison for the Council with the Florida Department of Elder Affairs, the Tallahassee City Commission, the Leon County Commission and the appointed official. Independent legal counsel will be provided through the Secretary to advise the Council. Staff services will include:
1. Providing a schedule of meetings to the Florida Department of Elder Affairs Office of Communications and to Council members, arranging meeting locations, maintaining summary minutes of the meetings, preparing and distributing appropriate information related to the meeting agenda, preparing an attendance report and submitting it to Secretary upon request;
 2. Informing the Council of events, activities, policies, programs, etc., occurring within the scope of the Council's function and informing the Council of all the Florida Department of Elder Affairs, the Tallahassee City Commission, or the Leon County Commission requests for information or assistance;
 3. Ensuring the Secretary is informed of all vacancies, expired terms, changes in officers, or any other changes to the Council and that all requests for review of applications by the Council, and any subsequent recommendations by the Council or staff, are returned in a timely manner to the Secretary to facilitate the appointment process;
 4. The responsibility for the continuous flow of information to the appropriate appointed official including providing reports, actions, and recommendations of the Council and notification of noncompliance by the Council or Chairperson with the bylaws or statutes;
 5. The responsibility for ensuring information provided by the Council for review by the Florida Department of Elder Affairs, the Tallahassee City Commission, or the Leon County Commission is appropriately placed on the agenda for the respective meetings;
 6. Publish any required notices;
 7. Assist the Council's legal counsel in the preparation of orders for the Council;
 8. Attend all meetings and hearings conducted by the Council;
 9. Review all matters to assure compliance with the appropriate laws and these by laws;
 10. Keep all records of the Council;
 11. Duties of the Council counsel: legal counsel to the Council shall provide advice to the Council as to matters under its jurisdiction and may assist in questioning witnesses. Advice of counsel may be received and entered in the minutes before disposition of any question of law or matter requiring legal interpretation or advice. Legal counsel shall also provide advice to all Council members on legal issues, such as conflicts of interest, the Florida Sunshine laws, ethics violations, and public records laws.

ARTICLE VIII – HEARING PROCEDURES

- A. Any person may appear at a hearing, or be represented by authorized agents or attorneys.
- B. The Council may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony or evidence.
- C. The Chairperson or Council members and counsel to the Council, upon recognition by the Chairperson may direct questions to the witnesses or any person speaking from the audience. The Council members may make comments pertinent to the issue being addressed.
- D. If written materials intended to be presented to staff or the Council are submitted less than five (5) working days prior to the meeting, the Chairperson may reject the written materials. In lieu of rejecting the materials, the Council, upon motion, may continue the item to a subsequent meeting to allow time for review. If all Council members agree that they have had time to review the written materials, the Chairperson may allow the written materials to be considered.
- E. Every meeting must reserve time for recommendations from the Statewide Task Force and comments from the public.

ARTICLE IX – AMENDING, WAIVING OR SUSPENDING COUNCIL BYLAWS

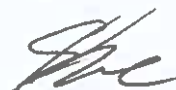
- A. These Bylaws may only be altered, amended or repealed, and new Bylaws may be adopted by two-thirds (2/3) vote of those present at any meeting of the Council where a quorum is present. Proposed amendments must be sent in writing to each member of the Board at least fourteen (14) days prior to any meeting where amendments will be considered for ratification.

ADOPTION

I hereby certify that the foregoing Bylaws were duly adopted by the Tallahassee/Leon County Dementia Care and Cure Advisory Council, effective July 12, 2016.



Richard Prudom, Chairperson



Samuel P. Verghese, Secretary



DEMENTIA
CARE & CURE INITIATIVE
FLORIDA DEPARTMENT OF ELDER AFFAIRS
Developing Dementia-Caring Communities Across Florida

Department of Elder Affairs
4040 Esplanade Way
Tallahassee, FL 32399
Phone: (850) 414-2000
Fax: (850) 414-2004
TDD: (850) 414-2001



October 2018

TASK FORCE MEMBER UPDATE

UPCOMING MEETINGS

Dementia Care and Cure Initiative: Community Updates

by Christine Didion



BREVARD

- Welcome to the Brevard County Task Force!

TALLAHASSEE

- The Task Force will be providing posters that highlight dementia-caring communication techniques to organizations. Local businesses will be encouraged to hang these in areas frequently used by staff.
- The Task Force is working with a local restaurant to create sustainable education materials for businesses that have varied staff schedules and experience high turnover.

GAINESVILLE

- The Gainesville Task Force held their first meeting in September.
- The Gainesville Sun wrote an article announcing the formation of their Task Force. [Read it here.](#)

Miami DCCI Task Force
October 4, 2018 10:30 a.m.
Alliance for Aging

Sarasota DCCI Task Force
October 5, 2018 9:30 a.m.
Poets Walk

Orlando DCCI Task Force
October 9, 2018 8:30 a.m.
Pinehills Community Center, Bldg. B

Brevard County DCCI Task Force
October 11, 2018 3:00 p.m.
The Memory Disorder Clinic at East Central Florida

Jacksonville DCCI Task Force
October 25, 2018 8:30 a.m.
Mayo Clinic, Mangurian Bldg.

Gainesville DCCI Task Force
October 31, 2018 (Time TBD)
Elder Options

All meetings may be attended by phone and are publicly noticed:
888-670-3525

Participant code: **649 992 7145**
Posted Nov. 9, 2018

Mission: To engage communities across the state to be more dementia caring, promote better care for Floridians affected by dementia, and support research efforts to find a cure.

Vision: To see all Florida communities engaged in providing better care for those affected by dementia while we work towards a cure.

SARASOTA

- The Task Force’s accomplishments and future goals will be presented to the management council of Sarasota Memorial Hospital. Task Force members will be working with the hospital to make the dementia caring education available to all staff persons. Sarasota Memorial Hospital is the second largest employer in the county.
- The Task Force will be hosting two community kick off events inviting local businesses and organizations to learn more about Sarasota county as a dementia caring community. View event details for the Sarasota event [here](#) and the Venice event [here](#).

FT. MYERS

- Following education with the City of Ft. Myers fire department and Ft. Myers Shores Fire Protection and Rescue, all trucks and engines in these two districts will feature the community decal sharing their status as Dementia Caring entities.

Livable Communities

AARP HOUSING SUMMIT

Join AARP and the Network of Age-Friendly Communities to learn more about affordable and accessible housing solutions.

November 8, 2018 10:00 a.m.
Museum of Discovery and Science
401 SW 2nd St.
Ft. Lauderdale, FL

COMMUNITY CHANGE GRANT

The Community Change Grant Program awards \$1,500 in community stipends for projects related to increasing community walkability and creating a culture of inclusive health. [Learn more and apply here.](#)

ARE YOU A GOOD NEIGHBOR?

[Take this AARP quiz to find out.](#)

Centers for Medicare and Medicaid Services’ updated *Hand in Hand* education

A self-paced training focusing on caring for individuals living with dementia and on preventing abuse. [Access it here.](#)

Dementia Friendly America Webinar:

Partnering with the Legal Sector.
October 30, 2018 2:00pm ET.
[Register here.](#)



SARASOTA COUNTY INTERGENERATIONAL LIVING PILOT PROJECT

In response to the [Age-Friendly Sarasota County Action Plan](#), The Senior Friendship Center has launched a pilot project to create private domestic arrangements to share living spaces between home owners over the age of 60 and young professionals. Learn more about the project, including eligibility requirements, [here](#).

THE VILLAGE MODEL

The Village Model is becoming a popular way for neighborhoods to assist elders remain in their homes. Neighbors work to build a grassroots organization that can provide voluntary services such as grocery and medication pick up, simple home repairs, and referrals to affordable in-home services. [Read more about the model and the participating Florida neighborhoods.](#)

SAVE THE DATE: AARP AND DOEA SHARING SYMPOSIUM

Join AARP and the Department of Elder Affairs on **May 14, 2019** for a Sharing Symposium on livable community initiatives occurring throughout the state. More information [coming soon!](#)

Events & Publicity

ELDER UPDATE

DCCI updates are provided in the Department of Elder Affairs’ bimonthly newsletter. [Read about that and more in the September/October issue.](#)



**Leon County
Board of County Commissioners**

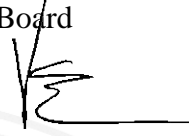
Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: 2019 Citizen Engagement Series, Club of Honest Citizens, and Village Square Events

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Mathieu Cavell, Assistant to the County Administrator for Community Relations and Resilience Britney Smith, Public Information and Communications Manager

Statement of Issue:

This item seeks approval of the 2019 Citizen Engagement Series, Club of Honest Citizens, and The Village Square events. In addition, the item recommends continuing the arrangement with The Village Square as a component of the County's significant ongoing engagement efforts.

Fiscal Impact:

This item has a fiscal impact. Funds to organize the Club of Honest Citizens and the Citizen Engagement Series are contemplated in the FY 2018-19 budget. To continue the agreement with The Village Square, funding was allocated in the FY 2018-19 budget in the amount of \$26,500.

Staff Recommendations:

- Option #1: Approve the continued relationship with the Village Square and Club of Honest Citizens program, and authorize the County Administrator to execute an agreement, in a form approved by the County Attorney.
- Option #2: Approve the tentative schedule of events for the 2019 Citizen Engagement Series, Club of Honest Citizens, and Village Square events.

Report and Discussion

Background:

Leon County has a long history of promoting citizen engagement to guide policy and shape the community. In February 2014, the Board entered into an agreement with The Village Square to continue engaging citizens through unique and meaningful programs. The formal agreement builds upon the mutual goals of Leon County's nationally recognized Citizen Engagement Series and The Village Square's commitment to greater and sustained citizen involvement in local and national discourse. Through the County's longstanding relationship with The Village Square, Leon County has created the Club of Honest Citizens, Created Equal, and other programming that continues to reinforce ongoing citizen engagement with County Commissioners, policies, and programs.

Throughout FY2018-19, Leon County and The Village Square engaged thousands of citizens through face-to-face programs and presentations like Created Equal and Fast Forward, and through innovative new relationships with WFSU Public Media to broadcast town hall meetings and other events on the radio, television, and social media. In addition, Leon County continued to increase attendance at Citizen Engagement Series events, specifically the program on disaster preparedness before the beginning of hurricane season and the Let's Balance Budget Game as part of Leadership Tallahassee's program.

Throughout the year, Leon County continued hosting the Leon County Library Lecture Series featuring local, regional, and national speakers on topics ranging from placemaking to composing and playing symphony music. Also in the spirit of engaging citizens in the community, Leon County again hosted The Longest Table in coordination with the City of Tallahassee, bringing nearly 1,000 citizens together to discuss Tallahassee-Leon County's biggest challenges and greatest opportunities.

The County's Citizen Engagement Series and the County's arrangement with the Village Square to continue the Club of Honest Citizens events is essential to the following FY 2017 – FY 2021 Strategic Initiative that the Board approved at the January 24, 2017 meeting:

- *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)*

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

- *(G1) Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.*
- *(G3) Sustain a culture that respects, engages and empowers citizens in important decision facing the community.*

Analysis:

Below outlines a recommended schedule of events for the upcoming year. Each section has been divided by event with a brief description of last year's successes and how the County will continue to build on that momentum in the future. Throughout the year, the County will continue to seek other opportunities to leverage community events, speakers, and programs to further engage citizens on relevant and timely topics.

Created Equal – “Ode to Understanding” Symphony

As approved by the Board at the February 13, 2018 meeting, continuing three years of growth and success, Leon County's Created Equal program will return on March 31, 2019 with an innovative two-part concert event titled “Ode to Understanding,” featuring work by Joel Thompson, an African American composer, pianist, conductor, and educator. Created Equal is part of the County's Club of Honest Citizens program that encourages frank and honest conversation.

With Leon County's title sponsorship, the Tallahassee Symphony Orchestra will conduct a musical performance that features Joel Thompson's “Seven Last Words of the Unarmed” in a powerful multi-movement work that quotes utterances from seven unarmed black men before they were shot and killed by authority figures. The concert's second half builds unity by presenting Beethoven's beloved 9th Symphony, considered the ultimate expression of humanity and brotherhood.

Through the County's sponsorship, the Tallahassee Symphony Orchestra will make 200 free and 300 reduced price tickets available to the public to ensure a wide and diverse attendance. Following the performance, Leon County and The Village Square will lead a facilitated conversation about race, ethnicity, and other crucial issues using the successful Created Equal model.

The Big Event: Engaging FAMU, TCC, and FSU Students in Service

As the community's largest annual service day, Florida State University's Big Event draws thousands of college students together from local universities and colleges to perform rehabilitation projects at nonprofit buildings, neighborhoods, and other locations. Supported by Leon County since 2015, staff will again work closely with Big Event coordinators to solicit service sites, promote volunteering, and engage local and national media. The next Big Event will be held on March 30, 2019, and with the help of County staff, is projected to be the largest and most ambitious service day yet. Following the event, staff will work with volunteers to keep the spirit of service going with other year-round volunteer opportunities.

Citizen Engagement Series

Throughout 2019, Leon County will continue hosting its nationally recognized Citizen Engagement Series events with the Let's Balance Budget Game and the disaster preparedness program called *Prepare Now. When Disaster Strikes, It's Too Late to Plan.* Also, as part of the 2018 schedule of citizen engagement events, the County originally planned to host a Citizen Engagement Series event focused on development and business opportunities in the rural

community as requested by the Board at the October 24, 2017 meeting. To fulfill this direction, this item recommends that as part of the ongoing update to the Future Land Use element of the Comprehensive Plan, that the Planning Department conduct a community forum dedicated to rural community issues. The forum would include, but not be limited to, such topics as business opportunities and rural community development. This approach which will lead to increased engagement and serves to best document citizen feedback. Tallahassee-Leon County Planning will ensure information gathered at this forum is considered in developing recommendations for the Future Land Use element to be presented to the Board.

In 2019, Leon County's Let's Balance Budget Game event will provide citizens an in-depth look into the County's budget process. The Let's Balance Budget Game event occurs several times a year with organizations such as Leadership Tallahassee, the Florida Association of Counties, and other interested groups. Following a brief overview of the budget process, attendees will be divided into small groups and asked to play the game and balance the budget. Common issues the Board regularly faces during the budget process (e.g. unfunded mandates, revenue reductions, etc.) are introduced throughout the timed period to increase the challenge and simulate balancing the budget with real-world events.

Hosted in May 2019 before hurricane season begins, the disaster-focused Citizen Engagement Series event encourages citizens to be prepared, resilient, and informed, all of which has best prepared Leon County and its citizens for three consecutive years of hurricanes. Citizens will experience four different modules to engage with nonprofit partners, preparedness experts, Emergency Management staff, and other community members to discuss various topics such as disaster preparedness, emergency communication, and the importance of having a disaster plan. In each area, citizens participate in hands-on exercises that put disaster preparedness front and center.

Leon County Library Lecture Series

The Leon County Library Lecture Series continues to draw large audiences at various library locations and other venues throughout the community for award-winning local, regional, and national speakers who engage and inspire on topics from arts to governance. Leon County began the 2018-2019 series with 80 Cities founder, internationally recognized Gil Penalosa. With his interactive lecture, Penalosa focused on innovative solutions that communities around the world are implementing to make communities more vibrant, healthy, and equitable.

In FY 2017-18, Leon County hosted four different lectures on diverse topics with talented speakers for more than 300 attendees:

- Constitution Review Commission: An Insider's View, G.C. Murray, Jr., Esq. on November 27, 2017
- Placemaking: Why We Love Where We Live, Dr. Katherine Loflin on January 24, 2018
- Music Among the Shelves, Dr. Ellen Taaffe Zwilich and Trio Azul on April 19, 2018
- FAMU and the Black Freedom Struggle, Dr. Darius J. Young on May 14, 2018

Leon County will continue to work with local colleges, universities, and other community organizations to leverage opportunities to bring in three additional speakers for 2019. Additionally, County staff will work with local experts to host lectures on topics that are relevant, inspiring, and diverse.

The Longest Table

Since 2015, Leon County, the City of Tallahassee, and The Village Square have hosted The Longest Table to breakdown community divides and build relationships. In recent years, Leon County students have similarly hosted a student-led Longest Table event that encourages students from all of Leon County's high schools to gather and discuss important topics that face them and their community. This year, Leon County supported and cohosted two Longest Table events: the larger downtown event held after Hurricane Michael, and the student-led event held in September 2018.

While no Longest Table events are scheduled yet for FY 2018-19, staff will continue to work with associated organizations and support Longest Table events throughout the year. The Longest Table is part of The Village Square's slate of community engagement events.

Village Square Events

Leon County will continue to cohost the Our Town Series of events with The Village Square, giving local officials the opportunity to engage citizens on topics that matter most to them through intimate and important discussions. The Our Town Series includes the Town Hall event and the Speed Date Your Local Leaders event, both scheduled for early 2019. Notably, last year's Town Hall event was hosted in the WFSU television production studios and was broadcast on the radio, television, and streamed live on social media. By doing so, The Village Square and Leon County reached a wider and more diverse audience than previous years. In addition to the Our Town Series, Leon County and The Village Square will continue to explore new opportunities throughout the year to engage citizens in interesting and timely ways. Further information on such opportunities will be provided to the Board as events develop.

In December 2018, as part of the Club of Honest Citizens, Leon County will coordinate with The Village Square to host an evening event with nationally renowned sociologist Eric Klinenberg. Staff identified the opportunity to host a public event with Dr. Klinenberg after the Board approved the FY 2018-19 Board Retreat Overview at the October 23, 2018 meeting. The Village Square event will highlight Dr. Klinenberg's examination of physical spaces and organizations that shape the way people interact as well as the ways such spaces help prevent crime, reduce addiction rates, contribute to economic growth, and even ameliorate problems caused by climate change.

Funding is available in the FY 2018-19 budget to continue the arrangement with The Village Square. Board approval of the agreement would authorize funding in the amount of \$26,500.

Between the Citizen Engagement Series, Our Town Series, and various other engagement events, The Village Square will organize between seven and nine community events during the FY 2018-19. Such events will engage between 1,500 and 2,000 citizens.

Options:

1. Approve the continued relationship with the Village Square and Club of Honest Citizens program, and authorize the County Administrator to execute an agreement, in a form approved by the County Attorney.
2. Approve the tentative schedule of events for the 2019 Citizen Engagement Series, Club of Honest Citizens, and Village Square events.
3. Do not approve the continued relationship with the Village Square and Club of Honest Citizens program and do not authorize the County Administrator to execute an agreement.
4. Do not approve the tentative schedule of events for the 2019 Citizen Engagement Series, Club of Honest Citizens, and Village Square events.
5. Board direction.

Recommendation:

Options #1 and #2

**Leon County
Board of County Commissioners**

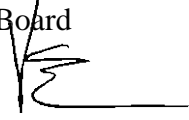
Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Economic Impacts of Signature Events Administered by the Division of Tourism

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 Nicki Paden, Management Analyst

Statement of Issue:

As requested at the October 23, 2018 meeting, this agenda item provides additional information on the economic impacts generated by Signature Events administered by the Division of Tourism.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status update on the economic impact of Signature Events administered by the Division of Tourism.

Report and Discussion

Background:

As requested by the Board at the October 23, 2018 meeting, this agenda item provides additional information on the economic impacts generated by Signature Events funded through and administered by the Division of Tourism.

At the October 23, 2018 meeting, the Board directed staff to further develop guidelines, criteria, and associated modifications to the County's Tourism grant programs to establish a new 'Legacy Events' grant category to be brought back for Board consideration as part of the FY 2020 budget process (Attachment #1). As proposed by staff, the creation of the new 'Legacy Events' grant category seeks to ensure the continued success of long-standing events, festivals, and tournaments that have a strong performance record for generating room nights and providing a significant economic impact to the community. As directed by the Board, a budget discussion item will be brought back to the Board during the FY 2020 budget process to finalize and approve the new 'Legacy Events' program so that it can be implemented in time for the FY 2020 grant cycle.

As reflected in this item, the Tourism grant programs are essential to the following FY2017-FY2021 Strategic Plan Bold Goal:

- Grow the five-year tourism economy to \$5 billion. (BG1)

This particular Bold Goal aligns with the Board's Economy Strategic Priority:

- (EC4) Grow our tourism economy, its diversity, competitiveness and economic impact.

Analysis:

Leon County utilizes Tourist Development Tax (TDT) revenues to offer grant opportunities to local organizations that put on events to attract visitors to the destination and provide programming and activities which enhance the market for both residents and visitors. Tourism in Leon County is nearly a \$1 billion industry employing 14,500 people and bolstered year-round by a variety of festivals, cultural activities, and athletic competitions. The County's tourism grant programs leverage private donations for these events to the benefit of the community by attracting visitors from regional, national, and international markets.

Among the competitive funding programs offered by the County is the Signature Event Program designed to support larger community events, festivals, and activities that generate a minimum of 1,500 room nights and generate a significant economic impact for hospitality related businesses. In FY 2018, the 'Emerging Signature Events' subcategory was added to the program to support events generating between 1250 – 1499 room nights which are ripe for growth, in order to provide additional marketing support and financial investment so the events could soon meet the Signature Event-1,500 room night threshold.

From cultural activities to athletic competitions, the County supports various Signature Events that attract visitors from regional, national, and international markets. Following each Signature/Emerging Event, an economic impact study is conducted by the County's contracted

market research firm, Downs & St. Germain, to determine the return on investment generated by these events as demonstrated by hotel room nights generated, visitor spending in the community, and overall economic impact. The following table provides an overview of the hotel room nights and economic impact generated by the Signature and Emerging Signature Events funded during the FY 2018 grant cycle.

Table #1: FY 2018 Signature and Emerging Signature Events			
	Grant Award	Room Nights	Economic Impact
<i>Signature Events</i>			
Springtime Tallahassee	\$57,600	3,564	\$2,439,200
Red Hills Horse Trials	\$50,622	3,320	\$3,336,700
Market Days	\$44,000	4,193	\$3,882,700
Word of South Festival	\$42,778	2,170	\$1,104,100
Doak After Dark (Fall)	\$36,000	486	\$757,400
<i>Signature Event Totals</i>	<i>\$231,000</i>	<i>13,733</i>	<i>\$11,520,100</i>
<i>Emerging Events</i>			
LeMoyne Chain of Parks Art Festival	\$30,000	2,250	\$1,306,800
Florida State Invitational Soccer Tournament	\$22,167	1,533	\$795,300
Southern Shakespeare Festival	\$25,000	790	\$474,300
<i>Emerging Event Totals</i>	<i>\$77,167</i>	<i>4,573</i>	<i>\$2,576,400</i>
<i>Signature and Emerging Event Totals</i>	<i>\$308,167</i>	<i>18,306</i>	<i>\$14,096,500</i>

From cultural activities to athletic competitions, Leon County’s continued investment in the growth, stature, and participation in these events continues to generate a return on investment as demonstrated by hotel occupancy rates and visitor spending in the community. As a result, the overnight stays and visitor spending enhances TDT collections and provides additional revenues to support the County’s tourism grant programs and the overall growth of the market as a destination.

As previously explained, the Emerging Event Grants were implemented as a subcategory of Signature Events in FY 2018 to support select events to reach their growth potential. Based on the success of working with event organizers and providing the necessary resources to grow their events, the LeMoyne Chain of Parks Art Festival and Florida State Invitational Soccer Tournament exceeded 1,500 room nights and qualified for Signature Event funding in FY 2019. In addition, the room nights generated by the Southern Shakespeare Festival have grown by 36% from 2016 to 2018.

Doak After Dark is an event brand for concerts held at Doak Campbell Stadium. For many years, the Division of Tourism has encouraged Florida State University (FSU) to utilize the stadium for additional events such as music concerts. Since the completion of the Champions Club renovations at Doak Campbell Stadium in 2016, FSU has hosted different iterations of Doak After Dark. For example, the initial concert was held on a Saturday night in the fall

following a Friday night home football game. Two concerts have immediately followed fall football games and another two concerts have followed FSU's spring football games. Concerts immediately following football games have shown to have less of a return on the County's investment given the large number of people in attendance for the football game. This data helps inform future funding recommendations and modifications to the Tourism grant programs which will be brought back to the Board during the FY 2020 budget process.

Options:

1. Accept the status update on the economic impact of Signature Events administered by the Division of Tourism.
2. Do not accept the status update on the economic impact of Signature Events administered by the Division of Tourism.
3. Board direction.

Recommendation:

Option #1


Attachment:

1. October 23, 2018 Agenda Item on Modifications to the County's Tourism Grant Programs

Leon County Board of County Commissioners

Agenda Item #22

October 23, 2018

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator 
Title: Modifications to the County's Tourism Grant Programs

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 Nicki Paden, Management Analyst

Statement of Issue:

This item seeks the Board's approval to award Tourism Signature Event Grants to Springtime Tallahassee in the amount of \$62,600 and Red Hills Horse Trials in the amount of \$75,000. Signature Event Grant awards exceeding \$60,000 require the Board's approval. This item also seeks Board consideration of a FY 2020 budget discussion item to develop a new Tourism grant category for 'Legacy Events' that have a strong performance record for generating room nights and providing a significant economic impact to the community.

Fiscal Impact:

This item has a fiscal impact. Adequate funds are budgeted to fully fund Springtime Tallahassee as recommended by the Tourist Development Council (TDC). A Budget Amendment Request in the amount of \$24,378 is provided from the Tourism Fund Balance to award Red Hills Horse Trials a total of \$75,000. Upon Board direction, as part of the FY 2020 budget process, staff would prepare a budget discussion item for the Board's consideration outlining the guidelines and criteria for the Legacy Event Grants along with the associated funding levels and modifications for all of the Tourism grant programs.

Staff Recommendation:

- Option #1: Approve the Tourist Development Council's recommendation to award Springtime Tallahassee a Signature Event Grant in the amount of \$62,600.
- Option #2: Approve the staff recommendation to award Red Hills Horse Trials a Signature Event Grant in the amount of \$75,000 which requires a Resolution and Budget Amendment Request in the amount of \$24,378 (Attachment #1).
- Option #3: Direct staff to further develop the Legacy Event Grants guidelines, criteria, and associated modifications to the Tourism grant programs to be brought back to the Board as a budget discussion item for the FY 2020 budget process.

Title: Modifications to the County's Tourism Grant Programs
October 23, 2018
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Report and Discussion

Background:

This item seeks the Board's approval to award Tourism Signature Event Grants to Springtime Tallahassee in the amount of \$62,600 and Red Hills Horse Trials (RHHT) in the amount of \$75,000. Signature Event Grant awards exceeding \$60,000 require the Board's approval. This item also seeks the Board's approval to develop a new Tourism grant category for 'Legacy Events' to be brought back to the Board for consideration as part of the FY 2020 budget process.

Each year, Leon County Government reinvests Tourist Development Taxes (TDT) generated from transient lodging sales, to promote Leon County as a visitor destination. The Leon County Division of Tourism's budget, as approved by the Board each year, is comprised entirely of TDT revenues and includes funding for grant programs to support events designed to draw visitors to Leon County. The Division of Tourism administers competitive grant programs each year for event funding through three categories: Signature, Special and Sports events. In addition, TDT revenues are annually dedicated to the Council on Culture and Arts (COCA) to administer grant programs to support local cultural arts programs and activities.

The County's Tourism grants support many local organizations with a demonstrated history, or significant potential to draw visitors to the area for an event. The Board most recently modified these competitive grant programs during a Workshop on Tourism and Cultural Grant Funding Efforts on February 7, 2017 to enhance the County's Tourism Grant Programs (Attachment #2). Among the modifications approved by the Board was the creation of the Emerging Signature Events Grant as a subcategory of Signature Events. The Signature Event Grant Program is designed to support larger community events, festivals, and activities that generate a minimum of 1,500 room nights and generate a significant economic impact for hospitality related businesses. The Emerging Signature Event subcategory was designed to identify events generating between 1250 – 1499 room nights which are ripe for growth, in order to provide additional marketing support and financial investment so the events could soon meet the Signature Event-1,500 room night threshold.

The modifications approved at the February 7, 2017 workshop were immediately implemented for the FY 2018 application and funding cycle and also applied to the recently completed FY 2019 application cycle. Signature Event Grant applications are reviewed by a Grants Review Committee comprised of TDC members who provide funding recommendations to the full TDC for approval. Under the Signature Events Grant Program, the TDC is authorized to award grants up to \$60,000. Board approval is required to approve grant awards above \$60,000.

This agenda item seeks the Board's approval for two FY 2019 Signature Event Grants and, as part of the County's efforts to continually evaluate and improve its programs and processes, this item proposes a new Tourism grant category for 'Legacy Events' to be brought back to the Board for consideration as part of the FY 2020 budget process.

Title: Modifications to the County's Tourism Grant Programs
October 23, 2018
Page 3

The Tourism Grants Program is essential to the following FY2017-FY2021 Strategic Plan Bold Goal:

- Grow the five-year tourism economy to \$5 billion. (BG1)

This particular Bold Goal aligns with the Board's Economy Strategic Priority:

- (EC4) Grow our tourism economy, its diversity, competitiveness and economic impact.

Analysis:

Leon County utilizes TDT revenues to offer grant opportunities to local organizations that put on events to attract visitors to the destination and provide programming and activities which enhance the market for both residents and visitors. Tourism in Leon County is nearly a \$1 billion industry employing 14,500 people and bolstered year-round by a variety of festivals, cultural activities, and athletic competitions. The County's tourism grant programs leverage private donations for these events to the benefit of the community by attracting visitors from regional, national, and international markets. The brand exposure associated with some of the larger events and festivals that take place each year promotes our destination at a fraction of the cost to the County than a traditional marketing campaign. In 2018, Leon County welcomed nearly 2.4 million visitors from 44 states and 27 countries (through June).

From cultural activities to athletic competitions, Leon County's continued investment in the growth, stature, and participation in these events continues to generate a return on investment as demonstrated by hotel occupancy rates and visitor spending in the community. As a result, the overnight stays and visitor spending enhances TDT collections and provides additional revenues to support the County's tourism grant programs and the overall growth of the market as a destination.

For the FY 2019 cycle, the Division of Tourism received 11 Signature/Emerging Event Grant applications. Following the Grants Review Committee's scoring of the applications, the TDC approved 10 of the 11 funding requests for Signature/Emerging Event Grants at its meeting on September 6, 2018. The remaining funding request, by Springtime Tallahassee in the amount of \$70,000, was recommended by the TDC for a \$62,600 Signature Event Grant. The TDC's recommendation requires Board approval as it is above the \$60,000 limit established by the Board (Option #1). For informational purposes, the following table provides the 11 Signature/Emerging Event Grant awards and recommendations by the TDC for FY 2019.

Title: Modifications to the County’s Tourism Grant Programs
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Table #1: FY 2019 Signature/Emerging Event Grant Awards and Recommendations by the TDC

Events	Grant Requested	Awarded/ Recommended by TDC
<i>Signature Events</i>		
Springtime Tallahassee	\$70,000	\$62,600 ¹
Red Hills Horse Trials	\$75,000	\$50,622 ²
Market Days	\$60,000	\$46,000
LeMoyne Chain of Parks Art Festival	\$59,000	\$34,306
Word of South Festival	\$60,000	\$42,778
Doak After Dark (Fall)	\$60,000	\$33,422
Doak After Dark (Spring)	\$60,000	\$30,667
Florida State Invitational Soccer Tournament	\$27,500	\$22,667
<i>Emerging Events</i>		
ASG Presidents’ Day Soccer Invitational	\$20,000	\$13,167
Southern Shakespeare	\$59,500	\$25,000
Florida Jazz & Blues Festival	\$60,000	\$28,771
¹ Springtime Tallahassee requires Board approval because it exceeds \$60,000. ² This agenda item presents an analysis and recommendation for the Board to award Red Hills Horse Trials a \$75,000 Signature Event Grant.		

The TDC also spent time discussing the RHHT funding request for \$75,000 and the Grant Review Committee’s recommendation to maintain the funding level from the prior year at \$50,622. The RHHT event organizers attended the TDC meeting to provide more details on the competitive landscape, the financial viability of the event at the recommended funding level, and reinforced the need for the full \$75,000 request this year, and going forward, in order to maintain the level of success and notoriety the event has brought the community. International accreditation of equestrian events in Ocala and Wellington, Florida have altered the competitive landscape for RHHT in recent years by seeking the same top equestrian riders and their sponsors, offsetting the costs for some riders, and offering larger purses/prizes.

The TDC acknowledged the long track record, recurring economic impact, and room nights generated each year by RHHT in expressing support for their funding request, but did not wish to modify any of the other grant awards in order to satisfy RHHT’s funding request. With all of the FY 2019 Signature/Emerging Event Grant funds allocated, members of the TDC expressed support for RHHT and requested staff to explore potential long-term solutions.

Staff analyzed the Signature Event Grant Program including the grant awards dating back to the FY 2017 funding cycle, one year prior to the implementation of the Emerging Event Grant. The analysis shows the need for a solution that continues to encourage and financially support growing festivals and events without negatively, or unexpectedly, impacting community events that have a longstanding track record of generating significant amounts of overnight visitation.

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Staff from County Administration and the Division of Tourism met with RHHT organizers to discuss their grant funding concerns and share the findings from the review of the Signature Event Grant Program. Based on the financial need demonstrated by RHHT, the findings from the analysis of the Signature Event Grant Program, and RHHT's track record of producing more than 3,000 room nights each year with an economic impact of over \$3 million, this agenda item seeks Board approval to award RHHT a Signature Event Grant in the amount of \$75,000. Should the Board wish to approve a \$75,000 grant, a Budget Amendment Request in the amount of \$24,378 from the Tourism Fund Balance is provided should the Board wish to award the full \$75,000 grant to RHHT (Option #2).

Review of Tourism Signature Event Grant Program

The Division of Tourism budgeted \$390,000 in FY 2019 for Signature Event Grants due to a \$41,000 carry forward and a budget increase of \$50,000 since the implementation of the Emerging Events Grant commencing with the FY 2018 grant cycle. The County received 11 funding requests during the FY 2019 grant cycle totaling \$611,000, two more than requested in the prior year, and 157% of the amount budgeted for this grant program.

The creation of the Emerging Event Grant has led to additional funding requests for the TDC's consideration in competition with community events that have a long-standing track record of producing overnight visitation. In addition, nearly all of the FY 2019 applicants requested more funding than in previous years, citing the reduction and/or elimination of other funding sources such as the State of Florida and the Downtown Community Redevelopment Agency (CRA). It should be noted that the CRA restored large event grant funding in the FY 2019 Downtown CRA budget on September 12, 2018, long after these applications were submitted to the County.

Table #2 shows the 11 Signature/Emerging Event Grants awards and recommendations for FY 2019 compared to the prior two funding cycles. As previously explained, the Emerging Event Grants were implemented as a subcategory of Signature Events in FY 2018 to support select events to reach their growth potential. The shaded cells in Table #2 indicate events which had previously been funded by other Tourism grants but have grown in recent years and subsequently qualified for the Signature/Emerging Event Grant Program. This demonstrates the success of working with event organizers and providing the necessary resources to grow their events.

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Table #2: Tourism Signature Event Grant Awards, FY 2017 – FY 2019, with Emerging Signature Events Commencing in FY 2018.

Events	FY 2017 Grant Awards	FY 2018 Grant Awards	FY 2019 Grant Awards/ Recommendations	+/- Since FY 2017
<i>Signature Events</i>				
Springtime Tallahassee	\$60,000	\$57,600	\$62,600 ¹	+\$2,600 or +4%
Red Hills Horse Trials	\$60,000	\$50,622	\$50,622 ²	-\$9,378 or -16%
Market Days	\$50,000	\$44,000	\$46,000	-\$4,000 or -8%
LeMoyne Chain of Parks Art Festival	\$14,500	\$30,000	\$34,306	+\$19,806 or +137%
Word of South Festival	\$45,000	\$42,778	\$42,778	-\$2,222 or -5%
Doak After Dark (Fall)	N/A	\$36,000	\$33,422	N/A
Doak After Dark (Spring)	\$40,000	N/A	\$30,667	-\$9,333 or -23%
Florida State Invitational Soccer Tournament	\$20,000	\$22,167	\$22,667	+\$2,667 or +13%
<i>Emerging Events</i>				
ASG Presidents’ Day Soccer Invitational	\$8,000	\$7,500	\$13,167	+\$5,167 or +65%
Southern Shakespeare	\$13,500	\$25,000	\$25,000	+\$11,500 or +85%
Florida Jazz & Blues Festival ³	\$45,000	2018 Event Canceled	\$28,771	-\$16,229 or -36%
¹ Springtime Tallahassee requires Board approval because it exceeds \$60,000. ² This agenda item presents an analysis and recommendation for the Board to award Red Hills Horse Trials a \$75,000 Signature Event Grant. ³ The Florida Jazz and Blues Festival was funded through the Signature Event Program in FY 2017 prior to the creation of the Emerging Event Grant. In FY 2018, the Florida Jazz and Blues Festival was awarded \$41,156 but the event was canceled. The funding was carried forward to the FY 2019 grant cycle.				

Examples of these growing events include:

- The Southern Shakespeare Festival was funded by the Special Event Grant until the implementation of the Emerging Event Grant in FY 2018 and generated nearly 800 room nights last year.
- The Florida State Invitational Soccer Tournament sanctioned by the Florida Youth Soccer Association was funded through the Sports Events Grant Program in FY 2017 but met the thresholds for Signature Event funding in FY 2018 and generated over 1,500 room nights last year with an economic impact of nearly \$800,000.

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- The LeMoyne Chain of Parks Art Festival has continuously increased hotel room nights in recent years having received funds from the Special Event Grant in FY 2017, the Emerging Event Grant in FY 2018, and the Signature Event Grant in FY 2019. LeMoyne's room nights grew by 48% in FY 2018 totaling 2,250 with an economic impact of more than \$1.3 million.

While an additional \$50,000 was added to the Signature Event Grant budget to accommodate the inclusion of Emerging Signature Events, Table #2 shows that \$66,938 was awarded to Emerging Events for FY 2019, effectively reducing the available funds for established Signature Events as an unintended consequence. Emerging Events were awarded nearly twice that amount in FY 2018, two of which met the thresholds to apply as a Signature Event in FY 2019 (LeMoyne and FSU Invitational Soccer). As shown in Table #2, three of the top five Signature Events (in terms of room nights and economic impact) have been awarded less funding since FY 2017. In the case of RHHT, its funding has been reduced by \$9,378 (16%) since the FY 2017 despite a strong performance record of generating more than 3,000 room nights each year with an economic impact of over \$3 million. Another example of Emerging Events negatively impacting one of the community's largest Signature Events is the 8% reduction to Market Days as shown in Table #2. Market Days generated nearly 4,200 room nights last year and an economic impact of almost \$3.9 million.

The findings from this analysis on the Signature/Emerging Event Grant Program call for a solution that continues to encourage and financially support growing festivals and events without negatively, or unexpectedly, impacting community events that have a long-standing track record of generating significant amounts of overnight visitation. As a result, the next section outlines the parameters for a new Legacy Event Grant for the Board's consideration to address the issues identified herein.

Creation of a new Legacy Event Grant

Staff is proposing the creation of a new Tourism grant category for 'Legacy Events' to ensure the continued success of long-standing community events and facilitate their regional and national growth through multiyear funding agreements with the County. Should the Board approve this concept as described herein, a budget discussion item will be brought back to the Board during the FY 2020 budget process to finalize and approve this new grant program so that it can be implemented in time for the FY 2020 grant cycle.

Organizations that hold Legacy Events will have the opportunity to enter into three-year funding agreements with the County, approved by the Board and subject to annual appropriation, thereby ensuring the continuity and reliability of financial support from the County in order to focus on the event. While the funding for Legacy Events would be a designated amount annually, these organizations would no longer have to compete through the annual grant process with much smaller and less established events. They would still be required to provide pre- and post-event documentation to ensure the County's ongoing return on investment.

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The criteria to qualify for a Legacy Grant include:

- An event, festival, or tournament that has been taking place in the community for a minimum of five years and can reliably demonstrate generating a minimum of 2,000 room nights for at least three of the last five years.
- An event, festival, or tournament that can reliably demonstrate generating a minimum economic impact of \$1 million annually.
- An event that does not occur during peak visitor periods. Peak visitor periods are generally defined as FSU home football game weekends in the fall semester, FAMU homecoming weekend, FSU or FAMU graduation weekends, and Monday through Thursday during the state legislative session.

At this time, only the three largest visitor events meet this criteria: Springtime Tallahassee, RHHT, and Market Days. It is anticipated and appropriate for the current Signature/Emerging Events to evolve, as some Special Events may advance to Emerging Signature Event status, some Emerging Signature Events will advance to Signature Events, some Signature events may advance to become Legacy Events, and others may attrition naturally in an event's life cycle. Based on their recent and projected turnout, Word of South and the LeMoyne Chain of Parks Art Festival are expected to meet these criteria in the next year or two.

To further develop this concept and balance the needs of the other Tourism grant programs, staff is recommending a preliminary award ceiling of \$100,000 in annual financial support for this new grant but will bring back final recommendations to the Board in a budget discussion item. For the initial round of agreements to commence in FY 2020, staff anticipates the funding levels to be consistent with the FY 2019 funding requests (less than \$100,000) assuming that there are no changes to the event programming or duration. The three-year grant agreements benefit the County because they give staff the opportunity to adjust the remaining Tourism grant budgets each year as needed, knowing that the largest funding requests will not be part of the regular grant cycle competing with smaller events for limited resources.

Should the Board wish to further evaluate this new grant program, staff would bring back the specific guidelines and criteria for the Legacy Event Grants along with the associated funding levels and modifications for all of the Tourism grant programs as a budget discussion item. Should the Board approve any modifications to the Tourism grant programs presented at that time, those changes would be implemented in time for the FY 2020 grant application cycle opening in May of 2019.

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Options:

1. Approve the Tourist Development Council's recommendation to award Springtime Tallahassee a Signature Event Grant in the amount of \$62,600.
2. Approve the staff recommendation to award Red Hills Horse Trials a Signature Event Grant in the amount of \$75,000 which requires a Resolution and Budget Amendment Request in the amount of \$24,378 (Attachment #1).
3. Direct staff to further develop the Legacy Event Grants guidelines, criteria, and associated modifications to the Tourism grant programs to be brought back to the Board as a budget discussion item for the FY 2020 budget process.
4. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

1. Budget Amendment Request in the amount of \$24,378 to support Red Hills Horse Trials
2. February 7, 2017 Board Workshop on Tourism and Cultural Grant Funding Efforts

**Leon County
Board of County Commissioners**

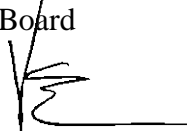
Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Status Report on Building Permit Review Timeframes for New Single-Family Residential Construction

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management
Lead Staff/ Project Team:	Barry Wilcox, Chief Development Resources Officer

Statement of Issue

As requested by the Board on September 24, 2018, this item provides an update on the permit review and approval timeframes for new single-family building permit applications.

Fiscal Impact

This item has no fiscal impact.

Staff Recommendation

Option #1: Accept the Status Report on Building Permit Review Timeframes for New Single-Family Residential Construction.

Report and Discussion

Background

At the Board's September 24, 2018 meeting, Commissioners requested an update on Development Support and Environmental Management's (DSEM) permit review timeframes for new single-family residential structures. The following analysis and related attachments provide the requested information, an analysis of the common issues which may delay permit issuance, the ongoing efforts and new approaches to further mitigate these delays in permitting.

At the Board's Annual Retreat on December 12, 2016, a series of Bold Goals and measurable Targets were proposed and subsequently ratified for incorporation into the County's Five-Year Strategic Plan. Under the Strategic Priority of Governance, a measurable 5-Year Target for new the permitting review time of new single-family residential structure was provided due to the fact that this permit type accounts for over 90% (annually) of all new construction permits filed with the County. The 5-Year Target called for a 30% reduction, from 11 days to 8 days, in the County's review timeframe for new single-family building permits by 2021.

The County has implemented many improvements to the permitting application and review processes in recent years including the continual utilization of technology to support the development industry coupled with the recognition of the personalized face-to-face customer interaction. This "high tech and high touch" approach was a core component of the 2017 DSEM Upgrade and continues to serve as the foundation for enhanced customer service and outreach. Specific improvements and ongoing efforts related to the building permitting process include:

- Utilized software to allow customers to electronically submit applications (building permits, site and development plans, and environmental permits) and enable staff throughout the department to concurrently review applications in a more time efficient manner.
- Expanded web-based permitting services to allow additional classifications of contractors to apply for and receive County permits online.
- Implemented a dual track review and approval process for new development proposals allowing for concurrent development and environmental review.
- Developed and implemented the Project Manager Model to ensure continuity during the review process, assist with the seamless facilitation of an integrated team approach to customer service, and provide ongoing reinforcement regarding DSEM's primary goal of presenting a coordinated and unified team approach to customer service delivery.
- Continue to convene with the Advisory Committee for Quality Growth and meet with the Tallahassee Builders Association to provide information, offer training, and address any individual or collective issues regarding the building permitting process.

This status report is essential to the following FY2017-FY2021 Strategic Plan 5-Year Target:

- Reduce by at least 30% the average time it takes to approve a single-family building permit.

This particular 5-Year Target aligns with the Board's Governance Strategic Priority:

- (G2) Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.

Analysis

DSEM's primary mission is to support and facilitate the development of a sustainable built environment while protecting and preserving our natural resources and maintaining the quality of life our citizens have come to expect. Like other County departments and divisions, DSEM constantly strives to improve its programs and processes, and provide the greatest customer service experience possible to both residents and contractors. Building contractors are reliant upon the County to provide expeditious review of construction plans and delays in this process can have a direct fiscal impact on their business. Likewise, DSEM recognizes the County's responsibility to the community to ensure that all construction meets the minimum standards necessary to protect the safety and welfare of the consumer, general public, and the owners and occupants of buildings. As a result, DSEM serves as a value-added resource to developers and a steward to the community as a whole in facilitating the highest quality development.

The County's Land Development Code guides where certain types of buildings and structures can be located based on the land use. For the construction of buildings such as new single family homes, DSEM relies upon the uniform standards, requirements, and regulations set forth in the Florida Building Code (FBC). The FBC determines the standards to which buildings must be constructed and the documentation to be provided and reviewed for a building permit. One requirement of the FBC is for buildings to comply with the National Flood Insurance Program (NFIP) to mitigate the effects of flooding on new and improved structures. The compliance requirement must be documented by the applicant in the permit application. DSEM's role is to provide technical support to builders to ensure that their construction plans meet the standards and requirements set forth in the state building code. Building permits are issued once the applicant has satisfied these uniform requirements.

Building Permit Review Timeframes

It is important to note that many factors determine the average days to issuance for a permit. These include:

- the promptness with which staff reviews the information;
- the thoroughness and level of detail required by the state to be provided in the application and related materials as initially submitted;
- the need to request additional required information or clarification to ensure accurate review of the application;
- the speed at which these materials or information are returned to DSEM staff; and

- the timeliness of the application for septic approval with the Florida Department of Health or sewer tap connection with the City of Tallahassee or Talquin Electric.

In order to further improve DSEM’s responsiveness to industry expectations and needs, staff recommended and the Board approved the County’s 5-Year Target to reduce the average number of days of staff review time for single family residential permit application by 30%. The target reduction is limited to the permitting responsibilities and review time specifically under DSEM’s purview. It does not include the timeframes associated with the Florida Department of Health for septic tanks, the City of Tallahassee for sewer connections, or the time it takes for an applicant to resubmit or revise their permit application.

At the time the 5-Year Target for new single-family building permits was adopted, the average days of County review time was eleven. Since the adoption of this 5-Year Target in December of 2016, approximately 66% of the goal has been met through a two-day reduction from eleven to nine days. In the first year (FY 2017), the County’s permit review time for new single-family homes was reduced to ten days despite a nearly 20% increase in all permitting activity from the previous year. For the most recent fiscal year, permit review times were down to nine days. Table #1 illustrates the number of new single-family permits issued for FY 2018, average days to issuance for the permit, average days of review by DSEM staff, average days with the applicant, average days added for septic/sewer approval, and the percentage of applications requiring resubmittals.

Table #1: FY 2018 Average Review & Approval Times for New Single-Family Building Permits

Number of Permits	Avg. Days to Final Issuance	Avg. Days of County Review	Avg. Days w/Applicant	Avg. Days for Septic/Sewer Approval (Net)	% of Application Resubmittals
312	23	9	10	4	55%

Significant improvements to processes and procedures over the course of the last two years have led to a two-day improvement in the average days of County staff review time for new single-family permits. While this progress is positive, staff believes there are still opportunities for further improvements that will ensure achievement of the 30% reduction 5-Year Target.

Delays to Issuance

In addition to the update regarding permit review timeframes for new, single-family residential structures, the Board also requested an analysis of common issues which may delay permit issuance. As previously mentioned, there are many factors that impact the speed at which a permit can be reviewed and approved. Some of these factors, such as staff review times, can be directly addressed by DSEM. Other factors are inherently external in nature and thereby more difficult to influence such as the thoroughness and level of detail provided in applications, applicant response times, and state agency review times. For this analysis, Attachment #1 provides the last quarter’s (FY 2018, Q4) permitting activity for new single-family construction with a greater level of detail than what is provided in Table #1 including the specific deficiencies

that required resubmittals. The aggregate permit review times in the final quarter of the year were consistent with the rest of FY 2018 but the attached report demonstrates how much more quickly permits are issued when they do not require additional information. The attached report will be published online quarterly and shared with local industry groups. Individual permit numbers for each application can be provided upon request.

Of the 50 single-family home permits issued during the final quarter of FY 2018, 29 (58%) required no additional information or resubmittals. These applications were issued in an average of 14 business days, including 8.6 days of staff review time, four days of added septic/sewer review time, and two days of applicant time. In these instances, the additional applicant days typically represents the time between when the applicant is notified a permit is ready and when it is issued upon payment.

During the same timeframe, 21 (42%) building permit applications required additional information or resubmittals. These applications were issued in an average of 32 business days with 9.6 days of staff review time, three days of added septic/sewer review time, and 20 days of applicant time. Most of these applications required a single resubmittal, but four required multiple resubmittals before a permit could be issued. For the applicant, the end result of needing to resubmit information more than doubles the average amount of time for the permit to be issued from 14 to 32 business days. Reasons for the resubmittal requests among the 21 permits were varied, but certain patterns are evident in Attachment #1 and described further in the next section of this analysis. By reducing the number of resubmittal requests, the County will have greater success in further lowering the average review time for new single-family construction permits and meet the 5-Year Target.

Opportunities for Improvement

A review of Attachment #1 indicates that nearly 50% of all requests for additional information or resubmittals are related to compliance issues with the FBC. The FBC requires that a complete set of building plans demonstrating compliance with the FBC accompany a request for a building permit. These requirements are relatively straightforward and typically do not vary significantly for a proposed new single-family home. The recent modifications to the FBC in 2017 included minor changes to the requirements for wind loading analysis, energy-related forms, and enhanced hurricane protection measures which impacted the required truss plan. A state licensed residential contractor should be fully aware of the requirements based on the State's continuing education requirements for licensed contractors. DSEM will continue to work with the local construction community to identify the most common FBC-related issues causing delays in permit issuance and identify opportunities to better educate and/or inform builders of these common issues.

Non-compliance with the NFIP requirements is the second most common reason (30%) staff requests additional or revised information during the review of building permits. Typically, these requests are associated with an inaccurate Flood Certification Letter (a.k.a. "Flood Letter"). In addition to the submittal of inaccurate Flood Certification Letters, the need to complete a Flood Indemnification Affidavit is another NFIP-related issue that often causes delays in permit

approval. The purpose of this affidavit is to release the County from liability for possible future damages that may occur to proposed structures in flood prone areas. Both the Flood Certification Letter and Flood Indemnification Affidavit are relatively simple requirements passed along to the County through FEMA's flood insurance program.

In an effort to better educate the professional engineering community as to the requirements of NFIP-related documentation, staff will be scheduling a Lunch and Learn presentation on the process and available resources and data. Staff will also highlight this information on the DSEM website.

Perhaps the most notable opportunity for improvement among all applications is in relation to additional review times for septic permits and sewer connections. All new homes are required to connect to either centralized sewer or a Florida Department of Health approved septic system. Delays associated with connections often occur because an applicant has failed to apply for a septic permit or pay a sewer tap fee in a timely manner.

DSEM staff works closely with the Florida Department of Health and local utility providers to ensure coordination of processes and procedures. Staff believes there are opportunities to better educate and notify applicants of the need to complete these additional, external requirements concurrent with County building permit review. To this end, DSEM is revising its software work flow to include an automated notification in addition to the existing checklist which will be generated at application submittal, to remind the applicant of the need to apply for a septic permit through the Florida Department of Health or pay sewer tap fees prior to building permit issuance.

Summary

During the past fiscal year, the average staff review time for new single-family building permits was nine business days. This represents a reduction of two days in staff's average review time since the 5-Year Target 30% Reduction was established and is one day from achieving the goal by 2021.

A detailed review of new single-family permits during the last quarter of the fiscal year noted two primary areas where requests for additional information and/or resubmittals occurred. These include noncompliance related issues associated with the FBC and FEMA's NFIP. Staff will attempt to address these noncompliance issues by providing information on the DSEM website and by hosting a lunch and learn for professional engineers involved with NFIP-related issues. In addition, staff will enhance coordination and notification regarding septic permits and sewer connections utilizing the capabilities of the ACA permit tracking software. In addition, to provide further transparency and work towards the goal of reducing resubmittals, the attached summary report will be published online quarterly and shared with local industry groups. It is anticipated these follow-up activities will result in accomplishing the 5-Year Target of a 30% reduction (from 11 to 8 business days) in the County's review timeframe for new single-family building permits during the planning horizon ending in FY 2020/21.

Options

1. Accept the Status Report on Building Permit Review Timeframes for New Single-Family Residential Construction.
2. Do not accept the Status Report on Building Permit Review Timeframes for New Single-Family Residential Construction.
3. Board direction.

Recommendation

Option #1

Attachment:

1. FY 2018 Q4 new single-family permit review times with deficiency information

Days to Approval Report
Permits Issued for 7/1/2018 - 9/30/2018

NEW SINGLE FAMILY RESIDENTIAL

	Submitted	Issued	Total Working Days	County Review Days	Septic/Sewer Net Days	Applicant Days	Resubmittals	Resubmittal Requested By	Deficiency Issue	Regulatory Reference*
1	6/26/2018	7/2/2018	5	5	0	0	0			
2	6/27/2018	7/9/2018	8	8	0	0	0			
3	6/25/2018	7/9/2018	10	8	2	0	0			
4	6/26/2018	7/9/2018	9	8	1	0	0			
5	6/20/2018	7/12/2018	16	10	6	0	0			
6	6/6/2018	7/16/2018	28	7	4	17	3	ENV DEV SERV BLDG	Need Updated FLC Need Revised Site Plan & Access Easement Energy Form Missing Signature. Wind Load Analysis Missing Signature, Seal, and Header Schedule.	NFIP LDC FBC
7	6/15/2018	7/16/2018	21	6	4	11	1	BLDG	Missing a gas piping diagram Missing plans for the generator Missing a header schedule and gable wall framing detail on the wind load analysis Missing information/specifications for the theromass walls	FBC
8	7/6/2018	7/19/2018	10	10	0	0	0			
9	6/28/2018	7/20/2018	16	15	1	0	0			
10	7/10/2018	7/24/2018	11	10	1	0	0			
11	7/10/2018	7/24/2018	11	11	0	0	0			
12	6/8/2018	7/25/2018	33	11	1	21	2	ENV BLDG	Need Flood Ltr No Electrical Contractor Listed	NFIP FBC
13	7/12/2018	7/25/2018	10	9	0	1	0			
14	7/19/2018	7/26/2018	6	3	3	0	0			
15	6/28/2018	7/31/2018	23	10	5	8	1	ENV	Contractor Undecided as to Driveway Location	N/A
16	7/19/2018	7/31/2018	9	4	4	1	0			
17	6/25/2018	8/2/2018	28	7	21	0	0			
18	6/1/2018	8/6/2018	46	12	2	32	1	ENV	No Infrastructure in Subdivision	Other
19	6/1/2018	8/6/2018	46	12	2	32	1	ENV	No Infrastructure in Subdivision	Other
20	6/4/2018	8/6/2018	45	11	2	32	1	ENV	No Infrastructure in Subdivision	Other
21	6/12/2018	8/6/2018	39	8	3	28	1	ENV	No ACC Letter	NFIP
22	7/18/2018	8/7/2018	15	6	6	3	0			
23	7/18/2018	8/7/2018	15	6	6	3	0			
24	6/27/2018	8/8/2018	30	7	23	0	0			
25	8/2/2018	8/9/2018	6	5	1	0	0			
26	7/2/2018	8/17/2018	34	12	0	22	2	BLDG	Missing Beam/Header Schedule in WLA Missing truss plans or framing details for the floor system	FBC
27	6/14/2018	8/22/2018	49	7	0	42	3	ENV DEV SERV BLDG	No Flood Ltr No Access on Site Plan EPL Card Missing	NFIP LDC FBC
28	7/5/2018	8/24/2018	37	3	6	28	0			
29	7/26/2018	8/24/2018	22	4	0	18	0			
30	8/7/2018	8/24/2018	14	7	7	0	0			
31	4/5/2018	8/30/2018	104	16	2	86	1	ENV	Flood Indemnity Ltr Required	NFIP
32	7/24/2018	9/4/2018	30	16	2	12	1	BLDG ENV	Wind Load Analysis not Signed and Sealed Oak Tree Issue	FBC Other
33	8/9/2018	9/4/2018	18	6	2	10	1	BLDG	No Truss Plan	FBC
34	8/10/2018	9/4/2018	17	15	2	0	0			
35	8/7/2018	9/4/2018	20	7	0	13	1	BLDG	No Gas Riser Diagram	FBC
36	8/8/2018	9/4/2018	19	7	5	7	1	Dev Serv	No Setbacks on Site Plan	LDC
37	8/24/2018	9/10/2018	11	10	0	1	0			
38	7/30/2018	9/13/2018	33	7	16	10	1	Dev Serv	No Site Plan	LDC
39	8/29/2018	9/13/2018	11	7	4	0	1	BLDG	No Truss Plan, Wind Load Analysis, or Foundation Plan	FBC
40	8/31/2018	9/13/2018	9	5	1	3	1	Dev Serv	No Setbacks on Site Plan	LDC
41	7/31/2018	9/14/2018	33	10	2	21	1	ENV	Need Revised Flood Ltr	NFIP
42	8/28/2018	9/19/2018	16	11	0	5	1	Dev Serv	Replacement of MH or Addition of 2nd MH?	LDC
43	8/29/2018	9/19/2018	15	9	5	1	0			
44	8/28/2018	9/20/2018	17	7	10	0	0			
45	9/6/2018	9/20/2018	11	9	2	0	0			
46	8/30/2018	9/21/2018	16	16	0	0	0			
47	9/4/2018	9/21/2018	14	14	0	0	0			
48	9/4/2018	9/21/2018	14	12	2	0	0			
49	8/29/2018	9/27/2018	21	14	0	7	1	BLDG	No Modular Home Plans Included	FBC
50	9/11/2018	9/28/2018	14	11	3	0	0			

Average 21.90 **9.02** 3.38 9.50 0.54

*This column cites the regulatory program, code, or requirement that was not satisfied in the original permit application.

FBC - Florida Building Code
NFIP - National Flood Insurance Program
LDC - Land Development Code

**Leon County
Board of County Commissioners**

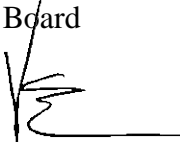
Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

November 20th, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Enterprise License Agreement Amendment with the Environmental System Research Institute, Inc. for Geographic Information System Software

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:	Scott Weisman, Tallahassee-Leon County Geographic Information System Program Coordinator

Statement of Issue:

This item seeks approval to renew the Environmental System Research Institute, Inc. (ESRI) Enterprise License Agreement for coverage dates from November 1, 2018 to October 31, 2023. The current license agreement period expired October 31, 2018.

Fiscal Impact

This item has a fiscal impact. Funding is available in the Office of Information Technology/ Geographic Information System (GIS) FY19 budget. The total cost over the five years is \$2.21 million; FY19 total is \$420,000. As part of the Tallahassee-Leon County Interlocal Agreement for the GIS program, the cost for the Enterprise License Agreement is shared with a distribution at 62% for the City (\$1.5 million) and 38% for the County (\$710,000).

Staff Recommendation:

Option #1: Approve the Environmental System Research Institute, Inc. Enterprise License Agreement Amendment #8 (Attachment #1) extending the licensing period for an additional five years, and authorize the County Administrator to execute, in a form approved by the County Attorney.

Report and Discussion

Background:

The Tallahassee-Leon County Geographic Information System (TLC GIS) has been a consumer of Environmental System Research Institute, Inc. (ESRI) GIS technology since 1996. TLC GIS entered into an Enterprise License Agreement (ELA) with ESRI in October 2005. Since that time, the agreement has been renewed upon negotiation of coverage.

This item seeks to renew the ESRI ELA for five years, from November 1, 2018 to October 31, 2023 (Attachment #1). The ELA provides tremendous flexibility with the vast software product suites that enables the GIS program to provide value through solutions from desktop, web, cloud, and mobile platforms. The ELA bundles software licensing, training and service credits, top tier technical support, as well as guidance with best practices with the use of GIS in local government. It also provides budget predictability through stable costs over the five-year ELA period and uncomplicated, low overhead license management. As part of the Tallahassee-Leon County Interlocal Agreement for the GIS program, the cost distribution for the ELA is 62% for the City and 38% for the County, which reflects the higher use of GIS by the City Utilities.

Analysis:

TLC GIS and ESRI staff evaluated current and future needs for software and training to support and advance the TLC GIS program. Some new and/or increased features and services were added at no cost or at reduced costs. The new ELA now includes modules that were not previously included in 2015-2018 ELA, that were additional costs to the City and County. It also includes ample user access to the cloud-based platform that is used for most all of the GIS mapping in use.

The final effort of the review resulted in an increase cost for the ELA over the life of the five-year contract. This is due in part to increases in general software maintenance costs and R&D that go back into the dozens of products and services used by the GIS Program. Total cost for the ELA is \$2,221,000 over a five-year period (FY19 – FY23). For the first three years there is an increase of \$23,300 per year, and the fourth and fifth year there is an increase of \$78,300 per year over the previous three-year ELA period (FY15 – FY18). The new costs were anticipated in the FY19 budget.

Options:

1. Approve the ESRI Enterprise License Agreement Amendment #8 which extends the licensing period for an additional five years and authorize the County Administrator to execute, in a form approved by the County Attorney.
2. Do not approve the ESRI Enterprise License Agreement Amendment #8 which extends the licensing period another five years and do not authorize the County Administrator to execute, in a form approved by the County Attorney.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. ESRI Enterprise License Agreement Amendment #8

Amendment No. 8 Agreement No. 2009ELA5943



This Amendment No. 8 is entered into by and between Leon County, Florida (“**County**”) and **Environmental Systems Research Institute, Inc.** (hereinafter referred to as “**Esri**”).

WHEREAS, Esri and County entered into an Enterprise License Agreement with an effective date of November 1, 2009 (hereinafter “**ELA**”); and

WHEREAS, the parties desire to amend the Enterprise License Terms and Conditions of the Agreement to extend the term for an additional five (5) years from November 1, 2018 (“**Renewal Effective Date**”) through October 31, 2023 (“**2018 Renewal Term**”) for an additional Two Million Two Hundred Ten Thousand dollars (\$2,210,000);

NOW THEREFORE, the parties agree to the following:

1. Section 7.1 Term. The following new paragraph is added to Section 7.1 Term:
The term of this ELA is extended for an additional five (5) years, from November 1, 2018 through October 31, 2023, unless otherwise cancelled or terminated as provided herein.
2. Appendix A – Products and Deployment Schedule, is deleted in its entirety and replaced with the attached Appendix A – Products and Deployment Schedule, which shall supersede any previously issued Appendix A – Products and Deployment Schedule for the renewal period.
3. Appendix B – ELA Fee Schedule, is deleted in its entirety and replaced with the attached Appendix B – ELA Fee Schedule, which shall supersede any previously issued Appendix B – ELA Fee Schedule.

Except as may be specifically modified by this Amendment No.8, all other terms and conditions of the Agreement and any Amendment(s) or Addendum(s) constitute the entire agreement between the parties and supersede all prior and contemporaneous agreements or representations, written or oral, concerning the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No.8 as of the date of the last party to sign below.

ACCEPTED AND AGREED:
LEON COUNTY, FLORIDA
(County)

ENVIRONMENTAL SYSTEMS RESEARCH
INSTITUTE, INC
(Esri)

By _____
Nick Maddox, Chairman
Board of County Commissioners

By: _____
Authorized Signature

Printed Name: _____

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

Title: _____

Date: _____

By: _____

Approved as to Form
Leon County Attorney’s Office

By: _____
Herbert W. A. Thiele, Esq., County Attorney

**APPENDIX A
PRODUCTS AND DEPLOYMENT SCHEDULE**

County may Deploy the ELA Products up to the total quantity of licenses indicated below to Licensees during the term of this ELA.

**Table A-1
ELA Products–Uncapped Quantities**

Item	Total Qty./Seats to Be Deployed
ArcGIS Desktop: Advanced, Standard, Basic (Single and Concurrent Use)	Uncapped
ArcGIS Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Schematics, ArcGIS Spatial Analyst, and ArcGIS Workflow Manager (Single and Concurrent Use)	Uncapped
ArcGIS Enterprise: Enterprise and Workgroup (Advanced and Standard)	Uncapped
ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Spatial Analyst, and ArcGIS Workflow Manager	Uncapped
ArcGIS GIS Server: Advanced, Standard, Basic	Uncapped
ArcGIS Enterprise Additional Capability Servers: ArcGIS Image Server, ArcGIS GeoEvent Server	Uncapped
ArcGIS Runtime Analysis Extension	Uncapped
ArcGIS Runtime (Standard)	Uncapped
Mapping and Charting Solutions: Esri Production Mapping for Desktop	Uncapped

**Table A-2
ELA Products–Limited Quantities**

Item	Rolled-In Qty. (if applicable)	Qty./Seats to Be Deployed	Total
ArcGIS Developer – Enterprise Subscription	-	2	2
Insights for ArcGIS for use with ArcGIS Online – Term License	-	20	20

Product	Named Users
Business Analyst for use with ArcGIS Online	10
GeoPlanner for Use with ArcGIS Online	2

Product	Cores
ArcGIS Monitor – Production Term	44

Product	Number of Subscriptions	Named Users per Subscription	Annual Credits per Subscription
ArcGIS Online – Organizational Subscription	1	1000 Level 2*	150,000

*Pricing for ArcGIS Online Named Users is based on an estimated maximum usage of 300 Level 2 Named Users. Esri will make available 1,000 Enterprise Named Users to provide TLC GIS flexibility of use.

Product	Number of Subscriptions	Named Users
ArcGIS Enterprise	1	20 Level 2

**APPENDIX B
EA FEE SCHEDULE**

The 2018 Renewal ELA Fee is \$2,210,000. The 2018 Renewal ELA Fee is in consideration of the ELA Products, ELA Maintenance, Esri International User Conference registrations, and Esri Enterprise Advantage Program.

	Year 1 November 1, 2018 – October 31, 2019	Year 2 November 1, 2019 – October 31, 2020	Year 3 November 1, 2020 – October 31, 2021	Year 4 November 1, 2021 – October 31, 2022	Year 5 November 1, 2022 – October 31, 2023	2018 Renewal ELA Fee
Annual ELA Fee	\$420,000	\$420,000	\$420,000	\$475,000	\$475,000	\$2,210,000

Number of Esri International User Conference Registrations per Year	12
Number of Set of Backup Media, if requested	2
Number of Tier 1 Help Desk Callers that may contact Esri for Tier 2 Support	8
Term of ELA	Five (5) years from November 1, 2018
Esri Enterprise Advantage Program (EEAP)** - Up to 100 Technical Advisor Hours per year Annual One-Day Planning Meeting per year Quarterly Technology Webcasts Learning and Service Credits per year	One (1) annual subscription

**Unused Learning and Services credits will expire 24 months from their purchase date, or one month after the expiration of the program, whichever is first. Learning and Services credits are a flexible way for your organization to receive focused technical enablement support. These credits are not intended for use on project-specific professional services. Any project-related activities requiring Esri Project Services support will be scoped, budgeted, and scheduled outside of the EEAP. You can find more information about the EEAP at www.esri.com/services/eeap.

Unit-Priced Items

Licenses and Maintenance for Unit-Priced Items are available at the prices set forth below and are not included in the EA Fee. Unit-Priced Items will be licensed in accordance with the terms and conditions of the License Agreement.

Item	Year 1	Year 2	Year 3	Year 4	Year 5
EEAP Additional Learning & Service Credits (50)	\$27,000	\$27,000	\$27,000	\$30,000	\$30,000
EEAP Additional Technical Advisor Hours (100)	\$24,100	\$24,100	\$24,100	\$26,300	\$26,300

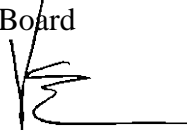
**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

November 20, 2018

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator 
Title: Engineering Services for Design of the Northeast Lake Munson Sewer Project

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director of Public Works Charles Wu, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Samuel Ijeoma, P.E., Sr. Design Engineer Theresa B. Heiker, P.E., Stormwater Management Coordinator Chris Muehlemann, P.E., Chief of Engineering Services

Statement of Issue:

This agenda item seeks authorization for staff to negotiate the Engineering Services Fee with George & Associates Consulting Engineers, Inc. (G&A) for design and permitting services for the Northeast Lake Munson Sewer Project.

Fiscal Impact:

This item has a fiscal impact. Subject to negotiation, the cost for the engineering contract is estimated at \$750,000. Funding for this contract is included in the \$5.5 million Northeast Lake Munson Sewer Retrofit project budget. The budget is supported equally by grant funds from the Florida Department of Environmental Protection (FDEP) and the County's share of the Blueprint 2020 water quality funds.

Staff Recommendation:

Option #1: Authorize negotiation of the design services fee with George & Associates Consulting Engineers, Inc., if negotiations are unsuccessful, authorize negotiations with the remaining two firms in order of ranking, for the Northeast Lake Munson Sewer Design project (Attachment #1), and authorize the County Administrator to execute the agreement in a form approved by the County Attorney.

Report and Discussion

Background:

This agenda item seeks authorization for staff to negotiate the Engineering Services Fee with George & Associates, Consulting Engineers, Inc. (G&A) for design and permitting services for the Northeast Lake Munson Sewer Project.

To support the upgrade or elimination of septic tanks in the Primary Springs Protection Zone, Leon County has aggressively pursued state grants to convert septic tanks to sewer systems. During the February 13, 2018 meeting, the Board accepted a \$2.75 million grant from the Springs Restoration Grant Program for the Northeast Lake Munson Sewer Project and approved \$2.75 million in advance matching funds to be repaid from the County's share of the Blueprint 2020 Water Quality Project. One requirement of the grant agreement was for the County to enter into an interlocal agreement with the City to ensure that the sanitary sewer system constructed under the grant will be operated and maintained appropriately by the City. The interlocal agreement is currently under development and is anticipated to be brought to the Board for approval in Spring 2019.

The Northeast Lake Munson Sewer System Project is essential to the following FY 2017-FY 2021 Strategic Initiatives and Bold Goal:

- 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)
- 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.

Analysis:

This project is to install a sewer system in the Northeast Lake Munson area (Attachment #2). The project will eliminate up to 263 septic tanks. Including this project, there are currently funded capital projects to address 686 septic to sewer conversions or alternative passive technology systems. In total, over the next seven years, the County and State have committed approximately \$30 million each or \$60 million in total to eliminate or upgrade 2,300 septic tanks in the primary springs protection zone.

The Request for Proposals (RFP) for the Northeast Lake Munson Sewer System Project was electronically posted on July 17, 2018. A total of 43 vendors requested the RFP package, and the County received proposals from eight firms on August 16, 2018 (Attachment #3). The eight firms that submitted proposals were Atkins North America, David H. Melvin, Inc., Dewberry Engineers, George & Associates Consulting Engineers, Inc. (G&A), GGI, LLC d/b/a Genesis, Kimley-Horn and Associates, Inc., Mead & Hunt, and North Florida Professional Services, Inc.

The County's formal Proposal Review Process consists of two parts. The proposals are first reviewed and ranked by the Evaluation Committee (Attachment #4). Through this review, the Committee then develops a short list for interviews. At the conclusion of the interview process, a final ranking is determined for recommendation to the Board.

The firms shortlisted for interviews were George & Associates Consulting Engineers, Inc. (G&A), GGI, LLC d/b/a Genesis, and Kimley-Horn and Associates, Inc. Based on the final scoring of the interviews, the committee recommended G&A as the top-ranked firm (Attachment #5). If the negotiations are unsuccessful with G&A, staff recommends that negotiations proceed with the next ranked firms of GGI, LLC d/b/a Genesis followed by Kimley-Horn and Associates, Inc. Staff recommends that the County Administrator be authorized to execute the design services agreement following fee negotiation.

The RFP established aspirational targets of 26% for Minority/Women Business Enterprise (MWBE) participation. Points were awarded to bidders based on their commitment to the amount of MWBE participation they would agree to as part of being awarded the contract. The top-ranked firm, George & Associates Consulting Engineers, Inc. met the MWBE Aspirational Targets. An analysis of the MWBE participation plans for the RFP respondents is included as Attachment #6.

Options:

1. Authorize the negotiation of the design services fee with George & Associates Consulting Engineers, Inc., if negotiations are unsuccessful, authorize negotiations with the remaining two firms in order of ranking for the Northeast Lake Munson Sewer System Project Design (Attachment #1), and authorize the County Administrator to execute the agreement in a form approved by the County Attorney.
2. Do not authorize the negotiation of the design services fee for the Northeast Lake Munson Sewer System Project Design with firms in order of ranking.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Agreement
2. Northeast Lake Munson Septic to Sewer Project Map

3. Submittal Tabulation Sheet
4. Recommended Firms based on the Technical Proposal Scores
5. Interview Ranking Summary
6. MWBE Analysis

AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, FLORIDA, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the ("County") and GEORGE & ASSOCIATES, CONSULTING ENGINEERS, INC., hereinafter referred to as the ("Contractor"), both collectively referred to as the ("Parties") is entered into as of the date of last signature below. For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide to the County the following services related to providing comprehensive civil engineering services for the Northeast Lake Munson Sewer System Project in accordance with: 1) Design Services-Lake Munson NE Sewer Project, Bid# BC-08-16-18-52 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, attached to this Agreement as Exhibit B, to the extent that it is not inconsistent with this Agreement or with any of its exhibits.

2. WORK

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

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

3. TIME AND LIQUIDATED DAMAGES

The work to be performed under this Agreement shall be commenced within fifteen (15) days of the Notice to Proceed. All work to be performed under this Agreement shall be completed within three-hundred sixty five (365) consecutive calendar days of the Notice to Proceed. If the work to be performed under this Agreement is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, the sum of \$1,000.00.

Permitting the Contractor to continue and finish the work or any part of it after the expiration of the Agreement time allowed, including extensions, if any, shall in no way act as a waiver on the part of County of the liquidated damages due under the Agreement.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County for a total sum of \$ on completion of the work and acceptance as satisfactory.

5. PAYMENTS

The County shall make payments to the Contractor within forty-five (45) days of submission and approval of invoice for services.

6. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Name: Sam Ijeoma/Charles Wu
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, Florida 32308
Telephone: 850-606-1500
E-mail: WuC@leoncountyfl.gov
IjeomaS@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

C. Notices to the Contractor are to be submitted to:

Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

D. Invoices are to be submitted to:

Name: Sam Ijeoma
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, Florida 32308
Telephone: 850-606-1500
E-mail: IjeomaS@leoncountyfl.gov

E. Proper form for an invoice is:

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

F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the Agreement.

7. STATUS

The Contractor at all times relevant to this Agreement shall be an independent Contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

8. INSURANCE

Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder

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

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

- 1) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
- 3) Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
- 4) Professional Liability Insurance, including errors and omissions: for all services provided under the terms of this agreement with minimum limits of One Million and 00/100 (\$1,000,000.00) Dollars per occurrence; or claims made form with "tail coverage" extending three (3) years beyond the term of the agreement. Proof of "tail coverage" must be submitted with the invoice for final payment.
- 5) Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.

B. Deductibles and Self-Insured Retentions

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

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

- 1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 - d. The Contractor's insurance shall apply separately to each insured against whom claims are made

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

2) All Coverages

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

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

E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

9. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

10. LICENSES

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

11. ASSIGNMENTS

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

12. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees..

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

13. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto and made a part hereof except when the County Good Faith Committee approves an exception.

The Contractor shall provide a monthly report to the Leon County Minority, Women and Small Business Enterprise Division in a format and manner prescribed by the Division. The report shall, at a minimum, indicate the business name of each certified Minority Business Enterprise or Women Business Enterprise sub-contractor utilized, the amount paid, the type of work performed, the appropriate invoice date, and the payment date to the Division.

Should Contractor's sub-contractor utilization fall below the level required in this Agreement or should Contractor substitute MWBE sub-contractors without prior written approval of the Division, the Contractor may be in breach of the Agreement. Contractors found in breach of their Agreement with the County may be suspended from bidding on and/or participation in any future County projects for up to three (3) years as provided in Section 15 of the Purchasing and Minority, Women, and Small Business Enterprise Policy 96-1.

Any change in the subcontractor utilization as listed on the participation plan (Exhibit B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is unavailable or cannot perform the work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 2284 Miccosukee Road, Tallahassee, Florida or by facsimile to (850) 606-1651.

14. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- C. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- E. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: SHELLY KELLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: KELLEYS@LEONCOUNTYFL.GOV**

15. MONITORING

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

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

16. TERMINATION

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

17. PUBLIC ENTITY CRIMES STATEMENT

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

18. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

19. EMPLOYMENT ELIGIBILITY VERIFICATION

- A. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this Agreement/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
- B. Contractor further agrees that it will require each subcontractor that performs work under this Agreement to enroll and participate in the E-Verify Program within sixty days of the effective date of this Agreement/amendment/extension or within sixty days of the effective date of the Agreement between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- C. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
- 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this Agreement or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- D. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- E. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this Agreement and the County may treat a failure to comply as a material breach of the Agreement.

20. NON-WAIVER

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

21. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the contract sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this

provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of the Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

22. REVISIONS

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

23. VENUE

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

24. CONSTRUCTION

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

25. CONFLICTING TERMS AND CONDITIONS

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

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Solicitation Document #BC-08-16-18-52
Exhibit B – Vendor’s Response to Solicitation #BC-08-16-18-52

The remainder of this page intentionally left blank.

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

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long
County Administrator

By: _____

Printed Name _____

Date: _____

Title: _____

Date: _____

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

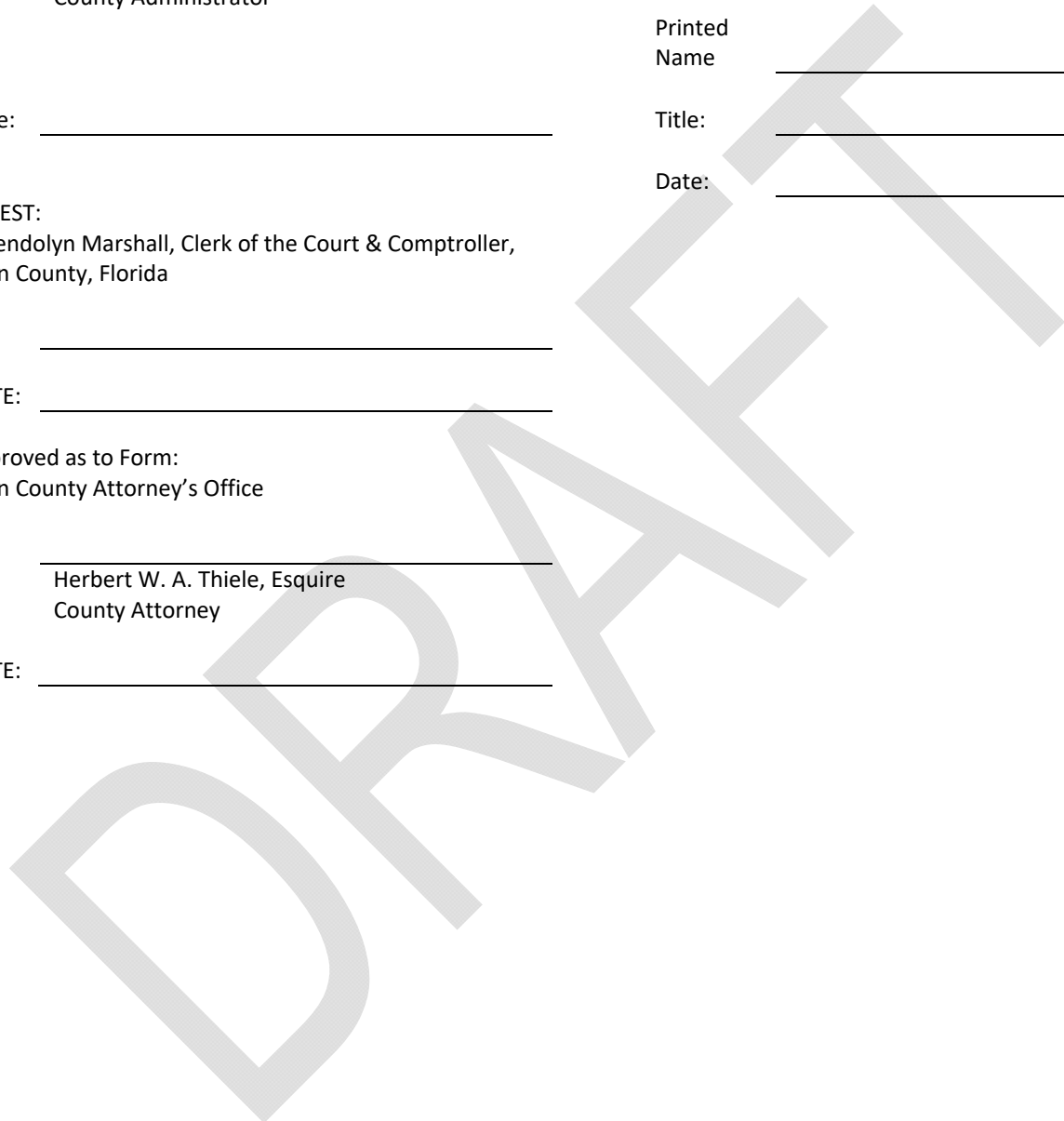
BY: _____

DATE: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esquire
County Attorney

DATE: _____





REQUEST FOR PROPOSALS

FOR

DESIGN SERVICES-LAKE MUNSON NE SEWER PROJECT

PROPOSAL NUMBER BC-08-16-18-52

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA**

Release Date: July 17, 2018

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
Proposal Number: BC-08-16-18-52
Opening Date: August 16, 2018

I. INTRODUCTION

Leon County requests proposals from firms/teams interested in providing comprehensive civil engineering services via a single contract for the Northeast Lake Munson Sewer System Project ("Project") to include the following activities:

The Project goal is to serve approximately 263 single family residences and commercial properties in the Yon's Lakeside Estates and Idlewild neighborhoods ("Project Area") (Attachment #1) with central gravity sanitary sewer system and a transmission system to the City's existing gravity sewer system south of Capital Circle Southwest or Crawfordville Road.

Design and permitting of the Project, including identification and description of the lift station site, utility easements, and other right-of-way needed to be acquired for the Project, are addressed in this Project scope. The main civil engineering services to be provided are survey, design, permitting, construction bid documents, post design services during construction, and engineering support during right of way acquisitions when needed. The acquisition of the lift station site, utility easements, and other right-of-way identified as being needed for the Project will be the responsibility of Leon County.

Applicants should be aware that the Project is jointly funded by Leon County and the State of Florida Department of Environmental Protection through a July 2017 Grant Agreement, No. LP0110E ("Grant") (Attachment #2). An accelerated design and permitting schedule is required to comply with the terms and conditions of the Grant. In addition, the City of Tallahassee and Leon County will negotiate an Interlocal Agreement for the new sanitary sewer system to be owned, operated, and maintained by the City upon final acceptance.

All professional services to be provided under this agreement shall be performed by Professionals licensed to practice in the State of Florida and in strict compliance with the Consultant's Competitive Negotiation Act, 287.055 F.S.(CCNA). Firms/teams will be selected to provide services specific to the Northeast Lake Munson Sewer System Project. All necessary work related to the completion of the Project is deemed included in this selection. All works completed for this project shall comply with Chapter 471, F.S., Chapter 455, F.S. and Chapter 61G15. F.A.C. All signed and sealed engineering documents shall be certified by Florida PE's.

II. GENERAL INSTRUCTIONS

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

*BC-08-16-18-52
Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, FL 32308*

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

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
 Proposal Number: BC-08-16-18-52
 Opening Date: August 16, 2018

County determines is in the best interest of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division’s website to stay informed of the Schedule of Events, addenda to the RFP, and public meetings.** The website address is: <http://www.leoncountyfl.gov/procurementconnect/>.

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
July 17, 2018	Release of the RFP
July 26, 2018 @ 10:00 AM	PRE-PROPOSAL MEETING (MANDATORY): Date and time the MANDATORY Pre-Proposal Meeting will be held in the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308. This will be a public meeting that the public is invited to attend.
Not Later Than: August 1, 2018 @ 5:00 PM	QUESTIONS/INQUIRIES DEADLINE: Date and time by which written questions and inquiries regarding the RFP must be received by the Leon County Purchasing Division via e-mail submittal to Geri Forslund at ForslundG@leoncountyfl.gov and Shelly Kelley at KelleyS@leoncountyfl.gov . Respondents are requested to send the e-mail to both representatives.
Not Later Than: August 16, 2018 @ 2:00 PM	OPENING DATE: Date and time by which Proposals must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308

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

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

During and after the Pre-Proposal Meeting, it is the responsibility of the Purchasing Division to ensure that Registered Planholders develop their Proposal with the same information. If a Registered

Planholder receives information from Leon County relating to the RFP prior to the information cutoff date, Leon County will ensure that all Registered Planholders receive the same information in a timely fashion.

- E. Information: Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Geri M. Forslund and Shelly W. Kelley at (850) 606-1600 or e-mail at ForslundG@leoncountyfl.gov and KelleyS@leoncountyfl.gov. **Vendors are requested to send such requests to both representatives of the Purchasing Division.** Email inquiries are preferred.

Each Vendor shall examine the request for proposal documents carefully; and, no later than the date listed above, make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

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

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

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

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

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

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project

Proposal Number: BC-08-16-18-52

Opening Date: August 16, 2018

- G. Special Accommodation: Any person requiring a special accommodation at a Pre-Proposal Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- H. Proposer Registration: Proposers who obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Proposers. Also, Proposers should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Proposer through the Purchasing Division (<http://www.leoncountyfl.gov/Procurementconnect>) may cause your submittal to be rejected as non-responsive.
- I. As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/procurementconnect/> by simply clicking the planholder link at the bottom of the list of documents for each respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.
- J. Proposal Deadline: Your Proposal prepared in response to this RFP must be received by the Purchasing Division at the above listed address no later than the Opening Date (July 31, 2018 at 5:00 PM), as identified in the Schedule of Events, to be considered.
- K. Receipt and Opening of Vendor Responses: Vendor responses will be opened publicly at the date and time identified in the Schedule of Events as the Opening Date. A tabulation sheet of timely received Proposals will be made public and will be posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/procurementconnect/>. A vendor may request, in their submittal, a copy of the tabulation sheet to be mailed in a vendor provided, stamped self-addressed envelope for their record.

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

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

- L. Timely Delivery: It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE." Late proposals may be returned unopened to the vendor.
- M. Preparation Costs: The County is not liable for any costs incurred by Respondents prior to the issuance of an executed contract.
- N. Interviews: Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.

- O. Preparation and Changes: Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- P. Reservation of Rights: The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- Q. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- R. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.
- S. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- T. Licenses and Registrations: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

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

- U. Audits, Records, and Records Retention: The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
7. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**LEON COUNTY PURCHASING DIVISION
ATTN: SHELLY KELLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: KELLEYS@LEONCOUNTYFL.GOV**

V. Monitoring:

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

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and

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

W. Local Preference in Purchasing and Contracting:

1. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this section, shall be given a preference in the amount of five percent.
 - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.
2. Local business definition. For purposes of this section, "local business" shall mean a business which:
 - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 - b) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
 - c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
3. Certification. Any vendor claiming to be a local business as defined herein, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements set forth above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

- X. Addenda To Specifications: If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.leoncountyfl.gov/procurementconnect/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the

response sheet.

- Y. Unauthorized Alien(s): The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."
- Z. Employment Eligibility Verification:
1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "'Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
 2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
 3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
 4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
 5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.
- AA. Award of RFP and Protest: The proposal will be awarded as soon as possible to the responsive, responsible respondent(s) who rank highest in the evaluation process, unless otherwise stated

elsewhere in this document. The County reserves the right to waive any informality in proposals and to award a proposal in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/> for a period of seventy-two (72) consecutive

- | | |
|-------------------------------------|--|
| a. Surveying | b. Utility Engineering |
| c. Geotechnical Services | d. Environmental Support Services & Permitting |
| e. Roadway Design | f. Utility Building Design |
| g. Right-of-Way Acquisition Support | h. Construction Bid Document |
| i. Post-design Services | |

hours, which does not include weekends or County observed holidays. Any Bidder/Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written bid protest within 10 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

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

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

CC. Terms And Conditions:

Leon County objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a respondent in default.

DD. Work:

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

EE. Price Increase:

Upon written request from the vendor no less than 45 days prior to each anniversary date of the agreement, and at the discretion of the County, an annual price increase may be negotiated. It is the intent of the County to not allow a price increase greater than the Consumer Price Index for All Consumers (CPI-U) for the latest twelve month period reported at the time of request. In the event of an extraordinary factor (such an increase in the federal minimum wage) occurring out of the annual cycle, the County may consider a price adjustment on a case-by-case basis upon the written request of the contractor. All price increases shall be at the sole discretion of the County.

III. SCOPE OF SERVICES:

Leon County requests proposals from firms/teams interested in providing comprehensive civil engineering services for the Northeast Lake Munson Sewer System Project comprising the following activities:

ACTIVITIES:

The successful firm/team will provide the full scope of civil engineering services including identifying and describing necessary lift station site, utility easements, and other right-of-way needed to be acquired for the Project, developing construction plans and specifications for bidding, obtaining all necessary permits, and providing post-design services during construction and close-out of the permits and the Grant. Additional services may include consultant/expert witness support as needed for Leon County's right-of-way acquisition activities. Specific technical activities will include:

a. Surveying

Work shall consist of surveying services performed by surveyors licensed to practice in the State of Florida. Services may consist of but are not limited to, development of legal descriptions and sketches describing and depicting any lift station site, utility easements, and other right-of-way needed to be acquired, boundary surveys, design surveys (including topography, utilities, trees, buildings, etc.) or record drawing surveys. Services may also include consultant/expert witness support services as needed for Leon County's right-of-way acquisition activities.

b. Utility Engineering

(1) Work shall consist of engineering services related to design and permitting for the conversion of septic tanks to central sanitary sewer, including lift station (with power supplies, structures, and equipment selections), transmission facilities, and gravity collection sewers to connect the Project Area to the City of Tallahassee sewer utility.

(2) The design shall utilize current City of Tallahassee Standard Specifications for Design and Construction of Water and Wastewater Facilities.

(3) As a general reference, the respondents should review the conceptual sewer layout included in the City of Tallahassee's 2035 Master Sewer Plan Update (Attachment 4). The final design may deviate from the conceptual layout but it is subject to City's review and approval.

(4) Affected utilities such as water, sewer, natural gas, communications, electric or other similar utilities must be addressed with the Project.

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- (5) Other services may include, but are not limited to, development of operation manuals, computer modeling, feasibility studies, service capacity reports, system design, and review of design documents by others, expert witness services, or general assistance to Leon County staff in matters related to utilities.
- (6) Where structures are served by private potable wells, connection to the City of Tallahassee water supply will be designed from City's water mains to the right-of-way. If City water mains are not available, connections are not required.
- (7) Services may also include consultant/expert witness support services as needed for Leon County's right-of-way acquisition activities, community meetings, design progress reports, utilities review meetings, etc.
- (8) Leon County will send out notices to all property owners to be served by the Project informing them of the need for a survey of their septic tanks to determine the proper depths for the collection system, and requesting permission for the surveyors to access their properties. If the denial of such access prevents the design team from having sufficient survey data for collection system design, the associated Project area may be removed from the Project scope.

c. Geotechnical Services

Work shall consist of a karst inclusive evaluation, including the field sampling and testing, laboratory testing and the engineering evaluation of such information as is available to render opinions and reports related to geotechnical issues by a Registered Professional Engineer as requested. The services may also include the design of lift station foundation, utility building foundation, road base and subgrade improvements, embankment stabilization, erosion control, determination of unsuitable materials, bearing analysis and determination of seasonal high water table. It is crucial to design the sewer system against infiltration, exfiltration, and buoyancy when the parts are below the groundwater table. The Project area lies within known karst plain.

d. Environmental Support Services & Permitting

Work shall consist of the provision of technical and scientific testing, analysis or other investigation in support of environmental issues as may be encountered by Leon County and the State and Federal governments. Services may include but are not limited to, environmental permitting, water and sewer permits, water quality monitoring, environmental assessments, remedial action plans, archeological assessments, and hazardous materials related issues. These services shall be performed with the oversight of a Professional Engineer registered in Florida.

e. Roadway Design

Work shall consist of engineering services related to roadway design in accordance with FDOT and Leon County standards. Services may include but are not limited to, pavement, typical amenities to roadway design, such as roadside drainage and treatment, etc. Services may also include consultant/expert witness support services as needed for Leon County's right-of-way acquisition, etc.

f. Utility Building Design

Work may consist of engineering services related to design and permitting for utility buildings, including electrical, mechanical, structural, and architectural aspects.

g. Right-of-Way Acquisition: Identification and Support Services

Work shall consist of the following activities:

- (1) Consultant/expert witness support services as needed for Leon County's right-of-way acquisition activities.
- (2) Verification of the number of lots of record within the Project Area in support of planning sewer connections per tax parcel.
- (3) Identification of the lift station site, utility easements, and other right-of-way needed to be acquired according to the Project design plans. It is preferred that a separate right-of-way map will be prepared for each of the neighborhoods within the Project Area which depicts each of the proposed utility easements and other proposed rights-of-way by designated parcel number and identifies the ownership of the property from which it will be acquired.

h. Construction Bid Document

Work shall consist of developing construction plans and specifications for bidding, construction cost estimates, and constructability review.

i. Post-Design Services

Work will include response to Requests for Information, construction observation, continuing engineering support for the right of way/easement acquisitions, review of shop drawings and preparation of close-out documents, including certification of record drawings, septic tank, and private well abandonment, and any necessary permits for the central sanitary sewer system. All aforementioned services may be needed within ten years of initial permit approval.

IV. REQUIRED SUBMITTALS:

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

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

A. ABILITY OF PROFESSIONAL PERSONNEL

1. Provide the total number of professionals in your organization or team who may be assigned to the Project and their contribution related to the scope of services.
2. Give brief resume of key persons to be assigned to the Project including but, not limited to:
 - a) Name & title
 - b) Job assignment for other projects
 - c) How many years with this firm
 - d) How many years with other firms
 - e) Experience
 - 1) Types of projects
 - 2) Size of projects (dollar value and scope of project)
 - 3) What was the specific project involvement?
 - f) Education
 - g) Active registration
 - h) Other experience and qualifications relevant to this Project

3. If the respondent is not a joint venture, list outside consultants anticipated being used on this Project. When listing consultants, give the respective specialty of the firm. Standard form SF330 may be used for consultants if desired.
4. Key Personnel/Staffing: The design work, as well as the presentations and interviews, shall be performed and directed by key persons identified in the Technical Proposal. Any changes to the key personnel shall be replaced with equivalent experience and qualifications, and subject to County Project Manager's approval.

B. EXPERIENCE WITH PROJECTS OF A SIMILAR TYPE AND SIZE

1. List the projects which best illustrate the experience of the firm and current staff which is being assigned to this Project. (List 6-9 projects and no projects which were completed more than ten (10) years ago.) For the purposes of this solicitation, similar type project mean sewer systems with gravity mains and pump station and similar size project means with the number of connections close to the Northeast Lake Munson Sewer Project.
 - a) Name and location of the project
 - b) The nature of the firm's responsibility on this project
 - c) Project Owner's representative name, address and phone number
 - d) Project user agency's representative name, address and phone number
 - e) Date project was completed or is anticipated to be completed
 - f) Project manager and other key professionals involved and specify the role of each.
 - g) Challenges and lessons learned from the past projects.
2. Provide names and descriptions of projects for which the firm is presently under contract that demonstrates capabilities and qualifications for this work category.
3. Describe the Firm/Joint Venture's quality control process and procedures for ensuring that current design standards, codes, and other regulatory policies are utilized by staff in project design for this Work Category.
4. Describe basic and special resources available to the firm for the performance of the duties that may be assigned in this work category. Examples would be specialty software, equipment, computers, vehicles, etc.

C. WILLINGNESS TO MEET SCHEDULE AND BUDGET REQUIREMENTS

Given the fiscal constraints of local governments and Leon County, in particular, all budget requirements for projects to be assigned must be met. In addition, State grant schedule deadlines and budget must be met. Describe your practices used on projects to ensure the schedule is met and for ensuring budget requirements are not exceeded. Liquidated damage will be assessed at \$1,000 per day after December 31, 2019, until the Project is completed. Provide a schedule for completion of the design, permitting, and bid package by December 31, 2019. Post design services will be provided through June 30, 2021.

D. EFFECT OF FIRM'S RECENT, CURRENT AND PROJECTED WORKLOAD

1. Provide names and descriptions of projects for which the firm is presently under contract and the anticipated completion dates of those projects.

2. Describe the firm's ability to meet the compressed delivery schedule due to Grant constraints of Project design completion by December 31, 2019.

E. EFFECT OF PROJECT TEAM LOCATION

1. Leon County Local Preference Ordinance applies to this Project.
2. Provide the location of where the Project team will predominately reside to conduct the site visits and the majority of work. If located out of the region, describe the plan for ensuring community involvement and on-site visits without significant traveling expenses increase.

F. APPROACH TO THE PROJECT

1. Present in concise terms the company's approach to the design and permitting of the sanitary sewer collection system for the Project Area and the transmission system connection to the City of Tallahassee major collection system near Capital Circle. The collection system will include the main lines along the streets and laterals to the right-of-way lines.
2. An interlocal agreement for the provision of sanitary sewer service to the Project Area is being drafted for approval by the City of Tallahassee and Leon County.
3. In developing its approach to design and permitting, the Respondent should take into consideration that the Project Area contains neighborhoods with privately owned and maintained roads. Depending on whether or not an existing public utility easement is available for use within such neighborhoods, extensive title work may be necessary to determine and verify the ownership of the roadways and other rights-of-way within such neighborhoods.
4. Properties inside the Project limits may be served by private wells. As such, the design proposal shall also take this into consideration. See Attachment #3 for reference to the City's available water mains in the Project Area.
5. Additional design insight will be evaluated for the considerations of physical and non-physical constraints that may be encountered for the design and construction of Project.
6. Private roads without City's utility easement should not hinder the construction of the sewers on public roads or private roads with dedicated utility easements.

G. PAPERWORK REQUIREMENTS

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

V. SELECTION PROCESS

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members

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who will review and evaluate all responsive proposals received on time. The Committee may, select one or more firms for interview based on the evaluation of the responses of each proposer.

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

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

- B. The Evaluation Committee will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will authorize staff to negotiate with the most qualified firm (first ranked firm first and so on) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the BCC be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional top ranked firms to continue negotiations.
- E. Firms/Joint Ventures will be evaluated on the basis of the hard copy submittal of information described above. Based on this evaluation, firm(s) will be selected for presentation and interview. The presentation / interview will be evaluated without consideration to the prior hard copy submittal evaluation scoring.

Each Firm selected for presentation and interview by any of the Evaluation Committees will make its presentation during which the qualification information will be presented.

F. Evaluation Criteria and Process – Evaluation of Proposals:

Only written responses of statements of qualifications, performance data, and other data received in the purchasing office by the publicized submission time and date shall be evaluated in the short list process. Proposals will be evaluated and scored by the members of the Evaluation Committee on the basis of the following considerations:

Proposed Professional Services Criteria Matrix (Weighted Scoring Sheet)

<u>Criteria</u>	<u>Maximum Rating</u>	<u>Weighting</u>	<u>Total Possible</u>
Ability of Professional Personnel	5	X4	20
Firm's Experience with Projects of a Similar Type and Size	5	X4	20
Willingness to Meet Schedule and Budget Requirements	5	X1	5
Effect of Firms Recent, Current, and Projected Workload	5	X1	5
Effect of Project Team Location	5	X1	5
Approach to the Project	5	X6	30
<u>Minority and Women Business Enterprise Participation</u>	10	X1	10

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Local Preference	5	X1	5
<u>TOTAL</u>			100

1. The initial ranking of proposals is based upon the points given in the Weighted Scoring Sheet utilizing the Evaluation Criteria Matrix. The scores will be provided by the Purchasing and MWSBE Divisions, respectively, for local preference and MWBE participation, as applicable. The initial scores are only used for the short-listing selection or to break a tie after interviews.
2. Short-listing. The best-qualified respondents shall be based upon the CCNA Evaluation Committee's ability to differentiate qualifications applicable to the scope and nature of the services to be performed as indicated by the ratings on the Weighted Scoring Sheet. The top three rated firms, if there are at least three responsive respondents, will be considered as the short-listed firms, unless the County Administrator, after input and discussion with the CCNA Evaluation Committee, approves adding additional firms to the shortlist.
3. Presentations and Interviews and Final Ranking. The selected firms for an interview will receive notification including questions to be addressed during the interview. The presentation must demonstrate the overall team approach to the Project including compliance with the Project schedule. After conducting formal presentations and interviews with the short-listed firms, the CCNA Evaluation Committee shall utilize the Ordinal Process Rating System to rank the firms and shall list those respondents interviewed in order of preference. The respondents so listed shall be considered to be the most qualified and shall be listed in order of preference starting at the top of the list. The list of best-qualified persons shall be forwarded to the County Administrator or Board, as appropriate, for approval prior to beginning contract negotiations. Negotiation sequence shall be based on the order of preference.

G. Tiebreaker

If a tie exists after the presentations and interviews, the initial ranking scores for the technical proposals will be used to break the tie. If a tie still exists by using the initial ranking scores, the Purchasing Director will break the tie utilizing a means of the random section such as flip a coin or drawing of numbers, or another similar process.

VI. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees..

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons

employed or utilized by the Contractor in the performance of this Agreement.

VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

- A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements
1. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women- owned business enterprises in a competitive environment. This program shall:
 - a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
 - b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBEs and WBEs.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
 2. The term Certified Minority Women Business Enterprise (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but those from other governmental organizations are not accepted by Leon County.
 3. Each Proposer is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Proposers responding to this solicitation are hereby made aware of the County's targets for MBE and WBE utilization. Proposers that require assistance or guidance with these MBE, WBE, SBE, and DBE requirements should contact Darryl Jones, Deputy Director for the Tallahassee/Leon County Office of Economic Vitality by telephone (850) 300-7567 or by email DJones@oeforbusiness.org. Alternate contacts are MWSBE Coordinators LaTanya Raffington, and Shanea Wilks by email at lraffington@oeforbusiness.org and swilks@oeforbusiness.org.

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

If the aspirational target is not met, you must denote your good faith effort on the Participation Plan Form. All respondents, including MBE's, and WBE's shall either meet the aspirational target(s), or if not met, demonstrate in their bid response that a good faith effort was made to meet the aspirational target(s). However, if a bidder is MBE or WBE certified, then the aspirational target for subcontracting in that category shall be deemed fulfilled. All other aspirational targets will apply. Failure to complete such good faith effort statement may result in the bid being non-responsive.

faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.

8. The online Certification Directory is available to assist you with identifying potential certified vendors for MWSBE participation. The directory is comprised of information relative to certified MBEs, WBEs, and SBEs. You may access the directory via the following link: <https://oevforbusiness.mwsbe.com/>. The directory interface is user-friendly and allows for vendors searches to be conducted for various procurement categories and business capabilities.

B. Equal Opportunity/Affirmative Action Requirements

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

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

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

VIII. INSURANCE

Respondent's attention is directed to the insurance requirements below. Respondents should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to strictly comply with the insurance requirements, that bidder may be disqualified from award of the contract, or otherwise found non-responsive.

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

1. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: One Million and 00/100 (\$1,000,000.00) Dollars combined single limit per accident for bodily injury and property damage. **(Non-owned, Hired Car).**
- c. Workers' Compensation Employers Liability: Insurance covering all employees meeting Statutory Requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. **Waiver of Subrogation in lieu of Additional Insured is required.**

- d. Professional Liability Insurance, including errors and omissions: for all services provided under the terms of this agreement with minimum limits of One Million and 00/100 (\$1,000,000.00) Dollars per occurrence; or claims made form with "tail coverage" extending four (4) years beyond the term of the agreement. Proof of "tail coverage" must be submitted with the invoice for final payment. In lieu of "tail coverage", Contractor may submit annually to the County a current Certificate of Insurance proving claims made insurance remains in force throughout the same four (4)-year period.
- e. Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.

2. Deductibles and Self-Insured Retentions

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

3. Other Insurance Provisions

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

- a. General Liability and Automobile Liability Coverages (***County is to be named as Additional Insured***).
 1. The County, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 2. The Contractor's insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. Contractor hereby waives subrogation rights for loss or damage against the county.
 3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.
 5. Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles with are all at the sole responsibility and risk of Contractor.

b. All Coverages

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

4. Acceptability of Insurers

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

5. Verification of Coverage

Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

6. Subcontractors

Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

IX. TRAVEL EXPENSES

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

X. ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this

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proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

XI. AGREEMENT:

After the proposal award the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

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

ATTACHMENTS

- Attachment #1 Lake Munson NE Project Area
- Attachment #2 July 2017 Grant Agreement, No. LP0110E
- Attachment #3 City's Available Water Mains – Project Area
- Attachment #4 City of Tallahassee 2035 Master Sewer Plan Update

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PROPOSAL RESPONSE COVER SHEET

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

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley, Purchasing Director

Nick Maddox, Chairman
Leon County Board of County Commissioners

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

(Firm Name)

BY

(Authorized Representative)

(Printed or Typed Name)

ADDRESS _____

CITY, STATE, ZIP _____

E-MAIL ADDRESS _____

TELEPHONE _____

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

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

Signed: _____

Title: _____

Firm: _____

Address: _____

INSURANCE CERTIFICATION FORM

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

A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Indicate Best Rating:
Liability: Indicate Best Financial Classification:

Business Auto: Indicate Best Rating:
 Indicate Best Financial Classification:

Professional Liability: Indicate Best Rating:
 Indicate Best Financial Classification:

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating:
Indicate Best Financial Classification:

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
Proposal Number: BC-08-16-18-52
Opening Date: August 16, 2018

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

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
Proposal Number: BC-08-16-18-52
Opening Date: August 16, 2018

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

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

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

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

Company Name: _____

Signature: _____ Title: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Personally known _____
NOTARY PUBLIC

OR Produced identification _____
Notary Public - State of _____

(Type of identification) My commission expires: _____

Printed, typed, or stamped commissioned name of notary

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

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

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
 Proposal Number: BC-08-16-18-52
 Opening Date: August 16, 2018

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Respondent: _____

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

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

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

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

SECTION 1 - ASPIRATIONAL TARGET FOR M/WBE PARTICIPATION

1. The aspirational target for this project is:

Aspirational Target for Construction

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	12% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	14% of the total anticipated contract value

2. MWBE Points – As part of the selection process for the project, the evaluation process will include a maximum MWBE utilization total score of ten (10) points as listed in the table below.

**Points for MBE and WBE Participation Levels
(Professional Services Sub-consultant)**

The Respondent is a joint venture of two or more firms/individuals with a minimum of participation in the joint venture of at least 10% by certified MBE or WBE firms and will meet or exceed aspirational targets	10
The Respondent certifies that they will meet or exceed aspirational targets through subcontracting to certified MBE and WBE firms.	8
The Respondent certifies that they will meet at least 50% of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.	6
The Respondent certifies that they will meet at least 20%, but less than 50%, of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.	4
The Respondent will not meet the aspirational targets in any form and has submitted a Good Faith Effort Statement based on the guidelines referenced in Section 5 of this Participation Plan to be considered a responsive bidder, but shall receive zero points.	0

SECTION 2 – GOOD FAITH EFFORT

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

1. Please identify **all** of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as Good Faith and provide documentation of **all** Good Faith Efforts completed by your firm may result in your proposal being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by MWBEs in non-minority and minority publications within the including a copy of the advertisement and proof of the date(s) it appeared B or by correspondence, no less than ten (10) days prior to the submission deadline, to all MWBEs referred respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied
 - b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
 - c. Contacted the MWSBE Division for a listing of available MWBEs who provide the services needed for the bid or proposal.
 - d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
 - e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
 - f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
 - g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
 - h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.
-

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project

Proposal Number: BC-08-16-18-52

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2. Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. **The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation.** The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.
4. **Certification** - The respondent certifies, acknowledges and agrees that: (1) it has read the M/WBE Participation Plan form; (2) the information the respondent has provided in its submitted Participation Plan and attachments thereto are true and correct; and (3) the undersigned is authorized on behalf of the respondent to make such certification.

Signature _____ Title _____ Date _____

PARTICIPATION PLAN FORM continued on following pages.

SECTION 3 – RESPONDENT’S PROPOSED MWBE PARTICIPATION

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

MBE and WBE Intended Utilization

Firm’s Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm’s Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm’s Telephone Number	Ethnic Group ² (B, A, H, N, F)	Type of Service to Provide
Minority and Women Business Enterprise(s)				
a.				
b.				
c.				
d.				
e.				
f.				
Total Bid Amount \$		Total MWBE Participation \$		MBE Participation % WBE Participation % <u>(MBE or WBE Participation \$</u> <u>Total Bid \$)</u>
¹ <u>Certification</u> Attach and submit a copy of each MBE and WBE certification with the proposal. ² <u>Ethnic Group</u> Use following abbreviations for MBE’s: African American (B); Asian American (A); Hispanic American (H); and Native American (N). WBEs include Non- Minority Female (F) owned firms.				

SECTION 4 - NON-MWBE SUBCONTRACTORS

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

Firm's Name	Firm's Address	Firm's Phone #	Type of Service to Provide
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			

NON-COLLUSION AFFIDAVIT

I, _____ of the city of _____ according to law on my oath, and under penalty of perjury, depose and say that:

1. I am _____
of the firm of _____
in response to the Request for Proposals for:

Lake Munson NE Sewer Project for Leon County, and that I executed the said proposal with full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and, no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

3. The statements contained in this affidavit are true and correct, and made with full knowledge that Leon County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

(Signature of Responder)

(Date)

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this ____ day of _____ 20____.

NOTARY PUBLIC

My Commission Expires: _____

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

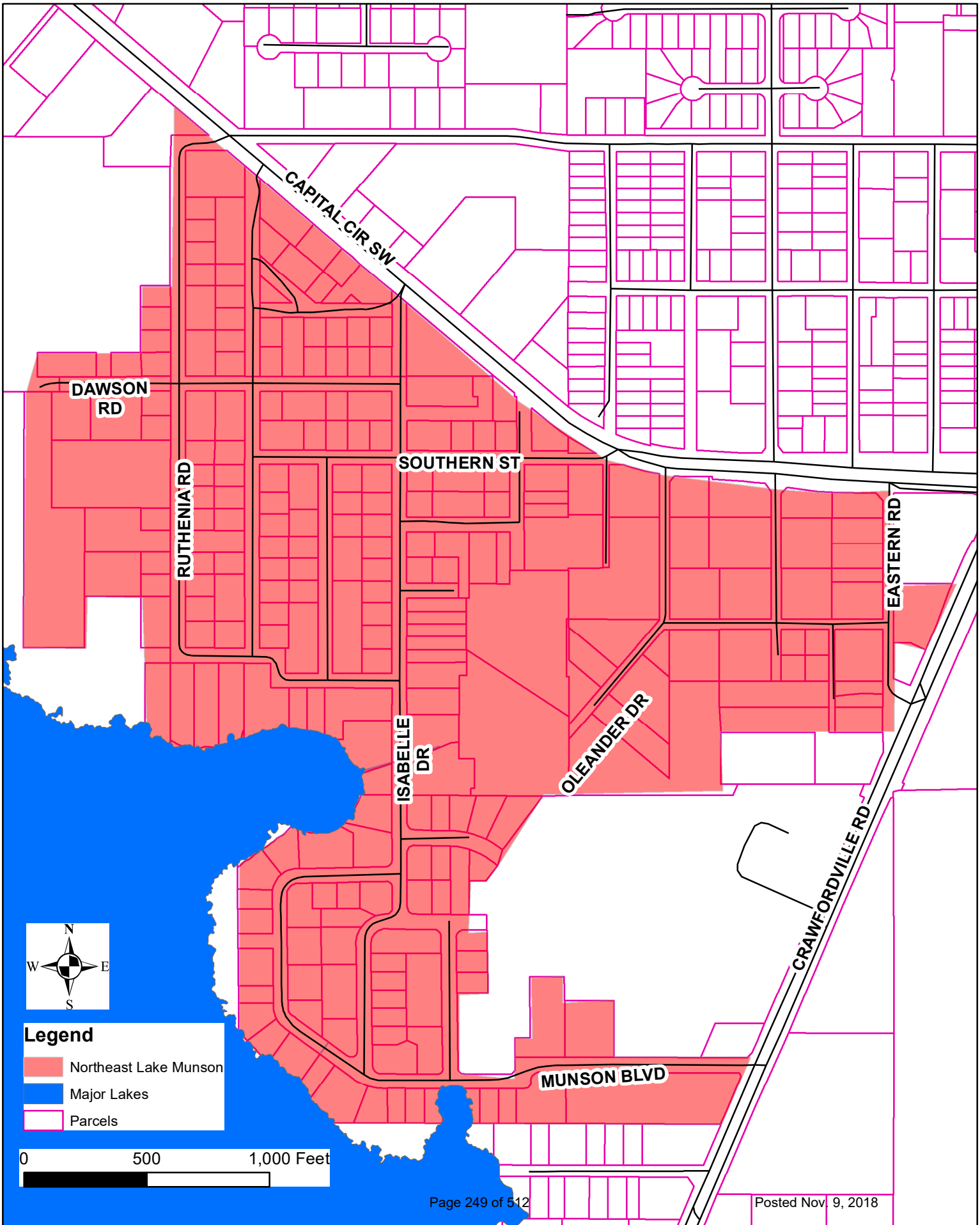
1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Responder's Signature

Date

Northeast Lake Munson Septic to Sewer Project



**LEON COUNTY
CONTRACT ROUTING FORM**

A18-0172
Page 48 of 185

County Contract No. B-18-124

Originals **(2) OUT**
 Renewal
 Amendment(#)

Division Contact: Theresa Heiker, P.E. Phone # 850-606-1526

Department/Division: Leon County Public Works- Engineering services

Contractor: Department of Environmental Protection; Grant Manager: Cheryl Minskey

Address 3900 Commonwealth Boulevard, MS 49

City, State, Zip Tallahassee, Florida 32399 Phone # 850-245-2985

Contract Period: From July 1, 2017 To December 31, 2021

Renewal Periods: Number _____ Term _____

Contract Total \$ Amount: _____ or check if Unit Price Agreement

<u>Contract Type:</u>	<u>Procurement Method:</u>	<u>Forms Required:</u>
<input type="checkbox"/> Conservation Easement	<input type="checkbox"/> Bid*	<input type="checkbox"/> Public Entity Crimes Statement
<input type="checkbox"/> Construction	<input type="checkbox"/> RFP*	<input type="checkbox"/> Performance Bond
<input type="checkbox"/> Continuing Supply	<input type="checkbox"/> Sole Source	<input type="checkbox"/> Materials & Payment Bond
<input type="checkbox"/> Deed	<input type="checkbox"/> Gov't Entity	<input type="checkbox"/> Warranty Bond
<input type="checkbox"/> Interlocal Agreement	<input type="checkbox"/> Other (Explain Below)	<input type="checkbox"/> Certification Regarding Debarment
<input checked="" type="checkbox"/> Grant		
<input type="checkbox"/> Lease	<u>Insurance Certificates:</u>	*Bid/RFP # _____
<input type="checkbox"/> Other Services	<input type="checkbox"/> General Liability	<u>Awarded by:</u>
<input type="checkbox"/> Performance Agreement	<input type="checkbox"/> Professional Liability	<input type="checkbox"/> Purchasing Director
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Workers' Compensation	<input type="checkbox"/> County Administrator
<input type="checkbox"/> Purchase	<input type="checkbox"/> Errors & Omissions	<input checked="" type="checkbox"/> Board of County Commissioners
<input type="checkbox"/> Other (Explain below)	<input type="checkbox"/> Automobile Coverage	Agenda Date <u>2/15/2018</u> Item # <u>13</u>

Comments:
FDEP and Leon County Grant Agreement-Northeast Lake Munson Sewer System Project (DEP Agreement No. LP0110E)
FDEP and Leon County Grant Agreement- Belair/Annawood Sewer System Project (DEP Agreement No. LP01108)

Routing:

Required	Initials	Date	
<input checked="" type="checkbox"/>	TH	2/15/2018	Originating Division <u>Engineering Services – Public Works</u>
<input checked="" type="checkbox"/>	TP	2/15/2018	Group Director
<input type="checkbox"/>			Purchasing
<input checked="" type="checkbox"/>		2/20/18	County Attorney's Office
<input type="checkbox"/>		2/23/18	Deputy or Assistant County Administrator
<input checked="" type="checkbox"/>		2-23-18	County Administrator
<input type="checkbox"/>			Chairman, BCC
<input checked="" type="checkbox"/>		2/27/18	Clerk's Office (Finance)

Return completed documents to: Please return all (6) originals to Theresa Heiker for further signature routing. Thanks

Be sure to return and file a fully executed agreement with the Finance Division

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement**

This Agreement is entered into between the Parties named below, pursuant to Section 215.971, Florida Statutes:

1. Project Title (Project) Northeast Lake Munson Sewer System Project	Agreement Number LP0110E
2. Parties State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard Tallahassee, Florida 32399-3000 (Department)	
Grantee Name: Leon County	Entity Type: County
Grantee Address: 301 South Monroe Street, Tallahassee, Florida 32301 FEID: 59-6000708 (Grantee)	
3. Agreement Begin Date: July 1, 2017	Date of Expiration: December 31, 2021

4. Project Number: <i>(If different from Agreement Number)</i>	Project Location(s): Latitude 30.376062 North / Longitude 84.2996 West
Project Description: The grantee will design and construct a new collection system with lift station and force main.	

5. Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
\$2,750,000.00	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	FY17-18 GAA Line Item# 1606	\$2,750,000.00
	<input type="checkbox"/> State <input type="checkbox"/> Federal		
	<input type="checkbox"/> State <input type="checkbox"/> Federal		
	<input type="checkbox"/> State <input type="checkbox"/> Federal		

6. Department's Grant Manager Name: Cheryl Minskey <small>or successor</small> Address: FL Dept. of Environmental Protection 3900 Commonwealth Boulevard Tallahassee, Florida 32399-0000 Phone: (850) 245-2985 Email: Cheryl.Minskey@dep.state.fl.us	Grantee's Grant Manager Name: Theresa B. Heiker, P.E. <small>or successor</small> Address: Stormwater Management Coordinator 2280 Miccosukee Road Tallahassee, Florida 32308 Phone: (850) 606-1526 Email: HeikerT@LeonCountyFL.gov
---	---

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

<input checked="" type="checkbox"/> Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
<input checked="" type="checkbox"/> Attachment 2: Special Terms and Conditions
<input checked="" type="checkbox"/> Attachment 3: Grant Work Plan
<input checked="" type="checkbox"/> Attachment 4: Public Records Requirements
<input checked="" type="checkbox"/> Attachment 5: Special Audit Requirements
<input type="checkbox"/> Attachment 6: Program-Specific Requirements
<input type="checkbox"/> Attachment 7: Grant Award Terms (Federal)
<input type="checkbox"/> Attachment 8: Federal Regulations and Terms (Federal)
<input type="checkbox"/> Additional Attachments (if necessary):
<input checked="" type="checkbox"/> Exhibit A: Progress Report Form
<input type="checkbox"/> Exhibit B: Disclosure of Lobbying Activities (Federal)
<input type="checkbox"/> Exhibit C: DEP Property Reporting Form
<input checked="" type="checkbox"/> Exhibit D: Payment Request Summary Form
<input type="checkbox"/> Exhibit E: Quality Assurance Requirements
<input type="checkbox"/> Exhibit F: Advance Payment Terms and Interest Earned Memo
<input type="checkbox"/> Additional Exhibits (if necessary):

8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331(a)(1):


Federal Award Identification Number(s) (FAIN):	
Federal Award Date to Department:	
Total Federal Funds Obligated by this Agreement:	
Federal Awarding Agency:	
Award R&D?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

IN WITNESS WHEREOF, this Agreement is being executed by the Parties and is effective on the date in the Agreement Begin Date above or the last date signed below, whichever is later.

9. **Leon County** **GRANTEE**
 Grantee Name

By *[Signature]* 2-23-18
 (Authorized Signature) Date Signed

Vincent S. Long, County Administrator
 Print Name and Title of Person Signing



10. **State of Florida Department of Environmental Protection** **DEPARTMENT**

By *[Signature]* 3/20/18
 Secretary or Designee Date Signed

Trina L. Vielhauer, Division Director
 Print Name and Title of Person Signing

Additional signatures attached on separate page.

APPROVED AS TO FORM
 LEON COUNTY ATTORNEY'S OFFICE
 Leon County, Florida

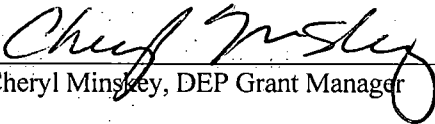
By: *[Signature]*

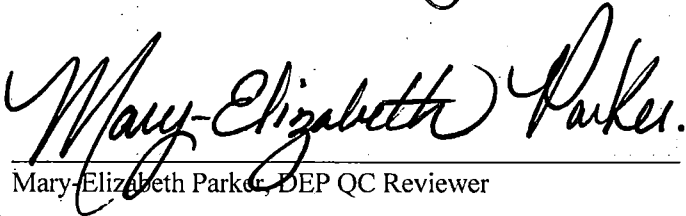
ATTEST:
 Gwendolyn Marshall
 Clerk & Comptroller
 Leon County, Florida



By: *[Signature]*
 Clerk
Gwendolyn Marshall

DWRA Additional Signatures


Cheryl Minsley, DEP Grant Manager


Mary-Elizabeth Parker, DEP QC Reviewer

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
STANDARD TERMS AND CONDITIONS
APPLICABLE TO GRANT AGREEMENTS**

ATTACHMENT 1

1. Entire Agreement.

This Grant Agreement, including any Attachments and Exhibits referred to herein and attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any preprinted terms and conditions included on Grantee's forms or invoices shall be null and void.

2. Grant Administration.

- a. Order of Precedence. If there are conflicting provisions between the documents that make up the Agreement, the order of precedence for the documents is as follows:
 - i. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
 - ii. Standard Grant Agreement
 - iii. Attachment 1, Standard Terms and Conditions
 - iv. The Exhibits in the order designated in the Standard Grant Agreement
- b. All approvals, written or verbal, and other written communication between the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient.
- c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.
- d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following: an increase or decrease in the Agreement funding amount; a change in the Grantee's match requirements; a change in the expiration date of the Agreement; and/or changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed ten percent (10%) of the total budget as last approved by the Department. A change order to this Agreement may be used when task timelines within the current authorized Agreement period change, and/or when the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than ten percent (10%) of the total budget as last approved by the Department, or without limitation to changes to approved fund transfers between budget categories for the purchases of meeting match requirements. This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.
- e. All days in this Agreement are calendar days unless otherwise specified.

3. Agreement Duration.

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

4. Deliverables.

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to the Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

5. Performance Measures.

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by the Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time whether the services or qualifications offered by the Grantee meet the Agreement requirements. Notwithstanding any provisions to the contrary, written acceptance of a particular deliverable/minimum requirement does not foreclose the Department's remedies in the event those performance standards that cannot be readily measured at the time of delivery are not met.

6. Acceptance of Deliverables.

- a. Acceptance Process. All deliverables must be received and accepted in writing by the Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at the Grantee's expense. If the Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.
- b. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to the Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at the Grantee's sole expense. The Grantee shall only invoice the Department for deliverables that are completed in accordance with the Grant Work Plan. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to the Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which the Grantee may remedy the objections noted by the Department. The Grantee's failure to make adequate or acceptable said deliverables after a reasonable opportunity to do so may constitute an event of default.

7. Financial Consequences for Nonperformance.

- a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. These consequences for nonperformance shall not be considered penalties.
- b. Corrective Action Plan. If the Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, the Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by the Grantee to the Department. The Department shall provide the Grantee with a written request for a CAP that specifies the outstanding deficiencies. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.
 - i. The Grantee shall submit a CAP within ten (10) calendar days of the date of the written request from the Department. The CAP shall be sent to the Grant Manager for review and approval. Within ten (10) calendar days of receipt of a CAP, the Department shall notify the Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, the Grantee shall have ten (10) calendar days from receipt of the Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain the Department approval of a CAP as specified above shall result in the Department's termination of this Agreement for cause as authorized in this Agreement.
 - ii. Upon the Department's notice of acceptance of a proposed CAP, the Grantee shall have ten (10) calendar days to commence implementation of the accepted plan. Acceptance of the proposed CAP by the Department does not relieve the Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, the Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by the Department or steps taken by the Grantee shall preclude the Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to the Department as requested by the Department Grant Manager.
 - iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by the Department may result in termination of the Agreement.

8. Payment.

- a. **Payment Process.** Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by the Department, the Department agrees to pay the Grantee for services rendered in accordance with Section 215.422, Florida Statutes (F.S.). To obtain the applicable interest rate, please refer to:
<http://www.myfloridacfo.com/Division/AA/Vendors/default.htm>.
- b. **Taxes.** The Department is exempted from payment of State sales and use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by the Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with the Department. The Grantee shall not use the Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.
- c. **Maximum Amount of Agreement.** The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of the Grantee.
- d. **Reimbursement for Costs.** The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on **Exhibit D, Payment Request Summary Form**. To be eligible for reimbursement, costs 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, which can be accessed at the following web address: http://www.myfloridacfo.com/aadir/reference_guide/.
- e. **Invoice Detail.** All charges for services rendered or for reimbursement of expenses authorized by the Department pursuant to the Grant Work Plan shall be submitted to the Department in sufficient detail for a proper pre-audit and post-audit to be performed.
- f. **Interim Payments.** Interim payments may be made by the Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by the Department's Grant Manager.
- g. **Final Payment Request.** A final payment request should be submitted to the Department no later than sixty (60) calendar days following the completion date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the completion date of the Agreement.
- h. **Annual Appropriation Contingency.** The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations.
- i. **Interest Rates.** All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration.

9. Documentation Required for Cost Reimbursement Grant Agreements and Match.

If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:

- a. **Salary/Wages.** Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.
- b. **Overhead/Indirect/General and Administrative Costs.** If the Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If the Department determines that multipliers charged by the Grantee exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) calendar days of written notification. Interest shall be charged on the excessive rate.
- c. **Contractual Costs (Subcontractors).** Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from the Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If the Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) calendar days of written notification. Interest shall be charged on

the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$1,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in Chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.

- i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to the Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price subcontract. The Grantee may request approval from the Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, the Grantee shall request the advance written approval from the Department's Grant Manager of the fixed price negotiated by the Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of the Department Grant Manager's approval of the fixed-price amount, the Grantee may proceed in finalizing the fixed-price subcontract.
 - ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, the Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
- d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with Section 112.061, F.S.
- e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing \$1,000 or more. Match or reimbursement for the Grantee's direct purchase of equipment is subject to specific approval of the Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Property Reporting Form.
- f. Rental/Lease of Equipment – Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
- g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of the Grantee's contract obligations to its subcontractor, the Department shall not reimburse any of the following types of charges: cell phone usage, attorney's fees or court costs, civil or administrative penalties, or handling fees, such as set percent overages associated with purchasing supplies or equipment.
- h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, the Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.

10. Status Reports.

The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on **Exhibit A, Progress Report Form**, to the Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) calendar days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by the Grantee within thirty (30) days.

11. Retainage.

The following provisions apply if the Department withholds retainage under this Agreement:

- a. The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement to a maximum percentage described in the Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.
- b. The Department reserves the right to withhold payment of retainage for Grantee's failure to respond to or correct identified deficiencies within the timeframe stipulated in the Grant Work Plan. The Department shall provide written notification to Grantee of identified deficiencies and the Department's intent to withhold retainage. Grantee's failure to rectify the identified deficiency within the timeframe stated in the Department's notice will result in forfeiture of retainage by Grantee.
- c. If Grantee fails to perform the requested work, or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment for the work and the retainage called for under the entire Grant Work Plan. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed.
- d. No retainage shall be released or paid for incomplete work while this Agreement is suspended.
- e. Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.

12. Insurance.

- a. Required Coverage. At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:
 - i. Commercial General Liability Insurance.
The Grantee shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. The Department of Environmental Protection, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be \$200,000 each individual's claim and \$300,000 each occurrence.
 - ii. Workers' Compensation and Employer's Liability Coverage.
The Grantee shall provide workers' compensation, in accordance with Chapter 440, F.S., and employer's liability insurance with minimum limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Agreement.
 - iii. Commercial Automobile Insurance.
If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department of Environmental Protection, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

\$300,000	Automobile Liability Combined Single Limit for Company-Owned Vehicles, if applicable
\$300,000	Hired and Non-owned Automobile Liability Coverage
 - iv. Other Insurance.
Additional insurance may be required by federal law, where applicable, if any work proceeds over or adjacent to water, including but not limited to Jones Act, Longshoreman's and Harbor Worker's, or the inclusion of any applicable rider to worker's compensation insurance, and any necessary watercraft insurance, with limits of not less than \$300,000 each. Questions concerning required coverage should be directed to the U.S. Department of Labor (<http://www.dol.gov/owcp/dlhwc/lscntac.htm>) or to the parties' insurance carrier.
- b. Insurance Requirements for Sub-Grantees and/or Subcontractors. The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as

described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.

- c. Exceptions to Additional Insured Requirements. If the Grantee's insurance is provided through an insurance trust, the Grantee shall instead add the Department of Environmental Protection, its employees, and officers as an additional covered party everywhere the Agreement requires them to be added as an additional insured. Further, notwithstanding the requirements above, if Grantee is self-insured, then the Department of Environmental Protection, its employees, and officers do not need to be listed as additional insureds.
- d. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
- e. Proof of Insurance. Upon execution of this Agreement, the Grantee shall provide the Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior to* performance of any work under this Agreement. Upon receipt of written request from the Department, the Grantee shall furnish the Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
- f. Failure to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, the Grantee shall immediately notify the Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage.

13. Termination.

- a. Termination for Convenience. The Department may terminate the Agreement in whole or in part by giving 30 days' written notice to the Grantee, when the Department determines, in its sole discretion, that it is in the State's interest to do so. The Department shall notify the Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Grantee shall not furnish any service or deliverable after it receives the notice of termination, unless otherwise instructed in the notice. The Grantee shall not be entitled to recover any cancellation charges or lost profits. If the Agreement is terminated before performance is completed, the Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated.
- b. Termination for Cause. The Department may terminate this Agreement if any of the events of default described below occur or in the event that the Grantee fails to fulfill any of its other obligations under this Agreement. The Grantee shall continue work on any portion of the Agreement not terminated. If, after termination, it is determined that the Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Department. The rights and remedies of the Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
- c. Grantee Obligations upon Notice of Termination. After receipt of a notice of termination or partial termination, and except as otherwise directed by the Department, the Grantee shall stop performing services on the date, and to the extent specified, in the notice.

14. Notice of Default.

If the Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, without limitation, any of the events of default listed below, the Department shall provide notice to the Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, the Grantee will be found in default, and the Department may terminate the Agreement effective as of the date of receipt of the default notice.

15. Events of Default.

Provided such failure is not the fault of the Department or outside the reasonable control of the Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:

- a. The commitment of any material breach of this Agreement by the Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
- b. The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding.

- c. Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information.
- d. Failure to honor any term of the Agreement;
- e. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
- f. Failure to pay any and all entities, individuals, and the like furnishing labor or materials, or failure to make payment to any other entities as required herein in connection with the Agreement;
- g. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
- h. Failure to maintain the insurance required by this Agreement; and
- i. One or more of the following circumstances, uncorrected for more than 30 calendar days unless, within the specified 30-day period, the Grantee (including its receiver or trustee in bankruptcy) provides to the Department adequate assurances, reasonably acceptable to the Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
 - i. Entry of an order for relief under Title 11 of the United States Code;
 - ii. The making by the Grantee of a general assignment for the benefit of creditors;
 - iii. The appointment of a general receiver or trustee in bankruptcy of the Grantee's business or property; and/or
 - iv. An action by the Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

16. Suspension of Work.

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide the Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, the Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle the Grantee to any additional compensation.

17. Force Majeure.

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of the Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Grantee's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to the Grantee. In case of any delay the Grantee believes is excusable, the Grantee shall notify the Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if the Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date the Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from the Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the Grantee shall perform at no increased cost, unless the Department determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to the Department, in which case the Department may (1) accept allocated performance or deliveries from the Grantee, provided that the Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by the Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate the Agreement in whole or in part.

18. Indemnification.

- a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
 - i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that the Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the Department;
 - ii. the Grantee's breach of this Agreement or the negligent acts or omissions of the Grantee.
- b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon the Department giving the Grantee (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by the Department in any legal action without the Grantee's prior written consent, which shall not be unreasonably withheld.
- c. Notwithstanding sections a. – b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract or this Agreement.
- d. No provision in this Agreement shall require the Department to hold harmless or indemnify the Grantee, insure or assume liability for the Grantee's negligence, waive the Department's sovereign immunity under the laws of Florida, or otherwise impose liability on the Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

19. Limitation of Liability.

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of \$100,000.

20. Remedies.

Nothing in this Agreement shall be construed to make the Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit the Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to other remedies available to it at law or in equity and upon notice to the Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

21. Waiver.

The delay or failure by the Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of the Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.

- a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.
- b. Pursuant to Sections 287.133 and 287.134, F.S., the following restrictions apply to persons placed on the convicted vendor list or the discriminatory vendor list:
 - i. Public Entity Crime. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, 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 Grantee, 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, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

- ii. **Discriminatory Vendors.** An entity or affiliate who has been placed on the discriminatory vendor list 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.
- iii. **Notification.** The Grantee shall notify the Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list or the discriminatory vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

23. Compliance with Federal, State and Local Laws.

- a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.
- b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

24. Scrutinized Companies.

Grantee certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, Grantee agrees to observe the requirements of Section 287.135, F.S., for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement for cause if the Grantee, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Grantee, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of the Agreement. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

25. Lobbying and Integrity.

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to Section 216.347, F.S., except that pursuant to the requirements of Section 287.058(6), F.S., during the term of any executed agreement between the Grantee and the State, the Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with Sections 11.062 and 216.347, F.S.

26. Record Keeping.

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, the Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of the Department's Inspector General, or other authorized State official, the Grantee shall provide any type of information the Inspector General deems relevant to the Grantee's integrity or responsibility. Such information may include, but shall not be limited to, the Grantee's business or financial records, documents, or files of any type or form that refer to or relate to the Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

27. Audits.

- a. Inspector General. The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its Subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees.
- b. Physical Access and Inspection. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
 - i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
 - ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
 - iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.
- c. Special Audit Requirements. The Grantee shall comply with the applicable provisions contained in **Attachment 5, Special Audit Requirements**. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If the Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, the Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, the Grantee shall utilize the guidance provided under 2 CFR §200.330 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, the Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: <https://apps.fldfs.com/fsaa>.
- d. Proof of Transactions. In addition to documentation provided to support cost reimbursement as described herein, the Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State and Federal guidelines (including cost allocation guidelines). The Department may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) calendar days of such request.
- e. No Commingling of Funds. The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, the Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
 - i. If the Department finds that these funds have been commingled, the Department shall have the right to demand a refund, either in whole or in part, of the funds provided to the Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from the Department shall refund, and shall forthwith pay to the Department, the amount of money demanded by the Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from the Department by the Grantee to the date repayment is made by the Grantee to the Department.
 - ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by the Department, from another source(s), the Grantee shall reimburse the Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by the Grantee to the date repayment is made to the Department.

28. Conflict of Interest.

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

29. Independent Contractor.

The Grantee is an independent contractor and is not an employee or agent of the Department.

30. Subcontracting.

- a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by the Grantee and may not be subcontracted or assigned without the prior written consent of the Department.
- b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.
- c. The Department may, for cause, deny access to the Department's secure information or any facility by any Grantee employee, subcontractor, or agent.
- d. The Department's actions under paragraphs b. or c. shall not relieve the Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.
- e. The Department will not deny the Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of the Department's denial is safety or security considerations.
- f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
- g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for the Grantee to meet the required delivery schedule.

31. Guarantee of Parent Company.

If the Grantee is a subsidiary of another corporation or other business entity, the Grantee asserts that its parent company will guarantee all of the obligations of the Grantee for purposes of fulfilling the obligations of the Agreement. In the event the Grantee is sold during the period the Agreement is in effect, the Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of the Grantee.

32. Survival.

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

33. Third Parties.

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of the Grantee, its agents, servants, and employees, nor shall the Grantee disclaim its own negligence to the Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If the Department consents to a subcontract, the Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

34. Severability.

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

35. Grantee's Employees, Subcontractors and Agents.

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under the Agreement must comply with all security and administrative requirements of the Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

36. Assignment.

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of the Department. In the event of any assignment, the Grantee remains secondarily liable for performance of the Agreement, unless the Department

expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to the Grantee of its intent to do so.

37. Prohibited Local Government Construction Preferences.

Pursuant to Section 255.0991, F.S., for a competitive solicitation for construction services in which 50 percent (50%) or more of the cost will be paid from state-appropriated funds that have been appropriated at the time of the competitive solicitation, a state college, county, municipality, school district, or other political subdivision of the state may not use a local ordinance or regulation that provides a preference based upon:

- i. The contractor's maintaining an office or place of business within a particular local jurisdiction;
- ii. The contractor's hiring employees or subcontractors from within a particular local jurisdiction; or
- iii. The contractor's prior payment of local taxes, assessments, or duties within a particular local jurisdiction.

For any competitive solicitation that meets the criteria of this section, a state college, county, municipality, school district, or other political subdivision of the state shall disclose in the solicitation document that any applicable local ordinance or regulation does not include any preference that is prohibited by this section.

38. Prohibited Governmental Actions for Public Works Projects.

Pursuant to Section 255.0992, F.S., state and political subdivisions that contract for public works projects are prohibited from imposing restrictive conditions on certain contractors, subcontractors, or material suppliers and prohibited from restricting qualified bidders from submitting bids.

- a. "Political subdivision" means separate agency or unit of local government created or established by law or ordinance and the officers thereof. The term includes, but is not limited to, a county; a city, town, or other municipality; or a department, commission, authority, school district, taxing district, water management district, board, public corporation, institution of higher education, or other public agency or body thereof authorized to expend public funds for construction, maintenance, repair or improvement of public works.
- b. "Public works project" means an activity of which fifty percent (50%) or more of the cost will be paid from state-appropriated funds that were appropriated at the time of the competitive solicitation and which consists of construction, maintenance, repair, renovation, remodeling or improvement of a building, road, street, sewer, storm drain, water system, site development, irrigation system, reclamation project, gas or electrical distribution system, gas or electrical substation, or other facility, project, or portion thereof that is owned in whole or in part by any political subdivision.
- c. Except as required by federal or state law, the state or political subdivision that contracts for a public works project may not require that a contractor, subcontractor or material supplier or carrier engaged in such project:
 - i. Pay employees a predetermined amount of wages or prescribe any wage rate;
 - ii. Provide employees a specified type, amount, or rate of employee benefits;
 - iii. Control, limit, or expand staffing; or
 - iv. Recruit, train, or hire employees from designated, restricted, or single source.
- d. For any competitive solicitation that meets the criteria of this section, the state or political subdivision that contracts for a public works project may not prohibit any contractor, subcontractor, or material supplier or carrier able to perform such work who is qualified, licensed, or certified as required by state law to perform such work from submitting a bid on the public works project, except for those vendors listed under Section 287.133 and Section 287.134, F.S.
- e. Contracts executed under Chapter 337, F.S. are exempt from these prohibitions.

39. Execution in Counterparts and Authority to Sign.

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT AGREEMENT
SPECIAL TERMS AND CONDITIONS
AGREEMENT No. LP0110E**

ATTACHMENT 2

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

1. Scope of Work.

The Project funded under this Agreement is Northeast Lake Munson Sewer System Project. The Project is defined in more detail in the Attachment 3, Grant Work Plan.

2. Duration.

a. Reimbursement Period.

The reimbursement period for this Agreement begins on July 1, 2017 and ends at the expiration of the agreement.

b. Extensions. There are extensions available for this Project.

c. Service Periods. Additional service periods are not authorized under this Agreement.

3. Payment Provisions.

a. Compensation. This is a cost reimbursement agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.

b. Invoicing. Invoicing will occur as indicated in Attachment 3.

c. Advance Pay. Advance Pay is not authorized under this Agreement.

4. Costs Eligible for Reimbursement or Matching Requirements.

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

<u>Reimbursement</u>	<u>Match</u>	<u>Category</u>
<input type="checkbox"/>	<input type="checkbox"/>	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
<input type="checkbox"/>	<input type="checkbox"/>	a. Fringe Benefits, N/A.
<input type="checkbox"/>	<input type="checkbox"/>	b. Indirect Costs, N/A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractual (Subcontractors)
<input type="checkbox"/>	<input type="checkbox"/>	Travel
<input type="checkbox"/>	<input type="checkbox"/>	Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Rental/Lease of Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Miscellaneous/Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Land Acquisition

No Equipment purchases shall be funded under this Agreement.

There will be no Land Acquisitions funded under this Agreement.

5. Match Requirements.

There is no match required on the part of the Grantee under this Agreement.

6. Quality Assurance Requirements.

There are no special Quality Assurance requirements under this Agreement.

7. Additional Lobbying Requirements for Federally-Funded Agreements

This Agreement is not federally funded.

Attachment 2, Agreement No. LP0110E

1 of 2

8. Miscellaneous Contract Terms.

a. Retainage.

No retainage is required under this Agreement.

b. Subcontracting.

The Grantee may subcontract work under this Agreement without the prior written consent of the Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. The Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

c. State-owned land.

The work will not be performed on State-owned land.

d. Office of Policy and Budget Reporting.

There are no special Office of Policy and Budget reporting requirements for this Agreement.

9. Additional Terms.

None.

Any terms added here must be approved by the Office of General Counsel.

ATTACHMENT 3 GRANT WORK PLAN

PROJECT TITLE: Northeast Lake Munson Sewer System Project

PROJECT LOCATION: The Project will be located in the Yon's Lakeside Estates and Idlewild neighborhoods, just south of Capital Circle SW and west of Crawfordville Road (State Road 319), which is located within Leon County, Florida. Project coordinates are latitude 30.376062 N, and longitude 84.2996 W. See Figure 1 for a location map.

PROJECT BACKGROUND: This project will make service connections available for approximately 263 single family residences and commercial properties in Leon County (Grantee), adjacent to Lake Munson, currently on septic tanks. This project will result in a significant reduction in nutrient load leaching into the Floridan aquifer in the Wakulla Springs contribution area. Need for this project has been identified in the Florida Department of Environmental Protection's 2015 Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP), the 2035 City of Tallahassee Master Sewer Plan, and the Onsite Sewage Treatment and Disposal and Management Options Final Report. Wakulla Springs is an important recreational destination which receives approximately 200,000 visitors annually.

PROJECT DESCRIPTION: The full project will make central sanitary connections available for approximately 263 single family residences and commercial properties in South Leon County adjacent to Lake Munson, the extents of which are shown in Figure 1. The collection system, ranging in size from 8-inch to 12-inch diameter lines with a lift station, will be designed for gravity sewer in accordance with City of Tallahassee standards, which will own and operate the system after construction and acceptance. The transmission system (primary lift station and force main) will connect to the City collection system at Capital Circle Southwest or Crawfordville Road. Eliminating the onsite systems will result in a significant reduction in nutrient load leaching into Floridan aquifer in the Wakulla Springs contribution area.

The DEP Grant Funds associated with this Agreement were awarded based on local contributions pledged towards the total project costs: \$2,750,000 from Leon County. Documentation of these local contributions will be required in the Final Quarterly Progress Report.

This project grant is part of a multi-year springs improvement plan, which may be amended, and requires a local match of up to 50% of the project costs for long-term water quality and springs restoration capital projects. The Grantee will provide to the Department a status update on the plan each year, by March 1, to include an anticipated date that additional funding will be needed for the projects listed in Attachment 3, Figure 2, "Leon County Tentative Water Quality and Springs Protection Infrastructure Improvement Plan." Based on the Grantee's project schedule, and subject to legislative appropriation of infrastructure funding for water quality and springs restoration each year, the Department may amend this agreement to provide project funding to the Grantee for the next phase of the Leon County Tentative Water Quality and Springs Protection Infrastructure Improvement Plan. Under this agreement, Leon County projects identified in Figure 2 will have priority consideration as funds become available and these projects do not have to be submitted each year through the Water Management District/Department springs evaluation process.

TASKS and DELIVERABLES:

Task 1: Design and Permitting

Task Description: The Grantee will procure professional consulting and engineering services in accordance with state law. The Grantee will complete the design of the proposed lift station, force and

gravity mains, sewer connections and and obtain all necessary permits for construction of the project. The Grantee will submit documentation of preconstruction activities, as described below.

Deliverables: Design completed to date as described in this task, as evidenced by these deliverables: 1) Signed acceptance of the completed work by the Grantee, 2) Summary of design activities to date, indicating percentage of design completion representing time period covered in the payment request. 3) The final payment request for this task must be accompanied by an electronic copy of the final design and a list of all required permits identifying issue dates and issuing authorities. Upon request, the Grantee will provide paper copies of obtained permits or permit related correspondence or documentation and the final design document.

Performance Standard: The Department’s Grant Manager will review all deliverables to verify that they meet the specifications in the Grant Work Plan and this task description.

Payment Request Schedule: The deliverables must be submitted and accepted prior to each payment request and may be submitted no more frequently than monthly.

Task 2: Construction

Task Description: The Grantee will construct the lift station and force and gravity mains in accordance with the construction contract documents. If the Grantee contracts these services, the Grantee will procure such services in accordance with state law. The Grantee will connect approximately 263 single family residences and commercial properties in accordance with the construction contract documents to the existing sanitary sewer system for wastewater treatment by the City of Tallahassee’s Tom P. Smith facility.

Deliverables: Construction completed to date as described in this task, as evidenced by these deliverables: 1) Dated color photographs of on-going work representing the time period covered in the payment request; 2) signed acceptance and brief description of the completed work to date by the Grantee; 3) written verification that the Grantee has received record drawings and any required final inspection report(s) for the project (as applicable); and 4) signed statement from a Florida Licensed Professional Engineer indicating construction has been completed in accordance with the construction contract documents (as applicable).

Performance Standard: The Department’s Grant Manager will review the deliverables to verify that they meet the specifications in the Grant Work Plan and this task description.

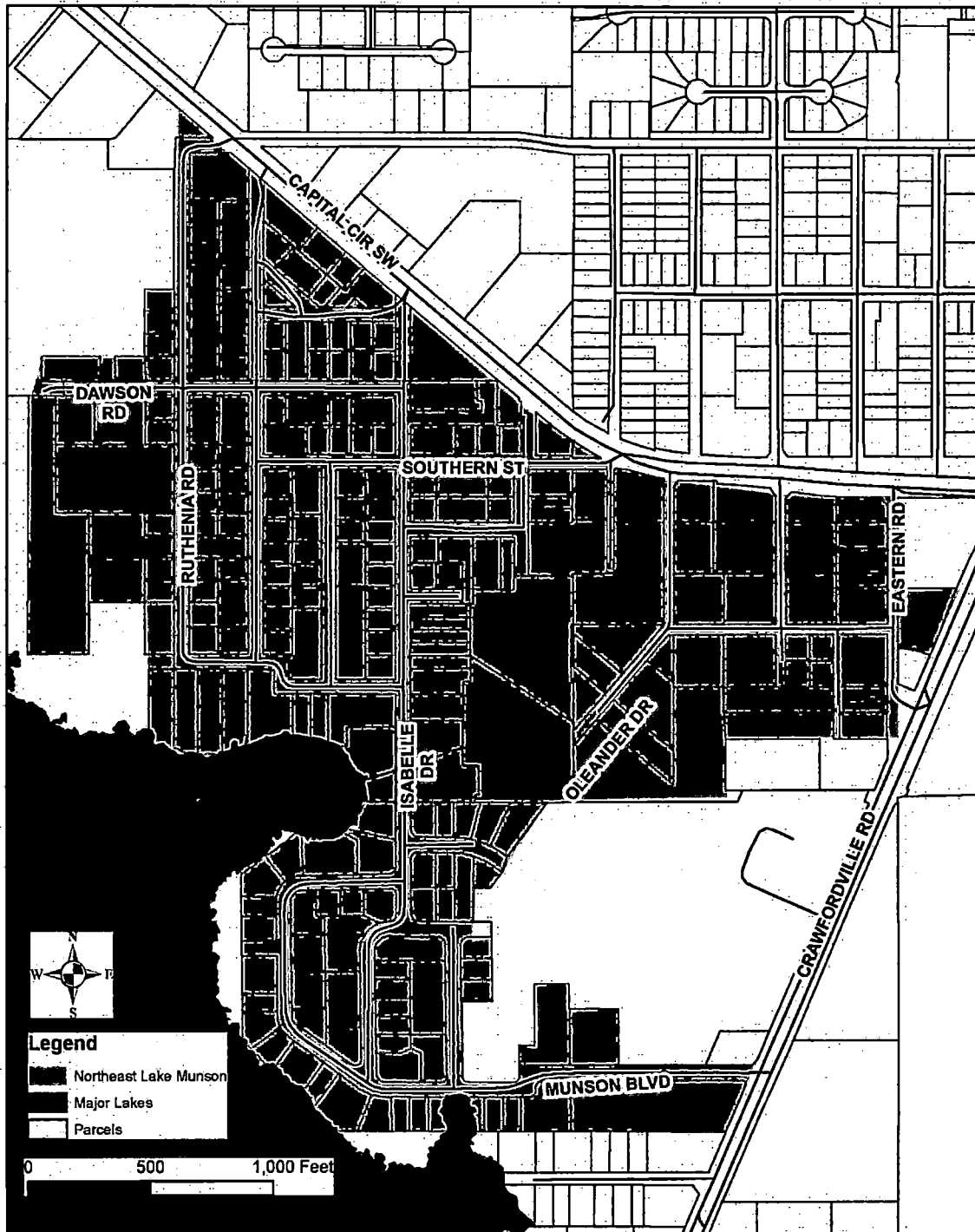
Payment Request Schedule: The deliverables must be submitted and accepted prior to each payment request and may be submitted no more frequently than monthly.

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by, and all deliverables received by, the corresponding task end date.

Task No.	Task Title	Budget Category	Budget Amount	Task Start Date	Task End Date
1	Design and Permitting	Contractual Services	\$375,000	05/15/2018	12/31/2019
2	Construction	Contractual Services	\$2,375,000	10/01/2019	06/30/2021
Total:			\$2,750,000		

Figure 1

Northeast Lake Munson Septic to Sewer Project



DEP Agreement No. LP0110E, Attachment 3, Page 4 of 4

Leon County Tentative Water Quality and Springs Protection Infrastructure Improvement Plan

Project Name	Project Number	Total Project Cost	Funding	COST by YEAR												
				Pre-2017	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026		
Leon County Septic to Sewer Project, FY 14-15	LP37110	\$75,000	STATE	\$75,000												
Lake Munson Target Area WW Improvements, Springs FY 14-15	SC807	\$1,000,000	STATE	\$500,000												
Woodside Heights Sewer Connection, Springs FY 15-16	SC807	\$4,600,000	STATE	\$1,950,000	\$350,000											
Advanced Septic Systems Pilot Project, Springs FY 16-17	LP01102	\$750,000	STATE	\$750,000												
Woodville Sewer System Project Phase I, Springs FY 16-17	LP01104	\$3,000,000	STATE	\$1,500,000												
Northeast Lake Munson Sewer System Project, Springs FY 17-18	LP01110	\$3,500,000	STATE		\$2,750,000											
Belair/Annawood Sewer System Project, Springs FY 17-18	LP01108	\$3,500,000	STATE		\$1,750,000											
Septic System Upgrades, Springs FY 18-19		\$1,000,000	STATE			\$500,000										
Woodville Sewer System Project Phase II, Springs FY 19-20		\$2,000,000	STATE				\$1,000,000									
Septic System Upgrades, Springs FY 19-20		\$2,000,000	STATE				\$500,000									
Woodville Sewer System Project Phase III, Springs FY 20-21		\$5,300,000	STATE					\$3,150,000								
Comprehensive Wastewater Treatment Facilities, FY 20-21		\$1,000,000	STATE					\$500,000								
Woodville Sewer System Project Phase IV, Springs FY 21-22		\$5,500,000	STATE						\$2,950,000							
Comprehensive Wastewater Treatment Facilities, FY 21-22		\$1,000,000	STATE						\$500,000							
Woodville Sewer System Project Phase V, Springs FY 22-23		\$7,600,000	STATE							\$3,800,000						
Comprehensive Wastewater Treatment Facilities, FY 22-23		\$1,000,000	STATE							\$500,000						
Woodville Sewer System Project Phase VI, Springs FY 18-19		\$7,100,000	STATE								\$3,550,000					
Comprehensive Wastewater Treatment Facilities, FY 23-24		\$1,000,000	STATE								\$500,000					
Woodville Sewer System Project Phase VII, Springs FY 23-24		\$4,500,000	STATE									\$2,450,000				
Comprehensive Wastewater Treatment Facilities, FY 23-24		\$1,000,000	STATE									\$500,000				
Septic Systems Upgrade/Removal			STATE	\$4,775,000	\$4,850,000	\$500,000	\$1,500,000	\$3,650,000	\$3,450,000	\$4,300,000	\$4,050,000	\$2,950,000				
TOTALS		\$59,225,000	LOCAL	\$3,950,000	\$4,850,000	\$500,000	\$1,500,000	\$3,650,000	\$3,450,000	\$4,300,000	\$4,050,000	\$2,950,000				

septic tanks addressed per project: 235 375 100 207 363 344 414 396 302

Totals
\$30,025,000
\$29,200,000
2,737

Figure 2

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Public Records Requirements

Attachment 4

1. Public Records

- a. If the Agreement exceeds \$35,000.00, and if the Grantee is acting on behalf of the Department in its performance of services under the Agreement, the Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by the Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Agreement if the Grantee refuses to allow public access to Public Records as required by law.

2. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.

For the purposes of this paragraph, the term "contract" means the "Agreement." If the Grantee is a "contractor" as defined in section 119.0701(1)(a), F.S., the following provisions apply:

- a. Keep and maintain Public Records required by the Department to perform the service.
- b. Upon request, provide the Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. A contractor who fails to provide the Public Records to the Department within a reasonable time may be subject to penalties under section 119.10, F.S.
- d. 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 contract term and following completion of the contract if the contractor does not transfer the Public Records to the Department.
- e. Upon completion of the contract, transfer, at no cost, to the Department all Public Records in possession of the contractor or keep and maintain Public Records required by the Department to perform the service. If the contractor transfers all Public Records to the Department upon completion of the contract, 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 completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to the Department, upon request from the Department's custodian of Public Records, in a format specified by the Department as compatible with the information technology systems of the Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.
- f. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE**

**CONTRACT, CONTACT THE DEPARTMENT'S CUSTODIAN OF
PUBLIC RECORDS AT:**

Telephone: (850) 245-2118

Email: public.services@dep.state.fl.us

Mailing Address: Department of Environmental Protection
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Boulevard, MS 49
Tallahassee, Florida 32399

ATTACHMENT 5

SPECIAL AUDIT REQUIREMENTS

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the contract/agreement*) to the recipient (*which may be referred to as the "Contractor", "Grantee" or other name in the contract/agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, 2 CFR Part 200, Subpart F, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised (for fiscal year start dates prior to December 26, 2014), or as defined in 2 CFR §200.330 (for fiscal year start dates after December 26, 2014).

1. In the event that the recipient expends \$500,000 (\$750,000 for fiscal year start dates after December 26, 2014) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F.
3. If the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, is not required. In the event that the recipient expends less than \$500,000 (or \$750,000, as applicable) 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, and 2 CFR Part 200, Subpart F the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at www.cfda.gov

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(n), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient, the recipient 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 Attachment indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), 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 recipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 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 recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.state.fl.us/audgen>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State 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 2 CFR Part 200, Subpart F and required by PART I of this Attachment shall be submitted, when required by Section 320 (d), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised, and 2 CFR §200.501(a) (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, and 2 CFR §200.501(a) 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

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised, and 2 CFR §200.512.

2. Pursuant to Section .320(f), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and any management letters issued by the auditor, to the Department of Environmental Protection at one the following addresses:

By Mail:

Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

State of Florida Auditor General
Room 401, Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, as revised and 2 CFR Part 200, Subpart F, 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 recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of 5 years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of 3 years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

EXHIBIT - 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	GAA Line Item 1606	2017-2018	37.052	Florida Springs Grant Program	\$2,750,000	087870

Total Award					\$2,750,000	
--------------------	--	--	--	--	--------------------	--

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [www.cfda.gov] and/or the Florida Catalog of State Financial Assistance (CSFA) [https://apps.fldfs.com/fsaa/searchCatalog.aspx]. The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
Progress Report Form**

Exhibit A

DEP Agreement No.:	LP0110E		
Grantee Name:	Leon County		
Grantee Address:			
Grantee's Grant Manager:	Theresa B. Heiker, P.E.	Telephone No.:	(850) 606-1526
Reporting Period:			
Project Number and Title:			
<p>Provide the following information for all tasks and deliverables identified in the Grant Work Plan: a summary of project accomplishments for the reporting period; a comparison of actual accomplishments to goals for the period; if goals were not met, provide reasons why; provide an update on the estimated time for completion of the task and an explanation for any anticipated delays and identify by task.</p> <p>NOTE: Use as many pages as necessary to cover all tasks in the Grant Work Plan.</p> <p><u>The following format should be followed:</u></p> <p>Task 1:</p> <p>Progress for this reporting period:</p> <p>Identify any delays or problems encountered:</p>			

This report is submitted in accordance with the reporting requirements of DEP Agreement No. LP0110E and accurately reflects the activities associated with the project.

Signature of Grantee's Grant Manager

Date

**EXHIBIT D
PAYMENT REQUEST SUMMARY FORM**

DEP Agreement No. LP0110E Agreement Effective Dates: _____

Grantee:
(Name & Mailing Address) _____

Grantee's Grant Manager _____

Performance Period (Start date – End date): _____ Date of Request: _____

Task/Deliverable No(s). _____ Task/Deliverable Amount Requested: \$ _____

GRANT EXPENDITURES SUMMARY SECTION

CATEGORY OF EXPENDITURE (As authorized)	AMOUNT OF THIS REQUEST	PREVIOUS PAYMENT REQUESTS	TOTAL CUMULATIVE PAYMENT REQUESTS	MATCHING FUNDS FOR THIS REQUEST	TOTAL CUMULATIVE MATCHING FUNDS
Task 1:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 2:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 7:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 9:	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AMOUNT	\$	\$	\$	\$	\$
TOTAL BUDGET (ALL TASKS)	\$			\$	
LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF:	\$			\$	
TOTAL REMAINING (ALL TASKS)	\$			\$	

GRANTEE CERTIFICATION

Complete Grantee's Certification of Payment Request on Page 2 to certify that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

Grantee's Certification of Payment Request

I, _____, on behalf of
(Print name of Grantee's Grant Manager designated in the Agreement)

_____, do hereby certify for
(Print name of Grantee)

DEP Agreement No. _____ and Payment Request No. _____ that:

- The disbursement amount requested is for allowable costs for the project described in Attachment A of the Agreement.
- All costs included in the amount requested have been satisfactorily purchased, performed, received, and applied toward completing the project; such costs are documented by invoices or other appropriate documentation as required in the Agreement.
- The Grantee has paid such costs under the terms and provisions of contracts relating directly to the project; and the Grantee is not in

Check all that apply:

- All permits and approvals required for the construction, which is underway, have been obtained.
- Construction up to the point of this disbursement is in compliance with the construction plans and permits.
- The Grantee's Grant Manager relied on certifications from the following professionals that provided services for this project during the time period covered by this Certification of Payment Request, and such certifications are included:

Professional Service Provider (Name / License No.)	Period of Service (mm/dd/yy – mm/dd/yy)

Grantee's Grant Manager's Signature

Grantee's Fiscal Agent Signature

Print Name

Print Name

Telephone Number

Telephone Number

INSTRUCTIONS FOR COMPLETING PAYMENT REQUEST SUMMARY FORM

DEP AGREEMENT NO.: This is the number on your grant agreement.
AGREEMENT EFFECTIVE DATES: Enter agreement execution date through end date.
GRANTEE: Enter the name of the grantee's agency.
MAILING ADDRESS: Enter the address that you want the state warrant sent.
GRANTEE'S GRANT MANAGER: This should be the person identified as grant manager in the grant Agreement.
PERFORMANCE PERIOD: This is the beginning and ending date of the performance period for the task/deliverable that the request is for (this must be within the timeline shown for the task/deliverable in the Agreement).
TASK/DELIVERABLE NO.: This is the number of the task/deliverable that you are requesting payment for and/or claiming match for (must agree with the current Grant Work Plan).
TASK/DELIVERABLE AMOUNT REQUESTED: This should match the amount on the "*TOTAL TASK/DELIVERABLE BUDGET AMOUNT*" line for the "*AMOUNT OF THIS REQUEST*" column.

GRANT EXPENDITURES SUMMARY SECTION:

"AMOUNT OF THIS REQUEST" COLUMN: Enter by authorized category of expenditure the amount for which you are requesting reimbursement for this task. This must agree with the currently approved budget in the current Grant Work Plan of your grant Agreement. Do not claim expenses in a budget category that does not have an approved budget. Do not claim items that are not specifically identified in the current Grant Work Plan. Enter the column total on the "*TOTAL AMOUNT*" line. Enter the amount of all Tasks on the "*TOTAL BUDGET (ALL TASKS)*" line. Enter the total cumulative amount of this request **and** all previous payments on the "*LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF*" line. Deduct the "*LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF*" from the "*TOTAL BUDGET (ALL*

"PREVIOUS PAYMENT REQUESTS" COLUMN: Enter the total cumulative amount that has been paid in previous requests. Do not include the current requested amount in this total. **Do not enter anything in the shaded areas.**

"TOTAL CUMULATIVE PAYMENT REQUESTS" COLUMN: Enter the cumulative amounts that have been requested to date for reimbursement by budget category. The final request should show the total of all requests; first through the final request (this amount cannot exceed the approved budget amount for that budget category for the Task(s) you are reporting on). Enter the column total on the "*TOTAL PAYMENT REQUEST*" line. **Do not enter anything in the shaded areas.**

"MATCHING FUNDS" COLUMN: Enter the amount to be claimed as match for the performance period for the Task(s) you are reporting on. This needs to be shown under specific budget categories according to the currently approved Grant Work Plan. Enter the total on the "*TOTAL AMOUNT*" line for this column. Enter the match budget amount on the "*TOTAL BUDGET (ALL TASKS)*" line for this column. Enter the total cumulative amount of this and any previous match claimed on the "*LESS TOTAL CUMULATIVE PAYMENTS OF*" line for this column. Deduct the "*LESS TOTAL CUMULATIVE PAYMENTS OF*" from the "*TOTAL BUDGET (ALL TASKS)*" for the amount to enter on

"TOTAL CUMULATIVE MATCHING FUNDS" COLUMN: Enter the cumulative amounts you have claimed to date for match by budget category. Put the total of all on the line titled "*TOTAL PAYMENT REQUEST.*" The final request should show the total of all claims, first claim through the final claim, etc. **Do not enter anything in the shaded areas.**

GRANTEE'S CERTIFICATION: Check all boxes that apply. Identify any licensed professional service providers that certified work or services completed during the period included in the request for payment. **Must be signed by both the Grantee's Grant Manager as identified in the grant agreement and the Grantee's Fiscal Agent.**

Documentation for match claims must meet the same requirements as those expenditures for reimbursement.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

REQUEST FOR PAYMENT – PART II

REIMBURSEMENT DETAIL

Grantee Name:		Leon County			Payment Request No.:		
DEP Agreement No.:							
Vendor Name	Invoice Number	Invoice Date	Invoice Amount (1)	Local Share or Other Funding or Amount Not Requested (2)	Requested Amount (3)	Check Number	Task/Deliverable Number (4)
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
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				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
Totals:				\$ -	\$ -		

Instructions for Completing Request for Payment - Part II

Include the Grantee Name, Payment Request No., and DEP Agreement Number. List vendor invoices that are associated with the Project by Task/Deliverable.

- 1 **Invoice Amount:** Amount of Invoice being submitted for reimbursement.
- 2 **Local Share or Other Funding or Amount Not Requested:** Portion of invoice paid for by Grantee.
Requested Amount: Subtract Grantee's Local Share or Other Funding or Amount Not Requested (2) from Invoice Amount (1).
- 3 **Deliverable Number:** Must identify completed deliverable(s) for each invoice. If invoice covers multiple deliverables, that invoice would be listed multiple times, a line item for each deliverable with any portion not applicable to that Task/Deliverable identified under (2).

Submittal Instructions

Instructions for E-mailing:

The program now accepts reimbursement requests electronically, please E-mail to the Water and Springs Restoration Program. When scanning please be sure that the minimum scan resolution must be 300 DPI (dots per inch). When reimbursement requests are sent electronically, please **do not** also send a hard copy by postal mail.

Please redact all sensitive financial information from the invoices and other supporting documentation to be submitted with this Payment Request Form.

Remit Payment Request by E-mail to: WSRP@dep.state.fl.us

Be sure the E-mail payment request includes the following:

Cc: Department's Grant/Project Manager

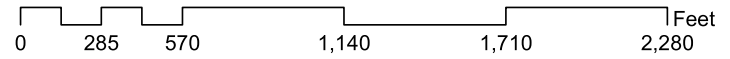
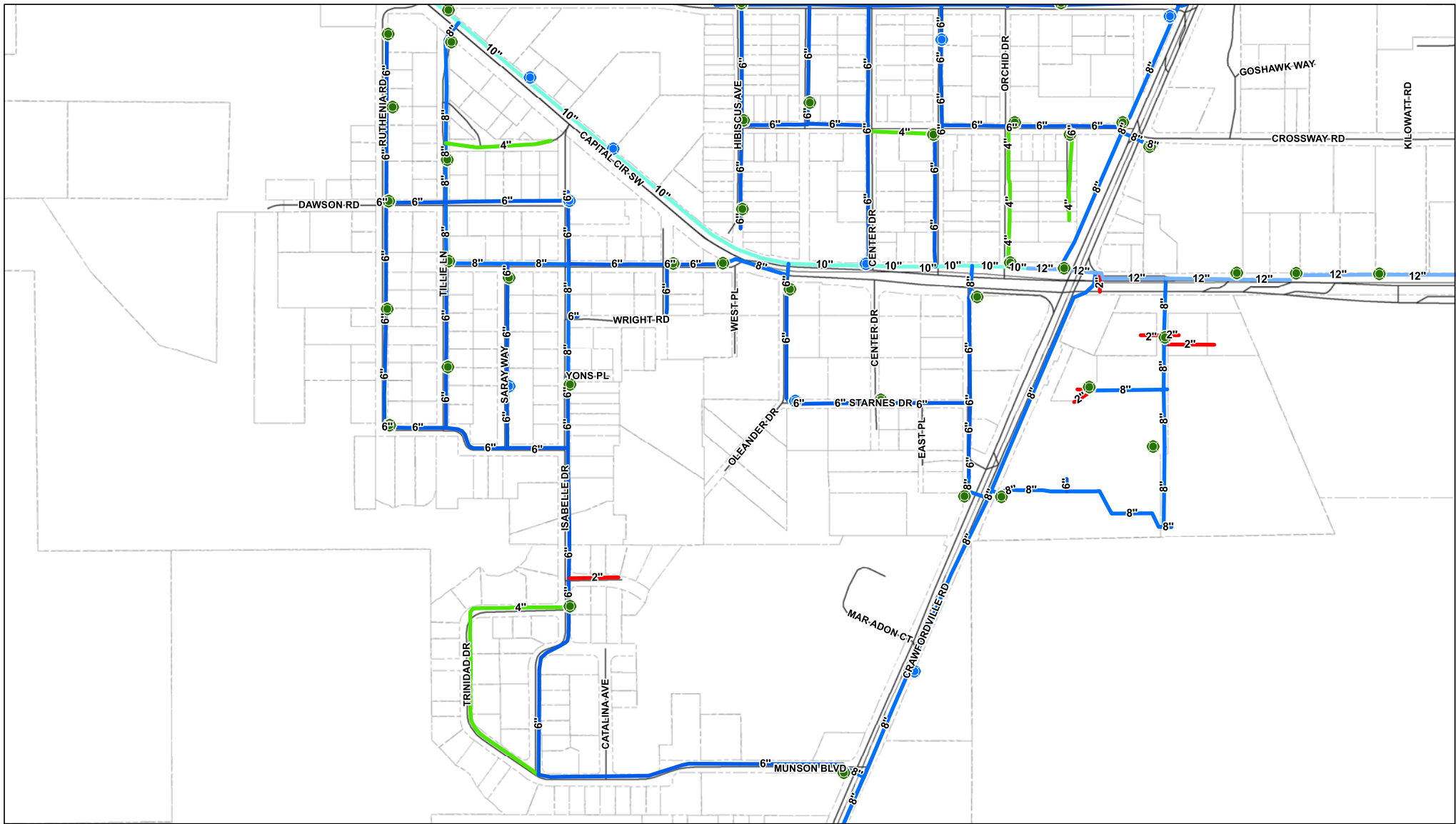
Subject: Project Number_Disbursement Number: example – LP14025_Disb_1

Attachments:

- 1) Exhibit D Payment Request Summary
- 2) Request for Payment Part II Reimbursement Detail
- 3) Copies of invoices
- 4) Other supporting documentation, as needed

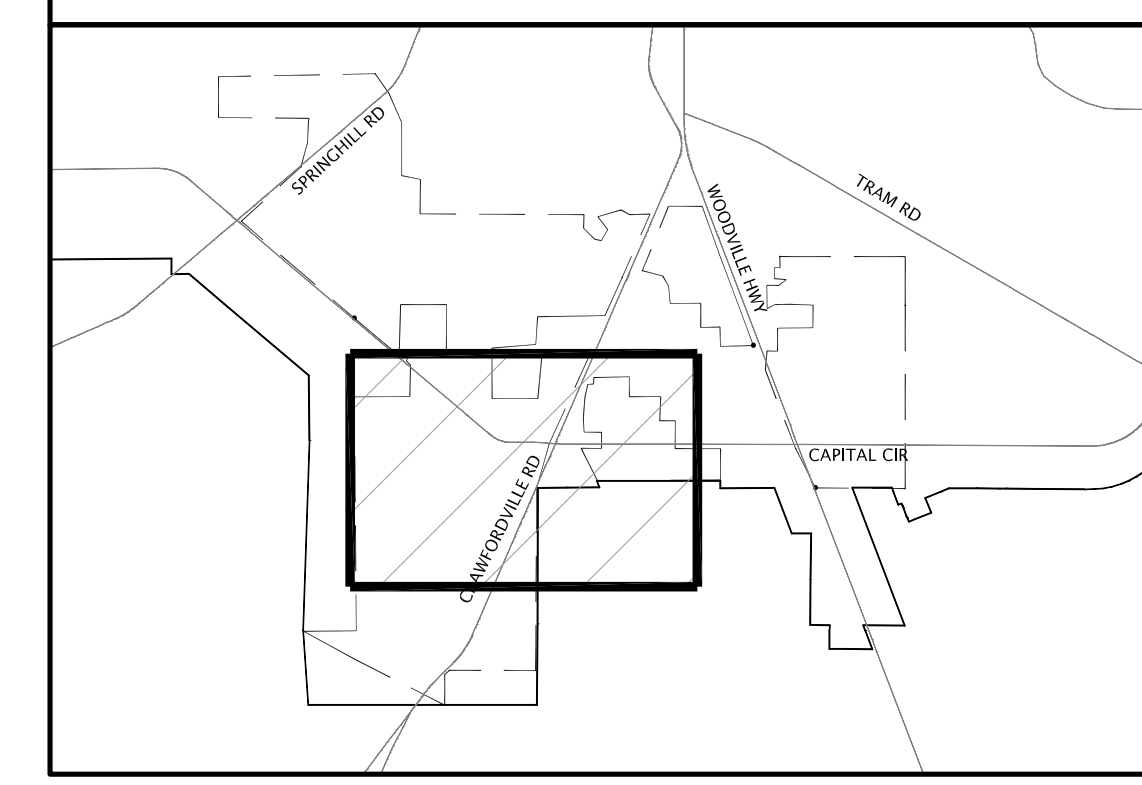
For questions or concerns regarding these forms or if you would like the payment request forms listed above in electronic format please contact:

Cheryl Minskey (850) 245-2985
Cheryl.Minskey@dep.state.fl.us



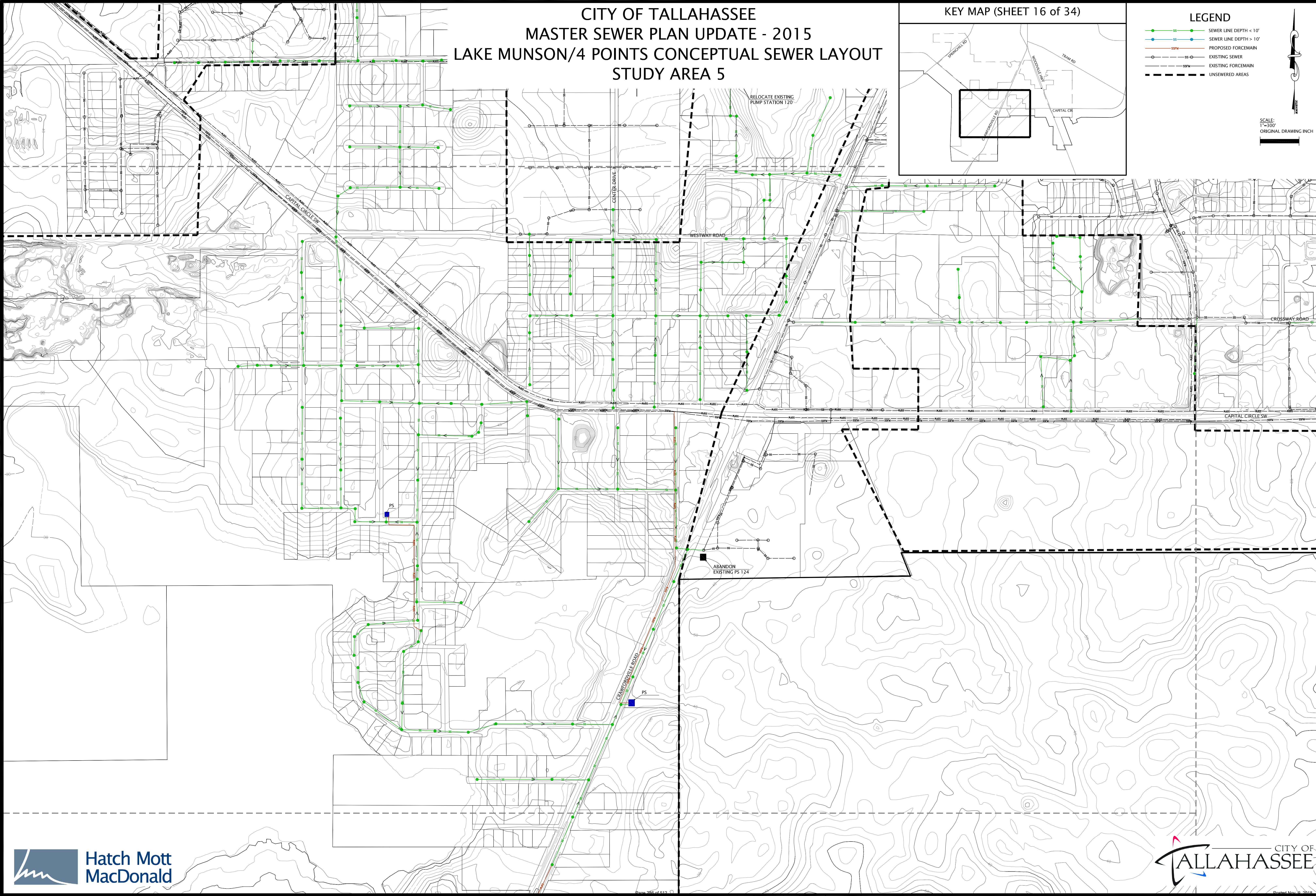
CITY OF TALLAHASSEE MASTER SEWER PLAN UPDATE - 2015 LAKE MUNSON/4 POINTS CONCEPTUAL SEWER LAYOUT STUDY AREA 5

KEY MAP (SHEET 16 of 34)



- LEGEND**
- SS SEWER LINE DEPTH < 10'
 - SS SEWER LINE DEPTH > 10'
 - SSFM PROPOSED FORCEMAIN
 - SS EXISTING SEWER
 - SSFM EXISTING FORCEMAIN
 - UNSEWERED AREAS

SCALE:
1"=300'
ORIGINAL DRAWING INCH





REQUEST FOR PROPOSALS FOR
DESIGN SERVICES

LAKE MUNSON NE SEWER PROJECT

FOR LEON COUNTY PURCHASING DIVISION

PROPOSAL NUMBER BC-08-16-18-52
DUE: August 16, 2018



ORIGINAL

GEORGE & ASSOCIATES,
CONSULTING ENGINEERS, INC.
1967 COMMONWEALTH LANE, SUITE 200
TALLAHASSEE, FL 32303



RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
Proposal Number: BC-08-16-18-52
Opening Date: August 16, 2018

PROPOSAL RESPONSE COVER SHEET

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

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley, Purchasing Director

Nick Maddox, Chairman
Leon County Board of County Commissioners

Accepted by the below named firm/individual by the undersigned authorized

George & Associates, Consulting Engineers, Inc.

(Firm Name)

Robert George
(Authorized Representative)

Robert D. George

(Printed or Typed Name)

1967 Commonwealth Lane, Suite 200

Tallahassee, Florida, 32303

rgeorge@gaceng.net

(850) 521-0344

(850) 521-0345

FAX

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated 8/16/18 Initials ROG

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

RECEIVED
2018 AUG 16 AM 10:03
PURCHASING DIVISION
LEON COUNTY



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-3302 www.leoncountynfl.gov

Commissioners

August 8, 2018

NICK MADDOX
At-Large
Chairman

Proposal Title: Design Services-Lake Munson NE Sewer Project
Proposal No: BC-08-16-18-52
Opening Date: August 16, 2018, 2:00 PM

JIMBO JACKSON
District 2
Vice Chairman

ADDENDUM #1

BILL PROCTOR
District 1

Dear Vendor:

JOHN DAILEY
District 3

This letter serves as Addendum #1 for the above referenced project. The following shall be added or removed from the RFP specifications:

BRYAN DESLOGE
District 4

1. Section II., J., Proposal Deadline, is hereby revised to read:

KRISTIN DOZIER
District 5

Your Proposal prepared in response to this RFP must be received by the Purchasing Division at the above listed address no later than the Opening Date (August 16, 2018 at 5:00 PM), as identified in the Schedule of Events, to be considered.

MARY ANN LINDLEY
At-Large

VINCENT S. LONG
County Administrator

2. Section III., B., 6., is hereby revised to read:

Where structures are served by private potable wells, connection to the City of Tallahassee water supply will be designed from City's water mains to the right-of-way. If City water mains are not available, water main extension will be needed to provide water service connections. Septic tank abandonment and private well abandonment will be included in the project, and they must be located and surveyed for the property that the owner signs up for sewer connection.

HERBERT W.A. THIELE
County Attorney

3. Section IV., REQUIRED SUBMITTALS, is hereby revised to read:

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

4. Section IV., F., is hereby revised to add item number 7 to read as follows:

7. To facilitate the design and construction of sewer service line to each customer, the general guidance is to have a primary design for the central collection sewer system to the limits of Right-of-Ways or Utility Easements, and a secondary design for each lot of record from limits of Right-of-Way or Utility Easements to existing house cleanout. The septic tank

**Purchasing Division
1800-3 Blairstone Road
Tallahassee, Florida 32308
(850) 606-1600**

abandonment and water well abandonment design shall be included in the secondary design also. The secondary design is time and cost sensitive because of limited budget, so the respondents shall include design approach for the secondary design to be evaluated by the Committee.

5. Section IV., G., PAPERWORK REQUIREMENT is hereby revised to read:

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

6. NEW PUMP STATION (PS) has been included to the scope of work:

The new PS and the proposed sewer lines along Crawfordville Highway have been included in this scope of work. However, this additional Pump station may be relocated within the project limit and connection for this project will be required through Capital Circle SW.

7. The design consultant should develop the design independently from the Sewer Master Plan to ensure feasibility and most cost-effective approach for the entire system construction. A sanitary sewer model may assist in the preliminary engineering plan.

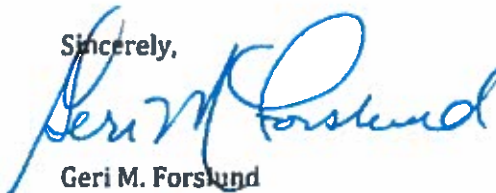
8. Page 33 of the Request for Proposal, Section 3 – Respondent’s Proposed MWBE Participation Sheet shall be deleted in its entirety and replace with the attached revised Page 33.

9. Questions submitted by vendors are answered in the attachment to this addendum for your consideration.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at 850-606-1600.

Sincerely,



**Geri M. Forslund
Purchasing and Contract Administrator
Purchasing Division**

SECTION 3 – RESPONDENT’S PROPOSED MWBE PARTICIPATION

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

MBE and WBE Intended Utilization				
Firm’s Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm’s Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm’s Telephone Number	Ethnic Group ² (B, A, H, N, F)	Type of Service to Provide
Minority and Women Business Enterprise(s)				
a.				
b.				
c.				
d.				
e.				
f.				
MBE Participation % WBE Participation %				
¹ Certification Attach and submit a copy of each MBE and WBE certification with the proposal. ² Ethnic Group Use following abbreviations for MBE’s: African American (B); Asian American (A); Hispanic American (H); and Native American (N). WBEs include Non- Minority Female (F) owned firms.				

**Answers to Vendor Submitted Questions
ITB# BC-08-16-18-52 (NE Lake Munson Sewer)**

Question #1:	Would it be possible to receive the names of the review committee for RFP BC-08-16-18-52 - Lake Munson NE Sewer Project?
Answer:	The review committee members are Theresa Heiker, George Su, Sam Ijeoma, Megan Whitmore with Leon County DSEM and Jimmy Lee with COT Utility department. Please note: Communication with committee members is prohibited and may result in disqualification from the particular request for proposal and shall be grounds for suspension from doing business with the County.
Question #2:	Please clarify if the area along Crawfordville HW from Eastern Road south to Munson Blvd is included in the scope of the project (outline of area attached). Attachment 1 of the RFP does not seem to include this area. Yet the master plan (your Attachment 4) indicates proposed sewer lines and a new PS on Crawfordville Rd which this project flows to.
Answer:	The new PS and the proposed sewer lines along Crawfordville Highway have been included in this scope of work. However, this additional Pump station may be relocated within the project limit and connection for this project will be required through Capital Circle SW. The services area is not changed.
Question #3:	If the area above is not in the scope of project, when will it be constructed in relation to this project? Can our design assume that Crawfordville HW PS and sewer lines will be built and will receive gravity flow from the NE lake Munson project?
Answer:	The PS and lines above are included in the scope of NE Lake Munson Project.
Question #4:	Is the area of Maradon Court to be included in scope of project? Obviously, this is dependent on answer to 1 above
Answer:	No, this area is not included in the scope. Maradon Court is within the City Limit and not in the County.
Question #5:	The master plan indicates a proposed sewer line from a neighborhood north of Cap Cir (near Tillie Rd & Cap Cir intersection) which gravity flows into the proposed NE Lake Munson system. Is the intent to construct the manhole in the Cap Cir right-of-way during this project or during the project north of Cap Cir?
Answer:	The Master Plan is intended as a reference for this project. It is the intent to begin at the last manhole south of the Capital Circle SW right-of-way.
Question #6:	Please confirm addendum to clarify Section III b. (6), as was determined in Pre-bid meeting (7/26/18).
Answer:	Please see item #2 of this Addendum.
Question #7:	Please confirm addendum to clarify Section VII A. 4. – Sub-Contractor Targets MBE – 12% and WBE – 14%
Answer:	The percentages are correct, however the title has been revised to read “Aspirational Target for Professional Services”.
Question #8:	Who will be on the evaluation committee?
Answer:	See response in question 1.
Question #9:	When and where will the contract for the Woodville sewer project (BC 03 29 18 14) be publicly available?

Answer:	The Contract is not currently been executed however after execution it may be found on the Clerk's web page. https://cvweb.clerk.leon.fl.us/public/login.asp - Chief Financial Officer and Comptroller – Search – Contracts.
Question #10	During the pre-proposal meeting, Chris Muehlemann indicated that the county would provide some specific GIS data sets. When and where will this data be available?
Answer:	The specific GIS datasets are under design and it will be used for information purposes only. The County will provide this website to the firm/teams awarded this project to attain general information such as the Easement, Property Information, Topographic Contours, Hydrologic Features, etc. All information will need to be verified for accuracy. A link has been provided for an existing Tallahassee/Leon County GIS Land Information Map. http://tlcgisinter.leoncountyfl.gov/landinfopublic/index.html
Question #11	Please clarify the opening date; it is listed differently on page 5 than on page 3
Answer:	Please see item #1 of this Addendum.
Question #12	A Drug-Free Workplace and a Non-Collusion Affidavit Form were included within the RFQ packet but were not listed within RFQ Section IV. Required Submittals, G. Paperwork Requirements. Are these forms to be included within the proposal response?
Answer:	Please see item #5 of this Addendum.
Question #13	Will this contract potentially include work in the Crawfordville right of way?
Answer:	Yes, this Contract may include work in the Crawfordville right of way.
Question #14	There is a future pump station on Crawfordville Highway that appears to be connecting to the project area, will this be included in the scope of work? Or is the pump station part of another project that this project can tie into?
Answer:	Yes, the future pump station on Crawfordville Highway is included in the scope of work.
Question #15	Per the map provided, existing gravity and pressure sewer is adjacent to this project. Is the proposed tie-in to the existing system via the existing pressure system or the existing gravity system?
Answer:	The City of Tallahassee and the designer will determine the proposed tie-in to the existing system.
Question #16	Is Parallel Street included within the scope of work and will the road be kept in its existing condition? A sign says the road is not County maintained.
Answer:	Yes, Parallel Street will be kept in its existing condition. It is a private road and not maintained by the County. However, the road is included in the scope of work.
Question #17	Will the northern roadway section of Tillie Lane be kept in its existing condition (north of Dawson)?
Answer:	Yes, the northern roadway section of Tillie Lane will be kept in its existing condition.
Question #18	RFQ Section IV. Required Submittals (page 13) states "Each applicant is requested to provide the following information using the same numbering/lettering scheme as the format below", however not all numbered/lettered sections require a response and are simply the County's comments about the project. Furthermore, the multiple numbers/letters may distract from our important proposal content/responses. Would the County consider removing this numbering/lettering scheme requirement?
Answer:	Yes, the numbering/lettering scheme is removed. Please see item #3 of this Addendum.
Question #19	Does the County intend to include Liquidated Damages (as stated on page 14, para. C) to the design contract? If so, will the County consider an incentive clause for early completion?
Answer:	Yes, the county intends to include Liquidated Damages as indicated on the RFP, with no incentive.

Question #20	Page 14, para. D, 1 – We assume the projects being requested are for the Project Manager/Project Engineer, not the entire company. Please confirm																		
Answer:	The projects being requested are for the entire company. However, you may choose to provide the percentage of availability for the Project Manager/Project Engineer.																		
Question #21	For the Minority and Women Business Enterprise Participation Plan Form on page 33 of the RFQ instructions, Section 3 Respondent's Proposed MWBE Participation, this form speaks to Total Bid Amount and Total MWBE Participation in Dollar amounts. This RFQ is the qualifications, how would we fill out this form?																		
Answer:	Please see the revised form, which is attached.																		
Question #22	<p>On page 30 the RFP states the following aspirational targets of 12% MBE and 14% WBE (a total of 26%):</p> <table border="1" data-bbox="365 636 1507 772"> <thead> <tr> <th colspan="2" style="text-align: center;">Aspirational Target for Construction</th> </tr> <tr> <th>M/WBE Classification</th> <th>Aspirational Target(s)</th> </tr> </thead> <tbody> <tr> <td>Certified Minority Business Enterprises (MBE)</td> <td>12% of the total anticipated contract value</td> </tr> <tr> <td>Certified Women Business Enterprises (WBE)</td> <td>14% of the total anticipated contract value</td> </tr> </tbody> </table> <p>Below that, in the points for participation, it states that a firm will receive 10 points for 10% combined WBE/MBE participation:</p> <p style="text-align: center;">Points for MBE and WBE Participation Levels (Professional Services Sub-consultant)</p> <table border="1" data-bbox="354 945 1466 1381"> <tbody> <tr> <td>The Respondent is a joint venture of two or more firms/individuals with a minimum of participation in the joint venture of at least 10% by certified MBE or WBE firms and will meet or exceed aspirational targets</td> <td style="text-align: right;">10</td> </tr> <tr> <td>The Respondent certifies that they will meet or exceed aspirational targets through subcontracting to certified MBE and WBE firms.</td> <td style="text-align: right;">8</td> </tr> <tr> <td>The Respondent certifies that they will meet at least 50% of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.</td> <td style="text-align: right;">6</td> </tr> <tr> <td>The Respondent certifies that they will meet at least 20%, but less than 50%, of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.</td> <td style="text-align: right;">4</td> </tr> <tr> <td>The Respondent will not meet the aspirational targets in any form and has submitted a Good Faith Effort Statement based on the guidelines referenced in Section 5 of this Participation Plan to be considered a responsive bidder, but shall receive zero points.</td> <td style="text-align: right;">0</td> </tr> </tbody> </table> <p style="text-align: center;">30</p> <p>Can you please clarify the MBE requirements and point system for the design of this project?</p>	Aspirational Target for Construction		M/WBE Classification	Aspirational Target(s)	Certified Minority Business Enterprises (MBE)	12% of the total anticipated contract value	Certified Women Business Enterprises (WBE)	14% of the total anticipated contract value	The Respondent is a joint venture of two or more firms/individuals with a minimum of participation in the joint venture of at least 10% by certified MBE or WBE firms and will meet or exceed aspirational targets	10	The Respondent certifies that they will meet or exceed aspirational targets through subcontracting to certified MBE and WBE firms.	8	The Respondent certifies that they will meet at least 50% of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.	6	The Respondent certifies that they will meet at least 20%, but less than 50%, of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.	4	The Respondent will not meet the aspirational targets in any form and has submitted a Good Faith Effort Statement based on the guidelines referenced in Section 5 of this Participation Plan to be considered a responsive bidder, but shall receive zero points.	0
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Answer:	<p>Regarding the MBE requirements and point system for the design of the project, the following information is for clarification purposes:</p> <ul style="list-style-type: none"> • If a Respondent submits a response to the RFP as a joint venture with a minimum 10% participation by an MBE, the Aspirational Targets for Professional Services may be met by subcontracting at 2% MBE and 12% WBE respectively. • If a Respondent submits a response to the RFP as a joint venture with a minimum 10% participation by a WBE, the Aspirational Targets for Professional Services may be met by subcontracting at 12% MBE and 4% WBE respectively. 																		

Question #23	Upon reviewing the bid documents I am reaching out for clarification on the date and time proposals are due. Page 3 Table 1-Schedule of Events reflects Opening Date: Date and time by which Proposals must be received by the Leon County Purchasing Division August 16, 2018 not later than 2pm. Page 5 Item J. Proposal Deadline line reflects Opening Date July 31, 2018 at 5pm. Please confirm date and time Proposals are due.
Answer:	The Schedule of Events reflects the correct Opening Date and Time by which Proposals must be received by the Leon County Purchasing Division – August 16, 2018, no later than 2:00 PM.

TABLE OF CONTENTS

You will find the information presented in our Response Package in the same order as requested in the Request for Proposal. Our Table of Contents mirrors your qualifications statement outline as follows:

A. ABILITY OF PROFESSIONAL PERSONNEL	1
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A. ABILITY OF PROFESSIONAL PERSONNEL

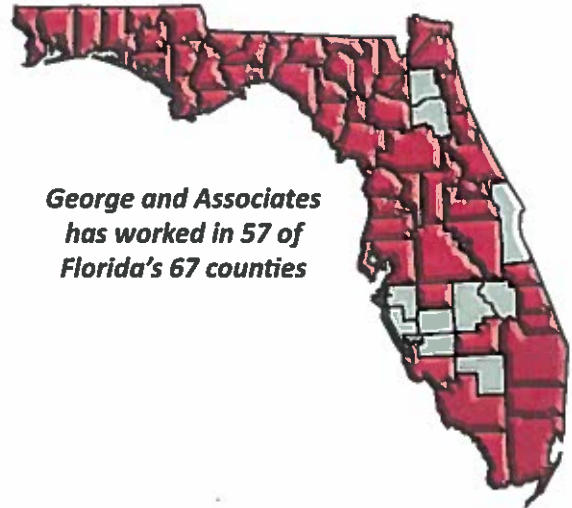


GEORGE & ASSOCIATES,
CONSULTING ENGINEERS, INC.
1967 COMMONWEALTH LANE, SUITE 200
TALLAHASSEE, FL 32303



A. ABILITY OF PROFESSIONAL PERSONNEL

George & Associates, Consulting Engineers, Inc. (G&A) is extremely interested in working for Leon County to prove our ability to provide civil engineering design services for the Lake Munson NE Sewer Project. G&A is among the best civil engineering firms in the State of Florida. Whether we're producing design solutions for site development, water and sewer utilities, roadway reconstruction, resurfacing parking lots or performing complex drainage analysis and design, G&A has built a nearly two-decades-long reputation for being able to provide the correct design solution for the project at-hand. This has enabled our firm to successfully complete projects on a local and statewide basis, but we are always eager to maintain our relationship with important clients at home like Leon County.



We believe Leon County should select G&A because our organizational staffing, local experience, workload availability, design schedule management, and overall understanding of the areas of discipline within the scope of services makes us an excellent fit for this contract. Given the opportunity, we believe Leon County will continue to be one of our repeat clients for the next 20 years. Please consider the strengths of our team as you make your decision.

FIRM BACKGROUND

G&A is a Tallahassee based firm that was founded over 20 years ago in 1997 and offers a broad range of services including, but not limited to: civil engineering; sanitary sewer systems; stormwater engineering; environmental engineering; transportation engineering; site development; systems planning; and land-use planning.

Our office offers expertise in the following areas:

- Project Management
- Project Planning
- Public Involvement
- Right-of-Way Acquisition
- Major Roadway Work, including roadway design
- Minor Roadway Work, including resurfacing, multi-use trails and sidewalks
- Maintenance of Traffic Plans
- Stormwater/Drainage Design
- Utility Engineering
- Sanitary Sewer System Design
- Construction Plans and Specifications
- Regulatory Permitting: Local, State, and Federal
- Post-Design Services

G&A has developed and maintained positive working relationships with regulatory agencies such as the Northwest Florida Water Management District, Florida Department of Transportation, Florida Department of Environmental Protection and federal agencies like the Army Corps of Engineers. Each of these agencies have come to expect our "get it right the first time" approach. This is reflected in the minimal comments we receive throughout the permitting phase of each project we design and ultimately results in a shorter schedule.

PROJECT STAFFING & SUBCONSULTANT UTILIZATION

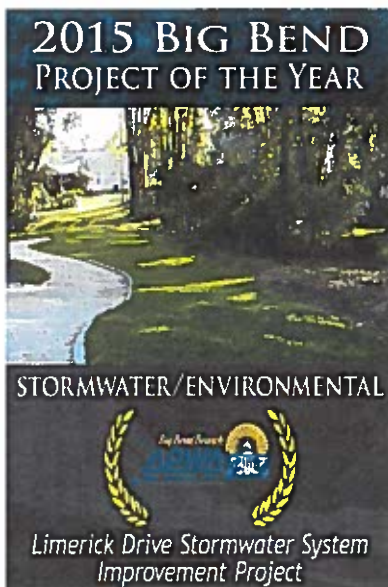
George & Associates, Consulting Engineers, Inc. employs proven and knowledgeable professionals that embody project management skills and engineering expertise to support our firm in the design of this project. We realize that the capabilities of our project team, our responsiveness to our clients, and our ability to close-out a successful project are the reasons we are able to enjoy so many repeat client relationships. There are several factors that contribute to this success. One of the most important factors is **team continuity**.

TEAM CONTINUITY

Each member of our design team has worked together on similar projects. These projects have included a wide-range of design components including sanitary sewer systems, pump stations, roadway design, stormwater management design, structural, geotechnical, planning, and environmental studies. This experience provides team continuity from planning through design, permitting and post design services. Each team member is aware of their individual responsibility, but they also understand the critical path of the overall project. This awareness contributes to seamless transition for each project phase. Also, each G&A staff member is cross-trained to support other functions, and this provides necessary backup at peak work volumes. Robert provides the necessary Principal involvement, experience and quality control necessary for major and minor projects.

RECENT LOCAL PROJECT AWARDED

G&A's work has been recognized for its characteristic high quality, cost-effectiveness, and timeliness. Recent recognition for our work has included:



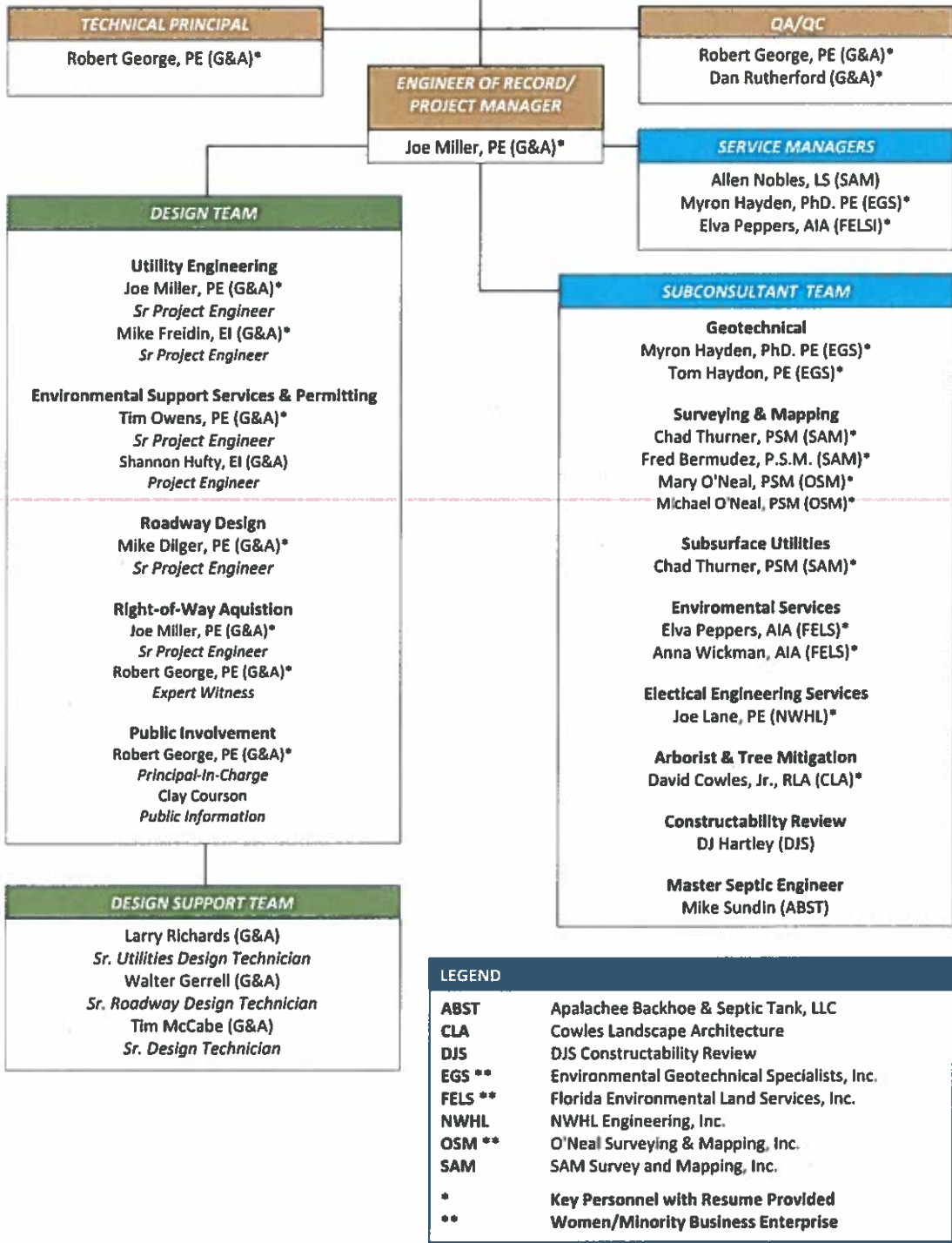
2015 Stormwater/Environmental Project of the Year from the American Public Works Association, Big Bend Branch (Limerick Drive Stormwater System Improvements for the City of Tallahassee)

2015 Florida Institute of Consulting Engineers/ Florida Department of Transportation Outstanding Design Award, Minor Project – District 3 (Orange Avenue/St. Marks Trail Bridge Replacement for FDOT)



A-1. PROVIDE THE TOTAL NUMBER OF PROFESSIONALS IN YOUR ORGANIZATION OR TEAM WHO MAY BE ASSIGNED TO THE PROJECT AND THEIR CONTRIBUTION RELATED TO THE SCOPE OF SERVICES.

Team Organization
24 Professionals Assigned to Project



A-2. GIVE BRIEF RESUME OF KEY PERSONS TO BE ASSIGNED TO THE PROJECT
 The following pages contain brief resumes of Key Personnel.



ROBERT D. GEORGE, P.E.

Mr. George is President of George & Associates, Consulting Engineers, Inc. and has more than twenty-five years of experience in the civil engineering field. While the company has grown significantly over the past 20 years, Robert remains active and hands-on with each project completed by George & Associates. Robert has been successful with his philosophy of servicing each client in a personal and expedient manner. Design continuity and accuracy is paramount in our field, and Robert provides the necessary quality control from the highest level in our company. G&A has provided civil engineering services for over 70 Sewer Projects.

a) Name and Title:

Robert D. George, P.E.
Principal-In-Charge
George & Associates,
Consulting Engineers, Inc.

b) Job assignment:

Principal-In-Charge
QA/QC

c) Years with this firm: 20

d) Years with other firms: 5

f) Education:

Bachelor of Science,
Civil Engineering
Florida State University,
1992

g) Active Registration:

Professional Engineer,
FL No. 51940 (Since 1997)

Professional Engineer,
GA No. 24948 (Since 2000)

Professional Engineer,
AL No. 31289-E (Since 2000)

h) Other Qualifications:

Advance Work Zone Traffic
Control

FDOT Specification Training

Expert Witness

e) Project Experience:

COOPERS POND SEPTIC TANK ABATEMENT

Monticello, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 4000 LF **Project Cost:** \$491,000

Project Scope: This project required the analysis of alternative methods of sewer collection (gravity or low pressure forcemain). The project also required the analysis of current wastewater flow and estimation of future flows. Over 4000 feet of sewer collection lines were designed and installed. Two sanitary sewer lift stations were designed. G&A was responsible for permitting the design with the FDEP and ensured the design met the Ten State Standards. G&A assisted the City of Monticello in obtaining easements for the construction. G&A performed construction inspections to ensure all standards were met.

3) Project Involvement: Engineer of Record

STARKE CITY WIDE SEWER IMPROVEMENTS

Starke, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 8.7 Miles Sewer Line **Project Cost:** 4,900,000

Project Scope: G&A assisted the City of Starke in this multi-phased project in recommending and designing the appropriate sewer improvements. Approximately 34,100 LF of existing sanitary sewer and 139 manholes were reviewed. G&A provided construction plans for 28,405 LF of sewer rehabilitation included innovative techniques, the abandonment of 79 residential septic tank systems and the construction 17,644 LF of gravity sewage collection system.

3) Project Involvement: Principal-In-Charge/QA/QC

MONTICELLO CITY WIDE SEWER IMPROVEMENTS

Monticello, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 9.7 Miles Sewer Line **Project Cost:** \$6,900,000

Project Scope: G&A assisted the City of Monticello in this multi-phased project in recommending and designing the appropriate sewer improvements. Phase 1 tasks included coordinating data collection and review of CCTV, Smoke Testing, and Flow Monitoring. Phase 2 & 3 consisted of permitting, and construction administration of both CDBG and SRF portions of the project totaling over 50,000 LF of the existing sanitary sewer system.

3) Project Involvement: Principal-In-Charge/QA/QC

DELEON SPRINGS STATE PARK - SPRINGS PROTECTION PROJECT

DeLand, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: Mult-site **Project Cost:** \$420,600

Project Scope: G&A analyzed multiple septic tank sites and drain fields for the state park that included a restaurant, maintenance shop, ranger station, ranger residence and multiple campground areas. G&A design consisted of enhanced water quality treatment and denitrification using Aerobic Treatment Units (ATUs) coupled with drip emitter systems to maximize treatment prior to entering drain fields. The installed system has greatly enhanced water quality levels of effluent within the parks septic systems. G&A completed local, state and federal permitting and provided Construction Administration for the project.

3) Project Involvement: Engineer of Record

ROBERT D. GEORGE, P.E.**HOLMES COUNTY K-8 OFF-SITE UTILITY EXTENSION***Bonifay, Florida*

- 1) Project Type:** Sewage Collection, Treatment & Disposal
- 2) Project Size:** 2.5 Miles **Project Cost:** \$500,000
Project Scope: G&A conducted fire flow analysis and determined the existing water distribution system was insufficient for new school site. G&A designed and permitted 1.5 miles of off-site water distribution system. 1 mile of off-site sanitary sewer force main and upgrades to the existing lift station to provide additional sewer capacity. G&A completed local, state and federal permitting and provided Construction Administration for the project.
- 3) Project Involvement:** Engineer of Record

FLORIDA PUBLIC SAFETY INSTITUTE WATER & SEWER EXTENSIONS*Gadsden County, Florida*

- 1) Project Type:** Sewage Collection, Treatment & Disposal
- 2) Project Size:** 5.2 Miles **Project Cost:** \$700,000
Project Scope: Project consisted of providing design, permitting, and construction administration services for a utility extension along SR 10 (US 90). The scope of services included extending an existing 12"-watermain approximately 1.5-miles, construction of a new 6" forcemain for approximately 3.7-miles and the design of one regional pump station. Permitting services were with the Department of Environmental Protection and Florida Department of Transportation.
- 3) Project Involvement:** Engineer of Record

JEFFERSON COUNTY WATER & SEWER EXTENSIONS TO I-10*Jefferson County, Florida*

- 1) Project Type:** Sewage Collection, Treatment & Disposal
- 2) Project Size:** 5 Miles **Project Cost:** \$2,300,000
Project Scope: Project consisted of the design, permitting, and construction management of approximately 5 miles of watermain, 4 miles of sanitary sewer, 6 pump stations, one 12" potable water supply well, and a 200,000 gallon elevated tank.
- 3) Project Involvement:** Engineer of Record

FSU ALUMNI VILLAGE SEWER REPAIRS*Tallahassee, Florida*

- 1) Project Type:** Sewage Collection, Treatment & Disposal
- 2) Project Size:** 2500 LF **Project Cost:** \$200,000
Project Scope: G&A assisted Florida State University with assessing and rehabilitating approximately 2,500 lineal feet of existing sanitary sewer collection system for Alumni Village. The project consisted of coordinating CCTV of the existing sewer system. After reviewing data, G&A prepared construction plans for the rehabilitation of the existing sewer collection system consisting of the cured-in-place liners, T-Liners and point repairs. G&A reviewed the post videos as part of the as-built certification process for this project.
- 3) Project Involvement:** Engineer of Record

HAMILTON COUNTY WATER & SEWER IMPROVEMENTS*Hamilton County, Florida*

- 1) Project Type:** Sewage Collection, Treatment & Disposal
- 2) Project Size:** 5 Miles **Project Cost:** \$800,000
Project Scope: Provided design, permitting, and construction inspection services for construction of approximately \$800,000.00 dollars of water and sewer improvements. Tasks included design of two pump stations, 4,000 LF of gravity collection system and 10,000 LF of water main located within existing residential subdivisions in Hamilton County.
- 3) Project Involvement:** Engineer of Record

CITY OF MONTICELLO REUSE*Monticello, Florida*

- 1) Project Type:** Sewage Collection, Treatment & Disposal
- 2) Project Size:** City Wide **Project Cost:** \$1,944,000
Project Scope: G&A designed and permitted the Monticello Reuse Project for the City of Monticello. Phase One of the project consisted of the design, permitting, and construction inspection of a new headworks for a 500,000 GPD wastewater treatment plant. Phase Two consisted of the construction of a reclaimed water reuse system.
- 3) Project Involvement:** Principal-In-Charge/QA/QC

CITY OF MONTICELLO REGIONAL PUMP STATION UPGRADES*Monticello, Florida*

- 1) Project Type:** Sewage Collection, Treatment & Disposal
- 2) Project Size:** City Wide **Project Cost:** \$800,000
Project Scope: Project entailed the complete re-design of the City of Monticello's four regional pump stations. Each of these pump stations had been in operation since the late 1940's. The project consisted of the complete removal of the existing pump stations and replacing each pump station with a standardized uniform pump station. Key elements to this project included: flow metering each pump station to assess base and peak flows associated with inflow/infiltration, the design of by-pass pump systems to maintain operation of the pump stations during construction activities, implementation of SCADA and remote telemetry system for the four regional pump stations.
- 3) Project Involvement:** Engineer of Record

UNIVERSITY OF FLORIDA SEWER REHABILITATION*Gainesville, Florida*

- 1) Project Type:** Sewage Collection, Treatment & Disposal
- 2) Project Size:** 4.32 MILES **Project Cost:** \$700,000
Project Scope: G&A assisted the University of Florida with development of plans, specifications, bid schedules and providing construction administration services for the campus wide sewer rehabilitation services. Phase I consisted of contractor selection, review and reporting analysis of CCTV data of existing sewage collection system. Phase II consisted of developing plans and bid schedules to correct the defective areas of the sewage collection system.
- 3) Project Involvement:** Engineer of Record



a) Name and Title:

Joseph W. Miller, P.E.
Senior Project Manager
George & Associates,
Consulting Engineers, Inc.

b) Job assignment:

Engineer of Record
Project Manager

c) Years with this firm: 16

d) Years with other firms: 14

f) Education:

Master of Science in Civil
Engineering,
Kansas State University,
1984

Bachelor of Science in Civil
Engineering, United State
Military Academy,
1973

g) Active Registration:

Professional Engineer,
FL No. 49889

h) Other Qualifications:

FDOT Specification Training

JOSEPH W. MILLER, P.E.

Mr. Miller is specifically selected as a project manager based upon his extensive engineering experience and his managerial skills that were developed by twenty-two years of active duty military experience with both the Army Corps of Engineers and troop units. Mr. Miller serves as project manager for G&A on projects throughout the State. Joe has managed Inflow/Infiltration Studies, designed gravity sewer systems, and performed storm water studies. His specific experience will help facilitate the scheduling, cost and construction administration for each project.

e) Project Experience:

CC LAND ROAD WATER & FORCE MAIN EXTENSION

East Point, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 5 Miles **Project Cost:** \$2,400,000

Project Scope: The Water & Sewer project along CC Land Road consisted of the design and permitting of a potable water and sewer system to provide services from the City of Eastpoint to the New Franklin County K-12 School. The resulting design of the 5-mile route consisted of a 12-inch water main, an 8-inch force main for the sanitary sewer system, two new lift stations, and an additional 5-miles of "reuse" pipeline for future reclaimed water use.

3) Project Involvement: Project Manager/Engineer of Record

STARKE CITY WIDE SANITARY SEWER IMPROVEMENTS

Starke, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 8.7 Miles Sewer Line **Project Cost:** \$4,900,000

Project Scope: G&A assisted the City of Starke in this multi-phased project in recommending and designing the appropriate sewer improvements. Approximately 34,100 LF of existing sanitary sewer and 139 manholes were reviewed. G&A provided construction plans for 28,405 LF of sewer rehabilitation included innovative techniques, the abandonment of 79 residential septic tank systems and the construction 17,644 LF of gravity sewage collection system.

3) Project Involvement: Project Manager/Engineer of Record

CITY OF TALLAHASSEE PUMP STATION 89 ANALYSIS & DESIGN STUDY

Tallahassee, Florida

1) Project Type: Pump Station

2) Project Size: 0.25 Acres **Project Cost:** N/A

Project Scope: The city's Water Resources Engineering Division requested G&A to evaluate and provide design recommendations for the City's Pump Station No. 89. The existing duplex, suction-lift configured pump station is sited on a utility easement in the Moore Pond residential subdivision. G&A summarized the finding with recommendations and provided a cost comparison for multiple alternatives.

3) Project Involvement: Engineer of Record

CITY OF TALLAHASSEE PUMP STATION 89 DESIGN PROJECT

Tallahassee, Florida

1) Project Type: Pump Station

2) Project Size: 0.25 Acres **Project Cost:** N/A

Project Scope: G&A completed to task of redesigning the existing city pump station No. 89 and . is currently in the bidding process. Project included rehabilitating and reusing the existing wet well, replacing the pumps, and making modifications to piping and appurtenances. The design consists of upgrading the existing suction-lift configured pumping system The pump station will remain in its current location, sited on a 40' x 40' (+/-) utility easement in the Moore Pond residential subdivision. The existing discharge, a 6" force main (FM) to a nearby gravity sewer manhole, remained in use, with gravity flow from that point to City pump station No. 128

The improvements address historical excessive pump station cycling, and now allows for emergency power or backup pumping to protect against sewage overflows during power outages.

3) Project Involvement: Engineer of Record

JOE W. MILLER, P.E.**CITY OF TALLAHASSEE PUMP STATION 71***Tallahassee, Florida***1) Project Type:** Pump Station**2) Project Size:** 0.5 Acres **Project Cost:** \$310,000

Project Scope: This project consisted of the complete rehabilitation and redesign of a pump station for the City of Tallahassee. The existing pump station was a wet well/dry well station that was replaced with a modern wet well station with submersible pumps. The design of this project included hydrologic analysis of the adjacent closed basin to establish 100- year flood levels.

Project Involvement: Engineer of Record**WESTMINISTER OAKS COMMUNITY WIDE UTILITY ASSESSMENT***Tallahassee, Florida***1) Project Type:** Sewage Collection, Treatment & Disposal**2) Project Size:** 114.8 Acres **Project Cost:** N/A

Project Scope: The city's Water Resource Engineering Division requested the client to complete a campus wide utility assessment of its potable watermain, sanitary sewer collection system and lift stations. G&A documented easements and underground infrastructure that were built to the city's standards and identified utilities that required further investigation. G&A coordinated SUE, reviewed CCTV data of sanitary sewer system, evaluated two existing on-site lift stations, and submitted assessment report. G&A is currently developing construction plans for abandonment and reconstruction of south campus pump station and additional sanitary sewer improvements campus wide.

3) Project Involvement: Engineer of Record**WESTMINISTER OAKS PUMP STATION & SANITARY SEWER IMPROVEMENTS***Tallahassee, Florida***1) Project Type:** Sewage Collection, Treatment & Disposal**2) Project Size:** 114.8 Acres **Project Cost:** N/A

Project Scope: After completing the Community Wide Utilities Assessment for the City's Water Resource Engineering Division, G&A is currently developing construction plans for abandonment and reconstruction of south campus pump station and additional sanitary sewer improvements campus wide.

3) Project Involvement: Engineer of Record**FALLING WATERS STATE PARK SEPTIC TANK SYSTEM REPLACEMENT PROJECT***ChIPLEY, Florida***1) Project Type:** Sewage Collection, Treatment & Disposal**2) Project Size:** 80 Acres **Project Cost:** \$160,000

Project Scope: Project consisted of the installation of Aerobic Treatment Units (ATU) to replace the existing conventional On-Site Sewage Treatment Disposal (OSTD) systems. 28 camp sites were set-up to accommodate RV's, however, there are no sewer hookups for the camp sites. The park has a central bathhouse and an RV dump station to service the needs of campers. FDEP tasked G&A to install two ATU systems and

construct a new drainfield to serve both the bathroom and disposal station. The design used the existing septic tanks as treatment or settling basins for the corresponding ATU. Two parallel 1,500 GPD ATU's will be installed, along with a mixing tank to ensure equal wastewater strength. A distribution box will be used to equally distribute the flow through the ATU's. The design was innovative in that it combined the use of existing tanks for required settling volume while equally missing and distributing the flow through the two ATU systems. Smaller ATU systems and tanks were able to be used due to the design, which simplified the system operation and saved money for the Bureau. The total project cost for the septic tank replacement was \$ 160,000.00..

3) Project Involvement: Project Manager/Engineer of Record**CITY OF MONTICELLO REUSE***Monticello, Florida***1) Project Type:** Sewage Collection, Treatment & Disposal**2) Project Size:** City Wide **Project Cost:** \$1,944,000

Project Scope: G&A designed and permitted the Monticello Reuse Project for the City of Monticello. Phase One of the project consisted of the design, permitting, and construction inspection of a new headworks for a 500,000 GPD wastewater treatment plant. Phase Two consisted of the construction of a reclaimed water reuse system.

3) Project Involvement: Engineer of Record**TOWN OF GREENVILLE SEPTIC TANK ABATEMENT***Greenville, Florida***1) Project Type:** Sewage Collection, Treatment & Disposal**2) Project Size:** 3260 LF **Project Cost:** \$562,404

Project Scope: G&A was instrumental in developing the project scope to obtain funding through the CDBG Program. The project included construction of approximately 3,260 LF of new 8-inch and 12-inch gravity sewer and two new lift stations. The project connected 27 existing residential households and abandoned 27 septic tank systems. Additionally, the project provided 32 future sanitary sewer connections to contribute to septic tank abatement.

3) Project Involvement: Project Manager/Engineer of Record**MONTICELLO CITY WIDE SEWER IMPROVEMENTS***Monticello, Florida***1) Project Type:** Sewage Collection, Treatment & Disposal**2) Project Size:** 9.7 Miles Sewer Line **Project Cost:** \$6,900,000

Project Scope: G&A assisted the City of Monticello in this multi-phased project in recommending and designing the appropriate sewer improvements. Phase 1 tasks included coordinating data collection and review of CCTV, Smoke Testing, and Flow Monitoring. Phase 2 & 3 consisted of permitting, and construction administration of both CDBG and SRF portions of the project totaling over 50,000 LF of the existing sanitary sewer system.

3) Project Involvement: Project Manager/Engineer of Record



a) Name and Title:

Mike A. Freidin, E.I.
Senior Project Engineer
George & Associates,
Consulting Engineers, Inc.

b) Job assignment:

Senior Project Engineer

c) Years with this firm: 5

d) Years with other firms: 3

f) Education:

Bachelor of Science
Civil Engineering
Florida State University,
2012

g) Active Registration:

Engineer Intern,
FL No. 1100017423

h) Other Qualifications:

Cost Estimating
Construction Administration

MIKE A. FREIDIN, E.I.

Mr. Freidin will support the project team with field investigations, utility design, design calculations, cost estimating and construction observation services as needed. Michael worked for 2 years as a construction estimator before coming to work with George & Associates. He has been a full-time employee at G&A since joining the firm in 2013. His project experience includes stormwater analysis and design for the City of Tallahassee Stormwater capital projects group, along with design and permitting of water, sewer and stormwater infrastructure, site grading and site plan development.

e) Project Experience:

WESTMINISTER OAKS COMMUNITY WIDE UTILITY ASSESSMENT

Tallahassee, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 114.8 Acres **Project Cost:** N/A

Project Scope: The city's Water Resource Engineering Division requested the client to complete a campus wide utility assessment of its potable watermain, sanitary sewer collection system and lift stations. G&A documented easements and underground infrastructure that were built to the city's standards and identified utilities that required further investigation. G&A coordinated SUE, reviewed CCTV data of sanitary sewer system, evaluated two existing on-site lift stations, and submitted assessment report. G&A is currently developing construction plans for abandonment and reconstruction of south campus pump station and additional sanitary sewer improvements campus wide.

3) Project Involvement: Project Engineer

HOLMES COUNTY K-8 OFF-SITE UTILITY EXTENSION

Bonifay, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 2.5 Miles **Project Cost:** \$500,000

Project Scope: G&A conducted fire flow analysis and determined existing water distribution system was insufficient for new school site. G&A designed and permitted 1.5 miles of off-site water distribution system. 1 mile of off-site sanitary sewer force main and upgrades to the existing lift station to provide additional sewer capacity. G&A completed local, state and federal permitting and provided Construction Administration for the project.

3) Project Involvement: Project Engineer

CRYSTAL RIVER ARCHEOLOGICAL STATE PARK MUSEUM LIFT STATION

Crystal River, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 0.6 Acres **Project Cost:** \$131,000

Project Scope: G&A was tasked through the continuing services contract with FDEP to connect the Crystal River Museum to municipal sewer, provide replacement potable water service, and the abandon in place the existing on-site wastewater treatment and disposal system. Project design included new lift station, 1,500 LF of water main and 1,500 LF of forcemain connected to city's municipal sewer system. The project consisted of coordination of survey and geotechnical investigation, design, permitting, bid and construction phase services. Directional drill was used to mitigate earthwork and archeological artifact remains. Permitting included Right-of-Way Use with the City of Crystal River and FDEP sewer extension permitting.

3) Project Involvement: Project Engineer

CITY OF TALLAHASSEE PUMP STATION 89 ANALYSIS & DESIGN STUDY

Tallahassee, Florida

1) Project Type: Pump Station

2) Project Size: 0.25 Acres **Project Cost:** N/A

Project Scope: The city's Water Resources Engineering Division requested G&A to evaluate and provide design recommendations for the City's Pump Station No. 89. The existing duplex, suction-lift configured pump station is sited on a utility easement in the Moore Pond residential subdivision. G&A summarized the finding with recommendations and provided a cost comparison for multiple alternatives.

3) Project Involvement: Project Engineer

MIKE A. FREIDIN, E.I.

PAYNES PRAIRIE PERSERVE STATE OSTDS PROJECT

Micanopy, Florida

- 1) **Project Type:** Sewage Collection, Treatment & Disposal
- 2) **Project Size:** Multi-Site **Project Cost:** \$420,600
Project Scope: G&A conducted analysis multiple existing septic tank sites and drain fields In the Lake Wauburg Day Use Area, Puc Puggy Campground, park staff residence. Design included abandoning 3 existing septic tanks and replacing with low-pressure dosing systems. G&A coordinated data collection, permitting, and cost estimates for each site location. G&A also provided bid assistance and Construction Administration for the project.
- 3) **Project Involvement:** Project Engineer

DELEON SPRINGS STATE PARK - SPRINGS PROTECTION PROJECT

Deland, Florida

- 1) **Project Type:** Sewage Collection, Treatment & Disposal
- 2) **Project Size:** Multi-site **Project Cost:** \$420,600
Project Scope: G&A analyzed multiple existing septic tank sites and drain fields for the state park that included a restaurant, maintenance shop, ranger station, ranger residence and multiple campground areas. G&A design consisted of enhanced water quality treatment and denitrification using Aerobic Treatment Units (ATUs) coupled with drip emitter systems to maximize treatment prior to entering drain fields. The installed system has greatly enhanced water quality levels of effluent within the parks septic systems. G&A completed local, state and federal permitting and provided Construction Administration for the project.
- 3) **Project Involvement:** Project Engineer

CITY OF TALLAHASSEE PUMP STATION 89 DESIGN PROJECT

Tallahassee, Florida

- 1) **Project Type:** Pump Station
- 2) **Project Size:** 0.25 Acres **Project Cost:** N/A
Project Scope: G&A completed to task of redesigning the existing city pump station No. 89 and . is currently in the bidding process. Project included rehabilitating and reusing the existing wet well, replacing the pumps, and making modifications to piping and appurtenances. The design consists of upgrading the existing suction-lift configured pumping system The pump station will remain in its current location, sited on a 40' x 40' (+/-) utility easement in the Moore Pond residential subdivision. The existing discharge, a 6" force main (FM) to a nearby gravity sewer manhole, remained in use, with gravity flow from that point to City pump station No. 128
The improvements address historical excessive pump station cycling, and now allows for emergency power or backup pumping to protect against sewage overflows during power outages.
- 3) **Project Involvement:** Engineer of Record

CITY OF TALLAHASSEE PUMP STATION 71

Tallahassee, Florida

- 1) **Project Type:** Pump Station
- 2) **Project Size:** 0.5 Acres **Project Cost:** \$200,000
Project Scope: This project consisted of the complete rehabilitation and redesign of a pump station for the City of Tallahassee. The existing pump station was a wet well/dry well station that was replaced with a modern wet well station with submersible pumps. The design of this project included hydrologic analysis of the adjacent closed basin to establish 100- year flood levels.
- 3) **Project Involvement:** Project Engineer



a) Name and Title:

Timothy L. Owens, P.E.
Senior Project Engineer
George & Associates,
Consulting Engineers, Inc.

b) Job assignment:

Senior Project Engineer

c) Years with this firm: 1

d) Years with other firms: 19

f) Education:

Bachelor of Science in Civil
Engineering,
FSU College of Engineering,
1998

g) Active Registration:

Professional Engineer,
FL No. 59443

TIMOTHY L. OWENS, P.E.

Tim joined G&A in 2017 and has brought a wealth of talent and expertise to the team. Tim has had extensive project management experience from design to final construction. Tim is knowledgeable and up-to-date in local and state permitting and compliance in regards to Site Plan Approval, Stormwater, Sanitary Sewer and Sediment/Erosion Control. As the Sr. Drainage Engineer for this contract, Tim will serve as the primary POC for environmental permitting team and will be actively involved in project delivery.

e) Project Experience:

CASCADES PARK (BLUEPRINT 2000)

Tallahassee, Florida

1) Project Type: Site Development and Infrastructure Improvement

2) Project Size: 24 Acres **Project Cost:** \$34,000,000

Project Scope: This project consisted of

As CEI Senior Project Engineer for this Blueprint 2000 project, Tim was responsible for reviewing site plans for constructability, site plan permit review, invoice processing and construction management. He supervised inspectors for roadway, structural, utility and stormwater construction.

3) Project Involvement: CEI Sr. Project Engineer

WEEMS ROAD EXTENSION

Tallahassee, Florida

1) Project Type: Roadway Design and Infrastructure Improvements

2) Project Size: 1495 LF **Project Cost:** \$5,200,000

Project Scope: G&A has designed the northern extension of Weems Road for the City of Tallahassee. The northern segment begins at the intersection of Weems Road and Mahan Drive (US 90) and will tie in at Automotive Way for the length of 1,495 linear feet of roadway improvements. Roadway elements include a 350 foot bridge, 400 feet of MSE walls and 750 of roadway improvements. Design services included stormwater modeling for a regional SWMF that met closed basin design criteria and demonstrates no increase in the FEMA 100-year floodplain, provide compensating volume for displaced floodplain, obtain Nationwide permit through the ACOE and successfully permit through the Department of Growth Management. Provide utility coordination with all utility departments within the City of Tallahassee and outside vendors.

3) Project Involvement: Sr. Project Engineer

NEW LIBERTY COUNTY HIGH SCHOOL

Tallahassee, Florida

1) Project Type: Site Development

2) Project Size: 21 Acres **Project Cost:** \$15,000,000

Project Scope: G&A provided civil engineering services for the new school. Gravity sewer was designed and permitted, utilizing 856 LF of 6 inch and 1,278 LF of 8 inch PVC pipe, that ties into the City of Bristol's existing sanitary sewer system. Permits included FDEP, NFWFMD, and FDOH for sewer.

3) Project Involvement: Sr. Project Engineer

NEW TAYLOR COUNTY K-2 SCHOOL

Tallahassee, Florida

1) Project Type: Site Development

2) Project Size: 28 Acres **Project Cost:** \$16,500,000

Project Scope: G&A provided civil engineering services for the new school. Gravity sewer was designed and permitted, utilizing 758 LF of 6 inch and 717 LF of 8 inch PVC pipe, that ties into the City of Perry's existing sanitary sewer system. Permits included FDEP, NFWFMD, and FDOH for sewer.

3) Project Involvement: Sr. Project Engineer



a) Name and Title:

Michael A. Dilger, P.E.
Senior Roadway Project Engineer
George & Associates,
Consulting Engineers, Inc.

b) Job assignment:

Senior Roadway Project Engineer

c) Years with this firm: 2

d) Years with other firms: 6

f) Education:

Bachelor of Science
Civil Engineering
Florida State University,
2009

g) Active Registration:

Professional Engineer,
FL No. 81263

h) Other Qualifications:

Advance Work Zone Traffic
Control

FDOT Specification Training

MICHAEL A. DILGER, P.E.

Michael has worked in roadway design since 2014 as a Project Engineer and administrated multiple roadway design and construction contracts in North Carolina prior to relocating back to Tallahassee, Florida. Currently, Michael is with George & Associates, Consulting Engineers, Inc. acting as a Project Manager and Engineer of Record for roadway projects as well as more advanced roadway design projects for the Florida Department of Transportation and the City of Tallahassee.

e) Project Experience:

COT WEEMS ROAD EXTENSION PD&E STUDY

Tallahassee, Florida

1)Project Type: PD&E Study

2)Project Size: 1300 LF **Project Cost:** N/A

Project Scope: This project consisted of road extension to connect Mahan Drive to Capital Circle Northeast (CCNE) and alleviate traffic congestion at the Mahan Drive and CCNE. The study consisted of an analysis of environmental conditions, traffic conditions and impacts, historical/archeological sites, alignment alternatives, stormwater management, right-of-way acquisition requirements, and construction costs. The project was particularly challenging since a large portion the extension will be built through a flood plain with wetlands and a conservation area. The project is located in a 277-acre complex closed basin system. The alignment alternatives were thoroughly evaluated with various bridge and side bank options. The project resulted in a detailed analysis of each alternative to include cost estimates.

3) Project Involvement: Project Manager

WEEMS ROAD EXTENSION

Tallahassee, Florida

1)Project Type: Roadway Design and Infrastructure Improvements

2)Project Size: 1495 LF **Project Cost:** \$5,200,000

Project Scope: G&A has designed the northern extension of Weems Road for the City of Tallahassee. The northern segment begins at the intersection of Weems Road and Mahan Drive (US 90) and will tie in at the existing termination point of Automotive Way for the length of 1,495 linear feet of roadway improvements. Roadway elements include a 350 foot bridge, 400 feet of MSE walls and 750 of roadway improvements. Design services included stormwater modeling for a regional SWMF that met closed basin design criteria and demonstrates no increase in the FEMA 100-year floodplain, provide compensating volume for displaced floodplain, obtain Nationwide permit through the ACOE and successfully permit through the Department of Growth Management. Provide utility coordination with all utility departments within the City of Tallahassee and outside vendors.

3) Project Involvement: Project Manager

FDOT SR 10, LEON COUNTY

Tallahassee, Florida

1)Project Type: Roadway Design and Infrastructure Improvements

2)Project Size: 2.2 Miles **Project Cost:** \$3,350,000

Project Scope: Provided design services for 2.2 miles of milling and resurfacing to include addition of buffered bike lanes, key-holes lanes, median modifications, widening of paved shoulders, and an access management study along the project corridor.

3) Project Involvement: Sr. Project Manager

FDOT SR 265 (MAGNOLIA DR) FROM SR 20

Tallahassee, Florida

1)Project Type: Roadway Design and Infrastructure Improvements

2)Project Size: 1.4 Miles **Project Cost:** \$573,224.00

Project Scope: This 3R project primarily consists of resurfacing SR 265 from SR 20 (US 27) to 7th Avenue. Existing travel lanes, auxiliary lanes, median crossovers, and paved shoulders were resurfaced. Also included signalization, signals & pavement markings, drainage, and curb ramp reconstruction.

3) Project Involvement: Project Manager

**a) Name and Title:**

Dan D. Rutherford
Senior Project Manager
George & Associates,
Consulting Engineers, Inc.

b) Job assignment:

Senior Project Engineer
QA/QC

c) Years with this firm: 20**d) Years with other firms: 2****f) Education:**

Bachelor of Science,
Civil Engineering,
FAMU/FSU College of
Engineering, 2007

Associates of Arts,
Civil Engineering, North
Florida Community College,
1989

h) Other Qualifications:

Construction Administration

DAN D. RUTHERFORD

Mr. Rutherford has over twenty years of construction administration and eighteen years of engineering experience. Dan is a graduate engineer and serves as Senior Project Manager with George & Associates, Consulting Engineers, Inc. Dan has completed projects throughout the State of Florida and has completed several site developments requiring the coordination and relocation of the existing or proposed utilities. Dan's area of expertise is related to hydrologic and hydraulic analysis, design plans production, drainage studies, land acquisition assistance, stormwater modeling, permitting through NFWMD, FDEP, and United States Army Corps of Engineers.

e) Project Experience:**HOLMES COUNTY K-8 OFF-SITE UTILITY EXTENSION**

Bonifay, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 2.5 Miles **Project Cost:** \$500,000

Project Scope: G&A conducted fire flow analysis and determined existing water distribution system was insufficient for new school site. G&A designed and permitted 1.5 miles of off-site water distribution system. 1 mile of off-site sanitary sewer force main and upgrades to the existing lift station to provide additional sewer capacity. G&A completed local, state and federal permitting and provided Construction Administration for the project.

3) Project Involvement: Project Manager

CC LAND ROAD WATER & FORCE MAIN EXTENSION

East Point, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 5 MILES **Project Cost:** \$2,400,000

Project Scope: The Water & Sewer project along CC Land Road consisted of the design and permitting of a potable water and sewer system to provide services from the City of Eastpoint to the New Franklin County K-12 School. The resulting design of the 5-mile route consisted of a 12-inch water main, an 8-inch force main for the sanitary sewer system, two new lift stations, and an additional 5-miles of "reuse" pipeline for future reclaimed water use.

3) Project Involvement: Project Engineer

ST. ANDREWS STATE PARK MUNICIPAL SEWER PHASE 3

Panama City, Florida

1) Project Type: Sewage Collection, Treatment & Disposal

2) Project Size: 5 ACRES **Project Cost:** \$477,779

Project Scope: Scope of service included abandonment of the existing On-Site Treatment and Disposal Systems (OSTDS), layout and design of the proposed collection/transmission sewer system, permitting through all agencies having jurisdictional authority, preparing construction documents and assisting in the bidding. Included within the design phase, G&A generated hydraulic models in conjunction with the Panama City Beach Utilities Department to ensure any and all system constraints were identified and met. In doing so, we worked closely with the municipal utility departments as well as the park officials in determining existing and potential loads generated primarily from the park bathrooms and bathhouses.

3) Project Involvement: Project Manager

NEW LIBERTY COUNTY HIGH SCHOOL

Tallahassee, Florida

1) Project Type: Site Development

2) Project Size: 21 Acres **Project Cost:** \$15,000,000

Project Scope: G&A provided civil engineering services for the new school. Gravity sewer was designed and permitted, utilizing 856 LF of 6 inch and 1,278 LF of 8 inch pipe, that ties into the City of Bristol's existing sanitary sewer system. Permits included FDEP, NFWMD, and FDOH for sewer.

3) Project Involvement: Project Manager

a) Name and Title:
b) Job assignment:
Constructability Review
c) Years with this firm: 1
d) Years with other firms: 42

DJ HARTLEY DJS Constructability Review

Mr. Hartly has over 42 years of roadway and utility construction experience. Reviewing site plans is an integral part of his work. He has been project superintendent with responsibilities including the managing of all field activities of project from conception to completion & responsible for scheduling crews and equipment. He has extensive local experience with Leon County and the City of Tallahassee. Mr. Hartley will provide constructability review for the G&A team.

a) Name and Title:
b) Job assignment:
Septic Survey
c) Years with this firm: 20
d) Years with other firms: 5
f) Education:
BS, Civil Engineering,
Cal Poly University, 1983

MIKE SUDIN Apalachee Backhoe and Septic Tank, LLC

Mr. Sundin is a Master Septic Engineer with over 25 years of experience serving Tallahassee, Wakulla County, Gadsden County, Franklin County, St. George Island, and all surrounding communities for septic services. In the last year he has worked on several State Park sanitary sewer improvements projects in which the G&A team provided design, permitting and construction administration services. Mr. Sudin and his team will assist with septic surveying services.

a) Name and Title:
b) Job assignment:
Project Engineer
c) Years with this firm: 1
d) Years with other firms: 1
f) Education:
B.S., Civil Engineering,
FSU, 2017

SHANNON E. HUFTY, E.I. George & Associates, Consulting Engineers, Inc.

Ms. Hufty will support the project team with field investigations, utility design, design calculations, preparation of construction drawings using Civil 3D, cost estimating and permitting services. She has been a full-time employee at G&A since joining the firm in 2017. Her project experience includes stormwater analysis, grading and drainage plans and environmental permitting services. *Engineer Intern, FL No. 1100021315*

a) Name and Title:
b) Job assignment:
Senior Designer
c) Years with this firm: 12
d) Years with other firms: 11
f) Education:
AA, Lureen B. Wallace
Community College

LARRY J. RICHARDS George & Associates, Consulting Engineers, Inc.

Mr. Richards has twenty-three years of CADD experience. he will provide civil engineering design and drafting services, and construction document production under this RFQ. Larry currently provides these services for G&A on site development, facilities, roadway, water, sewer, and stormwater engineering projects under several of our continuing contracts with state and local government clients, as well as a variety of large institutional clients.

a) Name and Title:
b) Job assignment:
Senior Designer
c) Years with this firm: 10
d) Years with other firms: 6
f) Education:
Drafting & Design
Technology, TCC, 2001

WALTER B. GERRELL George & Associates, Consulting Engineers, Inc.

Mr. Gerrell has thirteen years of Design & Drafting experience in roadway and transportation design. He has been trained in Geopak, Sitemenu, Electronic Delivery Software, and Quantity Manager. In his role as Senior Designer, Mr. Gerrell has completed major and minor highway design with features including RRR, road widening, new lanes, new curb and gutter, utility relocation, substantial drainage evaluation and design, intersection details and maintenance of traffic.

a) Name and Title:
b) Job assignment:
Senior Designer
c) Years with this firm: 1
d) Years with other firms: 30
f) Education:
BS, Civil Engineering
Technology, So. Tech, 1989

TIM W. MCCABE George & Associates, Consulting Engineers, Inc.


Mr. McCabe has over 30 years experience of civil engineering and surveying services. For the last 19 years he has focused on subdivision design and development. This experience and his knowledge and ability in development of utility design will be a great asset to this project.

a) Name and Title:
b) Job assignment:
Public Involvement
c) Years with this firm: 2
d) Years with other firms: 10
f) Education:
BA, Theology,
Emmanuel College, 1990

CLAY C. COURSON George & Associates, Consulting Engineers, Inc.

Mr. Courson has over a decade of experience in planning and organizing public outreach efforts and public relations. He has served as project coordinator for 17 Florida State Park projects under our continuing services contracts with FDEP. Mr. Courson will provide support in coordinating effective communication efforts in printed publications and digital media platforms as needed.


State of Florida
Board of Professional Engineers
Attests that
George & Associates, Consulting Engineers, Inc.



Is authorized under the provisions of Section 471.02, Florida Statutes, to offer engineering services to the public through a Professional Engineer, or a Professional under Chapter 471, Florida Statutes.
Expiration: 2/28/2019
Audit No: 228201900376 R

CA Lic. No:
7879


State of Florida
Board of Professional Engineers
Attests that
Robert D. George, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201901646 R

P.E. Lic. No:
51040


State of Florida
Board of Professional Engineers
Attests that
Michael Anthony Dilger II, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201910420 R

P.E. Lic. No:
81263


State of Florida
Board of Professional Engineers
Attests that
Timothy Lamar Owens, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201901378 R

P.E. Lic. No:
69442

State of Florida
Board of Professional Engineers
Attests that
Joseph Warren Miller, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201901318 R

P.E. Lic. No:
49889

State of Florida
Department of State


I certify from the records of this office that GEORGE & ASSOCIATES, CONSULTING ENGINEERS, INC is a corporation organized under the laws of the State of Florida, filed on November 17, 1997.

The document number of this corporation is P97000097780.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 9, 2018, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-fifth day of January, 2018



Ken Detron
Ken Detron
Secretary of State

CR2002 (1-11)

A-3. IF THE RESPONDENT IS NOT A JOINT VENTURE, LIST OUTSIDE CONSULTANTS ANTICIPATED BEING USED ON THIS PROJECT. WHEN LISTING CONSULTANTS, GIVE THE RESPECTIVE SPECIALTY OF THE FIRM. STANDARD FORM SF330 MAY BE USED FOR CONSULTANTS IF DESIRED.



Environmental and Geotechnical Specialists (EGS)
Geotechnical Services

EGS is a full service geotechnical consulting firm, which provides subsurface drilling, soil sampling, laboratory testing, engineering evaluations and recommendations for a wide range of projects. EGS's professional staff has extensive experience in working with clients to facilitate the cost-effective investigation, engineering design and construction of all aspects of a project requiring these services.



Surveying And Mapping, LLC (SAM)
Environmental Services

SAM Surveying And Mapping, LLC (SAM) acquired Nobles Consulting Group, Inc. (NCG) in June 2018, combining the extensive experience, history, and strengths of the two firms. The former NCG was founded in 1979 under the name Allen Nobles & Associates, Inc. in Tallahassee, Florida and has offered full-service geospatial and surveying services throughout the southeastern United States for more than 39 years. SAM Surveying And Mapping, LLC was founded in Austin, TX in 1994 and does business in 41 states from our 30 office locations. SAM has five offices located in Florida, including four in Northern Florida.



O'neal Surveying & Mapping, Inc. (OSM)
Environmental Services

OSM brings with it extensive and varied project experience including: Boundary Surveys of over 26,000 acres, Topographic Surveys, Right of Way Control and Right of Way Acquisition Surveys, Hydrographic Surveys, Jurisdictional Wetland Surveys, large scale Sectional Surveys, heavy industrial layouts/as-builts, Coastal Construction Control Line location and numerous 1000 acre plus land development projects.



Florida Environmental & Land Services, Inc. (FELSI)
Environmental Services

FELSI is a private, Florida-based S-corporation and minority / women owned business enterprise with one office located in Tallahassee, Florida. The company was founded in 2001 and specializes in providing professional environmental consulting and project management services to federal, state, local and municipal governmental agencies, private landowners, and corporations in north Florida. The company staff includes a Qualified Mitigation Supervisor, a Professional Geologist, a Civil Engineer and certified Stormwater Pollution Inspectors.



**NHWL Engineering, Inc. (NHWL)
Environmental Services**

NHWL Engineering, Inc. (NHWL) is located in Tallahassee, FL and was incorporated in March 1991. The bulk of the Company's work is detail design for industrial and institutional construction which has included electrical power distribution, mechanical systems and civil/structural designs. NHWL has focused on heavy industrial and utility clients/projects, and has produced a proven track record of executing large multi-discipline projects. We have self-performed the majority of the projects we have executed, but have also worked closely with other engineering firms as a either a sub-contractor or a prime contractor to execute projects.



**Cowles Landscape Architecture (CLA)
Environmental Services**

CLA's practical applications of their strong horticultural background and hands-on work experience are balanced with technical competency, knowledge of ecology, design theory and presentation graphics.



**DJS Constructibility Review, LLC (DJS)
Constructibility/Biddability**

DJS Constructibility Review is a registered company with the State of Florida. DJ is able to bring to the table 42 years of roadway and utility construction experience. DJ works with pre-construction plans and reviews them for errors and omissions resulting in less "change orders" which could save tremendous costs and time on projects. Expert in multilayered infrastructure design, giving you the most economical way to construct complex projects.



**Apalachee Backhoe & Septic Tank, LLC (ABST)
Master Septic Engineer**

Apalachee Backhoe and Septic has been providing top quality septic services for Tallahassee, Wakulla County, Gadsden County, Franklin County, St. George Island, and all surrounding areas for the past 20 years. Our company is family owned and operated. Our licensed septic experts are able to provide septic site location and surveying services, all soil testing, septic tank pumping, septic permitting, and septic system design and engineering that is necessary for any project.

A-4. KEY PERSONNEL/STAFFING

G&A understands that the design work, as well as the presentations and interviews, shall be performed and directed by the key persons identified in the Technical Proposal. Any changes to the key personnel shall be replaced with equivalent experience and qualifications and subject to County Project Manager's approval.



MYRON L. HAYDEN, P.E.

Dr. Myron L. Hayden has over 41 years' experience working in Northwest Florida and is very familiar with requirements of the Florida Department of Transportation. In addition to reviewing and providing geotechnical design recommendations for various projects, Myron is experienced in the implementation and interpretation of geophysical test data including: ground penetrating radar (GPR), electrical resistivity imaging (ERI), and multi-channel analysis of seismic waves (MASW).

a) Name and Title:

Myron L. Hayden, P.E.
Senior Geotechnical Engineer
Environmental and
Geotechnical Specialists, Inc.

b) Job assignment:

Geotechnical Engineer

c) Years with this firm: 25

d) Years with other firms: 17

f) Education:

Doctor of Philosophy, Civil
Engineering, Oklahoma State
University, 1978

MS, Civil Engineering,
Oklahoma State University,
1975

BS, Civil Engineering, Tri-
State University, 1974

g) Active Registration:

Professional Engineer,
FL No. 34067 (Since 1984)

e) Project Experience:

WOODSIDE HEIGHTS WASTEWATER RETROFIT PROJECT

Leon county, Florida

1) Project Type: Sewer

2) Project Size: Unknown Project Cost: \$38,308

Project Scope: EGS was on the Team to provide Leon County Public Works with environmental permitting support, as well as geophysical and geotechnical design services associated with the Woodside Heights Wastewater Retrofit Project. Mr. Hayden served as the Principal Geotechnical Engineer for the Project. He assisted with the geophysical investigation of possible karst features within the footprint of the proposed pump station and the geotechnical investigation and design recommendations for the proposed pump station.

3) Project Involvement: Principal Geotechnical Engineer

SEMBLER PUMP STATION AND WASTEWATER IMPROVEMENT PROJECT

Tallahassee, Florida

1) Project Type: Sewer

2) Project Size: Unknown Project Cost: \$52,000

Project Scope: EGS was on the Team to provide the City of Tallahassee with environmental permitting support, as well as geotechnical design services associated with the Sembler Pump Station and Wastewater Improvement Project. Mr. Hayden served as the Principal Geotechnical Engineer for the Project. Geotechnical services provided included the investigation and design recommendations for the proposed Sembler pump station.

3) Project Involvement: Principal Geotechnical Engineer

DUVAL STREET WATER AND SEWER IMPROVEMENTS

Tallahassee, Florida

1) Project Type: Sewer

2) Project Size: Unknown Project Cost: \$9,750

Project Scope: EGS was on the Team to provide the City of Tallahassee with geotechnical design services associated with the Duval Street Water and Sewer Improvement Project. Mr. Hayden served as the Principal Geotechnical Engineer for the Project. Geotechnical services provided included performing a Pavement Core and Condition Survey of the existing roadway, and providing the Existing Structural Number (SNE) of the roadway, as well as pipe bedding recommendations throughout the length of the Project.

3) Project Involvement: Principal Geotechnical Engineer

SUNNYSIDE DRIVE SEWER IMPROVEMENT PROJECT

Tallahassee, Florida

1) Project Type: Sewer

2) Project Size: Unknown Project Cost: \$10,839

Project Scope: EGS was on the Team to provide the City of Tallahassee with environmental permitting support, as well as geotechnical design services associated with the Sunnyside Drive Sewer Improvement Project. Environmental Services included performing the Natural Features Inventory (NFI). Mr. Hayden served as the Principal Geotechnical Engineer for the Project. Geotechnical services provided included the investigation and design recommendations for the proposed lift station. This project was awarded and completed in 2015.

3) Project Involvement: Principal Geotechnical Engineer

Posted Nov. 9, 2018



THOMAS H. HAYDEN, P.E.

Tom Hayden, P.E. has over 14 years' experience working in Northwest Florida, specializing in the analysis of deep / shallow foundations, roadway soil surveys, channel scour, stormwater management facility (SWMF), and retaining walls for the Florida Department of Transportation. Tom has also been the Geotechnical Engineer of Record on over 50 FDOT projects within District 3 and District 2.

a) Name and Title:

Thomas H. Hayden, P.E.
Vice President
Environmental and
Geotechnical Specialists, Inc.

b) Job assignment:

Geotechnical Engineer

c) Years with this firm: 14

d) Years with other firms: 4

f) Education:

Bachelor of Science,
Civil Engineering
University of South Florida,
2003

g) Active Registration:

Professional Engineer,
FL No. 67492 (Since 2008)

Professional Engineer,
GA No. 038236

Professional Engineer,
AL No. 33469-E

Professional Engineer,
SC No. 30621

e) Project Experience:

WOODSIDE HEIGHTS WASTEWATER RETROFIT PROJECT

Leon county, Florida

1) Project Type: Sewer

2) Project Size: Unknown Project Cost: \$38,307.78

Project Scope: EGS was on the Team to provide Leon County Public Works with environmental permitting support, as well as geophysical and geotechnical design services associated with the Woodside Heights Wastewater Retrofit Project. Mr. Hayden served as the Geotechnical Project Manager for the Project. He assisted with the geophysical investigation of possible karst features within the footprint of the proposed pump station and the geotechnical investigation and design recommendations for the proposed pump station.

3) Project Involvement: Geotechnical Project Manager

SEMBLER PUMP STATION AND WASTEWATER IMPROVEMENT PROJECT

Tallahassee, Florida

1) Project Type: Sewer

2) Project Size: Unknown Project Cost: \$52,000

Project Scope: EGS was on the Team to provide the City of Tallahassee with environmental permitting support, as well as geotechnical design services associated with the Sembler Pump Station and Wastewater Improvement Project. Mr. Hayden served as the Geotechnical Project Manager for the Project. Geotechnical services provided included the investigation and design recommendations for the proposed Sembler pump station.

3) Project Involvement: Geotechnical Project Manager

DUVAL STREET WATER AND SEWER IMPROVEMENTS

Tallahassee, Florida

1) Project Type: Sewer

2) Project Size: Unknown Project Cost: \$9,750

Project Scope: EGS was on the Team to provide the City of Tallahassee with geotechnical design services associated with the Duval Street Water and Sewer Improvement Project. Mr. Hayden served as the Geotechnical Project Manager for the Project. Geotechnical services provided included performing a Pavement Core and Condition Survey of the existing roadway, and providing the Existing Structural Number (SNE) of the roadway, as well as pipe bedding recommendations throughout the length of the Project.

3) Project Involvement: Geotechnical Project Manager

SUNNYSIDE DRIVE SEWER IMPROVEMENT PROJECT

Tallahassee, Florida

1) Project Type: Sewer

2) Project Size: Unknown Project Cost: \$10,838.98

Project Scope: EGS was on the Team to provide the City of Tallahassee with environmental permitting support, as well as geotechnical design services associated with the Sunnyside Drive Sewer Improvement Project. Environmental Services included performing the Natural Features Inventory (NFI). Mr. Hayden served as the Geotechnical Project Manager for the Project. Geotechnical services provided included the investigation and design recommendations for the proposed lift station. This project was awarded and completed in 2015.

3) Project Involvement: Geotechnical Project Manager

Posted Nov. 9, 2018



a) Name and Title:

Chad M. Thurner, P.S.M.
Project Surveyor
SAM Surveying and
Mapping, LLC

b) Job assignment:

Project Surveyor

c) Years with this firm: 22

d) Years with other firms: 5

f) Education:

Bachelor of Science,
Geomatics, University of
Florida/ 2000

g) Active Registration:

FL No. 6483/PSM,
AL No. 28856/PLS,
MS No. 104/PS,
SC No. 31554/PS,
TX No. 6543/PLS
LA No. 5147/PLS,
GA No. 3370/LS
GISP No. 67210

h) Other Qualifications:

Florida Surveying &
Mapping Society (FSMS)

Alabama Society of
Professional Land
Surveyors (ASPLS)

National Society of
Professional Surveyors
(NSPS)

Society of American
Military Engineers (SAME)

Seven Hills Regional User
Group for GIS (SHRUG)

CHAD M. THURNER, P.S.M.

Mr. Thurner is the operations manager for the Tallahassee Branch office. He practices in the application of Geographic Information System (GIS) and professional surveying and mapping. His areas of specialization include GIS, hydrographic surveys, right of way surveys, public land surveys, subdivision plats, and ALTA/ACSM surveys. Member of Florida Society of Surveyor and Mappers (FSMS), Alabama Society of Professional Land Surveyors (ASPLS) and Society of American Military Engineers (SAME). FSMS Professional Developmental Award 2015.

e) Project Experience:

WOODSIDE HEIGHTS WASTEWATER RETROFIT PROJECT

Tallahassee, FL

1)Project Type: Wastewater

2)Project Size: 3.15 Miles **Project Cost:** \$154,175

Project Scope: Project Manager for project that was funded to design and construct sewer lines and connections to the existing homeowners in Woodside Heights Subdivision. SAM provided a topographic and right of way survey of approximately 3.15 miles of roadway and approximately 160 residential septic tanks connections for the design of the main and lateral sewer lines.

3) Project Involvement: Project Manager

COLLEGE AVENUE AND JEFFERSON STREET SEWER PROJECT

Tallahassee, Florida

1)Project Type: Sewer

2)Project Size: 0.5 Acres **Project Cost:** \$19,500

Project Scope: Operations Manager for topographic and Right of way Survey - SAM extracted point cloud data collected using terrestrial LiDAR on the roadways of College Ave and Jefferson St. as a portion of sanitary sewer system upgrades. Field tasks included verification of scan targets, bench levels and verification of existing storm and sanitary structures, conventional collection of topographic assets hard surface limits and quality assurance checks of combined data. Office tasks included extraction of point cloud data, addition of conventional data, input off geo database workbooks for GIS creation and plan set production.

3) Project Involvement: Operations Manager

NORTH SETTLER BOULEVARD SEWER IMPROVEMENT PROJECT

Tallahassee, FL

1)Project Type: Wastewater

2)Project Size: 0.65 Miles **Project Cost:** \$21,048.00

Project Scope: Project Manager for project that was funded to design and construct sewer lines and connections to the existing homeowners along North Settler Blvd from Fred George Road to Huntington Woods Blvd. SAM provided a topographic and right of way survey of approximately 0.65 miles of roadway for the design of the main sewer lines. The project was performed to the City of Tallahassee Standard Specifications for Design and Construction of Water and Wastewater Facilities.

3) Project Involvement: Operations Manager

ANNAWOOD SUBDIVISION SEWER IMPROVEMENT PROJECT

Tallahassee, FL

1)Project Type: Wastewater

2)Project Size: 0.50 Miles **Project Cost:** \$14,934.26

Project Scope: Project Manager for project that was funded to design and construct sewer lines and connections to the existing homeowners along Annawood Drive, Martha Drive, Wood Drive and Peggy Drive. SAM provided a topographic and right of way survey of approximately 0.50 miles of roadway for the design of the main sewer lines.

3) Project Involvement: Operations Manager



FRED BERMUDEZ, P.S.M.

Mr. Bermudez has 27 years' surveying and mapping experience in a wide variety of public and private sector projects overseeing field work and quality control for the field work. He is proficient in primary analysis of field data with a strong background in computers and surveying computations. Trains and directs office and field staff in all aspects of project requirements and field procedures including the use of Autocad, Carlson SurvCE and other survey related software packages. Mr. Bermudez is trained in the use of Leica Scanstation and Leica Cyclone. Expertise in GPS related projects.

a) Name and Title:
Alfredo A. Bermudez, PSM
Project Manager
SAM Surveying and
Mapping, LLC

b) Job assignment:
Project Surveyor

c) Years with this firm: 27

d) Years with other firms: 0

f) Education:
Bachelor of Science
Surveying & Mapping,
University of Florida, 1991

g) Active Registration:
Florida Professional
Surveyor and Mapper,
No. 5578

h) Other Qualifications:
Florida Surveying &
Mapping Society (FSMS)

American Congress on
Surveying and Mapping
(ACSM)

Society of American
Military Engineers (SAME)

e) Project Experience:

PROGRESSO AND RIVER OAKS SUBDIVISION

Ft. Lauderdale, Florida

1) Project Type: Stormwater / Infrastructure

2) Project Size: 12 miles **Project Cost:** \$164,000

Project Scope: Project Surveyor for topographic and Right of way survey. The City of Ft. Lauderdale implemented a stormwater master plan to address chronic flooding and other stormwater management issues. SAM was tasked with the data collection of stormwater infrastructure attributes needed to populate and complete an existing GIS database and hydrological stormwater model. SAM utilized Mobile LiDAR to capture and extract the data needed for design survey. The project consisted of two residential and commercial neighborhoods comprised of approximately 12 miles of urban roadway.

3) Project Involvement: Project Surveyor

GARDENIA GARDENS SUBDIVISION UTILITY IMPROVEMENTS

Tallahassee, Florida

1) Project Type: Utility

2) Project Size: 1.2 miles **Project Cost:** \$28,572

Project Scope: Project Manager for a topographic and Right of Way Survey. The project consisted of approximately 1.2 miles of roadway running through a residential subdivision. The topographic survey included the location of wetland lines, location of all fixed improvements within the project limits, location of above and underground utilities, location of all trees 8 inches and larger. The project was performed to the City of Tallahassee Standard Specifications for Design and Construction of Water and Wastewater Facilities.

3) Project Involvement: Project Manager

SUNNYSIDE DRIVE SEWER IMPROVEMENT

Tallahassee, Florida

1) Project Type: Sewer

2) Project Size: 5100 LF **Project Cost:** \$62,640

Project Scope: Project Manager for a topographic and right of way survey – The sanitary sewer project consisting of approximately 5,100 linear feet of roadway and existing sewer line corridor, and 33 residential lots. Prepared sketch and descriptions of 32 sanitary sewer easements through the residential areas. The project was performed to the City of Tallahassee Standard Specifications for Design and Construction of Water and Wastewater Facilities.

3) Project Involvement: Project Manager



a) Name and Title:

Elva L. Peppers
Environmental Project Mgr.
Florida Environmental &
Land Services, Inc.

b) Job assignment:

Environmental Support

c) Years with this firm: 17

d) Years with other firms: 11

f) Education:

Bachelor of Science,
Biology
Florida State University,
1990

g) Other Qualifications :

*Certified Florida
Environmental Assessor
(#446)*

*Certified Stormwater
Pollution Inspector (NPDES)
(#1816)*

*Authorized Gopher Tortoise
Agent*

*Remote Pilot Certificate
#4034431*

ELVA L. PEPPERS

Ms. Peppers is President and Senior Biologist of Florida Environmental & Land Services, Inc. and has more than twenty-eight years of experience in the environmental field. She is familiar with local and state environmental objectives having worked with the Florida Department of Environmental Protection and has experience coordinating with all five water management districts and the U.S. Army Corp of Engineers. Elva provides overall project management of all in-house projects. She was appointed by Florida Governor Rick Scott to the Florida Acquisition and Restoration Council (ARC) and is on the Leon County Advisory Committee on Quality Growth.

e) Project Experience:

ORCHARD POND PARKWAY

Tallahassee, Florida

1) Project Type: Environmental Permitting

2) Project Cost: \$38,000.00

Project Scope: The Orchard Pond Parkway project in Leon County consisted of construction of a two-lane paved toll road with associated facilities, intersection improvements, stormwater and toll facilities. The project impacted approximately 2.34 acres of wetlands by dredging and filling. FELSI provided environmental consulting services that included wetland delineations, environmental surveys, state and federal permitting services; management planning and mitigation services.

3) Project Involvement: Environmental Project Management

WEEMS ROAD EXTENSION

Tallahassee, Florida

1) Project Type: Environmental Permitting

2) Project Cost: \$12,600.00

Project Scope: This project included environmental services related to the Weems Road extension from Mahan Drive to Automotive Way. FELSI performed wetland and upland assessments, a listed species survey and completed a COT NFI application and Environmental Resource Permit which included UMAM analysis and mitigation plan for the bridge portion of the project.

3) Project Involvement: Environmental Project Management

APALACHEE REGIONAL PARK

Tallahassee, Florida

1) Project Type: Environmental Permitting

2) Project Cost: \$17,850.00

Project Scope: FELSI conducted an environmental survey on the 607 acre parcel in order to prepare and submit a Natural Features Inventory (NFI) application to Leon County for a planned park expansion. The environmental survey included classification and mapping of vegetative communities, review of features including wetlands, watercourses and protected species. FELSI also conducted a representative tree survey.

3) Project Involvement: Environmental Project Management

PAYNES PRAIRE PRESERVE PARK

Gainesville, Florida

1) Project Type: Environmental Survey

2) Project Cost: \$2,100.00

Project Scope: FELSI completed a wetland delineation and environmental survey of two specific areas within the Paynes Prairie Park to identify wetlands, protected species and any other environmental features prior to improvements to restroom and septic facilities. There were no documented environmental concerns in the two project sites however the septic drain field project area had three potentially active gopher tortoise (GT) burrows located in the existing mounded drain field. Recommendations for GT management were provided.

3) Project Involvement: Environmental Project Management



ANNA WICKMAN

Ms. Wickman is the Environmental Biologist of Florida Environmental & Land Services, Inc. and has more than twenty-two years of experience in the environmental field. Her responsibilities with FELSI include natural features inventories, general and listed species surveys, preparing environmental permit applications for state, federal and local permits, coordinating with regulatory agencies and private landowners on project development, and developing and implementing mitigation plans including the restoration and replanting of native communities.

a) Name and Title:

Anna Wickman
Project Manager
Florida Environmental &
Land Services, Inc.

b) Job assignment:

Environmental Support

c) Years with this firm: 15

d) Years with other firms: 7

f) Education:

Master of Science, Biology,
Georgia Southern University
1996

Bachelor of Science,
Biology
Georgia Southern
University, 1993

g) Other Qualifications:

*Certified Stormwater
Pollution Inspector (NPDES)*

*Authorized Gopher Tortoise
Agent*

e) Project Experience:

MARKET DISTRICT PARK STORMWATER FACILITIES

Tallahassee, Florida

1) Project Type: Environmental Permitting

2) Project Cost: \$3,575.00

Project Scope: A wetland delineation and species survey was performed on property designated for a stormwater pond redesign. FELSI prepared and coordinated submission of a natural features inventory and environmental impact analysis. Approvals were received. Relocation of non-listed wildlife was also completed during construction of this project.

3) Project Involvement: Environmental Project Management

CHAIRES COMMUNITY PARK NFI

Chaires, Florida

1) Project Type: Environmental Permitting

2) Project Cost: \$3,850.00

Project Scope: FELSI conducted an environmental survey on the 49 acre parcel in order to prepare and submit a natural features inventory application to Leon County for a planned park expansion. The environmental survey included classification and mapping of vegetative communities, review of features including wetlands, watercourses and protected species. An application was submitted and NFI approval was received from Leon County. The wetland delineation was approved by the NFWFMD.

3) Project Involvement: Environmental Project Management

NEPA ENVIRONMENTAL ASSESSMENT

Towns County, Georgia

1) Project Type: Environmental Permitting

2) Project Cost: \$8,000.00

Project Scope: Florida Environmental & Land Services, Inc. prepared an environmental assessment in accordance with 47 Par 1.1307(a)(4) for a culvert replacement to be located under Tallulah Falls Road and Tate City Road in Towns County Georgia. The project included a site evaluation to assess any environmental features, particularly wetlands and sensitive or listed species or their habitat, coordination with the U.S. Forest Services, Towns County officials and with the engineering consultant.

3) Project Involvement: Environmental Project Management

MADISON GAINES DRAINAGE IMPROVEMENTS

Tallahassee, Florida

1) Project Type: Environmental Survey;

2) Project Cost: \$3,500.00

Project Scope: Stormwater retrofit project to improve stormwater drainage conditions in the area. FELSI performed a wetland delineation, species survey and prepared and coordinated submittal of a City of Tallahassee Natural Features Inventory and Environmental Impact Analysis application.

3) Project Involvement: Environmental Project Management



a) Name and Title:

Joseph A. Lane, P.E.
Senior Electrical Engineer
NHWL Engineering, Inc.

b) Job assignment:

Electrical Engineer

c) Years with this firm: 27

d) Years with other firms: 3

f) Education:

Bachelor of Science,
Electrical Engineering,
Auburn University,
1982

Bachelor of Science,
Physics,
Presbyterian College,
1982

g) Active Registration:

Professional Engineer,
FL No. 42632

h) Other Qualifications:

N/A

JOSEPH A. LANE, P.E.

Mr. Lane has over 30 years of experience of direct responsibility for the engineering and design of power distribution, motor control systems, and instrumentation/control systems as well as extensive experience with water and wastewater system including pumping stations and treatment plants.

Mr. Lane will be the Principal-in-Charge and Design Engineer of this project for NHWL, and will be directly involved and responsible for the execution of the E&I engineering and design (20% of overall time during project execution).

e) Project Experience:

WOODSIDE HEIGHTS PUMP STATION

Tallahassee, Florida

1) Project Type: Pump Station

2) Project Size: Unknown Project Cost: Unknown

Project Scope: Provided engineering, design, and documentation for the power and controls for a submersible sewage pump station. The station was designed to meet City of Tallahassee (COT) standards. The design required interface with the serving utility (COT Electric Department).

3) Project Involvement: Senior Electrical Engineer

CITY OF TALLAHASSEE PUMP STATION STANDARDS

Tallahassee, Florida

1) Project Type: Pump Station

2) Project Size: Unknown Project Cost: Unknown

Project Scope: Updated the standard drawings for the Control Panels of the City's Standards. The panels were revised to provide a barrier for Arc Flash mitigation between the motor control section of the panel and the SCADA/instrumentation side of the panel.

3) Project Involvement: Senior Electrical Engineer

PUMP STATION #74

Tallahassee, Florida

1) Project Type: Pump Station

2) Project Size: Unknown Project Cost: Unknown

Project Scope: Assisted with preliminary design phases and provided detailed design for the retrofit of an in-service Pump Station's pumps/motors and motor control and SCADA system. The project was designed to be constructed in phases such that the existing and the new systems had to function together as one pump at a time was replaced and started-up.

3) Project Involvement: Senior Electrical Engineer

REUSE WATER BOOSTER PUMP STATION

Tallahassee, Florida

1) Project Type: Pump Station

2) Project Size: Unknown Project Cost: Unknown

Project Scope: Provided engineering, design, and documentation for the installation of a skid mounted booster pump system on an existing Water Well site. Interfaced with existing power and SCADA systems.

3) Project Involvement: Senior Electrical Engineer

WATER WELL #17

Tallahassee, Florida

1) Project Type: Water Well

2) Project Size: Unknown Project Cost: Unknown

Project Scope: Provided engineering, design and documentation for the electrical and control system for the retrofit of the MCC and SCADA system for an existing water well. Design included an emergency generator to back-up the complete facility and interface to the system SCADA system.

3) Project Involvement: Senior Electrical Engineer



a) Name and Title:

David L. Cowles, Jr., RLA
Registered Landscape
Architect
Certified Arborist
Cowles Landscape
Architecture

b) Job assignment:

Arborist
Tree Mitigator

c) Years with this firm: 9

d) Years with other firms: 9

f) Education:

Master of Landscape
Architecture,
FAMU
2000

B.S. Landscape Design &
Management
FAMU
1996

g) Active Registration:

Registered LA,
FL No. LA6666917 (Since
2007)

ISA Certified Arborist,
Number: FL-5314A)

h) Other Qualifications:

AutoCAD; Adobe; Adobe
Photoshop; Microsoft
Office; FDEP Qualified
Stormwater Management
Inspector; Sketchup

DAVID L. COWLES, JR., RLA

Mr. Cowles is the owner of Cowles Landscape Architecture (CLA) and has more than eighteen years of experience in the landscape architecture / arboriculture fields. CLA provides Landscape Architecture services and Certified Arborist consultation for the North Florida region. David's focus is to provide artistic vision based on ecological knowledge, technical expertise and personal commitment. He believes client perception of CLA is an important part of long-term repeat business, and client satisfaction is a main goal. CLA was established in 2009 (owner professional experience since 2000.) CLA is currently a 1 person company.

e) Project Experience:

CITY / COUNTY UNDERGROUND UTILITIES

Tallahassee / Leon County, Florida

1) Project Type: Utility Improvements / Arborist Consulting

2) Project Size: Varies Project Cost: Varies

Project Scope: CLA has experience providing certified arborist consultation services such as tree mitigation reports, risk assessment, appraisals, evaluations, exhibits and construction monitoring for architects, engineers, governmental agencies, institutions, FDOT, FDEP, churches, developers and residents. CLA currently provides arborist services such as tree mitigation reports, risk assessment, evaluation and construction monitoring, for the City of Tallahassee roadway / utility improvement projects. Some examples of the COT improvement projects include neighborhood retrofits, pump station upgrades, urban corridors and canopy road protection.

3) Project Involvement: Certified Arborist of Record

CLA has practical hands-on work experience balanced with technical competency and knowledge. The landscape architectural knowledge of CLA is rooted in horticulture and design theory – with an understanding of the Florida landscape, specifically the North Florida region (including coastal areas.) The past work experiences with engineering / permitting and current arborist certification provide a thorough complement to the landscape architectural services offered.

David L. Cowles, Jr. is an ISA Certified Arborist and a professional member of the International Society of Arboriculture (ISA). Such membership demonstrates a willingness on the part of the arborist to stay up to date on the latest techniques and information. Certified Arborists are experienced professionals who have passed an extensive examination covering all aspects of tree care. They must adhere to the ISA Certified Arborist Code of Ethics. Certified Arborists must also recertify every three (3) years, obtaining 30 CEUs and pay a recertification fee.

David L. Cowles, Jr. has experience with the following Certified Arborist activities:

- Risk Assessment & Evaluation
- Tree Mitigation Reports
- Soil analysis
- Inspection Reports
- Tree Appraisals
- Canopy Road Tree Mitigation Permits
- Construction Administration
- Certified Arborist Consultation Hourly Services

State of Florida Department of State

I certify from the records of this office that ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC. is a corporation organized under the laws of the State of Florida, filed on December 31, 1991, effective January 1, 1992.

The document number of this corporation is V03297.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 4, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Fourth day of January, 2018



Ken Detjen
Secretary of State

Tracking Number: CCEFD18034

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.usdoj.org/Filing/CertificateOfStatus/CertificateAuthentication>

State of Florida

Board of Professional Engineers
Attests that
Environmental & Geotechnical Specialist



Is authorized under the provisions of Section 471.022, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019
Audit No: 228201900221 R

CA Lic. No:
6322

State of Florida

Board of Professional Engineers
Attests that
Thomas Harold Hayden, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019
Audit No: 228201904186 R

P.E. Lic. No:
67492

State of Florida

Board of Professional Engineers
Attests that
Myron Lewis Hayden, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019
Audit No: 228201901819 R

P.E. Lic. No:
34067



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LB7713**
Expiration Date February 28, 2019

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

O'NEAL SURVEYING & MAPPING INC
3015 N SHANNON LAKES DR STE 306
TALLAHASSEE, FL 32309-4207

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No. **LS6483**
Expiration Date February 28, 2019

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

CHAD MICHAEL THURNER
2844 PABLO AVE
TALLAHASSEE, FL 32308

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LB7713**
Expiration Date February 28, 2019

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

O'NEAL SURVEYING & MAPPING INC
3015 N SHANNON LAKES DR STE 306
TALLAHASSEE, FL 32309-4207

ADAM H. PUTNAM
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Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No. **LB7908**
Expiration Date February 28, 2019

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

SAM SURVEYING AND MAPPING, LLC
4801 SOUTHWEST PARKWAY, PARKWAY TWO, SUITE 100
AUSTIN, TX 78735

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

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Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LS6414**
Expiration Date February 28, 2019

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

MARY E O'NEAL
9173 OLD CHEMONIE ROAD
TALLAHASSEE, FL 32309

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

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Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No. **LS5578**
Expiration Date February 28, 2019

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

ALFREDO A HERNUDEZ
2844 PABLO AVE
TALLAHASSEE, FL 32308-4211

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

State of Florida Department of State

I certify from the records of this office that FLORIDA ENVIRONMENTAL AND LAND SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on September 4, 2001.

The document number of this corporation is P01000086822.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 15, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fifteenth day of January, 2018*



Ken Peterson
Secretary of State

Tracking Number: CC3194202213

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



State of Florida Minority Business Certification Florida Environmental & Land Services, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

01/10/2017 to 01/10/2019

Ken Peterson
Chief Peppers, Secretary
Florida Department of Management Services



Office of Supplier Diversity • 4050 Esplanade Way, Suite 300 • Tallahassee, FL 32399 • (904) 487-0915 • www.dms.myflorida.com/od

State of Florida Department of State

I certify from the records of this office that NHWL ENGINEERING, INC. is a corporation organized under the laws of the State of Florida, filed on March 29, 1991.

The document number of this corporation is S41638.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on April 30, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Third day of July, 2018*



Ken Detjmer
Secretary of State

Tracking Number: CU3194853242

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Fillings/CertificateOfStatus/CertificateAuthentication>

State of Florida Board of Professional Engineers

Attests that
NHWL Engineering, Inc.



Is authorized under the provisions of Section 471.002, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019

Audit No: 228201902664 R

CA Lic. No:

5972

State of Florida Board of Professional Engineers

Attests that

Joseph Alan Lane, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201922774 R

P.E. Lic. No:

42632

INTERNATIONAL SOCIETY OF ARBORICULTURE
 CERTIFIED ARBORIST™

David L. Cowles

Having successfully completed the requirements set by the Arborist Certification Board of the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist™



Jim Skiera
 Jim Skiera, Executive Director
 International Society of Arboriculture

Kevin Martage
 Kevin Martage
 Director of Professional Development
 International Society of Arboriculture

FL-5314A 18 Jun 2005 30 Jun 2020
Certificate Number Certificate Issue Expiration Date

MASTER SEPTIC TANK CONTRACTOR



MICHAEL E. SUNDIN
 PO BOX 13028
 TALLAHASSEE, FL 32317-3028

APALACHEE BACKHOE AND
 SEPTIC TANK, LLC

Business Authorization: SA0071454

SM0041450

Registration Expires on September 30, 2018

RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY

STATE OF FLORIDA
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
 BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER
LA5666917

The LANDSCAPE ARCHITECT
 Named below HAS REGISTERED
 Under the provisions of Chapter 401 FS.
 Expiration date: NOV 30, 2019



COWLES, DAVID L JR
 2285 TRESPOTT DRIVE
 TALLAHASSEE FL 32308



ISSUED 10/31/2017

DISPLAY AS REQUIRED BY LAW

SEQ # L1710310005735



B. EXPERIENCE WITH PROJECTS OF A SIMILAR TYPE AND SIZE



GEORGE & ASSOCIATES,
CONSULTING ENGINEERS, INC.
1967 COMMONWEALTH LANE, SUITE 200
TALLAHASSEE, FL 32303



B. EXPERIENCE WITH PROJECTS OF SIMILAR TYPE AND SIZE

a) TOWN OF GREENVILLE SEPTIC TANK ABATEMENT

Greenville, Florida

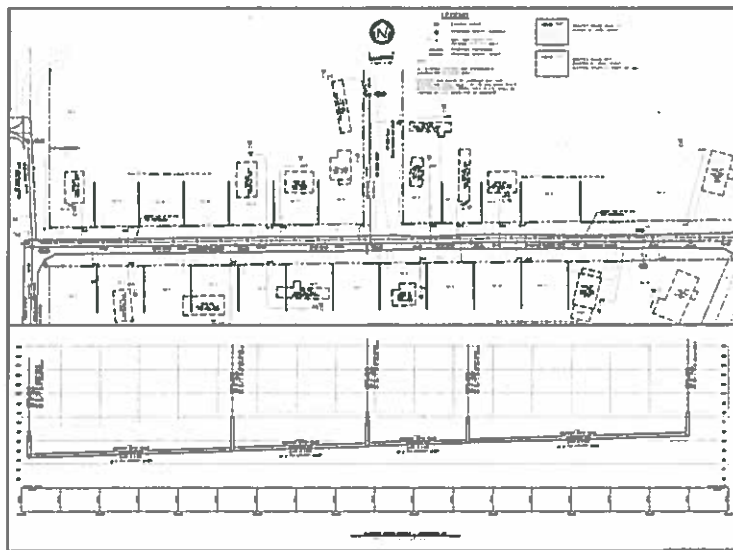
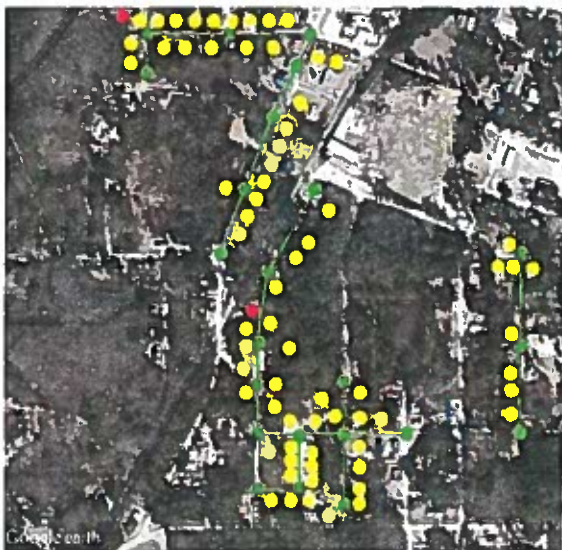


b) Nature of the Firm's Responsibility on This Project
 George and Associates, Consulting Engineers, Inc. performed design, permitting and construction inspection services for the Town of Greenville septic tank abatement project. G&A was instrumental in developing the project scope to obtain funding through the Community Development Block Grant Program. The project included construction of approximately 3,260 LF of new 8-inch & 12-inch gravity sewer and two new lift stations. The project connected 27 existing residential households and abandoned 27 septic tank systems. Additionally, the project provided 41 future sanitary sewer connections to contribute to septic tank abatement. Detailed tasks included utility relocations, removal and replacement of existing roadways, drainage improvements, and on-site project inspection services. The project was completed on schedule and within budget.

c) PROJECT OWNER/d) AGENCY: Town of Greenville
 Jim Parrish
 153 SW Old Mission Ave.
 Greenville FL, 32331
 (850) 948-2251

e) CONST. COMPLETION: June 2009
CONSTRUCTION COST: \$562,404
PROJECT SIZE: 3,260 Lineal Feet

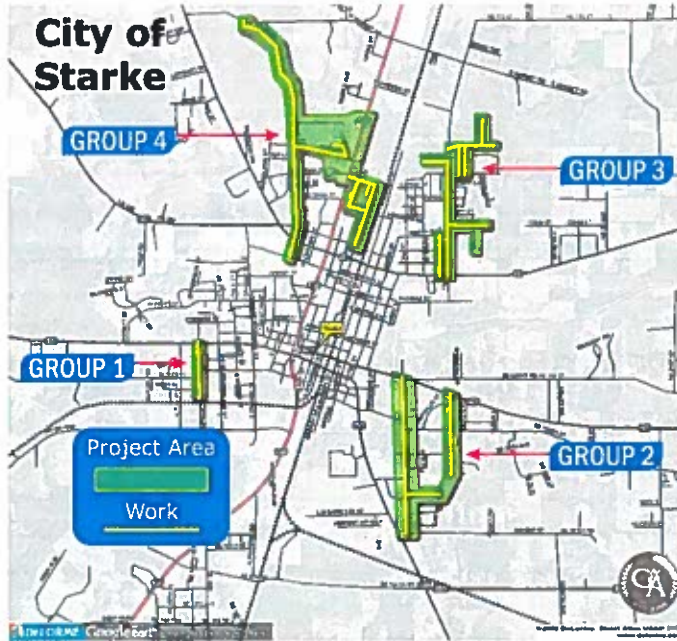
f) KEY PROFESSIONALS:
 Robert George, P.E. (Principal in Charge)
 Joe Miller, P.E. (Project Manager/E.O.R.)
 Larry Richards (Design Technician)



g) Challenges: Rural small communities lack existing utility information. Data collection for exiting utilities consisted of field reviews with public works staff to verify known location of existing utilities.
Lessons Learned: Coordinate with residents on abandonment of septic tanks.

a) STARKE CITY WIDE SEWER IMPROVEMENTS

Starke, Florida



b) Nature of the Firm's Responsibility on This Project
George & Associates, Consulting Engineers, Inc. worked with the City of Starke on a sewer rehabilitation project that was completed in two phases. Starting in 2003, **PHASE 1** consisted of CCTV, Smoke Testing, Flow Monitoring of approximately 34,100 lineal feet of existing sanitary sewer and man-hole rehabilitation of approximately 139 manholes. **PHASE 2** was the review and preparation of Construction Documents for 28,405 linear feet of sewer rehabilitation. The final construction plans incorporated rehabilitation techniques such as Cured-In-Place Pipe (C.I.P.P.) lining, the use of "T" Liners, lateral reconstruction, repairing of structural deficiencies, rehabilitating manholes, installation of new manholes, and pipe bursting. **PHASE 3** of Starke's Citywide sewer rehabilitation was the abandonment of approximately 79 residential septic tank systems and the construction of 17,644 lineal feet of a gravity sewage collection and conveyance system. Design elements included on-site grinder stations, utility relocation, roadway reconstruction development of plans for sewer connections to each residential home and construction administration services.

c) **PROJECT OWNER/d) AGENCY:**
City of Starke
Ricky Thompson
209 N. Thompson St.
Starke, FL 32091
(904)961-2011

e) **CONST. COMPLETION:**
September 2008
CONSTRUCTION COST:
\$4,900,000
PROJECT SIZE:
28,405 Sewer Rehabilitations
17,644 New Sewer

f) **KEY PROFESSIONALS:**
Robert George, P.E. (Principal in Charge)
Joe Miller, P.E. (Project Manager/E.O.R.)



g) **Challenges:** Location and depth of the existing sewer service will control depth of gravity collection system. City of Starke elected to utilize E-One positive displacement lift stations at some residential homes to minimize the depth of the gravity collection system.
Lessons Learned: Coordination of maintenance of traffic during Construction. Providing advanced notification to residents and businesses.

a) CITY OF MONTICELLO REUSE

Monticello, Florida



c) PROJECT OWNER/d) AGENCY: City of Monticello
 Steve Wingate
 245 S. Mullberry Street
 Monticello, FL 32344
 (850)342-0153

e) CONST. COMPLETION: January 2011
CONSTRUCTION COST: \$1,944,000
PROJECT SIZE: City Wide

f) KEY PROFESSIONALS:
 Robert George, P.E. (Principal in Charge)
 Joe Miller, P.E. (Project Manager/E.O.R.)
 Larry Richards (Design Technician)

b) Nature of the Firm's Responsibility on This Project G&A designed and permitted the Monticello Reuse in two phases for the City of Monticello. **PHASE 1** of the project consisted of the design, permitting, and construction inspection of a new heads works for a 1 MGD wastewater treatment plant. The design consisted of a new reinforced concrete, elevated headworks structure, rerouting of the influent piping from the 12" raw wastewater to the new headworks structure, a new wastewater influent screening system, and appurtenances; a new grit removal system and appurtenances; electrical system modifications, site modifications for the new headworks structure; the modification also required a WWTP permit modification from FDEP. **PHASE 2** of the project consisted of the construction of a reclaimed water reuse system. The system included: a new 1,500 gpm triplex reuse pump station, excavation and construction of a 3 acre (5MG) wet weather storage pond, installation of approximately 3,500 LF 12- inch force main, installation of an automated control system at the remote sites utilizing Remote Terminal Units and integration into an existing S.C.A.D.A. system, and construction of three (3) monitoring wells.

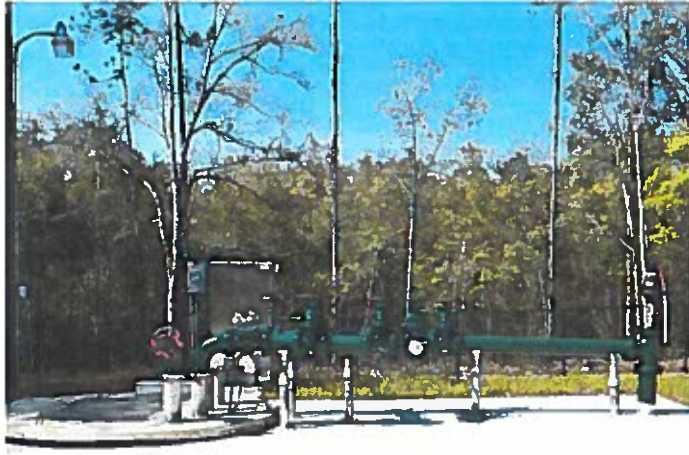


g) Challenges: Steep grades, high clay content and high groundwater table.

Lessons Learned: Wet-Weather Storage facility replaced non-performing constructed wetland facility.

a) CITY OF TALLAHASSEE PUMP STATION 71

Tallahassee, Florida



b) Nature of the Firm's Responsibility on This Project

This project consisted of the complete rehabilitation and redesign of Pump Station 71 for the City of Tallahassee. The existing pump station was a wet well/dry well station that was replaced with a modern wet well station with submersible pumps.

The design of this project included hydrologic analysis of the adjacent closed basin to establish 100-year flood levels. It also included a complete analysis of the current and projected wastewater flows as well as calculation of the "design curve" for the system. The project also required an Environmental Impact Analysis and Environmental Management Permit from the City of Tallahassee. The design included the requirement to maintain the pump station in operation with a by-pass plan while the new station is being constructed.

c) PROJECT OWNER/d) AGENCY:
City of Tallahassee Water & Sewer
Donna Nichols
300 S. Adams Street
Tallahassee, FL 32301
(850) 891-6144

e) CONST. COMPLETION:
July 2015
CONSTRUCTION COST:
\$200,000
PROJECT SIZE:
0.5 Acres

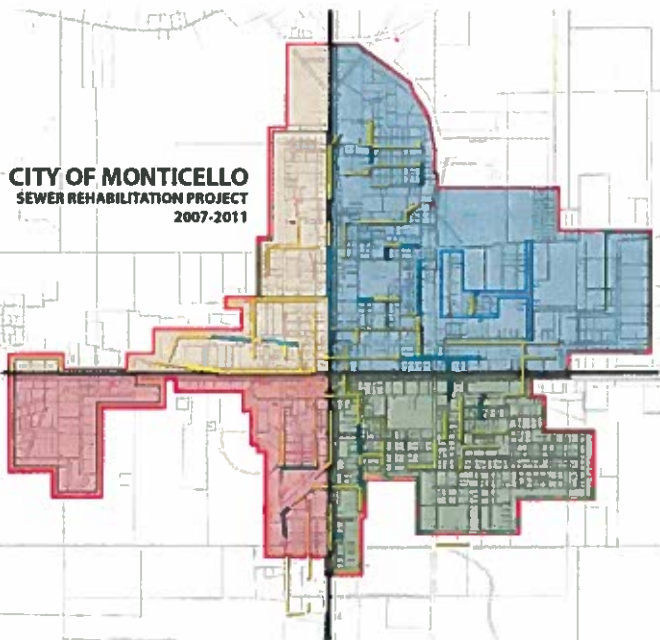
f) KEY PROFESSIONALS:
Robert George, P.E. (Principal in Charge)
Joe Miller, P.E. (Project Manager/E.O.R.)
Larry Richards (Design Technician)



g) Challenges: Permitting within closed basin with the City of Tallahassee.

a) CITY WIDE MONTICELLO SEWER IMPROVEMENTS

Monticello, Florida



c) PROJECT OWNER/d) AGENCY: e) CONST. COMPLETION:
 City of Monticello
 Steve Wingate
 245 South Mulberry Street
 Monticello, FL 32344
 (850)342-0153
 May 2011
 CONSTRUCTION COST:
 \$6,900,000
 PROJECT SIZE:
 9.73 Miles
 610 Sewer Connections

f) KEY PROFESSIONALS:
 Robert George, P.E. (Principal in Charge)
 Joe Miller, P.E. (Project Manager/E.O.R.)
 Larry Richards (Senior Design Technician)
 Walter Gerrell (Design Technician)

b) Nature of the Firm's Responsibility on This Project
 G&A's responsibility as the Prime Consultant consisted of working with the City of Monticello on the rehabilitation of the entire city-wide sewer system. **PHASE 1** consisted of CCTV, Smoke Testing, Flow Monitoring of existing sanitary sewer and man-hole rehabilitation. A review of the data from the CCTV, Smoke Testing, and Flow Monitoring was completed and evaluated by our office to provide recommendations for the appropriate sewer rehabilitation. **PHASE 2** was the design, permitting and construction administration of the CDBG portions of approximately 11,400 LF of existing sanitary sewer. Rehabilitation components included Cured In Place Pipe (C.I.P.P.) lining, lining of laterals, reconstruction of laterals, cleanouts, repairing structural deficiencies, rehabilitating manholes, installation of new manholes, and pipe bursting. **PHASE 3** was the design, permitting and construction administration of the SRF portions of approximately 40,000 LF of existing sanitary sewer. The rehabilitation occurred throughout the City of Monticello, and was divided into four zones/quadrants. Rehabilitation components included Cured-In-Place Pipe (C.I.P.P.) lining, lining of laterals, reconstruction of laterals, cleanouts, repairing structural deficiencies, rehabilitating manholes, installation of new manholes, and pipe bursting.



g) Challenges: A total of 610 sanitary services had to be reconnected to existing sewer main. In most cases the existing services had to be reconstruction due to age and material. Constructibility and minimizing impacts to existing utilities.

Lessons Learned: Advanced notification and communication with regards to connection of sewer services.

a) CC LAND ROAD WATER & FORCE MAIN EXTENSION

Eastpoint, Florida



b) Nature of the Firm's Responsibility on This Project

The Eastpoint Water & Sewer project along CC Land Road consisted of the design and permitting of a potable water and sewer system to provide utility services from the City of Eastpoint to the New Franklin County K-12 School. This required the upgrade and extension of utility services over a distance of more than five miles. The design for the water system required the hydraulic modeling of the existing system to determine its capabilities, as well as identify deficiencies. The resulting design consisted of a miles of 12-inch water main with a booster station to provide adequate flow and pressure to the new school. The design of the sanitary sewer system consisted of 5 miles of 8-inch force main and two new lift stations. One lift station served as a re-pump station for a major portion of East Point, as well as for the new school. Additionally, another 5 miles of "reuse" pipe-line was designed and installed for a future "reuse" or reclaimed water use. Permitting was required and accomplished with FDEP, Progress Energy, and Franklin County. Extensive negotiations were required and successfully completed with several land owners to obtain easements for the service lines.

c) PROJECT OWNER:

Franklin County School Board
 Buddy Strange
 115 Avenue E
 Apalachicola, FL 32328
 (850) 653-8831

d) AGENCY:

Eastpoint Water & Sewer District
 Billy Fuentes
 40 Island Dr
 Eastpoint, FL 32328
 (850) 670-8177

e) CONST. COMPLETION:

November 2008

CONSTRUCTION COST:

\$2,400,000

PROJECT SIZE:

5 Miles

f) KEY PROFESSIONALS:

Robert George, P.E. (Principal in Charge)
 Joe Miller, P.E. (Project Manager/E.O.R.)
 Larry Richards (Design Technician)

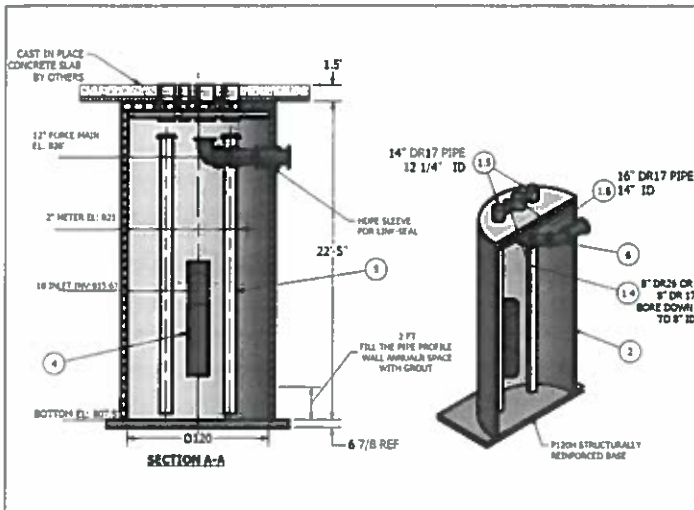


g) Challenges: 4.5 miles of the 12" watermain and 8" forcemain was placed within existing right-of-way along existing residential and commercial corridors. Worked with Eastpoint Water & Sewer District to construct utilities with minor disruptions to existing utilities and residents.

Lesson Learned: Communication with residents during construction of utilities.

a) PUMP STATION 89 ANALYSIS & DESIGN RECOMMENDATIONS

Tallahassee, Florida



b) Nature of the Firm’s Responsibility on This Project
Water Resources Engineering Division requested G&A to evaluate and provide design recommendations for the City’s pump station No. 89. This was an existing duplex, suction-lift configured pump station with Smith & Loveless pumps. This pump station was sited on a 40’ x 40’ (+/-) utility easement in the Moore Pond residential subdivision. Our analysis was to establish a reliable current inflow estimate for pump station No. 89 and determine appropriate upgrades to address the excessive cycling issue and the additional flows anticipated from the build-out of the Brookside Village subdivision. One important design criteria was construction activities could not exceed the footprint of the existing 40’x40’ utility easement which included a mature stand of ornamental shrubs surrounding the pump station, that provides an effective visual barrier for adjacent property owner’s. Alternative analysis included the Reuse of the Existing Wet Well, Construct New Wet Well– and Replace Pump Station with Factory Built Duplex System utilizing or Submersible pumps. Each alternative was vetted including the use of a pre-fabricated HDPE wet-well, Pre-Fabricated Wet-Well Mounted Pump Station and traditional submersible pump station. G&A summarized the findings with recommendations and provided a cost comparison for each alternative.

c) PROJECT OWNER/d) AGENCY: e) CONST. COMPLETION:
City of Tallahassee Water & Sewer N/A
Donna Nichols CONSTRUCTION COST:
300 S. Adams Street N/A
Tallahassee, FL 32301 \$244,000 (EST.)
(850) 891-6144 PROJECT SIZE:
0.25 Acres

f) KEY PROFESSIONALS:
Robert George, P.E. (Principal in Charge)
Joe Miller, P.E. (Project Manager/E.O.R.)
Mike Freidin (Senior Project Manager)
Tim McCabe (Design Technician)



Alternative	Pump Starts (Per/Hr)	Force Main Flow Velocity (ft/sec)	Pump Run Time per Cycle (min.)	Odor Control (rank)	Utilization of Space On-Site (rank)	Time to Construct (rank)	Bypass Pumping (rank)	Const. Budget Estimate
A: Reuse Exist. Wet Well	3.7*	6.2*	1.3*	1	1	1	2	\$199,000
B: Const. New Wet Well	5	7.9	2.5	2	2	3	3	\$234,000
C: Replace w/Factory Built Pump Station	5	7.9	2.4	2	3	2	1	\$299,000

g) Challenges: Developing design solution that would not extend beyond the 40’x40’ utility easement.
Lesson Learned: 40’x40’ utility easement limited the ability to replace existing wet-well even with the opportunity to try a one-piece HDPE wet-well system.

a) HOLMES COUNTY K-8 SCHOOL OFF-SITE UTILITY EXTENSION

Bonifay, Florida



b) Nature of the Firm's Responsibility on This Project

George & Associates, Consulting Engineers, Inc. conducted needed fire flow analysis for the new school and determined the existing water distribution system could not provide the needed fire flow for the new school site. G&A designed and permitted 1.5 miles of off-site water distribution system, 1 mile of off-site sanitary sewer force main and upgrades to the existing lift station to provide additional sewer capacity.

To complete these tasks, G&A worked closely with the city engineer and local personnel analyzing the existing utility systems to ensure the most cost-effective upgrades for the project and the utility provider. G&A also completed all necessary local, state and federal permitting for review and compliance of the applicable codes and Construction Administration. Forcemain route included directional boring in multiple sections including two county roads and one state road where the route intersected.

c) PROJECT OWNER/d) AGENCY:
Holmes County School District
Buddy Brown
701 East Pennsylvania Avenue
Bonifay, FL 32425
(850)547-9341

e) CONST. COMPLETION:
May 2017
CONSTRUCTION COST:
\$500,000
PROJECT SIZE:
1.5 Miles Watermain
1 Mile Forcemain

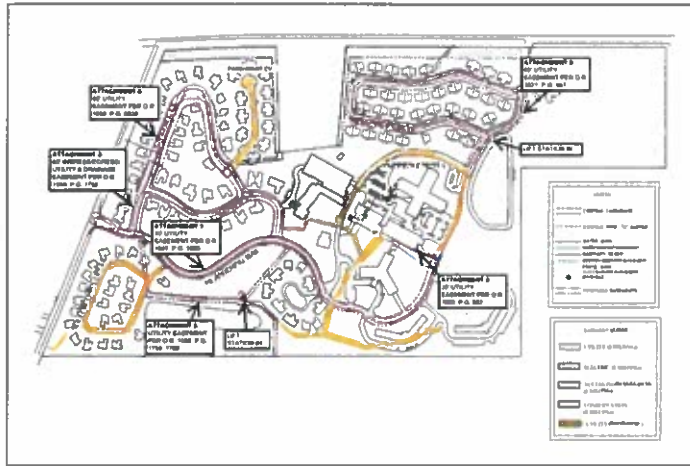
f) KEY PROFESSIONALS:
Robert George, P.E. (Principal in Charge/E.O.R.)
Dan Rutherford (Project Manager)
Larry Richards (Senior Design Technician)
Michael Freidin (Design Engineer)



g) Challenges: Construction of 6" forcemain through residential & commercial districts of the City of Bonifay.

a) WESTMINSTER OAKS UTILITY ASSESSMENT & IMPROVEMENTS

Tallahassee, Florida



b) Nature of the Firm's Responsibility on This Project

Westminister Oaks was requested by Water Resources Engineering Division to complete a campus wide utility assessment of its potable watermain, sanitary sewer collection system and lift stations. The assessment would document existing underground infrastructure built to City standards and recorded by utility easements. Portions of the existing infrastructure not recorded and dedicated to the Water Resources Department would have to be assessed to ensure conformance to Water Resources Department technical specifications.

G&A coordinated title searches, reviewed recorded utility easements and prepared a report identifying utilities that required further investigation. **PHASE 2** consisted of coordination of subsurface utility excavation of watermains, sanitary sewer mains, services, and review of CCTV of the sanitary sewage collection system and evaluation of two existing on-site lift stations. Assessment report was submitted, and concurrence was provided Water Resources Division. **PHASE 3** is on-going and includes the development of construction plans and reconstructing those portions of Westminister's infrastructure that needs to meet the technical specifications of the Water Resources Division.

c) PROJECT OWNER/d) AGENCY:
Westminister Oaks Community
Rex Champany
116 W. America Street
Orlando, FL 32801
(407)839-5050

e) CONST. COMPLETION:
N/A
CONSTRUCTION COST:
N/A
PROJECT SIZE:
114.8 Acres

f) KEY PROFESSIONALS:
Robert George, P.E. (Principal in Charge)
Michael Freidin (Senior Project Engineer)
Joe Miller, P.E. (Project Manager/E.O.R.)
Tim McCabe (Senior Design Technician)



g) Challenges: Westminister Oaks didn't have as-builts of previously installed utilities.

B-2. PROVIDE NAMES AND DESCRIPTIONS OF PROJECTS FOR WHICH THE FIRM IS PRESENTLY UNDER CONTRACT THAT DEMONSTRATES CAPABILITIES AND QUALIFICATIONS FOR THIS WORK CATEGORY.

Projects Currently Underway

Project Name	Client	Project Description	Services Provided	Percent Design Complete	Anticipated Construction Completion
Crystal River Museum Septic Tank Abandonment & Municipal Connection	Florida Park Service, Bureau of Design & Construction	Lift Station and forcemain design and to tie museum into Crystal River Municipal System.	Design, Permitting, Archaeological Monitoring and Construction Administration Services.	100%	September 2018
Westminster Oaks Utility Improvements	Westminster Oaks Communities	Abandonment and re-construction of the south campus pump station. Scada and telemetry improvements to the eastern pump station and campus wide sanitary sewer improvements.	Design, Permitting, Bidding and Construction Administration Services.	40%	September 2018
Pump Station 89 Rehabilitation	City of Tallahassee	Re-design of PS 89. Services include pump and electrical upgrades and installation of wet-well mounted pre-fabricated unit.	Design & Bidding	95%	February 2019
Paynes Prairie On-site Septic Tank Replacement	Florida Park Service, Bureau of Design & Construction	Removal and re-construction of on-site disposal system for 40- unit campground at the Paynes Prairie State Park	Design, Permitting, Bidding and Construction Administration Services	100%	December 2018

B-3. DESCRIBE THE FIRM/JOINT VENTURE'S QUALITY CONTROL PROCESS AND PROCEDURES FOR ENSURING THAT CURRENT DESIGN STANDARDS, CODES, AND OTHER REGULATORY POLICIES ARE UTILIZED BY STAFF IN PROJECT DESIGN FOR THIS WORK CATEGORY.

I. QA/QC INTRODUCTION

Quality assurance (QA) and quality control (QC) are the processes used to ensure that the project deliverables meet the project objectives and are of an appropriate quality. Since QC is a part of QA, maintaining a clear distinction between them is difficult but important. QA is the planned, coordinated, and continued activities performed to measure processes against predetermined critical requirements. QC is the process performed to ensure conformance with valid requirements. This process includes quality planning, training, clear communication and decision-making, constant supervision, immediate review of completed activities for accuracy and completeness, and documentation of all decisions, assumptions, and recommendations. The responsibility of quality control falls upon the consultant. The QC for this project will be performed by George & Associates Engineering Consultants, Inc.

To achieve quality, many individuals must perform many appropriate activities at the proper time during the plans development process. Quality requires performing all activities in conformance with requirements, no matter how large or small their overall contribution to the design process.

The establishment of this Project Quality Control Plan (PQCP) for the design of the Lake Munson NE Sewer Project will ensure compliance with the requirements set forth in the scope of services for this project.

This PQCP establishes specific goals, objectives and operating practices at George & Associates Engineering Consultants, Inc. These are accomplished through effective field reviews, familiarity with the latest standards, a full understanding of the project scope, and thorough reviews of all plans, reports and calculations developed for the project.

Success of this PQCP is assured because the entire project team of George & Associates and its sub-consultants will diligently follow consistent standardized procedures throughout the duration of the design as set forth at the beginning of the project.



II. QA/QC OBJECTIVES

George & Associates Engineering Consultants, Inc. (G&A) is fully committed to accomplishing the following general objectives established for the Lake Munson NE Sewer Project:

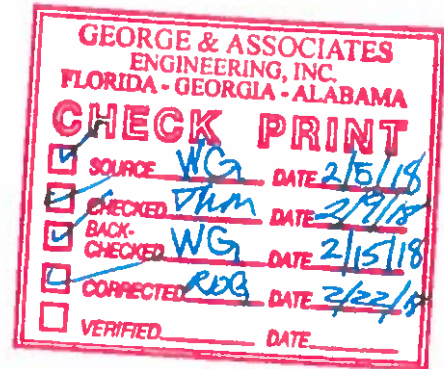
- Deliverable Products of this project will be complete, accurate and consistent with the policies, procedures and standards of Leon County Public Works, Leon County Growth Management, Water Resources Engineering Department, Florida Department of Transportation, Northwest Florida Water Management District and Florida Department of Environmental Protection.
- Data collection and all data analysis will be performed accurately, completely and in accordance with professionally accepted methods and standards.
- All work performed as a part of this contract will be in a format that allows easy use by others.

III. QA/QC DUTIES AND RESPONSIBILITIES

Although everyone associated with the project is responsible for quality, the QC process is only effective if there is a clearly defined path of responsibility.

Principal/Quality Control Manager

Robert D. George, P.E., with G&A will serve as the Technical Principal for this project and will have the overall responsibility of ensuring the successful completion of all phases of the project. He will also serve as the QC reviewer for each phase of plans submittal. As the Quality Control Manager, Robert will be responsible for ensuring that adequate resources are assigned for the QC process and that all reviews are accomplished in accordance with the established schedule. He will be responsible for the early definition of the products, establishment of strategies, identification of similar projects completed in the area, establishment of critical activities in the project schedule and identification of coordination efforts required for final reviews. Before each phase submittal, a meeting will be held between the Quality Control Manager and the Project Manager to confirm that the Project Quality Control Plan is current and active.



Engineer of Record/Project Manager

Joe Miller, P.E., with G&A has the primary responsibility of overseeing the production activities and for the quality of the technical design products and services. He will be the originator of each phase of plans submittals. As Project Manager, Joe will be responsible for scheduling the quality assurance reviews and ensuring that all comments from these reviews are incorporated into the final product prior to the delivery. He will be responsible for evaluating the clarity of the final plans, specifications and special provisions and for ensuring that they comply with the intent of Leon County.

Technical Professionals

The technical professionals assigned to this project will have the responsibility of being aware of all the standards, policies and procedures of G&A, Leon County and other jurisdictional agencies. Staff will comply with these criteria or will highlight any necessary variances. The technical professionals in each department will be responsible for making sure that the identified revisions are implemented after the plans have been checked and rechecked.

Constructibility and Biddability Review:

After the In-house QC has been completed, a new set of the submittal will be sent to **DJ Hartley of DJS Constructibility Review** for him to conduct an independent peer review.

Following is a summary of position responsibilities and the tasks assigned to each:

Robert George - Principal/QC Manager

- Establish Q.C. Program
- Maintain Q.C. Program
- Implement Q.C. Program
- Assign Q.C. Responsibilities
- Maintain Q.C. Records
- Coordinate Q.C. Activities
- Perform QC Reviews

Joe Miller - Project Manager – Engineer of Record

- o Utility Design
- o Master Plan/Service Area Verification
- o Survey Coordination
- o Gravity Sewer
- o Pump Stations
- o Right-of-Way/Easements/Property Acquisition
- o Specifications
- o Quantities & Bid Schedule

Tim Owens – Senior Project Engineer

- o Drainage Review
- o Natures Features
- o Tree Mitigation
- o Leon County Public Works
- o Florida Department of Transportation
- o Specifications
- o Quantities & Bid Schedule

Michael Freidin - Senior Project Engineer

- o Utility Design
- o Utility Relocation
- o Maintenance of Traffic
- o Septic Tank Verification/Abandonment
- o Specifications
- o Quantities & Bid Schedule

IV. QUALITY CONTROL ACTIVITIES**A. Distribution of Scope**

At the commencement of the project the Project Manager will provide each technical staff member with a copy of the scope of services for the project along with the project schedule.

B. Control of Sub-consultants and Vendors

A schedule of submittals and requirements for deliverables for each sub-consultant and vendor will be developed. Monthly (or as needed), the Project Manager will contact each of the sub-consultants and vendors to monitor the progress on this project.

Technical issues, as well as the project schedule, will be discussed.

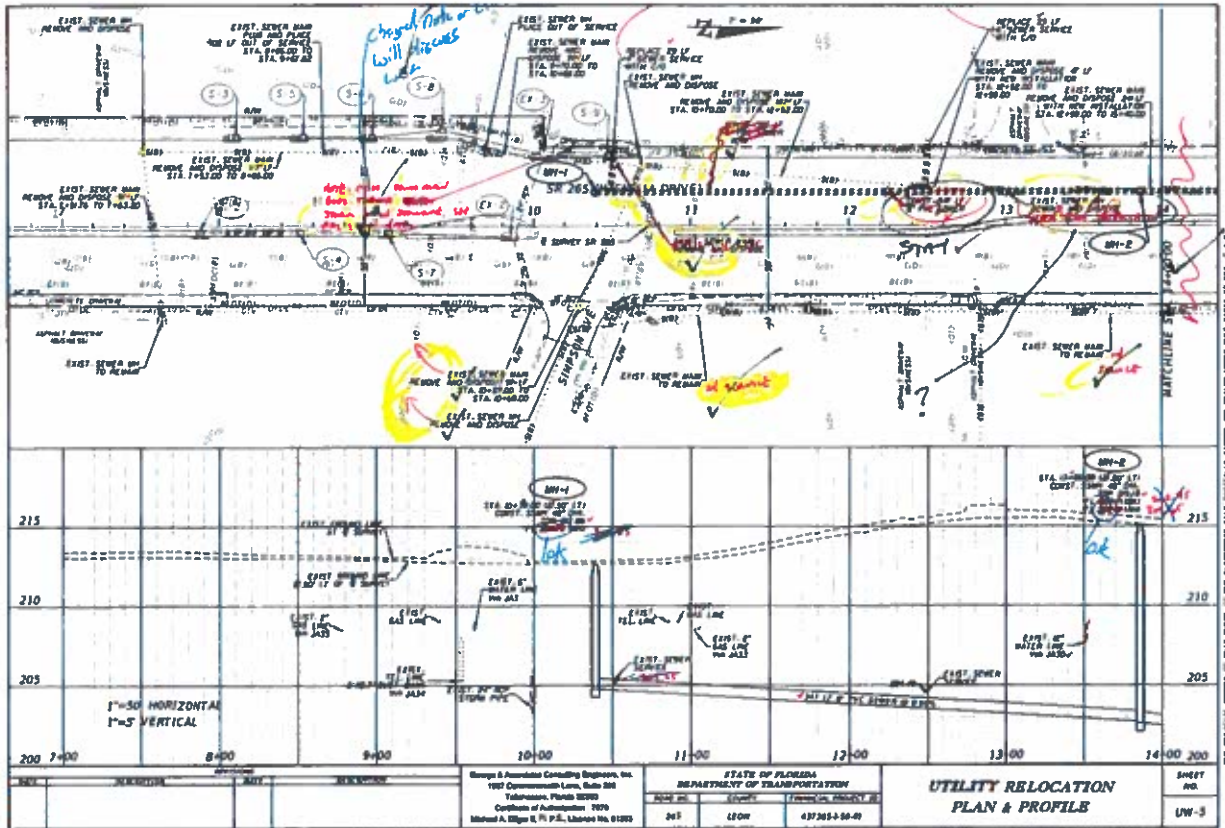
A record of these contacts will be maintained as part of our quality control activities.

Because sub-consultants provide elements upon which successive design elements are based, it is imperative that these firms provide quality deliverables to G&A. Sub-consultants are required to use appropriate Quality Control Techniques acceptable to G&A.

Sub-consultants' deliverables must demonstrate that they have followed their prescribed QC process to the satisfaction of the Project Manger and Quality Control Manager in order for their invoices to be processed for payment.

C. Technical Professional Reviews

Before submitting any product to the Project Manager, the responsible Technical Professional will have the product completely reviewed by other technical staff members with the necessary professional expertise to accomplish the review.



SR 265 PLAN REVIEW MARKUP

D. Checking and Reviewing / QC Sequence

A review of all deliverable products will be made prior to each phase submittal. G&A checklists for I, II, III, and IV phase submittals will be utilized to ensure conformance with all design criteria. The deliverable products will include the items listed below:

- Quality Control Plan
- Design/Utility Survey
- Property Acquisition/Utility Easements
- Utility Plans
- Pump/Lift Stations Sites
- Roadway Reconstruction
- Maintenance of Traffic
- Geotechnical Reports
- Signing & Marking Plans
- Design Documentation Book
- Design Computations
- Cost Estimates
- Permit Data
- CADD Files

The following sequence will govern the completion of the checking and reviewing for the Lake Munson NE Sewer Project.

1. At the completion of each phase the project technical professional will provide plan sheets and any pertinent project documentation for review. All plan sheets and project documentation will be stamped with a "Check Print" stamp and then presented to the project manager/originator.
2. The project manager/originator will conduct a thorough check of the submittal, make any necessary comments, then present the submittal set to the QC reviewer.
3. The QC reviewer (Principal) will conduct a complete and methodical review of the product. Using checklists to ensure completeness, the QC reviewer will mark all review comments and recommended corrections in red ink on the check prints. Once the QC reviewer has completed the review, the marked-up product will be returned to the originator.
4. The originator will review the comments then meet with the QC reviewer to ensure that the comments and their intent are understood. Each comment will then be either accepted or rejected.
5. The submittal set will then be returned to the technical professional to make all necessary changes and corrections. As each comment and correction is addressed and incorporated into the plans, they will be "yellowed out" with a yellow highlighter to assure that all items have been responded to.
6. The necessary corrections are made and returned to the QC reviewer for verification. As each comment/correction is verified, a check mark will be placed by the correction using a green ink pen to ensure thoroughness.
7. Once the in-house QC review is complete, a new set of the submittal will be provided for the Independent Peer Review. The peer reviewer will then review the product using checklists to ensure completeness, provide any necessary comments/corrections and return the set to the originator.
8. The originator will then review the comments and then meet with the Independent Peer Reviewer to ensure that the comments and their intent are understood. Each comment is then either accepted or rejected.
9. The plan set is returned to the technical professional to make the necessary changes/corrections and then returned to Independent Peer Reviewer for verification.
10. The submittal is then returned to the originator and prepared for presentation to the Department.

Throughout this process, checklists will be used to ensure completeness and that all documents are signed and dated by the designer and checker. All deliverable products will be checked and corrected and will have corrections verified before submittal. The Quality Control Manager will hold a meeting to verify that the quality control measures established herein have been followed prior to each phase submittal. The quality control verification meeting will be documented with information such as location, attendees and issues discussed.

G&A understands that this important QC process must be closely followed to produce a quality product. G&A also understands that this process is time and labor consuming; therefore, the demands of the process

E. Preparation & Retention of Review Documentation

Marked-up documents resulting from QC reviews and independent peer reviews will be retained by G&A. These review documents will contain all review comments generated and the resolution/solution to each of those comments.

F. Review Files and Records

Quality Control Files will be established for these projects and kept in a specific office location. Items to be included in the files are:

- Pertinent Correspondence
- Checklists
- In-House and Peer Reviews and Submittals
- Guidelines & Standards
- Plans, Calculations & Reports
- Records documenting items reviewed, corrections made and follow-up accomplished

In addition to the physical files and documents maintained for these projects, electronic documents will also be maintained. All correspondence, letters, memos, e-mails, phone logs, and financial documents will be kept electronically.

G. Submittals to Leon County for Review

These projects will require plans submittals at Conceptual, 30%, 60%, 90%, and Final. The 30%, 60%, and 90% plans will be submitted as multiple printed plan sets. The Final submittal will be signed and sealed along with all the projected documentation. Regardless of the type of submittal, the QC procedures established in this document will apply to all submittals.

B-4. DESCRIBE BASIC AND SPECIAL RESOURCES AVAILABLE TO THE FIRM FOR THE PERFORMANCE OF THE DUTIES THAT MAY BE ASSIGNED IN THIS WORK CATEGORY. EXAMPLES WOULD BE SPECIALTY SOFTWARE, EQUIPMENT, COMPUTERS, VEHICLES, ETC.

DESIGN RESOURCES WITHIN OUR COMPANY

George & Associates has many resources available for the performance of our duties during the design and construction phase of any project. Among these are the latest in AutoCAD Civil 3D, StormCAD, SewerCAD, WaterCAD, Ponds, FlowMaster, ADICPR, AutoTurn, Guidesigns, XPSWMM and the FDOT approved version of MicroStation, as well as drone and timelapse camera technology.





C. WILLINGNESS TO MEET SCHEDULE AND BUDGET REQUIREMENTS



C. WILLINGNESS TO MEET SCHEDULE AND BUDGET REQUIREMENTS

GIVEN THE FISCAL CONSTRAINTS OF LOCAL GOVERNMENTS AND LEON COUNTY, IN PARTICULAR, ALL BUDGET REQUIREMENTS FOR PROJECTS TO BE ASSIGNED MUST BE MET. IN ADDITION, STATE GRANT SCHEDULE DEADLINES AND BUDGET MUST BE MET. DESCRIBE YOUR PRACTICES USED ON PROJECTS TO ENSURE THE SCHEDULE IS MET AND FOR ENSURING BUDGET REQUIREMENTS ARE NOT EXCEEDED. LIQUIDATED DAMAGE WILL BE ASSESSED AT \$1,000 PER DAY AFTER DECEMBER 31, 2019, UNTIL THE PROJECT IS COMPLETED. PROVIDE A SCHEDULE FOR COMPLETION OF THE DESIGN, PERMITTING, AND BID PACKAGE BY DECEMBER 31, 2019. POST DESIGN SERVICES WILL BE PROVIDED THROUGH JUNE 30, 2021.

Adherence to schedule is a G&A distinctive and is a prominent part of our culture. For that reason, G&A's leadership team is highly committed to meeting time requirements. As illustrated, our key project personnel are projected to have excellent availability to complete this project. Through in-house cross-training and depth of bench, and the availability of robust subcontractor organizations, the G&A team can reassign or add resources seamlessly as needed for larger projects or unusually aggressive schedules.



Schedules – As part of finalizing the Scope of Services, G&A will meet with all team members to confirm/identify all tasks associated with each discipline. Discussions entail establishing time-frames for field work, document preparation and submittals and agency review time. Each step is formulated into the final project schedule. Once the schedule is prepared and the “critical path” is identified, the project activities associated with the critical path are closely monitored to ensure project deliverables are met. For any project, there is a certain level of risk and our goal is early identification of those risks so they can be properly managed and mitigated.

Budget Controls – The best budget control process is to develop a clear and concise scope of services and to minimize “scope creep”. Once the scope of all services has been identified, G&A and its team members will be able to establish an opinion of probable cost for the project. G&A will consult with contractors in the industry to gauge current market conditions, use recent bids on similar projects and utilize Florida Department of Transportation database. Utilizing all three of these methods should assist in securing fair and reasonable opinions of probable cost. In the event estimates exceeds projected construction cost, G&A will work to prioritize the scope of services and develop alternates during the bid process.

Leadership Team Workload Scheduling

G&A Project Managers as a group have regularly scheduled meetings at least once per month with the company President and the Office Administrator, to review current and upcoming workload and deliverables, to adjust assignments as needed, to avoid or minimize delays and capture acceleration opportunities where possible, and to troubleshoot any projects. Each Project Manager in turn reviews all assigned projects and all associated upcoming deliverables. These meetings foster a culture of transparency, accountability and collaboration among the leadership team.



G&A PROJECT SCHEDULE

DESIGN SERVICES - LAKE MUNSON NE SEWER PROJECT BC-08-16-18-52

Activity	Task Name	Duration	Start	Finish	Predecessors	ID	Resource Names	October 20	November	December	January 201	February 2	March 2015	April 2019	May 2019	June 2019	July 2019	August 201	September	October 20	November	December									
100000	1 Lake Munson NE Sewer Project	326 days	Tue 10/2/18	Tue 12/31/19		1		[Gantt bar]																							
100010	1.1 NOTICE TO PROCEED	0 days	Tue 10/2/18	Tue 10/2/18		2		[Gantt bar]																							
100020	1.2 KICK-OFF MEETING	0 days	Fri 10/5/18	Fri 10/5/18		3		[Gantt bar]																							
100060	1.3 PROJECT SCHEDULE	10 days	Tue 10/2/18	Mon 10/15/18		4		[Gantt bar]																							
100070	1.4 SUBMIT PROJECT SCHEDULE	0 days	Mon 10/15/18	Mon 10/15/18		5		[Gantt bar]																							
100080	1.5 DESIGN/TREE SURVEY - EXISTING RIGHT-OF-WAYS	40 days	Mon 10/15/18	Fri 12/7/18	5	6		[Gantt bar]																							
	1.6 SEPTIC TANK ABATEMENT - SURVEY	51 days	Fri 12/7/18	Fri 2/15/19		7		[Gantt bar]																							
100090	1.7 WETLAND DELINEATION	15 days	Mon 10/15/18	Fri 11/2/18	2	8		[Gantt bar]																							
100100	1.8 GEOTECHNICAL INVESTIGATION - GPR - ERI	49 days	Tue 10/2/18	Fri 12/7/18		9		[Gantt bar]																							
100130	1.9 PUBLIC INVOLVEMENT	38 days	Fri 10/5/18	Tue 11/27/18		10		[Gantt bar]																							
100140	1.9.1 PUBLIC INFORMATION LETTER	6 days	Fri 10/5/18	Fri 10/12/18		11		[Gantt bar]																							
100150	1.9.2 PUBLIC MEETING	0 days	Wed 11/14/18	Wed 11/14/18		12		[Gantt bar]																							
100160	1.9.3 CONFIRM & RE-ESTABLISH PARTICIPANTS	10 days	Wed 11/14/18	Tue 11/27/18	12	13		[Gantt bar]																							
113000	1.10 SEWAGE COLLECTION SYSTEM DESIGN	292 days	Tue 10/2/18	Wed 11/13/19		14		[Gantt bar]																							
113010	1.10.1 CONCEPTUAL LAYOUT - GIS DATA	15 days	Mon 10/8/18	Fri 10/26/18		15		[Gantt bar]																							
113020	1.10.2 SUBMIT CONCEPTUAL LAYOUT	0 days	Fri 10/26/18	Fri 10/26/18		16		[Gantt bar]																							
113030	1.10.3 LEON COUNTY REVIEW CONCEPTUAL LAYOUT	15 days	Mon 10/29/18	Fri 11/16/18		17		[Gantt bar]																							
113040	1.10.4 RESPOND TO COMMENTS	5 days	Mon 11/12/18	Fri 11/16/18	17FF	18		[Gantt bar]																							
113041	1.10.5 PUMP STATION SITE SELECTION	18 days	Wed 11/14/18	Fri 12/7/18		19		[Gantt bar]																							
113042	1.10.6 SEPTIC TANK CONFIRMATION REVIEW	18 days	Wed 11/14/18	Fri 12/7/18		20		[Gantt bar]																							
113043	1.10.7 30% - PLANS	55 days	Mon 11/12/18	Fri 1/25/19		21		[Gantt bar]																							
113044	1.10.8 SUBMIT 30% PLANS	0 days	Fri 1/25/19	Fri 1/25/19	18,21	22		[Gantt bar]																							
113045	1.10.9 LEON COUNTY REVIEW 30% PLANS	15 days	Mon 1/28/19	Fri 2/15/19		23		[Gantt bar]																							
113046	1.10.10 60% PLANS	90 days	Fri 1/25/19	Thu 5/30/19		24		[Gantt bar]																							
113047	1.10.11 SUBMIT 60% PLANS	0 days	Thu 5/30/19	Thu 5/30/19		25		[Gantt bar]																							
113048	1.10.12 LEON COUNTY REVIEW 60% PLANS	20 days	Fri 5/31/19	Thu 6/27/19		26		[Gantt bar]																							
113049	1.10.13 90% PLANS	45 days	Thu 5/30/19	Wed 7/31/19		27		[Gantt bar]																							
113050	1.10.14 SUBMIT 90% PLANS	0 days	Wed 7/31/19	Wed 7/31/19		28		[Gantt bar]																							
113078	1.10.15 LEON COUNTY REVIEW 90% PLANS	20 days	Thu 8/1/19	Wed 8/28/19		29		[Gantt bar]																							
113080	1.10.16 100% PLANS	45 days	Wed 7/31/19	Tue 10/1/19		30		[Gantt bar]																							
113082	1.10.17 SUBMIT 100% PLANS	0 days	Tue 10/1/19	Tue 10/1/19		31		[Gantt bar]																							
113084	1.10.18 LEON COUNTY REVIEW 100% PLANS	15 days	Wed 10/2/19	Tue 10/22/19		32		[Gantt bar]																							
113086	1.10.19 FINAL PLANS	31 days	Wed 10/2/19	Wed 11/13/19		33		[Gantt bar]																							
113088	1.10.20 SUBMIT FINAL PLANS	0 days	Wed 11/13/19	Wed 11/13/19	30,33	34		[Gantt bar]																							
113090	1.10.21 MAINTENANCE OF TRAFFIC CONTROL PLANS	292 days	Tue 10/2/18	Wed 11/13/19		35		[Gantt bar]																							
113100	1.10.21.1 60% MAINTENANCE OF TRAFFIC CONTROL	P90 days	Fri 1/25/19	Thu 5/30/19		36		[Gantt bar]																							
113110	1.10.21.2 90% MAINTENANCE OF TRAFFIC CONTROL	P45 days	Thu 5/30/19	Wed 7/31/19		37		[Gantt bar]																							
113120	1.10.21.3 100% MAINTENANCE OF TRAFFIC CONTROL	45 days	Wed 7/31/19	Tue 10/1/19		38		[Gantt bar]																							
113130	1.10.21.4 FINAL MOT TRAFFIC CONTROL PLAN	31 days	Wed 10/2/19	Wed 11/13/19	38	39		[Gantt bar]																							
113055	1.10.21.5 ENVIRONMENTAL PERMITTING	292 days	Tue 10/2/18	Wed 11/13/19		40		[Gantt bar]																							
113060	1.10.21.5.1 NATURAL FEATURES INVENTORY	55 days	Mon 11/12/18	Fri 1/25/19		41		[Gantt bar]																							
113070	1.10.21.5.2 ENVIRONMENTAL IMPACT ANALYSIS	90 days	Fri 1/25/19	Thu 5/30/19		42		[Gantt bar]																							
113080	1.10.21.5.3 PUMP STATION SITE PLAN APPROVAL	45 days	Thu 5/30/19	Wed 7/31/19		43		[Gantt bar]																							
113090	1.10.21.5.4 LCGM ENVIRONMENTAL PERMIT	45 days	Thu 5/30/19	Wed 7/31/19		44		[Gantt bar]																							
113360	1.10.21.5.5 NWFWMD NOTICE GENERAL PERMIT	45 days	Thu 5/30/19	Wed 7/31/19		45		[Gantt bar]																							
113370	1.10.21.5.6 FDOT UTILITY ACCOMMODATION PERMIT	76 days	Wed 7/31/19	Wed 11/13/19		46		[Gantt bar]																							



Task Summary External Milestone Inactive Summary Manual Summary Rollup Finish-only Critical Split

Split Project Summary Inactive Task Manual Task Manual Summary Deadline Progress

Milestone External Tasks Inactive Milestone Duration-only Start-only Critical Manual Progress



D. EFFECT OF FIRM'S RECENT, CURRENT AND PROJECTED WORKLOAD



D. EFFECT OF FIRM'S RECENT, CURRENT AND PROJECTED WORKLOAD

1. NAMES AND DESCRIPTIONS OF PROJECTS FOR WHICH THE FIRM IS PRESENTLY UNDER CONTRACT AND THE ANTICIPATED COMPLETION DATES THEREOF.

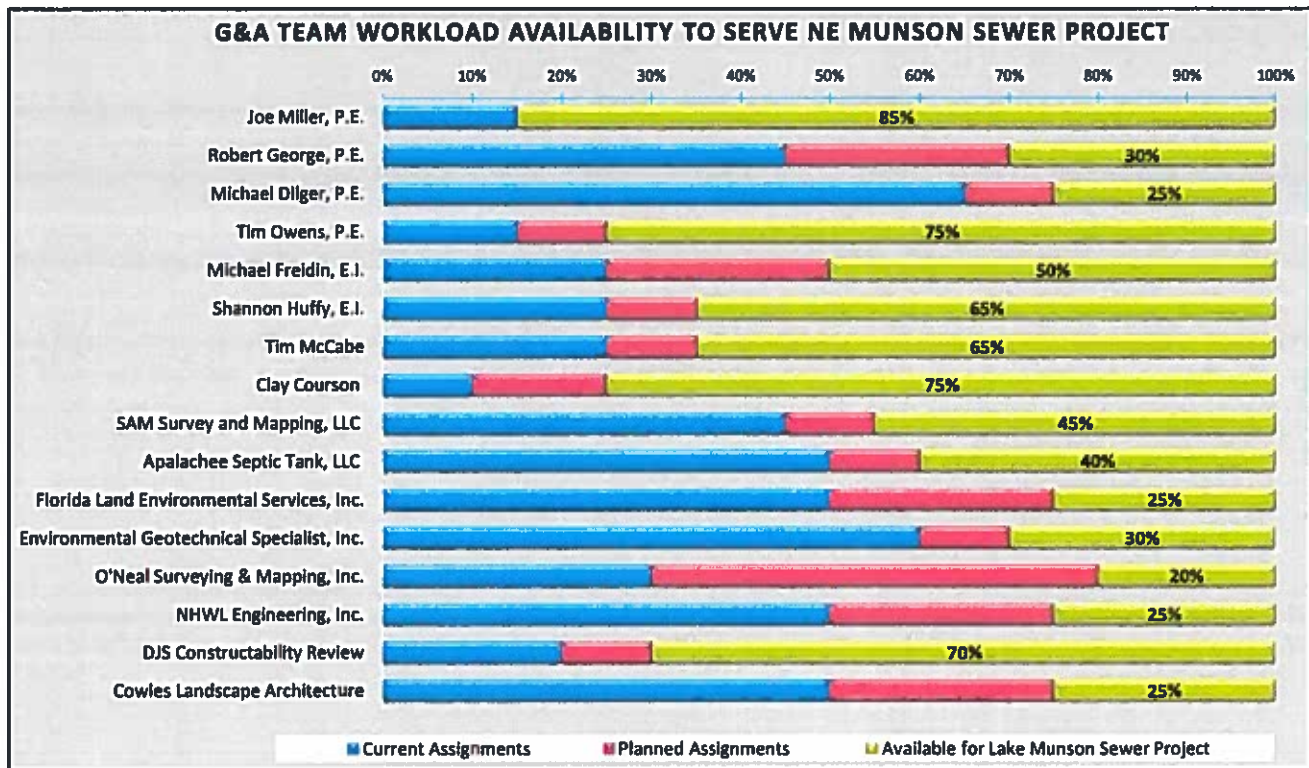
CURRENT & PROJECTED WORKLOAD

George & Associates and its subconsultants have committed the necessary individuals to immediately begin work. We have identified the necessary skills and assigned the personnel necessary to assure we have the capacity to complete the Lake Munson NE Sewer Project on time and within budget. With its selection of dedicated team members and professional expertise, G&A has identified pre-screened backup resources, both in-house staff and subcontractors, for each essential function in the event of unforeseen circumstances or workload fluctuations.

Project ID - Name	Phase	Percent Complete	Project Manager
15-5263: - WMO PUD - MODIFICATION-MINOR	Construction	80%	Michael Freidin
16-5293: - TAYLOR COUNTY SCHOOL	Construction	50%	Dan Rutherford
16-5303: - FAMU VITICULTURE RESURFACING	Design	100%	Dan Rutherford
16-5305: - FDOT SR 265 (MAGNOLIA DR) FROM SR 20	Construction	0%	Michael Dilger
16-5309: - PAYNES PRAIRIE - OSTDS IMPROVEMENTS	Construction	0%	Michael Freidin
17-5322: - WEEMS ROAD EXTENSION	Bidding	0%	Michael Dilger
17-5323: - FSU COLLEGIATE LOOP IMPROVEMENTS	Construction	90%	Michael Freidin
17-5324: - FHP TEST TRACK FACILITY	Construction	15%	Michael Dilger
17-5328: - FSU SHORES INNOVATION	Construction	40%	Michael Freidin
17-5333: - COTSW Forsythe Way Sediment Trap	Hold	N/A	Michael Freidin
17-5340: - J&J Strong Fuel Transport	Construction	40%	Dan Rutherford
17-5347: - Pump Station No. 89 Rehabilitation	Design	95%	Joe Miller
17-5348: - Liberty County High School	Construction	0%	Dan Rutherford
17-5349: - FDOT SR 75 Drainage Analysis	Design	60%	Michael Dilger
17-5350: - BDC - Crystal River State Park Lift Station & Force Main	Construction	90%	Michael Freidin
18-5352: - FDOT SR 95	Design	10%	Michael Dilger
18-5353: - FDOT SR 30	Design	10%	Michael Dilger
18-5354: - Chipley HS Football Field	Bidding	100%	Dan Rutherford
18-5355: - New Board Room - Washington County	Bidding	100%	Dan Rutherford
18-5356: - WMO - Memory Care Facility	Permitting	60%	Michael Freidin
18-5360: - WMO Pump Station & Utility Improvements	Design	40%	Joe Miller
18-5362: - Chieftain Way Post Design CEI Services	Construction	20%	Michael Freidin
18-5366: - FL Caverns Rd Shoulder Stabilization & Repaving TA26	Construction	0%	Dan Rutherford
18-5368: - BDC Ochlockonee River SP-CA Services TA 27	Construction	0%	Dan Rutherford
18-5369: - GRC TSB Site Improvements	Design	0%	Michael Freidin
18-5370: - Aucilla Christian Academy Cafe	Construction	0%	Dan Rutherford
18-5371: - Lafayette Co Fire Pit Bldg	Design	60%	Dan Rutherford
18-5372: - FSU SW Campus Facilities Relocation Study	Study	0%	Michael Freidin

D-2. DESCRIBE THE FIRM'S ABILITY TO MEET THE COMPRESSED DELIVERY SCHEDULE DUE TO GRANT CONSTRAINTS OF PROJECT DESIGN COMPLETION BY DECEMBER 31, 2019.

Grant Related Infrastructure Experience: G&A has over fifty years of combined performance on providing design services on grant related infrastructure projects. City of Monticello, Town of Greenville, City of Starke all received funding either through Community Development Block Grant Program, State Revolving Fund, Suwannee River Water Management District and/or Department of Agriculture. All these agencies expect the Grantee to meet project milestones and deliverables. G&A understands that time extensions associated with grant agreements are not well received by the funding agency and prolonged extensions can jeopardize future funding opportunities for Leon County. Below is G&A Key Team Members availability and sub-consultants availability as well.





E. EFFECT OF PROJECT TEAM LOCATION

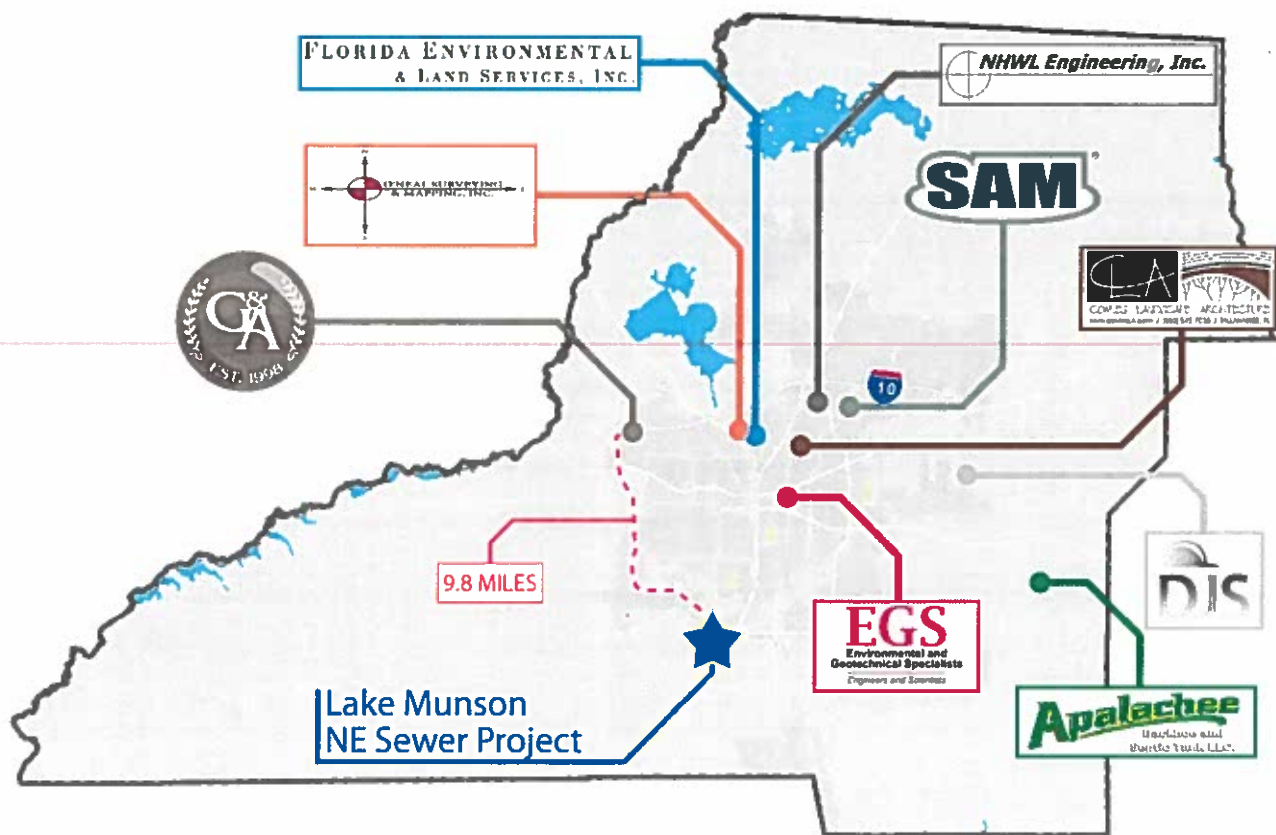


E. EFFECT OF PROJECT TEAM LOCATION

1. LEON COUNTY LOCAL PREFERENCE ORDINANCE APPLIES TO THIS PROJECT.

2. PROVIDE THE LOCATION OF WHERE THE PROJECT TEAM WILL PREDOMINATELY RESIDE TO CONDUCT THE SITE VISITS AND THE MAJORITY OF WORK. IF LOCATED OUT OF THE REGION, DESCRIBE THE PLAN FOR ENSURING COMMUNITY INVOLVEMENT AND ON-SITE VISITS WITHOUT SIGNIFICANT TRAVELING EXPENSES INCREASE.

All offices represented on the G&A Team are located in Leon County. There will be no travel expense incurred for community involvement. Please see location map below.





F. APPROACH TO THE PROJECT



F. APPROACH TO THE PROJECT

F.1 APPROACH TO DESIGN AND PERMITTING

Project Understanding:

The Northeast Lake Munson Sewer project is an integral part of the Basin Management Action Plan (BMAP) for the upper Wakulla River and Wakulla River Spring Basin. This Action Plan was completed in October 2015 by FDEP. Leon County has actively developed projects to reduce nutrient loading in response to the BMAP. This project is one of five septic-to-sewer projects in southeast Leon County located in the Primary Spring Protection Zone.

G&A understands the importance of this project to reduce pollutant loads to the Primary Springs Protection Zone by eliminating septic tanks and transitioning the neighborhood to central sewer. It has been proven that septic tanks are contributing to the nutrient loading of the aquifer. By installing the central sewer system and reducing pollutant loading to Lake Munson and Wakulla Springs, the quality of life and value of the homes in this neighborhood will be increased and the neighborhood potentially restored to its glory days.

G&A understands the value of this Grant Program and its requirements. We have obtained, administered, and completed many Community Development Block Grants (CDBG), FDEP State Revolving Fund (SRF) grants and loans, and Economic Development Administration (EDA) grants. We understand that grants have many terms and conditions that must be met and our experience with grants will facilitate this process.

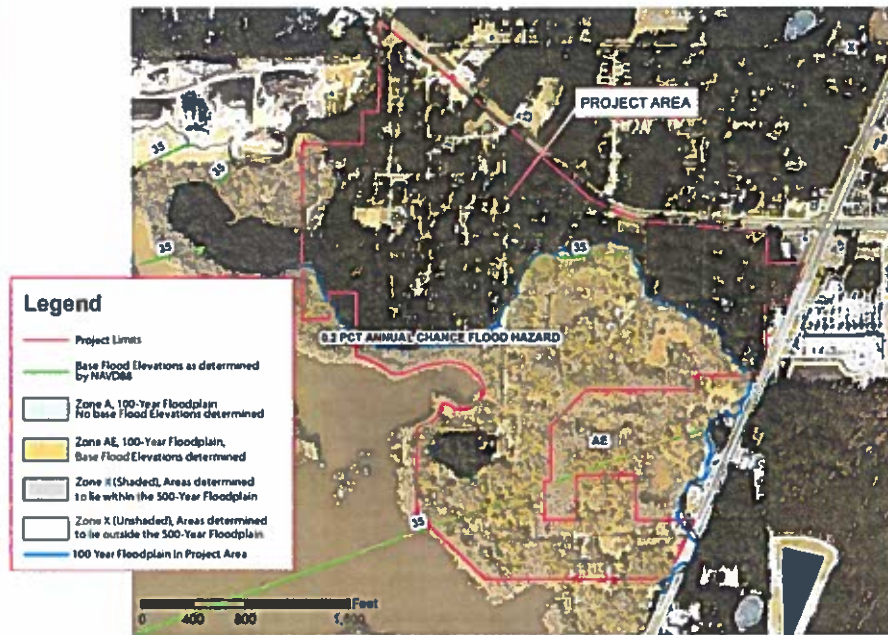


**CURRENT MASTER SEWER PLAN
NE LAKE MUNSON SEWER PROJECT**

We have analyzed the City of Tallahassee Master sewer plan provided in the RFP, and although we have developed our concept independently of the master plan, it is a good beginning point. We will propose some changes which will improve the design, constructability, and provide cost savings.

Design Challenges

The project area has many design challenges, all of which are “solvable”. The most formidable are described on the following pages.



FEMA FLOODPLAINS MAP

100-Year Flood Zone

More than one-half of the project area is with the 100-year flood zone. The flood zone elevation is EL 35 and is shown on the FEMA Flood Plains map by our geotechnical consultant, EGS. The flood zone presents a special challenge for the location of pump stations. The Master Plan strategically locates one pump station on Tom Stills Road just outside of the 100-year flood zone. Our analysis is that this is a good location and will serve the northern basin well. We have also considered alternate locations that are out of the flood zone.

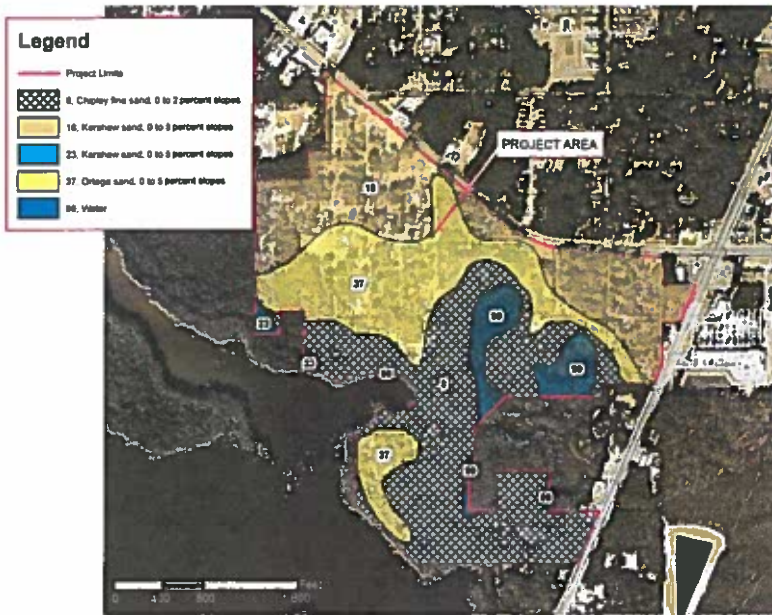
As can be seen on the FEMA Flood Plain map, the entire southern half of the project area is in the 100-year flood zone except the right-of-way areas along Crawfordville Highway and one high point near the Isabelle and Carson Drive intersection. Locating a pump station along Munson Boulevard was considered in our analysis since this is at the lowest point of the project area; however, the issues of raised control panels, accessibility during floods and other reliability issues led us to defer to the location out of the flood zone along Crawfordville Highway as shown on the Master Plan.

High Ground Water

The depth to the seasonal high-water table in the south half of the project area is estimated to be 1.0 to 3.0 feet. This area of the project will require dewatering operations. Trenches will require over-excavation and a geosynthetic layer may be warranted below the pipe bedding layer to “bridge” the unsuitable soil and prevent settlement of the pipe. This innovative concept has been successfully used on several projects in Leon County.



WETLANDS ADJACENT TO MUNSON BLVD.



USDA SOIL SURVEY (SHWT) MAP

Depth of Gravity Sewer Lines

The depth of gravity sewer lines is a major concern for this project, particularly in the south basin area. The construction of sewer lines along Munson Boulevard presents a challenge due to the high groundwater and potential for Muck soil. Construction will undoubtedly require dewatering operations. A standard trench box is 10 feet high 6 feet wide; therefore, it is critical to try to limit the depth of the pipe, since anything more than the trench box height will require stacking of trench boxes and possibly shoring to support the trench box. The master plan layout would result in depths of 8 to 16 feet deep along Munson Boulevard and a 21-foot-deep manhole at the intersection of the Munson Boulevard and Crawfordville Highway. These depths would present major constructability issues along Munson Blvd and Crawfordville Highway G&A will propose to reduce the depth of this line as described in the Collection Systems paragraph for Collection System No. 1.

Karst Sensitive Area (KSA)

Our geotechnical consultant, EGS, cautions that based on their past experience and knowledge of the area, this project location is in a Karst Sensitive Area (KSA), with significant sinkhole activity in the area. The geotechnical investigation will include evaluation if karst conditions likely exist below the footprint of the proposed sewer project. Upon receipt of a Notice-To-Proceed, our team will meet with the County Staff to discuss the project issues and the level of the geotechnical investigation needed for this project.

The “mapped” existing karst features have been provided by EGS. Only one potential karst feature was identified in the project area. However, EGS cautions that this figure does not identify every karst feature that exists within the corridor or potential karst features and that other active karsts features likely exist within the limits of this project.

Highly Organic Material (Muck)

In addition to karst conditions, the presence of buried highly organic “MUCK” is known to exist within the project limits. The extent and depth of these MUCK deposits will be addressed during the data collection phase and Design Phase I of this project. In locations where shallow surficial “MUCK” exists, over-excavation will likely be the most cost-effective and quickest remedial option. However, in areas where the “MUCK” deposits are thick, other remedial options (floating the sewer line using geosynthetic reinforcement, etc.) may be required to mitigate differential settlement concerns at a reasonable cost.



POTENTIAL KARST FEATURE MAP

Collection Systems and Transmission Systems

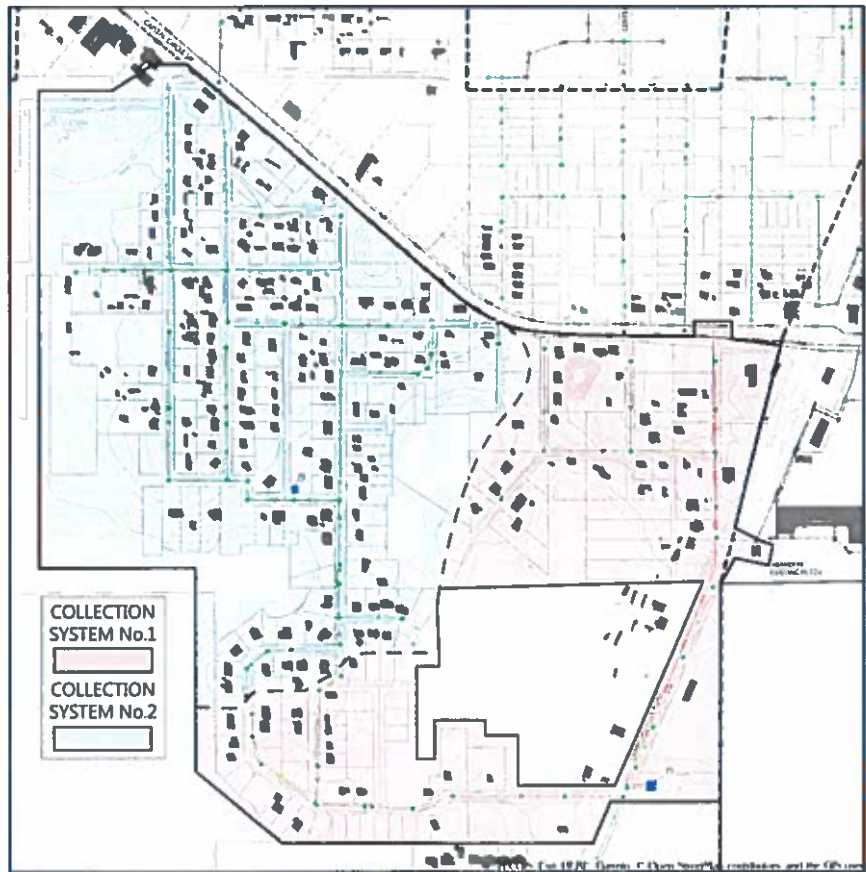
This project can be separated into two separate design projects:

Collection System No. 1 will consist of the pumping station on Crawfordville Highway along with its collection system in the southern and eastern portions of the project area and the collection system along Crawfordville Highway. This system also includes the force main which will manifold into the existing 42-inch ductile iron transmission line on Capital Circle.

Collection System No. 2 will consist of the pumping station near Tom Still Road or an alternate location and the corresponding collection system in the northern portion of the project area.

Sequence of Construction

The Crawfordville Highway pump station must be completed before Collection System No. 2 can be placed on-line. However, construction of the Collection Systems 1 and 2 will be concurrent.



COLLECTION SYSTEM MAP

Collection System No. 1 - Pump Station and Force Main System

The pumping station and force main along Crawfordville Highway will be considered as the transmission system of this project. The entire project area will eventually flow to this pump station and includes the abandonment of PS 124. We propose to move the pump station slightly south of the Master Plan location into the parcel owned by Leon County. This location has the potential for an excellent pump station site, as it appears it will accommodate the City's 85 ft. x 85 ft. pump station standard site layout. The site will require three-phase power and provisions for odor control. The FM route depicted in the Master Plan is a logical route. A directional drill will be required under Crawfordville Highway in the vicinity of the new pump station. It should be noted that the force main running to the WWTP is a 42-inch ductile iron pipe on the north side and not on the south side as depicted in the Master Plan. The connection to the FM will require a directional drill under Capital Circle in the vicinity of Eastern Road. G&A will request that a data logger be placed at a location near the future manifold connection to determine the range of pressures in the force main that the pumps at the new pump station must overcome.

Collection System No. 1

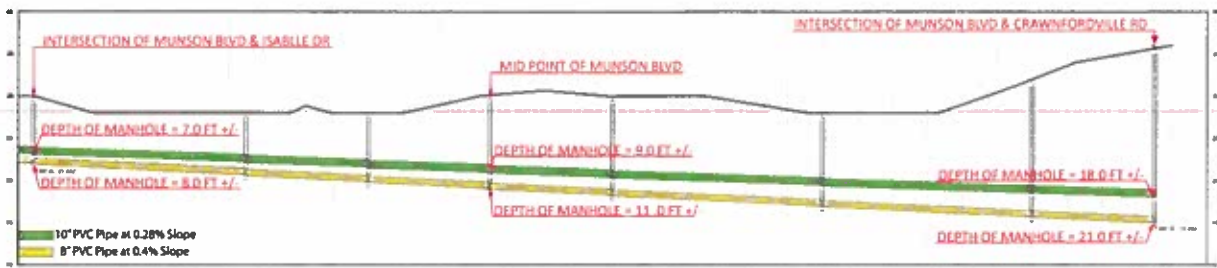
Since Collection System No. 1 is located in the 100-year flood zone and an area with mostly muck soils, it presents additional challenges all of which are “solvable”.

Issue: Sewer Line Depth and Groundwater

As discussed in Design Challenges, the depth and constructability of the gravity sewer lines along Munson Boulevard are a major concern. The water table and muck soil will be encountered 1 to 3 feet below the ground surface. The current Master Plan is a good layout and utilizes the topography. However, an 8-inch gravity line constructed at .4% slope will result in depths 8 to 16 feet deep along Munson Boulevard and 21 feet deep at Crawfordville Road. These depths along Munson Blvd with high water table present constructability issues. The 21-foot depth along Crawfordville Highway is also excessive.

Solution:

Install a 10-inch sewer line along Munson Boulevard. This line can be installed at .28% slope and will save approximately 3 feet of depth at the end of the sewer run near Crawfordville Highway. This will make the sewer depths more constructible, saving costs and time. The larger pipe is justified hydraulically since it will receive periodical scouring flows from the upstream pump station. A discharge of 200 GPM from the upstream pump station will produce a gravity flow of 2 feet per second in the pipe to provide scour. A comparison of the two profiles is shown below.



Pipe Size (in.)	Slope (ft/ft)	Pump Station Discharge to MH (GPM)	Velocity (ft/sec)	Normal Depth (ft)
8	0.004	150	2.1	0.31
		200	2.3	0.36
		250	2.4	0.42
10	0.0028	150	1.8	0.3
		200	2.0	0.36
		250	2.1	0.4

VELOCITY OF GRAVITY SEWER PIPE FLOW WITH PUMP STATION DISCHARGE

SEWER DEPTH ALONG MUNSON BLVD COMPARISON 8" vs. 10" SEWER LINE

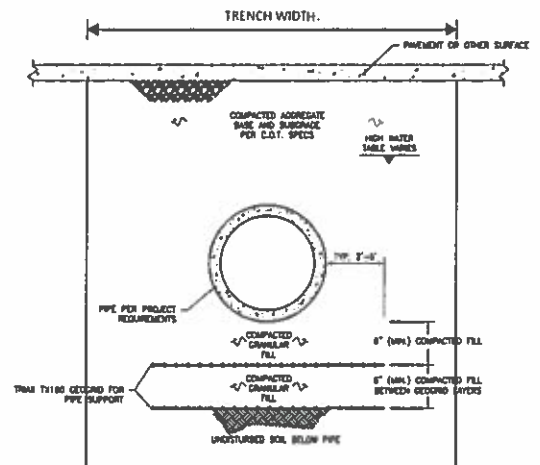
Issue: “Muck” soil

The muck soil was previously described in the Design Challenges Paragraph.

Solution:

Our team proposes to use Ground Penetrating Radar (GPR) or Electrical Resistivity Imaging (ERI) to identify Muck and its depth along the gravity sewer route. With this information, our team will determine if it is more economical to over-excavate or use the innovative concept of the geosynthetic layer below the pipe bedding to “bridge” the unsuitable soil.

INNOVATIVE BRIDGING CONCEPT FOR MUCK SOILS AND HIGH WATER TABLE



TYPICAL SECTION - GEGRID BELOW PIPE TO BRIDGE UNSUITABLE SOIL
 NOT TO SCALE

Issue: Karst Sensitive Area

Although only one potential Karst feature was identified in the preliminary evaluation by our geotechnical sub-consultant, small Karst features are likely to exist within the limits of the project.

Solution:

Unknown Karst features can result in significant change-orders when found during construction. The prudent action is to investigate and discover them during preliminary design. Using the same innovative approach as described above for locating muck soil, our geotechnical sub-consultant can perform a geophysical survey of the proposed sewer footprint by utilizing GPR or ERI and can identify locations of active or relic karst features. This investigation can save significant expense as compared to discovering a karst feature during construction. The best and most cost-effective method for remediation of Karst features is avoidance. If the feature is discovered during design, possibly the sewer alignment can be changed to avoid the Karst features. Other remediation techniques are grouting and bridging. Grouting is a method used throughout Leon County by LCPW although it is very expensive and should only be used when avoidance is not possible.

Collection System No. 2 - Pump Station and Force Main System

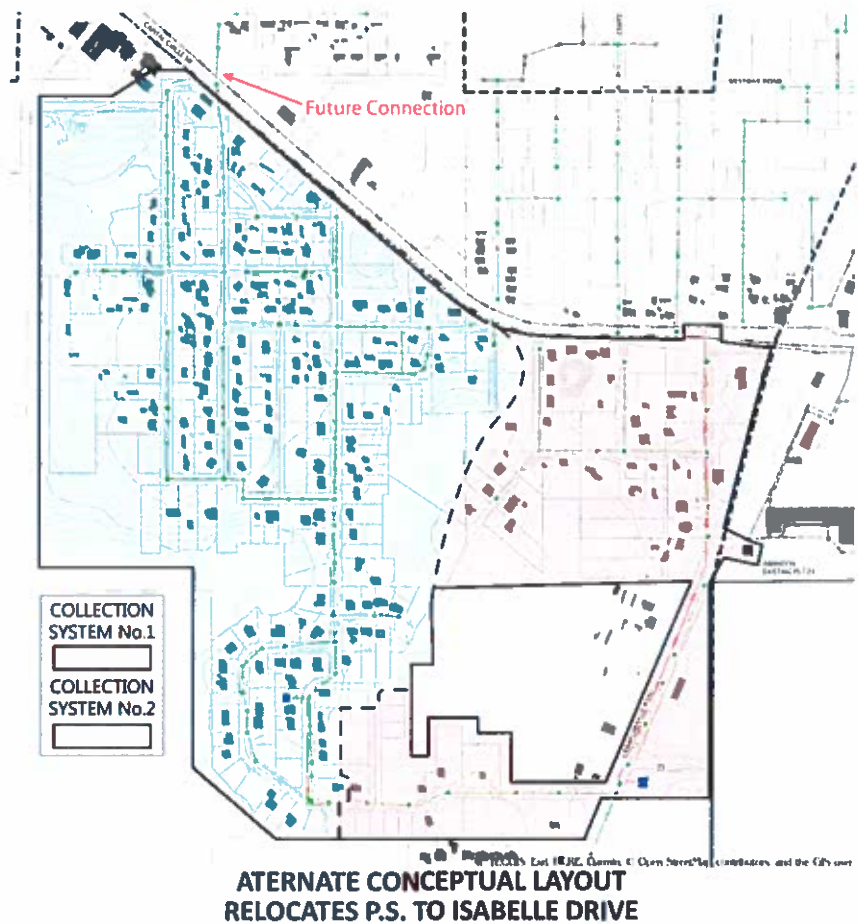
The pumping station near Tom Stills Road is proposed. Strategically this pump station is located just north of the 100-year flood zone. The pump station will serve approximately 166 lots, primarily residential and a few commercial. The pump station will be a relatively small station with pumps in the range of 5 to 7.5 HP and will pump approximately 150-200 gpm. The station will also be sized to serve the future connection to the neighborhood north of Capital Circle with approximately 52 parcels. An alternate location has been identified in the area out of the flood zone along Isabelle Drive south of Carson Drive. This location will also be considered in the preliminary design.

Collection System No. 2

The existing roads in this area are mostly paved public roads, except for the west end of Dawson Road. It is recommended that the west end of Dawson Road be paved.

Tille Lane, Parallel Street, and West Place are private roads as shown on the "Ownership of Roads" figure in F3. Fortunately, the soils are much more suitable in this area than in the south area. City water is available in the right-of-way and the sewer construction appears relatively straightforward.

We have reviewed soil borings performed by EGS for the Capital Circle SW widening project. The borings were taken near Oleander Street and Capital Circle. The borings indicate the ground water table is also high in this area, approximately 3 feet below the surface or EL 30. Silty, fine sand was found to a depth of 18 feet.

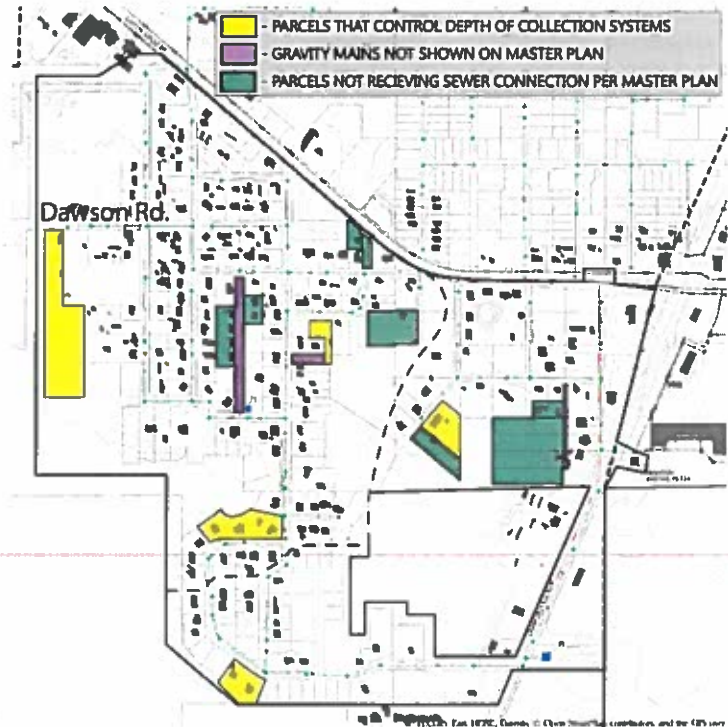


**ALTERNATE CONCEPTUAL LAYOUT
 RELOCATES P.S. TO ISABELLE DRIVE**

The figure below titled, *Preliminary Utility Assessment*, indicates: parcels that control the depth of the collection system, parcels that are not receiving sewer connection per the master plan, and rights-of-way where no gravity lines are shown on the master plan. G&A will ensure that all parcels are served by sewer with the addition of gravity lines where needed. Furthermore, we have identified parcels on the figure that control the depth of the gravity sewer due to the elevation of the parcel. As discussed in more detail below, it is critical that the survey data for the secondary design be collected for these parcels early in the design process. With this data, G&A will conduct a cost and constructability analysis to determine if a residential pump for the controlling parcels is merited to reduce the depth of the gravity line.

Secondary Design - Design Approach

Critical to this project is the secondary design. The secondary design will consist of the design of the system from the right-of-way (or easement) to the existing sanitary cleanout or the point of hook-up. The key to this design phase is to get **“boots on the ground”** to coordinate with the residents or owners. It is essential that enough information is obtained to design the sanitary connection, while not conducting an unnecessary survey that will run up the project costs. G&A has added a licensed master septic tank engineer, Mike Sundin (Apalachee Septic, LLC), to our team. With his extensive knowledge of On-Site Sewage Disposal and septic tanks, he will be a vital asset to our team, locating the existing tanks, determining best path of laterals and providing additional expertise to assist with the secondary design.



PRELIMINARY UTILITY ASSESSMENT



**CONTROLLING PARCEL
 MUNSON BLVD.**

The secondary design should not be confused with second in the order of design. The elevation of the backyards, finished floor and cleanouts will influence the depth of the main sewer line. G&A has preliminarily identified the critical parcels that will “control” the depth of the sewers. Design information for these “controlling” parcels will be a priority and gathered early in the design process. Our goal is to serve every parcel with a gravity flow lateral; however, there may be some **“controlling” parcels** with existing houses so low in elevation that it is impractical to lower the sewer main to serve

them. If this situation exists, it will be determined early in the design and a residential pump provided for the parcel. With our innovative approach to the sewer line on Munson Boulevard, our preliminary analysis indicates that we can serve all homes with a gravity lateral. Again, our intent is to not use individual pumps as they are maintenance intensive, require periodic replacement, and don’t work during electrical outages.

G&A believes that the best way to complete the secondary design is to collect the necessary information described above and design the lateral routings up-front. We do not intend to use the technique that allows the contractor to be responsible for selecting lateral routing. The sequence of our secondary design data collection will be to collect data on the "controlling" parcels first so that the design of the sewer mains can begin and then prioritize data collection for other parcels.

Our team will conduct public outreach and public involvement to include neighborhood meetings and letters to all. For this project to be successful, these property owners must "buy-into" the project. A key part of our public involvement will be to educate the property owners on the many benefits of the sewer project and to allow them the opportunity to ask questions and receive feedback. We will schedule appointments with home/business owners that have decided to participate in the sewer program and provide assistance in identifying the location of the existing septic tanks and proposed lateral sewer line routes prior to the survey data collection of the individual's property. Providing this information ahead of time will increase the efficiency of the survey data collection. The survey will reflect the location of the building structure, cleanout, septic tank, gray water tank finished floor, potential obstacles and other features that may be pertinent to the design survey. By preselecting the route of the lateral with input from the owner, we can reduce the amount of data collection, reduce costs and preclude possible conflict with owners. With each preselected lateral route, it will not be necessary to collect detailed survey out of the route, that is, the other side of the parcel. For "above grade" homes, particularly mobile homes, it may be prudent to route the lateral under the house directly toward the road instead of around the house.

Septic Tank Abandonment

Our process to reach-out to the home/business owners and identify septic tank locations is described above. Our team's master septic tank engineer will be actively involved in this process. All septic tanks taken out of service will be properly abandoned in accordance with the rule in Chapter 64E-6 FAC, Standards for Onsite Sewage Treatment and Disposal Systems. The process includes applying for and receiving permits, pumping-out tanks, crushing tanks, and filling with clean sand.

Permitting

G&A is very knowledgeable of permitting requirements of the County, City, FDEP, and FDOT. G&A will reach out and set up pre-submittal meetings for all the required permits. We will establish a schedule for permit application so that all permits are acquired before advertising for bid. Permitting is expected to include:

- **Leon County Permit Process for Pump Station sites.** The pump stations are expected to qualify for the County's ASAP process which will streamline:
 - **Site Plan Permit**
 - **Leon County Environmental Permit**
 - **Natural Features Inventory (or exemption)**
- **The City of Tallahassee is self-permitting for sanitary sewer and water main extensions; however, we stand ready to assist with application of FDEP Application for Constructing a Domestic Wastewater Collection/Transmission System (Form 62-604.300(8)(a)); and if water main extensions are needed, FDEP Notice of Intent to Use General Permit for Construction of Water Main Extensions (Form 62-555-900(7))**
- **FDEP Notice of Intent to Use Generic Permit for Stormwater Discharge from Large and Small Construction Activities (Form 62-621-.300 (4)(b))**
- **FDOT Utility Permit**
- **FDOT Driveway Connection Permit (Form 850-040-15)**
- **FDEP Generic Permit for the Discharge of Produced Groundwater**

Each septic tank will require a certification that it was properly abandoned. Our team will work with the Leon County Health Department for inspection and certifications per Rule 64E-6.011, FAC.

Each private well that is taken out service must be properly plugged by a Florida Licensed Well Contractor.

F.2 INTERLOCAL AGREEMENT

G&A understands that an interlocal agreement with the City of Tallahassee is being drafted and will be executed. We are very familiar with interlocal agreements and can offer assistance if needed. Practically all of the project is served by the City of Tallahassee water. We have identified nine permitted wells in the project area. We will identify the parcels not connected to the City's water service and work with the City to ensure that our design includes water and sewer hook-ups for these parcels. In addition, we propose that the Interlocal Agreement include the installation of water line on the west end of Dawson Street and include the up-sizing of the 4-inch line on Trinidad Drive.

F.3 CONSIDERATION FOR PRIVATE ROADS, RIGHT-OF-WAY, AND EASEMENTS

G&A has on its team, SAM Surveying and Mapping, LLC who are very experienced in identifying private roads, right-of-way, and easements. The survey team will start by obtaining any existing survey or property records, right-of-way maps and subdivision plats in and around the project. They will then determine the historical alignment and right-of-way boundaries based on field ties to existing centerline control, right-of-way monuments, property corners, reference point sets, and existing right of way or monumentation maps. The survey team will coordinate with Sunshine Call 811, City of Tallahassee, Leon County and other team members to mark and identify the existing utilities within the project area. The visible and marked/flagged utilities will then be located and shown with topographic information.

Right-of-Ways and Utility Easements will be required in crucial areas to provide legal access to and/or through private properties for construction and maintenance. SAM will coordinate with the design team and property owners to identify those areas and define the required limits for the right of way or easement. After all parties agree on the easement boundaries, SAM will create sketches and a legal description of those areas. The easement descriptions will be recorded in the Leon County Public Records and will serve as the right to use and access specific area.

The figure above identifies public roads and private roads in the project area. There are some areas within the project limits where the proposed sewer lines will be located within private roads. The private roads with proposed sewer are: north end of Tille Lane, Parallel Street, and West Place as identified on the figure above. This presents several challenges that must be solved in the design phase. The roads must be either converted to public roads or utility easements must be obtained. G&A will work with our team member, SAM, to identify the best option and bring it to the County project manager early in the design process.

Roadway repair/reconstruction will be a major part of this project. Typically, the sewer lines will be installed in the travel lane opposite the existing water line. Isabelle Drive with its open right-of-way presents an opportunity to place the sewer out of the pavement in the west right-of-way, possibly reducing costs. G&A will analyze this approach early in the design. The depths of cuts on the neighborhood roads will result in the need to overlay the entire road width and some of the smaller roads may require complete road reconstruction. It is imperative in our MOT plan that we maintain access to the resident's houses throughout the project and limit the inconvenience to the residents. G&A has intensive experience with FDOT roadway design and utility installation in FDOT right-of ways. We will start early in our design with the required coordination with FDOT for the construction in Crawfordville Highway and Capital Circle rights-of-way.



EASEMENTS AND OWNERSHIP OF ROADS MAP

F.4 CONSIDERATION OF PRIVATE WELLS

As discussed in paragraph F.2, we have identified nine permitted private wells in the project area. It is not known at this time if the parcels with the wells are on City water or not; although City water service appears to be available. This will be one of our first tasks. Our objective will be to facilitate the transition of these parcels to City water and sewer. Our contact with parcel owners will include explanation that the hook-ups during grant period could save the parcel owner as much as \$5,000 in expenses versus connecting after the grant period. The G&A team will include the well abandonment/plugging assistance with our public involvement effort.

F.5 OTHER PHYSICAL AND NON-PHYSICAL CONSTRAINTS

The physical and non-physical constraints that have a significant effect on the project are summarized below:

Physical Constraints:

- **100-Year Flood Zone.** More than one-half of the project area is with the 100-Year flood zone which severely constrains the selection of pump station sites. A pump station should only be placed in a floodplain as a last resort. The cost and inconvenience of elevated controls, buoyancy issues, access issues, and flooding of the wetwell are all major issues for a pump station in a floodplain.
- **High Ground Water.** High ground water will require dewatering during the installation of the sewer pipe. Dewatering with well-points or sock pipe is effective, however it adds cost to the project and the depth of dewatering is limited by the vacuum the pumps can pull.
- **Depth of Gravity Sewer.** Extreme depths of the sewer line should be avoided due to the constructability and safety issues of trenching in an area of high groundwater and muck soil.
- **Karst Sensitive Area.** Karst features may constrain our design. If a Karst feature is discovered along the course of the sewer lines, the alignment should be changed (if possible) to avoid the feature. Otherwise, grouting or bridging of the feature will be required.
- **High Organic Material (Muck).** Muck or highly organic soil will require over excavation or bridging with geogrid.



**TYPICAL LOW PARCEL
SOUTH OF MUNSON BLVD.**

Non-Physical Constraints:

- The construction budget is a non-physical constraint. The project must be designed within the constraints of the grant budget using efficient and innovative design. Likewise, the schedule of design and construction are constraints for which our team has established procedures to ensure the schedules are met.
- Another non-physical constraint is the willingness of the residents and business owner to "buy-into" the sewer project when it will mean a permanent utility bill. Our team will work close with the County in our public awareness effort to educate the residents concerning the advantages and benefits of the sewer system.
- The willingness of property owners to grant easements for sewer mains on private roads and to sell property to the County for a pump station site in Collection System No 2 could be a constraint. G&A will work with the County and public to resolve these potential issues early in the project.
- Maintenance of Traffic during construction, considering potential depth of the gravity collection system. Maintaining access to residents/businesses will need to be addressed in the MOT plans for this project.

PROJECT MANAGEMENT APPROACH

G&A's proposed project management approach for this project is presented below, along with a work plan describing the methods we will use in planning and completing our responsibilities for the Lake Munson NE Sewer project. Relevant staff experience and expertise are detailed under Tab A, Ability of Professional Personnel, and Tab C, Experience with Projects of Similar Type.

NEGOTIATION OF WORK AUTHORIZATION

A. Problem Definition

At the outset of negotiation for a new Work Authorization, a clear understanding of the "project drivers" is essential. Although the RFP has given us a good overview of the project, we will conduct an informal, project-specific needs assessment process that includes, at a minimum, discussion of the project background with the County's Project Manager and other key personnel. The process may also include a review of background documentation, graphics, correspondence, etc. leading to the critical success factors that are mutually agreed upon by the County and G&A Project Managers.

B. Proposal Development

G&A will prepare a proposed scope of services, schedule and fee summary for the Work Authorization that will be needed to accomplish the required design and permitting services. G&A will send an initial draft proposal to the County for review and comment. Once the scope, schedule, and fees have been agreed upon, a schedule of deliverables and associated fees will be finalized.

C. Concept Development

This project merits further discussion to ensure a correct understanding of the project outcomes required, whether multiple alternatives and a feasibility analysis are desired, relevant project constraints, etc., and to identify the County and City personnel and any other parties that will need to be engaged during the design phase.

PROJECT PERFORMANCE

A. Kick-Off Meeting

Prior to conducting any design related services, G&A will schedule a kick-off meeting with Leon County and the City of Tallahassee Utilities. Key members of the G&A project team will attend the project kick-off meeting. Project Manager, Joe Miller, along with Robert George will facilitate the meeting to ensure that the project is initially discussed in as much detail as possible. We have identified many issues with proposed design solutions in the preceding sections. We will discuss all of these to obtain the County's guidance on design innovations and cost savings. Other key items to be discussed at the meeting would include the critical success factors for the project, project schedule, and perhaps of most importance, the lines of communication to be utilized throughout the project. It is important that we listen to the County and City to determine what they consider the critical success factors for this project. The grant has its own unique requirements; therefore, we want to make sure that all grant requirements are met to preclude any funding issues.

Kickoff Meeting:

- ID key success factor
- Guidance on innovative concepts
- Approved scope of surveying, SUE, geotechnical
- Public Information Coordination

B. Design Update Meetings

For each standard submittal phase, G&A will provide an interim briefing and an opportunity for County and City review and comment. These briefings will generally be held in-person, either at the County Project manager's office or in the field, as meets the need. Update meetings will be scheduled as needed but will tend to coincide with the conclusion of a standard submittal phase, a critical design decision point, or an upcoming permit application submittal. These meetings will serve to update the County's Project Manager as to the status of the project, identify any critical decisions to be made and any design or scheduling issues that may need to be addressed. Between in-person meetings, G&A will provide the County with updates as needed via telephone and emails. Additionally, we will be available to discuss project issues and attend additional meetings as necessary.

C. Coordination

G&A project staff are fully aware of the intricate coordination efforts that need to take place. All correspondence, decisions, and submittals to the County will be the responsibility of G&A's Project Manager. Documentation of all project activities will be included in monthly progress reports, as applicable.

G&A's Project Manager will be responsible for projection of and adherence to the project schedule. Schedules are typically prepared using MS Project Pro, in Gantt Chart style, with key dates, deliverables, and critical path activities clearly identified. G&A's Project Manager will update project schedules as needed and will communicate schedule issues to the County's Project Manager and other project team members as appropriate. G&A will utilize scheduled in-house project team meetings to coordinate the efforts of all members of the project team and to closely monitor the project schedule and make adjustments (e.g., personnel assignments and task scheduling) as necessary.

D. Construction Progress Meetings

Once the project moves into the construction phase and if requested, G&A can continue our coordination efforts by attending monthly progress meetings with County project staff, contractor personnel, and subconsultants as appropriate. These meetings will serve to update the County and City and other project team members as to the status of the project, identify any unresolved issues with the potential to impact project completion and accomplish coordination as needed for ongoing or upcoming work.

E. Community Coordination Services

G&A understands and appreciates the need for placing the highest priority on listening and communicating with the residents and businesses in the project area and others that may be impacted by the project. G&A has the ability to facilitate discussions, disseminate information to, and solicit feedback from all parties, including the general public.

A deliberate, coordinated public engagement effort is required and will be very helpful in gaining public acceptance and, ideally, buy-in to the needed project. Some tools that are available for public engagement include formal public meetings, presentations to local government bodies or community service organizations, community-based open house meetings, and project websites, to name a few. Project websites may be used to communicate progress and provide relevant downloads and/or an email portal for public input. The proposed G&A project team can support such services as needed.

TASKS and SUBMITTALS

DATA COLLECTION

A critical component of this project is data collection. We have already collected preliminary data on soils, wetlands, floodplains, public vs. private roads, and some utilities as-builts. This task will include the continued collection of data and the approval of the scope for other data collection to include topographic survey, geotechnical investigation, right-of-way an easement determination, and existing utility locations (SUE). It is critical to obtain this information to make early correct design decisions that affect the finished product.

A. Geotechnical Investigation

G&A will work with a project geotechnical sub-consultant to develop an appropriate scope of work, typically including field investigation measures and/or laboratory analyses. Field investigation measures for this type of project typically include soil borings and testing to determine the soil characteristics in the project area, and the stratigraphy beneath the proposed sewer alignment. EGS has already completed some preliminary data collection and has identified the issues of unsuitable soil (muck), high water table, and the possibility of active Karst features. The issues have been discussed in the preceding sections,

B. Ecology Studies/ Natural Features Inventory

G&A will work with our project ecological sub-consultant, Elva Peppers (FESI) to develop an appropriate scope of work, which may, for example, include threatened and endangered species surveys, wetlands classification, and delineation. Findings will be used as design inputs to facilitate avoidance and minimization of impacts and will help form the basis for subsequent Environmental permitting and any associated mitigation activities, as applicable.

C. Existing Conditions Survey

G&A has on its team SAM, Surveying and Mapping, LLC who will conduct all topographic survey during the data collection phase. Their survey will include verifying, right-of-way, private roads, and easements. Right-of-Ways and Utility Easements will be required in crucial areas to provide legal access to and/or through private properties for construction and maintenance. Subsurface utility engineering (SUE) services will also be completed during this phase to provide a better identification of existing utility layouts and depths.



**RIGHT-OF-WAY VIEW
ISABELLE DR.**

PRELIMINARY AND FINAL DESIGN

The number of final deliverable sets of signed and sealed construction documents and other deliverables will be determined to meet project-specific requirements. During each project design phase, careful evaluation and consideration will be given to the accuracy of constructed cost estimates, utility coordination, applicable environmental permitting, and close coordination and communications with County staff.

DESIGN PHASE SUBMITTALS

These submittals will follow those of the County's and City's manuals for Plans Preparation and Submittal Requirements

A. Design Phase I Submittal

The Phase I will include the completion of the topography survey for the primary sewer design and the survey of the "controlling" parcels discussed previously. The survey will include; rights-of-way, easements, and utilities to include Subsurface Utility Engineering (SUE). Geotechnical investigations will also be completed in this phase. With this information, we will design a preliminary alignment of the gravity lines and identify the best location for pump stations along with a preliminary pump station site layout. This preliminary design will take into consideration cost-effectiveness, constructability and impact on the neighborhood.

Upon completion of the preliminary gravity sewer alignment and profile, G&A recommends that a geophysical survey is conducted along the proposed routes of sewer main to identify any active karst features. We believe that it is prudent to discover any karst features so that they can be avoided if possible early in the design process.

Phase I:

- Completion of topographic survey/SUE
- Completion of geotechnical investigation
- Evaluation of Natural Features Inventory
- Preliminary sewer alignment
- Preliminary PS Site layout

B. Design Phase II Submittal

After the County completes its Phase I reviews, and upon satisfactory completion of the Phase I design, G&A will proceed with Phase II design, which will accomplish further detailing of the design, and refinements of the design as needed to meet the requirements of the County and the permit authorities. The plans will be logically and thoroughly developed to provide all necessary information to the bidders and eventual contractor for successful construction.

At this stage, the following steps are typically accomplished, as applicable:

- Prepare plans and draft technical specifications for the new and modified existing facilities.
- Prepare the Phase II design submittal, which will typically include the items submitted in Phase I, updated to incorporate Phase II level of detail, and to address comments received on the Phase I submittal, plus the following additional items:
 - General Notes
 - Sanitary Sewer Plan & Profile
 - Pump Station Site Plans and Electrical Design
 - Pump Station Details
 - Secondary Design (Lateral Connections)
 - Special Details
 - Soil Survey
 - Utility Adjustments
 - Stormwater Pollution Prevention Plan (SWPP)
 - Tree Protection/Removal and Erosion Control
 - Traffic Control Plan
 - Roadway Restoration
 - Standard Detail Sheets
 - Design Notebook
- Prepare a design notebook.
- Prepare an updated opinion of probable constructed cost.
- Prepare required permit applications as appropriate to a Phase II level of design completion.
- Submit Phase II design documents to the County for review.
- Attend a Phase II interim design review meeting with the County's Project Manager.

C. Design Phase III Submittal

Following the Phase II design submittal meeting, G&A will essentially proceed to substantial completion of the final design. This will generally include the following steps:

- Prepare substantially complete contract documents (plans and specifications), consisting of the components prepared in Phase II, but addressing County and permit agency review comments as applicable.
- Prepare an updated design notebook.
- Prepare an updated opinion of probable constructed cost.
- Prepare any remaining required permit applications.
- Submit Phase III design documents to the County for review.
- Attend a Phase III interim design review meeting with the County's Project Manager.

D. Design Phase IV Submittal

After all Phase III comments have been addressed to the County's and City's satisfaction, the plans will be considered final. The Phase IV submittal will include the following:

- The required number of sets of signed and sealed construction documents.
- Final computation of quantities.
- Finalized design notebook.
- Final engineer's opinion of probable constructed cost.

E. Permit Coordination & Management

G&A will coordinate with permit issuing agencies as needed during the remainder of the project life cycle, from permit issuance through project close-out. This may include, as typical examples:

- Construction permits for the proposed improvements.
- County environmental permits
- FDOT Utility or General Use Permits

F. Bidding Services

G&A will provide bidding support as required by the approved Work Authorization, commonly including the following services:

- Attend a pre-bid conference, if required, and prepare meeting minutes.
- Issue clarifications to bidders.
- Assist with preparation of addenda to the contract documents as may be required.
- Review the bids and prepare a written award recommendation.

WORKPLAN FOR CONSTRUCTION PHASE SERVICES

G&A has a long-standing commitment to the special requirements of construction phase services. Members of our staff have the specialized experience required to conduct a highly effective program of resident engineer/construction observation, construction administration and project closeout. We focus on efficiency, practicality and claims avoidance. We have the experience that enables us to anticipate potential construction problems, delays, and contractual conflicts, giving us the ability to support our clients effectively through the duration of construction as well in the start-up and operational phase.

A. Construction Observation

George & Associates and its staff have been providing resident engineer/construction observation services for local government clients since 1997. These services commonly include such tasks as: interpreting contract documents as required; timely responding to Contractor Requests for Information; reviewing materials tests; observing construction evolutions, maintenance of traffic, and implementation of sediment and erosion controls on-site for consistency with contract documents; and assistance to the County's Project Manager with substantial and final completion inspections.

In some cases, field adjustments to the plans may become necessary. In such cases, G&A will coordinate with the Contractor to document all revisions to the project plans, and to avoid (if possible) or minimize any delays to the project.

B. Construction Administration

These services commonly include: reviewing and approving the construction schedule, shop drawings, materials samples, and other Contractor submittals; tracking of Contractor submittals and approvals; preparation of progress reports; facilitation of monthly progress meetings; pay request review and approval; monitoring compliance with project permits; and construction schedule approval.

C. Reports / Record Documents:

G&A will compile periodic construction reports as authorized, for submittal to the County's Project Manager. Frequency (daily, weekly, etc.) will commonly be determined by the authorized frequency of site visits. If desired, G&A can prepare minutes of all meetings, and distributed as directed by the County's Project Manager.

Upon project completion, G&A will provide the County with the original and as-built plan drawings, signed and sealed by a licensed design professional.

SUMMARY AND COMMITMENT

G&A's proposed project team has the experience and expertise necessary to deliver successful engineering projects. We have assembled a team of project staff, supported by highly qualified and knowledgeable sub-consultants, that will deliver the level of service the County requires. To that end, our commitment to the County is as follows:

Vision – We will work with the County's Project Managers at project inception to identify the outcomes that define success for this project, and to stay focused on those outcomes through project completion.

Teamwork – With attention to the County's unique requirements, priorities and culture, we will work to become an extension of the County's project management.

Quality – We will deliver proactive and aggressive quality management, including clear and timely communication, expert peer reviews, and continuous improvement.

George & Associates and our team appreciate the opportunity to provide this proposal in support of the Lake Munson NE Sewer project, and we are excited at the prospect of further developing this important working relationship.



G. PAPERWORK REQUIREMENTS



GEORGE & ASSOCIATES,
CONSULTING ENGINEERS, INC.
1967 COMMONWEALTH LANE, SUITE 200
TALLAHASSEE, FL 32303

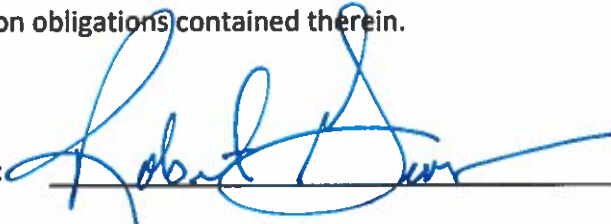


RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
Proposal Number: BC-08-16-18-52
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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

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

Signed: _____



Title: President

Firm: George & Associates, Consulting Engineers, Inc.

Address: 1967 Commonwealth Lane, Suite 200

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
Proposal Number: BC-08-16-18-52
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INSURANCE CERTIFICATION FORM

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

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Liability: Indicate Best Rating: **A++**
Indicate Best Financial Classification: **XV**

Business Auto: Indicate Best Rating: **A++**
Indicate Best Financial Classification: **XV**

Professional Liability: Indicate Best Rating: **A**
Indicate Best Financial Classification: **XV**

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating:
Indicate Best Financial Classification:

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

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RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
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Required Coverage and Limits

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

Required Policy Endorsements and Documentation

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

Deductibles and Self-Insured Retentions

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

Endorsements to insurance policies will be provided as follows:

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

Primary and not contributing coverage-
General Liability & Automobile Liability

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

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

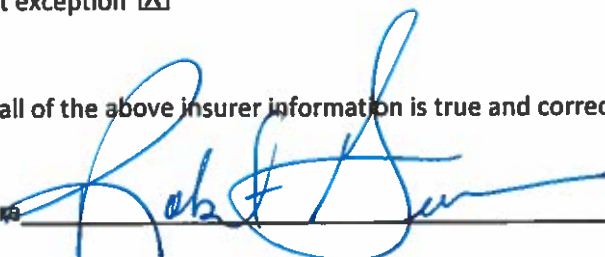
Claims will be directed to _____ (person/agency) at _____ (address/fax/e-,mail) for investigation and
appropriate handling. Daniel Delarosa danny.delarosa@USI.com

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Robert D. George
Typed or Printed

Signature 

Date 8/14/18

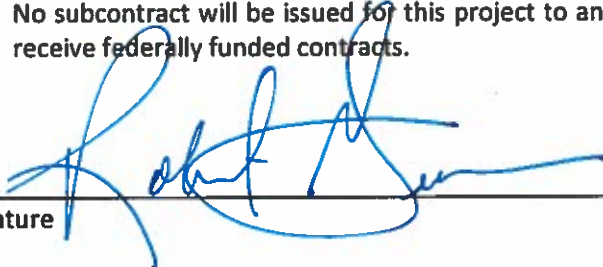
Title President
(Company Risk Manager or Manager with Risk Authority)

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature



President

Title

George & Associates, Consulting Engineers, Inc.

Contractor/Firm

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
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AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

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

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

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

Company Name: George & Associates, Consulting Engineers, Inc.

Signature: [Handwritten Signature] Title: President

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 14 day of August, 2018.

Personally known ✓

Charles Clayton Courson
NOTARY PUBLIC

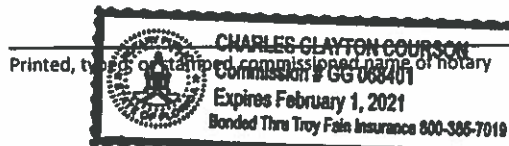
[Handwritten Signature]

OR Produced identification _____

Notary Public - State of Florida

(Type of Identification)

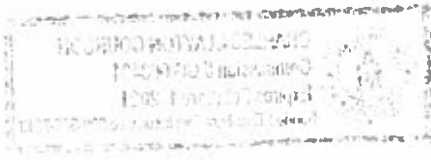
My commission expires: February 2, 2021



#EG 068401

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

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



RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
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MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Respondent: George & Associates, Consulting Engineers, Inc.

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

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

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

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

SECTION 1 - ASPIRATIONAL TARGET FOR M/WBE PARTICIPATION

- The aspirational target for this project is:

Aspirational Target for Construction

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	12% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	14% of the total anticipated contract value

- MWBE Points – As part of the selection process for the project, the evaluation process will include a maximum MWBE utilization total score of ten (10) points as listed in the table below.

**Points for MBE and WBE Participation Levels
(Professional Services Sub-consultant)**

The Respondent is a joint venture of two or more firms/individuals with a minimum of participation in the joint venture of at least 10% by certified MBE or WBE firms and will meet or exceed aspirational targets	10
The Respondent certifies that they will meet or exceed aspirational targets through subcontracting to certified MBE and WBE firms.	8
The Respondent certifies that they will meet at least 50% of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.	6
The Respondent certifies that they will meet at least 20%, but less than 50%, of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.	4
The Respondent will not meet the aspirational targets in any form and has submitted a Good Faith Effort Statement based on the guidelines referenced in Section 5 of this Participation Plan to be considered a responsive bidder, but shall receive zero points.	0

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
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SECTION 2 – GOOD FAITH EFFORT

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

1. Please identify all of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as Good Faith and provide documentation of all Good Faith Efforts completed by your firm may result in your proposal being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by MWBEs in non-minority and minority publications within the including a copy of the advertisement and proof of the date(s) it appeared B or by correspondence, no less than ten (10) days prior to the submission deadline, to all MWBEs referred respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied
 - b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
 - c. Contacted the MWSBE Division for a listing of available MWBEs who provide the services needed for the bid or proposal.
 - d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
 - e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
 - f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
 - g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
 - h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.
-

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
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2. Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.
4. **Certification** - The respondent certifies, acknowledges and agrees that: (1) it has read the M/WBE Participation Plan form; (2) the information the respondent has provided in its submitted Participation Plan and attachments thereto are true and correct; and (3) the undersigned is authorized on behalf of the respondent to make such certification.

Signature  Title President Date 8/14/18

PARTICIPATION PLAN FORM continued on following pages.

SECTION 3 – RESPONDENT’S PROPOSED MWBE PARTICIPATION

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

MBE and WBE Intended Utilization				
Firm’s Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm’s Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm’s Telephone Number	Ethnic Group ² (B, A, H, N, F)	Type of Service to Provide
Minority and Women Business Enterprise(s)				
a. Environmental Geotechnical Specialists, Inc.	104 North Magnolia Drive Tallahassee, FL 32301	(850) 386-1253	F	Geotechnical Services
b. Florida Environmental & Land Services, Inc.	221-4 Delta Court Tallahassee, FL 32303	(850) 385-6255	H,F	Environmental & Permitting Services
c. O’Neal Surveying & Mapping, Inc.	3015 N. Shannon Lakes Drive Suite 306 Tallahassee, FL 32309	(850) 270-2138	F	Topographic Survey Services
d.				
e.				
f.				
MBE Participation % 12% WBE Participation % 14%				
¹ Certification Attach and submit a copy of each MBE and WBE certification with the proposal. ² Ethnic Group Use following abbreviations for MBE’s: African American (B); Asian American (A); Hispanic American (H); and Native American (N). WBEs include Non- Minority Female (F) owned firms.				

SECTION 4 - NON-MWBE SUBCONTRACTORS

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

Firm's Name	Firm's Address	Firm's Phone #	Type of Service to Provide
a. SAM Surveying and Mapping, LLC	2844 Pablo Ave Tallahassee, FL 32308	(850) 385-1179	Surveying Services, SUE
b. Cowels Landscape Architecture	2285 Trescott Drive Tallahassee, FL 32308	(850) 545-7035	Arborist, Tree Mitagation
c. NHWL Engineering, Inc.	2888 Remington Green Lane Tallahassee, FL 32308	(850) 893-7722	Electrical
d. DJS Constructibility Review	7587 Mill Pond Loop Tallahassee, FL 32317	850-815-9566	Constructibility Review
e. Apalachee Septic Tank	6253 Cresstwood Dr. Tallahassee, FL 32311	(850) 877-2824	Septic Services
f.			
g.			
h.			
i.			

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
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LOCAL VENDOR CERTIFICATION

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

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

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

Business Name: George & Associates, Consulting Engineers, Inc.	
Current Local Address: 1967 Commonwealth Lane, Suite 200 Tallahassee, Florida 32303	Phone: (850) 521-0344 Fax: (850) 521-0345
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address: 1967 Commonwealth Lane, Suite 200 Tallahassee, Florida 32303	Phone: (850) 521-0344 Fax: (850) 521-0345

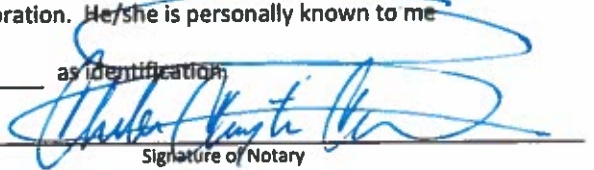


 Signature of Authorized Representative

8/14/18
Date

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me this 14th day of August, 20 18
 By Robert D. George of George & Associates, Consulting Engineers, Inc.
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)
 a Florida Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
 or has produced _____ as identification.



 Signature of Notary
Charles Clayton Courson
 Print, Type or Stamp Name of Notary
Accounts Manager
 Title or Rank

Return Completed form with supporting documents to:

Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308



#GG 068401
Serial Number, If Any

RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
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NON-COLLUSION AFFIDAVIT

I, Robert D. George of the city of Tallahassee, Florida according to law on my oath, and under penalty of perjury, depose and say that:

- 1. I am President
of the firm of George & Associates, Consulting Engineers, Inc.

in response to the Request for Proposals for:

Lake Munson NE Sewer Project for Leon County, and that I executed the said proposal with full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and, no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

3. The statements contained in this affidavit are true and correct, and made with full knowledge that Leon County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

Robert D. George
(Signature of Responder)

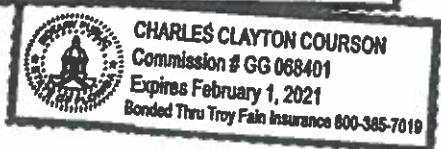
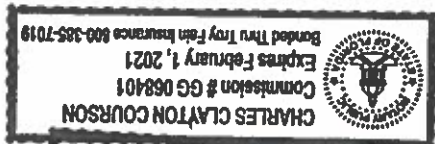
8/14/18
(Date)

STATE OF FLORIDA
COUNTY OF Leon

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Robert D. George who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this 14th day of August 20 18.

Charles Clay Courson
NOTARY PUBLIC *Charles Clay Courson*

My Commission Expires: February 2, 2021



RFP Title: Request for Proposals for Design Services-Lake Munson NE Sewer Project
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DRUG-FREE WORKPLACE FORM

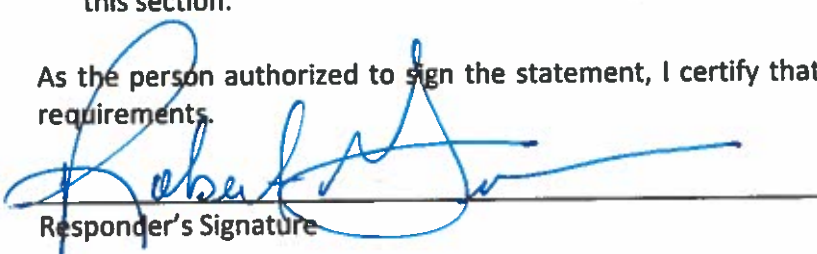
The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

George & Associates, Consulting Engineers, Inc.

(Name of Business)

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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



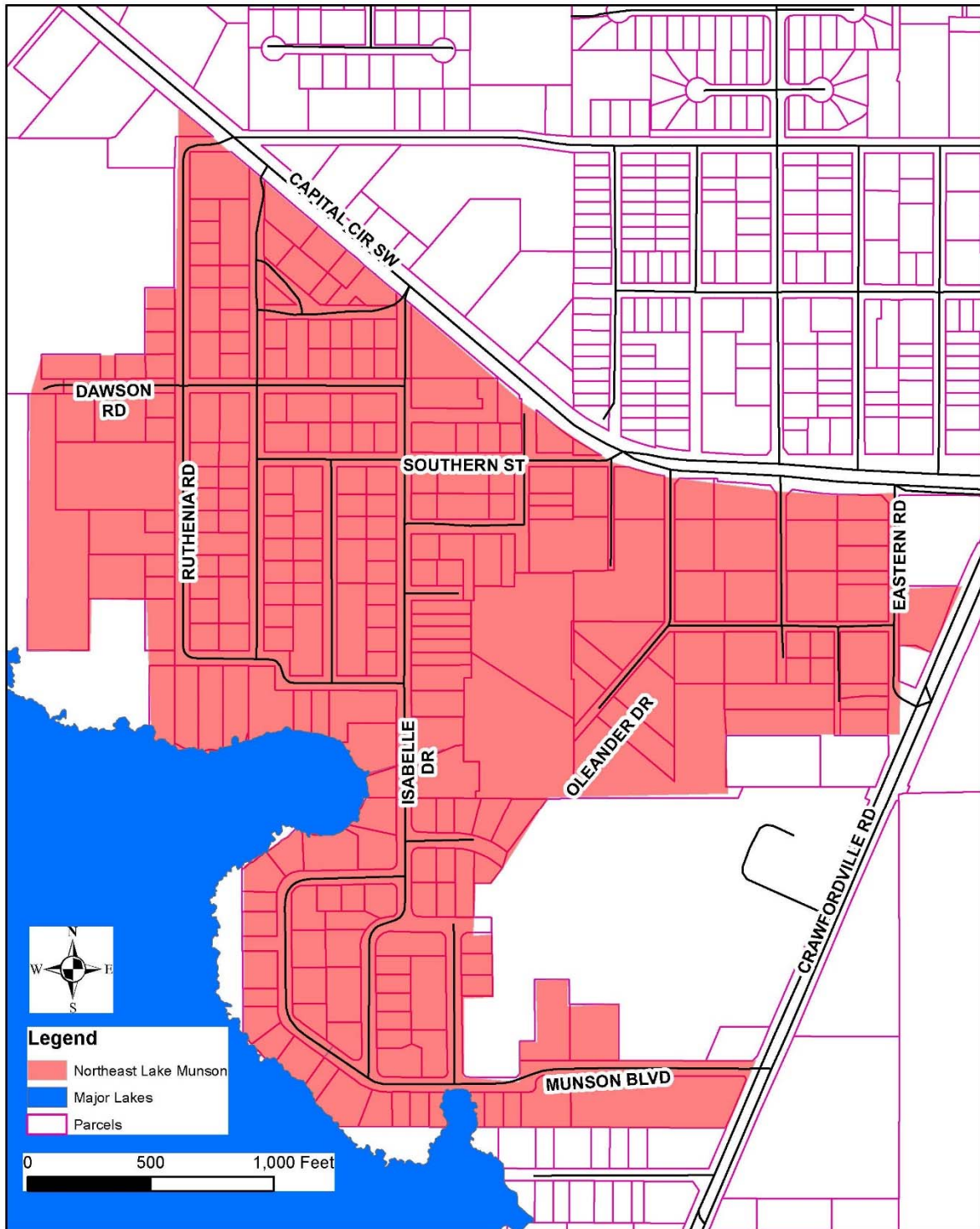
Responder's Signature

8/14/18

Date

Figure 1

Northeast Lake Munson Septic to Sewer Project



LEON COUNTY PURCHASING DIVISION
 PROPOSAL TABULATION SHEET
 BC-08-16-18-52

Attachment #3
 Page 1 of 2

Pg 1 of 2

Proposal Title: Design Services-Lake Munson NE Sewer Project

Opening Date: Thursday, August 16, 2018 at 5:00 PM

Item/Vendor	David Melvin, Inc.	Mead & Hunt	GNA & Assoc.	Kimley Horn & Assoc.
Response Sheet with Manual Signature	yes	yes	yes	yes
Affidavit Immigration	yes	yes	yes	yes
MWSBE/Good Faith	yes	yes	yes	yes
Insurance Certification	yes	yes	yes	yes
Equal Opportunity/Affirmative Action Statement	yes	yes	yes	yes
Contractor's Business Information Form	yes	yes	yes	yes
Non Collusion Affidavit	yes	yes	yes	yes
Certification/Debarment Form	yes	yes	yes	yes
Local Vendor	yes	yes	yes	yes
Applicable Licenses/Registrations	yes	yes	yes	yes
Drug-Free Workplace Form	yes	yes	yes	yes
Addendums (if applicable)	yes	yes	yes	yes

Tabulated By: Her M. Forstlund

RECEIVED
 2018 AUG 16 PM 5:01
 PURCHASING DIVISION
 LEON COUNTY

Joanne Ginnings

LEON COUNTY PURCHASING DIVISION
 PROPOSAL TABULATION SHEET
 BC-08-16-18-52

Attachment #2
 Page 2 of 2

pg 2 of 2

Proposal Title: Design Services-Lake Munson NE Sewer Project

Opening Date: Thursday, August 16, 2018 at 5:00 PM

Item/Vendor	N.F.L. Prof. Svcs.	Dewberry Eng.	GGI, LLC.	AtKins
Response Sheet with Manual Signature	yes	yes	yes	yes
Affidavit Immigration	yes	yes	yes	yes
MWSBE/Good Faith	yes	yes	yes	yes
Insurance Certification	yes	yes	yes	yes
Equal Opportunity/Affirmative Action Statement	yes	yes	yes	yes
Contractor's Business Information Form	yes	yes	yes	yes
Non Collusion Affidavit	yes	yes	yes	yes
Certification/Debarment Form	yes	yes	yes	yes
Local Vendor	yes	yes	yes	yes
Applicable Licenses/Registrations	yes	yes	yes	yes
Drug-Free Workplace Form	yes	yes	yes	yes
Addendums (if applicable)	yes	yes	yes	yes

Tabulated By:

Ken M. Forslund

Joanne Jennings

RFP: Design Service - Lake Munson NE Sewer Project

RFP NUMBER: BC-08-16-18-52

EVALUATION CRITERIA

MAX PTS Atkins North A Dewberry GGI - Genesis Mead & Hunt David H. Melvi George & Assc Kimley-Horn North FL

EVALUATION CRITERIA	MAX PTS	Atkins North A	Dewberry	GGI - Genesis	Mead & Hunt	David H. Melvi George & Assc	Kimley-Horn	North FL
1. Ability of Professional Personnel	100	64	72	84	68	48	84	52
2. Firm's Experience with Projects of a Similar Type and Size	100	64	80	80	64	48	76	48
3. Willingness to Meet Schedule and Budget Requiriements	25	17	19	18	16	15	21	17
4. Effect of Firms Recent, Current, and Projected Workload	25	19	19	20	19	17	21	18
5. Effect of Project Team Location	25	20	20	20	20	20	25	20
6. Approach to the Project	150	108	102	114	96	84	138	72
7. Minority and Women Business Enterprise Participation	50	0	0	0	0	0	40	0
8. Local Preference	25	15	15	15	0	15	25	15
	500	307	327	351	283	247	430	242

Evaluation Committee:

Sam Ijeoma
Jimmy Lee
Megan Whitmore
George Su
Theresa Heiker

Design Services-Lake Munson NE Sewer Final Ranking Summary Sheet

Vendor/Reviewer	Ranking	x 0.85	MWBE Rank	x 0.05	LP Rank	x 0.1	Total
George & Associates	1.40	1.19	1	0.05	1	0.1	1.34
GGI, LLC d/b/a Genesis	2.20	1.87	3	0.15	2	0.2	2.22
Kimley-Horn and Associates	2.40	2.04	1	0.05	2	0.2	2.29

Evaluation Committee:

Sam Ijeoma
Jimmy Lee
Megan Whitmore
George Su
Theresa Heiker

Aggs =

Call in

Call in

Call in

Theresa Heiker

Design Services-Lake Munson NE Sewer Project Interview Ranking Summary Sheet

Vendor/Reviewer	Sam Ijeoma	George Su	Jimmy Lee	Theresa Heiker	Megan Whitmore	Total Score
George & Associates	1	2	1	1	2	1.40
GGI, LLC d/b/a Genesis	3	1	2	2	3	2.20
Kimley-Horn and Associates	2	3	3	3	1	2.40

Attachment #4

Inter-Office Memorandum

Date: September 14, 2018

To: Sam Ijeoma, Senior Design Engineer
Public Works- Engineering Services

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Design Services- Lake Munson NE Sewer Project (BC-07-26-18-52)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of eight RFP respondents to determine if the 12% MBE and 14% WBE Aspirational Targets for Professional Services Subconsulting were achieved for the Design Services Lake Munson NE Sewer Project. The submitted MWBE Participation Plans for each respondent are as follows:

Atkins North America, Inc. – met the WBE Aspirational Target for Professional Services Subconsulting; and did not meet the MBE Aspirational Target and a satisfactory Good Faith Effort Form and supporting documentation were not provided. *If Atkins North America Inc., is selected, staff is recommending that Atkins North America, Inc. continue its Good Faith Efforts to increase their MBE participation.* The WBE firms listed below are the firms **Atkins North America, Inc.**, intends to utilize on this project.

Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MBE Utilization Percentage	WBE Utilization Percentage
Poole Engineering & Surveying	Non-Minority Female	City of Tallahassee	Surveying		
Environmental & Geotechnical Specialties, Inc.	Non-Minority Female	City of Tallahassee	Geotechnical		
MBE				0	
WBE					15%
Total MWBE Utilization					15%
Total Points					0

Dewberry Enterprises, - met the WBE Aspirational Target **and** did not meet the MBE Aspirational Target for Professional Services Subconsulting; and a satisfactory Good Faith Effort Form and supporting documentation were not provided. *If Dewberry Enterprises, is selected, staff is recommending that Dewberry Enterprises, continue its Good Faith Efforts to increase their MBE participation.* The WBE firms listed below is the firm **Dewberry Enterprises**, intends to utilize on this project.

Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MBE Utilization Percentage	WBE Utilization Percentage
Poole Engineering & Surveying	Non-Minority Female	City of Tallahassee	Surveying		
Environmental & Geotechnical Specialties, Inc.	Non-Minority Female	City of Tallahassee	Geotechnical		
Florida Environmental	Non-Minority Female	City of Tallahassee	Environmental Services		
Architect ECW LLC	Non-Minority Female	City of Tallahassee	Architectural Services		
MBE				1%	
WBE					22%
Total MWBE Utilization					23%
Total Points					0

GGI, LLC dba Genesis - did not meet the MWBE Aspirational Targets for Professional Services subconsulting; and a satisfactory Good Faith Effort Form and supporting documentation were not provided. *If GGI, LLC dba Genesis, is selected, staff is recommending that GGI, LLC dba Genesis, continue its Good Faith Efforts to increase their MBE participation.* The WBE firm listed below is the firm **GGI, LLC dba Genesis**, intends to utilize on this project.

Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MBE Utilization Percentage	WBE Utilization Percentage
Environmental & Geotechnical Specialties, Inc.	Non-Minority Female	City of Tallahassee	Geotechnical		
MBE				0	
WBE					12%
Total MWBE Utilization					12%
Total Points					0

Mead & Hunt – met the WBE Aspirational Target for Professional Services Subconsulting; and did not meet the MBE Aspirational Target and a satisfactory Good Faith Effort Form and supporting documentation were not provided. *If Mead & Hunt, is selected, staff is recommending that Mead & Hunt continue its Good Faith Efforts to increase their MBE participation.* The WBE firms listed below are the firms **Mead & Hunt**, intends to utilize on this project.

Total Bid Amount					
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MBE Utilization Percentage	WBE Utilization Percentage
Keystone Field Services	Non-Minority Female	City of Tallahassee	Right of Way consulting		
O’Neal Surveying & Mapping, Inc.	Non-Minority Female	City of Tallahassee	Survey & Mapping		
MBE				0	
WBE					25%
Total MWBE Utilization					
					25%
Total Points					
					0

David H. Melvin did not meet the MWBE Aspirational Targets for Professional Services Sub consulting; and a satisfactory Good Faith Effort Form and supporting documentation was not provided. *If David H. Melvin, is selected, staff is recommending that David H. Melvin, continue its Good Faith Efforts to increase their MWBE participation.* The WBE firm listed below is the firm **David H. Melvin**, intends to utilize on this project.

Total Bid Amount					
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MBE Utilization Percentage	WBE Utilization Percentage
EGS	Non-Minority Female	City of Tallahassee	Geotechnical		
MBE					0
WBE				0	
Total MWBE Utilization					
					0
Total Points					
					0

George & Associates- met the MWBE Aspirational Targets for Professional Services Subconsulting; therefore, the Good Faith Effort Form is not required. The MWBE firms listed below are the firms **George & Associates** intends to utilize on this project.

Total Bid Amount					
Name of MWBE	Race/Gender		Goods & Services	MBE Utilization Percentage	WBE Utilization Percentage
Environmental & Geotechnical Specialties, Inc.	Non-Minority Female		Geotechnical		
Florida Environmental	Non-Minority		Environmental & Permitting		
O'Neal Surveying & Mapping, Inc.	Non-Minority Female		Survey & Mapping		
MBE					12%
WBE				14%	
Total MWBE Utilization					26%
Total Points					8

Kimley-Horn and Associates -met the MWBE Aspirational Targets for Professional Services Sub consulting; therefore, the Good Faith Effort Form is not required. The MWBE firms listed below are the firms **Kimley- Horn and Associates** intends to utilize on this project.

Total Bid Amount					
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MBE Utilization Percentage	WBE Utilization Percentage
Environmental & Geotechnical Specialties, Inc.	Non-Minority Female	City of Tallahassee	Geotechnical		
Keystone Field Services	Non-Minority Female	City of Tallahassee	Right of way		
Florida Environmental	Non-Minority	City of Tallahassee	Environmenta l Services		
Architect ECW LLC	Non-Minority Female	City of Tallahassee	Architectural Services		
MBE				12%	
WBE					14%
Total MWBE Utilization					26%
Total Points					8

North Florida Professional Services, Inc. -did not meet the MWBE Aspirational Targets for Professional Services subconsulting; and a satisfactory Good Faith Effort Form and supporting documentation were not provided. *If North Florida Professional Services, Inc. is selected, staff is recommending that North Florida Professional Services Inc., continue its Good Faith Efforts to increase their MBE participation.* The WBE firm listed below is the firm **North Florida Professional Services, Inc.** intends to utilize on this project.

Total Bid Amount					
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MBE Utilization Percentage	WBE Utilization Percentage
Environmental & Geotechnical Specialties, Inc.	Non-Minority Female	City of Tallahassee	Geotechnical		10%
MBE					10%
WBE				0	
Total MWBE Utilization					
Total MWBE Utilization					10%
Total Points					
Total Points					0

**Leon County
Board of County Commissioners**

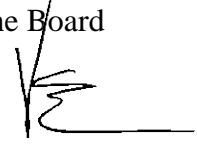
Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

November 20, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Full Board Appointments to the Affordable Housing Advisory Committee, the Council on Culture and Arts, and the Planning Commission

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

Statement of Issue:

This agenda item seeks the Board's approval to appoint two citizens to the Affordable Housing Advisory Committee, one citizen to the Council on Culture and Arts, and one citizen to the Planning Commission.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

See next page.

Staff Recommendation:

- Option #1: The full Board to consider the appointment of two citizens to the Affordable Housing Advisory Committee.
- a. One citizen to fill seat category h. Planning Commission member seat, for a term ending June 30, 2021. Eligible applicant, Ian Waldick, has been nominated by the Planning Commission
 - b. One citizen to fill one of the eleven eligibility categories. Eligible applicants are: Deborah Lloyd and Kyle Frost. Should the Board choose to appoint Ms. Lloyd or Mr. Frost it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachments #3 and #4) by a two-thirds affirmative vote.
- Option #2: The full Board to consider the appointment of one citizen to the Council on Culture and Arts for a four-year term ending September 30, 2022. The eligible applicants Marina Brown, A. Thomas Cavano and Daniel Taylor have been nominated by COCA.
- Option #3: The full Board to consider the appointment of one citizen to the Planning Commission for the remainder of the unexpired term ending June 30, 2020. The eligible applicants are: Pierre Buie, Tatiana Daguillard, Robert Feuerstein, Danielle Irwin, Donna Gail Spencer, Kyle Frost, Debra Preble, Matthew Harris and Jami Coleman. Should the Board choose to appoint Mr. Frost, Ms. Preble or Ms. Coleman it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachments #16, #17 & #19) by a two-thirds affirmative vote.

Report and Discussion

Background:

Pursuant to Policy No. 03-15, “Board-Appointed Citizen Committees”, a General Business item is presented to fill vacancies for full Board appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Affordable Housing Advisory Committee (AHAC)

Purpose: The goal of AHAC is to identify incentives that are pertinent to affordable housing and serve as an information resource to help improve affordable housing feasibility. Reviews the established policies and procedures, ordinances, land development regulations, and adopted comprehensive plan and recommends specific actions or initiatives to encourage or facilitate affordable housing.

Composition: The membership is comprised of at least eight but not more than eleven members and must consist of one representative from at least **six** of the categories below:

- a. A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- b. A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- c. A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- d. A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- e. A citizen who is actively engaged as a for-profit provider of affordable housing.
- f. A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- g. A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- h. A citizen who actively serves on the local planning agency pursuant to s. 163.3174.
- i. A citizen who resides within the jurisdiction of the local governing body making the appointments.
- j. A citizen who represents employers within the jurisdiction.
- k. A citizen who represents essential services personnel, as defined in the local housing assistance plan.

Vacancy: There are currently two vacant seats on the AHAC.

- 1) Member Dianne Williams-Cox, past member of the Tallahassee-Leon County Planning Commission, filled Seat h. *A citizen who actively serves on the local planning agency pursuant to s. 163.3174.* Ms. Williams-Cox' term on the Planning Commission expired on June 30, 2018. The Planning Commission has nominated member Ian Waldick to serve as the Planning Commission representative on the Affordable Housing Advisory Committee, to fill the seat h. (Attachment #1).
- 2) Member Michael Thomas, who filled seat i. *A citizen who resides within the jurisdiction of the local governing body making the appointments,* has resigned.

The eligible applicants are listed in Table #1.

Table #1. Affordable Housing Advisory Committee

Vacancies	Term Expiration	Application Attachment #	Eligible Applicants	Applicant Meets Eligibility Category	Recommended Action
Dianne Williams-Cox <i>Term ended on Planning Commission</i>	6/30/2018	2.	Ian Waldick	h.	Full Board to appoint one member of the Planning Commission to the AHAC for a term ending 6/30/2021.
Michael Thomas <i>resigned</i>	3/31/2020	3. 4.	Deborah Lloyd* Kyle Frost*	d. & f. j.	Full Board to appoint one citizen for the remainder of the unexpired term ending 6/30/2021.

* Applicants request a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #3 & #4). Should the Board choose to appoint either applicant, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote. In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.

Council on Culture & Arts (COCA)

Purpose: The responsibility of COCA is to stimulate greater awareness and appreciation of the importance of the arts; encourage and facilitate greater and more efficient use of governmental and private resources for the development and support of the arts; promote the development of resident artists, art institutions, community organizations sponsoring art activities and audiences.

Composition: COCA is comprised of 17 members as follows: eight (8) citizens appointed by the Board, seven (7) citizens appointed by the City Commission, one (1) County Commissioner and one (1) City Commissioner. The County makes one appointment representing each of the following categories: Business/Economic Development, Heritage/History, Marketing/Finance, Practicing Artist, Tourism, and Volunteer, and two (2) at-large appointments.

Per Statute 265.32, members are appointed for a four-year term and no Council member may serve more than two full terms. Members must be qualified electors residing in the County. Vacancies are filled by the Board of County Commissioners. In filling a vacancy, the replacement Council member shall be selected by the Board from a list of three candidates submitted by the remaining members of the Council. The Council considers suggestions or recommendations made by members of the public; representative civic, labor, and cultural associations; and groups concerned with encouraging the development and appreciation of the arts before submitting the list of candidates to the Board. In the event that none of the three candidates suggested by the Council meets Board approval, the Council shall submit another and entirely different list for Board consideration to fill the vacancy.

Vacancy: The term of Board appointed member, Louise Ritchie, who filled the seat of a Practicing Artist, has expired on September 30, 2018. Ms. Ritchie has resigned per her email dated June 21, 2018 (Attachment #5). COCA has recommended a slate of three candidates for consideration by the Board: Marina Brown, A. Thomas Cavano and Daniel Taylor (Attachment #6). Eligible applicants are listed in Table #2.

Table #2: Council on Culture & Arts

Vacancies / Category	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Louise Ritchie (Practicing Artist) <i>Resigned</i>	9/30/2018	7. 8. 9.	Marina Brown A. Thomas Cavano Daniel Taylor	Full Board to appoint one citizen for a four-year term ending 9/30/2022

Planning Commission

Purpose: The Tallahassee-Leon County Planning Commission was established by interlocal agreement on September 26, 1967, between Leon County and the City of Tallahassee. This agreement designated the Planning Commission as the entity responsible for comprehensive area wide planning within the City of Tallahassee and Leon County. The Planning Commission is also the designated as the Local Planning Agency (LPA) that reviews amendments to the Comprehensive Plan. Duties and responsibilities of the Planning Commission and the LPA are set forth in the Planning Commission bylaws as well as the interlocal agreement and local land development codes for the City and County.

Composition: The Planning Commission has three citizen members appointed by the full Board, three members appointed by the City and one member selected by the School Board and appointed by both the Board and the City Commission. The citizen members serve three-year terms and may be reappointed. Vacancies are filled for the remainder of the unexpired term.

Vacancies: Board-appointed member, Thomas E. Lewis has resigned effective August 8, 2018 (Attachment #10). All eligible applicants are listed in Table #3.

Table #3: Planning Commission

Vacancies <i>Term Status</i>	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Thomas E. Lewis <i>Resigned</i>	6/30/2020	11. 12. 13. 14. 15. 16. 17. 18. 19.	Pierre Buie Tatiana Daguillard Robert Feuerstein Danielle Irwin Donna Gail Spencer Kyle Frost* Debra Preble* Matthew Harris Jami Coleman*	Full Board to make one citizen appointment for the remainder of the unexpired term ending 6/30/2020.

* Applicants request a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #16, #17 & #19). Should the Board choose to appoint either of these applicants, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote. In addition, advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.

Options:

1. The full Board to consider the appointment of two citizens to the Affordable Housing Advisory Committee
 - a) One citizen to fill seat category h. Planning Commission member seat, for a term ending June 30, 2021. Eligible applicant, Ian Waldick, has been nominated by the Planning Commission.
 - b) One citizen to fill one of the eleven eligibility categories. Eligible applicants are: Deborah Lloyd and Kyle Frost. Should the Board choose to appoint Ms. Lloyd or Mr. Frost it would be necessary for the Board to waive the conflicting employment relationships disclosed on Forms 4A (Attachments #3 and #4) by a two-thirds affirmative vote.
2. The full Board to consider the appointment of one citizen to the Council on Culture and Arts for a four-year term ending September 30, 2022. The eligible applicants Marina Brown, A. Thomas Cavano and Daniel Taylor have been nominated by COCA.
3. The full Board to consider the appointment of one citizen to the Planning Commission for the remainder of the unexpired term ending June 30, 2020. The eligible applicants are: Pierre Buie, Tatiana Daguillard, Robert Feuerstein, Danielle Irwin, Donna Gail Spencer, Kyle Frost, Debra Preble, Matthew Harris and Jami Coleman. Should the Board choose to appoint Mr. Frost, Ms. Preble or Ms. Coleman it would be necessary for the Board to waive the conflicting employment relationship as disclosed on Forms 4A (Attachments #16, #17 & #19) by a two-thirds affirmative vote.
4. Board direction.

Recommendation:

Options #1a.-b., #2 and #3

Attachments:

1. Planning Commission nomination of Ian Waldick
2. Waldick application and resume
3. Lloyd application and resume with Disclosure Form 4A
4. Frost AHAC application and resume with Disclosure Form 4A
5. Ritchie resignation
6. COCA recommendations for membership
7. Brown application and resume
8. Cavano application and resume
9. Taylor application and resume
10. Lewis resignation letter
11. Buie application and resume
12. Daguillard application and resume
13. Feuerstein application and resume

14. Irwin application and resume
15. Spencer application and resume
16. Frost PC application and resume with Disclosure Form 4A
17. Preble application and resume with Disclosure Form 4A
18. Harris application and resume
19. Coleman application and resume with Disclosure Form 4A

From: "Perrine, Beth" <Mary.Perrine@talgov.com>
To: "Smach, Mary" <SmachM@leoncountyfl.gov>
CC: "Snyder, Russell" <Dwayne.Snyder@talgov.com>
Date: 8/7/2018 7:26 PM
Subject: Planning Commission Appointee Recommendation
Attachments: Membership Roster Planning Commission 062818.doc

Mary,

At the August 7, 2018 Planning Commission meeting, Mr. Ian Waldick was chosen as the recommended appointee from the Planning Commission to the Leon County Affordable Housing Advisory Committee. His contact information is located on the attached membership directory.

Thanks.

Beth

PLANNING COMMISSION (TLC)/LOCAL PLANNING AGENCY
(Joint TLC Commission)

TERM
A – Original Appointment
R – Reappointed
E – Term Expires

	Name/Email	Address	Telephone	
1	Ian Waldick (WM) ianwaldick@gmail.com Staff Attorney Florida Supreme Court	1828 Larette Drive Tallahassee, Florida 32301	(W) 487-6571 (H) (352) 229-0202	A – 06/18 R – E – 06/21
2	J. Keith Dantin (WM) Kdantin@comcast.net Dantin Consulting, LLC	506 Frank Shaw Road Tallahassee, Florida 32312	(W) 251-1238 (H) 893-9549	A – 08/12 (partial 1 st term) R – 06/13 06/16 E – 06/13 06/16 06/19
3	Leslie Jacobs (WF) ljacobs@comcast.net Retired (formerly with Legal Affairs) (Filling remainder of Mr. Lindsey's term)	421 Talaflo Street Tallahassee, Florida 32308	(H) 294-5825	A – 06/18 (partial 1 st term) R – E – 06/20

COUNTY APPOINTEES:

4	Robert Volpe (WM) robertv@hgslaw.com	119 South Monroe Street, Suite 300 Tallahassee, Florida 32301	(W) 425-2258 (H) (863) 287-9432	A – 07/18 R – E – 06/21
5	Tom Lewis, Chair (WM) atty32301@gmail.com	3270 Longleaf Road Tallahassee, Florida 32310	(M) 491-5983	A – 07/17 R – E – 06/20
6	Timothy Edmond (WM) edmondgroup.tde@gmail.com	813 Lake Ridge Road Tallahassee, Florida 32312	(M) 528-5676	A – 02/12 R – 07/14 07/17 E – 06/14 06/17 06/19

SCHOOL BOARD APPOINTEE:

7	Martha E. Chauncey (WF) chaunceym@leonschools.net	900 Riggins Road #1012 Tallahassee, Florida 32308	(W) 617-1823 (M) 528-6515	A – 07/18 R – E – 06/20
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COMMISSION ATTORNEY:

Silvia M. Alderman Silvia.alderman@akerman.com	Planning Commission Attorney 106 East College Avenue, 12 th Floor Tallahassee, Florida 32301	(W) 224-9634 (M) 510-5304 Direct Line – 425-1627
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<http://talgov.com/citytlh/planning/curntpin/pincom.html>

City-Appointed Member Demographics

White	3	100%				
Black	0	%				
Hispanic	0	%				
Asian	0	%				
Native American	0	%				
Other	0	%				
Total City Members	3		Female 1	33%	Male 2	67%

Board Members: 7	City Appointees: 3	Term Length: 3-years	Limit: 2-terms
Appointment Approval: Commission		Appointment Month: June	
Financial Disclosure: REQUIRED			
Staff Contact: Russell Snyder, extension 6400, Beth Perinne, extension 6410, Box A-24 Planning			

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT AFFORDABLE HOUSING ADVISORY COMMITTEE

<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: Ian Waldick		Date: 8/29/2018 2:12:25PM
Home Phone: (352) 229-0202	Work Phone: ()-X	Email: ianwaldick@gmail.com
Occupation: LAWYER	Employer: FLORIDA SUPREME COURT	
Preferred mailing location: Home Address		
Work Address:		
City/State/Zip: TALLAHASSEE, FL		
Home Address: 1828 LARETTE DR		
City/State/Zip: TALLAHASSEE, FL 32301		
Do you live in Leon County? Yes	If yes, do you live within the City limits? Yes	
Do you own property in Leon County? No	If yes, is it located within the City limits? No	
For how many years have you lived in and/or owned property in Leon County?		5 years
Are you currently serving on a County Advisory Committee? Yes		
If yes, on what Committee(s) are you a member? TALLAHASSEE-LEON COUNTY PLANNING COMMISSE		
Have you served on any previous Leon County committees? No		
If yes, on what Committee(s) are you a member?		
<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: 28.00 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: COURTNEY BREWER
Address: 325 N CALHOUN ST

Telephone: 8507650897

Name:
Address:

Telephone:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

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 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: Ian E Waldick

This application was electronically sent: 8/29/2018 2:12:25PM

Ian Waldick

2626 E Park Ave, Apt 9308 | Tallahassee, FL 32306 | iew13@my.fsu.edu | (352) 229-0202

EDUCATION

Florida State University College of Law

Tallahassee, FL

Juris Doctor, May 2016

GPA: 89.575/100

Final Historical Rank 23/159

Final Upper-Level Rank 17/196

Activities: Executive Article Selection Editor, *Florida State University Law Review*, Volume 43
President, FSU College of Law Moot Court Team
Student Member, The First District Appellate American Inn of Court
Member, *Journal of Land Use & Environmental Law*
FSU Student Body Attorney General (2014-2015 school year)

Honors/Awards: First Place in 38th Annual J. Braxton Craven, Jr. Memorial Moot Court Competition, UNC Chapel Hill
Competed in “Final Four” Competition before the Florida Supreme Court
Coastal & Ocean Law, Climate Change, and Professional Responsibility Book Awards
Three publications (and one in-progress work) on topics including the interaction between transnational criminal procedure and technology, animal law, environmental law, and family law.

University of Central Florida

Orlando, FL

Bachelor of Arts, May 2013

History and Legal Studies

Activities: Sigma Nu Fraternity;
UCF Orientation Team (2009-2010 school year).

Honors: Honors in the Major distinction for Legal Studies.

EXPERIENCE

The Florida Supreme Court

Tallahassee, FL

Central Staff Attorney

May 2016-Present

Research and prepare case summaries for the Court on a variety of legal topics.

The Mills Firm

Tallahassee, FL

Law Clerk

August 2015-April 2016

Researched and drafted legal memoranda, pleadings, and appellate briefs for civil appellate and criminal post-conviction proceedings, with specific experience in evidentiary issues and Florida tobacco litigation.

Florida First District Court of Appeal

Tallahassee, FL

Judicial Extern – The Honorable L. Clayton Roberts

May 2015-July 2015

Prepared bench memoranda for cases involving a variety of legal issues on appeal.

State of Florida, Office of Financial Regulation

Tallahassee, FL

Law Clerk – Division of Consumer Finance

May 2014-August 2014


Conducted research for and prepared legal memoranda on matters pertaining to Florida check-cashing regulation, the Florida Administrative Procedure Act, and the applicability of Florida’s long-arm statute to corporations located outside Florida.

INTERESTS

Birding, camping, hiking, fishing, gardening, reading history novels, and volunteering with Big Bend Habitat for Humanity.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

AFFORDABLE HOUSING ADVISORY COMMITTEE

<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: Deborah Lloyd		Date: 9/7/2018 9:11:53PM
Home Phone: (850) 408-4190	Work Phone: (850)412-0016X	Email: deborah_lloyd@live.com
Occupation: NON-PROFT ADMINISTRATOR	Employer: GOOD NEWS OUTREACH	
Preferred mailing location: Work Address Work Address: PO BOX 3304		
City/State/Zip: TALLAHASSEE, FL 32315		
Home Address: 2397 JIM LEE ROAD		
City/State/Zip: TALLAHASSEE, FL 32301		
Do you live in Leon County? Yes	If yes, do you live within the City limits? Yes	
Do you own property in Leon County? Yes	If yes, is it located within the City limits? Yes	
For how many years have you lived in and/or owned property in Leon County?		30 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>(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: African American Sex: Female Age:</p> <p>Disabled? No District: District 1</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: PATRICIA HOLIDAY Telephone: 850-891-6524
Address: 425 NORTH MACOMB STREET

Name: GINA KINCHLOW Telephone: 850-294-159
Address: 308 WILLIS ROAD TALLAHASSEE, FL 32303

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

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. GOOD NEWS OUTREACH RECEIVES FUNDING VIA THE CHSP PROCESS

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 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: Deborah Lloyd

This application was electronically sent: 9/7/2018 9:11:53PM

DEBORAH V. LLOYD

2307 Jim Lee Road • Tallahassee, Florida 32301

(850) 408-4190

dvllloyd316@gmail.com

Professional Profile

- Accomplished non-profit manager with 25+ years of experience and expertise in program and organizational development with an emphasis on the launch and creation of new initiatives
- Confident self-starter with an eye for detail and record of implementing new initiatives
- Instrumental in the development of policies and processes resulting in improved program management, accountability and productivity
- Visionary leader with an acumen for problem solving, analytical thinking, strategic planning, and innovative organizational development
- Excellent speaker, trainer, and interpersonal communicator.

Areas of Expertise

- Budget Management
- Contract Management
- Program Administration
- Strategic Planning
- Staff Management & Training
- Community Outreach
- Grant Management
- Compliance Monitoring
- Program Planning & Development
- Technical Assistance

Professional Experience

Executive Director, Good News Outreach, Inc.

Tallahassee, Florida – June 2016 - Present

- Oversees all operations, functions and activities and serves as the face of the organization providing strategic direction and implementing a quality vision.
- Maintains overall responsibility for human resource management / volunteer coordination including: direction and supervision, training, development, employee relations, volunteer recognition, performance evaluation, recruiting and orientation.
- Initiates quality assurance strategies to produce effective performance. Regularly evaluates the efficiency of operational / program procedures and processes to enhance efficiency and client satisfaction.
- Developed and ensured adherence to the agency's long-term strategic plans using established policies and legal guidelines
- Ensured ongoing local programmatic excellence and rigorous program evaluation of five key programs
- Monitored expenses and analyzes budget reports on fund development and recommends changes as necessary.
- Secured financial support from individuals, foundations and corporations, while continuing to develop and maintain ongoing relationships with major donors.
- Acts as the public speaker and public relations representative of the agency in ways that strengthen its profile.
- Initiated partnership with social work and human services programs to facilitate internships and volunteer placement opportunities

- Developed internship program for bachelor level students in social work and human services programs and acts the acts as agency liaison between GNO and local universities.
- Provides onsite supervision and learning opportunities for interns

Project Manager, Florida Developmental Disabilities Council

Tallahassee, Florida October 2014 – April 2016

- Provided contract management, development, and compliance monitoring for the \$2 million contract between FDDC and the Florida Department of Education, Office of Early Learning for the Help Me Grow initiative.
- Coordinated steering committees and develops, manages, and provides direction for project contracts.
- Developed Request for Proposals, and Request for Bids and subcontracts for multiples organizations throughout Florida Help Me Grow affiliates located throughout the state of Florida
- Managed the request for proposal process and negotiates subcontracts for funding of multiple Help Me Grow project sites throughout Florida.
- Develops and manages vendor bids or Request for Proposal process
- Developed and negotiates subcontracts
- Provided technical assistance to subcontractors to facilitate accomplishment of subcontract outcomes.
- Initiated necessary action in response to implementation problems or non-compliance with subcontract requirements

Program Director, Supportive Services For Veteran Families

BIG BEND HOMELESS COALITION, Tallahassee, Florida 2013 – 2014 (1- year grant)

- Directed federally funded VA-funded program serving veterans experiencing or at risk of homelessness
- Provided primary oversight for grant management, program operations and service delivery
- Developed program policies and procedures reflecting compliance with the VA-program guidelines
- Hired, trained, and supervised a staff of nine
- Met 75% of veteran housing benchmarks in 7-months
- Managed census and service tracking data based ensuring compliance with program benchmarks
- Provided timely monthly and quarterly reports reflecting program accomplishments and challenges
- Successfully fostered professional working relationships with community agencies government officials and the Veterans administration
- Established service partnerships and multidisciplinary teams to ensure effective service delivery and collaborative work relationships.

REFUGUE HOUSE, Tallahassee, Florida, 2006 — 2013

Outreach Program Director

Region I Director

Region II Director

- Principle member of the management team responsible for Planning, Development, Execution and Evaluation of domestic and sexual, human trafficking, transitional housing, and court services program.
- Administered operations for multi-county residential and non-residential service sites.
- Developed strategic plan that addressed growth, access, and service quality for 4 of the community's primary domestic violence programs
- Improved service delivery in a rural community by establishing new avenues of service access
- Supervised 30+ employees, volunteers, and interns including human resource management (i.e. hiring, orientation, training and record keeping)
- Improved accuracy of program policies and reporting procedures resulting in program safety, efficiency and compliance
- Developed and maintained strategic relationships with medical professionals, community service providers, local and state government agencies, and the judiciary.
- Conducted staff and volunteer training on human trafficking
- Developed and maintained multiple community task force to support victims of sexual assault sexual exploitation, and human trafficking
- Prepared program and data analysis reports for 5 principal grant and contract funded programs
- Conducted interagency grant and contract monitoring

Case Management Coordinator,

LEON COUNTY BOARD OF COUNTY COMMISSIONERS, Tallahassee, Florida, 2003 — 2006

- Oversaw the development and implementation of the federally funded Enhanced Pretrial Probation Program grant project
- Key contributor in preparation process and successful submission for the 3-year federal grant renewal
- Designed and maintained a database to analyze program progress of the courts first GPS offender tracking system
- Developed vendor invoice and tracking system to assure effective oversight of vendor expenditures and maintain program operations within the allocated budget
- Prepared monthly and annual program reports and data analysis

Director – Emergency Services, ECHO OUTREACH MINISTRIES,

Tallahassee, Florida, 2002 — 2003

- Directed the Emergency Resources Program for the largest faith-based human services organization in the community delivering a wide range of critical services to individuals and families in crisis:
- Managed the allocation of funds to clients requiring assistance with rent and utility expenses
- Monitored program performance, accounted for federal, state and local expenditures, and assured service quality
- Planned, organized, and spearheaded the Annual Food Drive and Back-to-School Drive
- Responsible for staff, volunteer, and intern, supervision, training and evaluation.

Executive Director - COMMUNITY INTERVENTION CENTER INC.,

Tallahassee, Florida, 1993 — 2001

- Established, developed, and administered a nonprofit organization that provided home and community based mental health and support services to adults, children, and families
- Developed the organizational infrastructure that supported the In-Home Therapeutic, Case Management, Outpatient, Psychiatric Evaluation, Medication Management, Group Counseling, Psychological Evaluation, Substance Abuse Counseling, and Parent Education Programs
- Secured grants and contracts from multiple funding streams totaling 1.2 million dollars
- Established and maintained working relationships with state agencies and government policy makers
- Developed Behavioral Health and family services for adolescents 12 to 18 and their families
- Researched and acquired grant funds from local, state, and federal resources
- Established and maintained relation with Agency for Health Care Administration for Medicaid funding
- Developed Family Preservation and Reunification project in collaboration with DCF
- Monitored performance, accounted for expenditures, and assured quality in delivering programs in accordance with the terms of grants from federal, state, and local governments
- Crafted policies and procedural guidelines to assure documentation and service delivery met compliance standards for Medicaid funding in addition to federal, state and local grants and contracts
- Handled financial functions, formulating cost projections, developing budget proposals for board approval, and administering the annual budget to achieve optimal results with limited resources

EDUCATION

FLORIDA A&M UNIVERSITY, Tallahassee, Florida

Master of Social Work

Emphasis: Administration, Program Development, Research & Evaluation

FLORIDA STATE UNIVERSITY, Tallahassee, Florida

Bachelor of Science in Psychology,

Minor: Social Work

INTERNSHIP EXPERIENCE

CENSEL, Santo Domingo, Dominican Republic, 2010

Bond Community Health Center - Operations Management, Tallahassee Florida, 2013

COMPUTER SKILLS

- Ability to quickly master and apply knowledge of new technologies and software
- Proficient in operating Windows-based PCs using applications that include:
- Word • Excel • PowerPoint • Quicken • Outlook • Internet browsers • Drop Box • Doodle

LICENSES & CERTIFICATIONS

- Youth Mental Health First Aid - 2013
- CPR & First Aide, 2013
- Certified Domestic Violence Trainer (Core Comp), 2009 — 2013
- Certified Victim Services Practitioner, 2006 — 2013

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL Lloyd Deborah			OFFICE / POSITION HELD Executive Director
MAILING ADDRESS 2307 Jim Lee Rd.			AGENCY OR ADVISORY BOARD Affordable Housing Advisory Committee
CITY Tallahassee	ZIP 32301	COUNTY Leon	ADDRESS OF AGENCY 345 Office Plaza Drive

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; and (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - The reporting person;
 - The spouse of the reporting person, whose name is _____; or
 - A child of the reporting person, whose name is _____.
2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - Supplying the following realty, goods, and/or services: GOOD NEWS OUTREACH RECEIVES FUNDING VIA THE CHSP PROCESS.
 - Regulation of the business entity by the governmental agency served by the advisory board member.
3. The following business entity is doing business with or regulated by the governmental agency:
 - Good News Outreach, Inc
4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; Contractual relationship with the business entity;
 - Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - () The reporting person;
 - () The spouse of the reporting person, whose name is _____; or
 - () A child of the reporting person, whose name is _____.


2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

(NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets or capital stock in such business entity; () Employee; () Contractual relationship with the business entity;
 - () Other, please describe:


SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	9/13/18	9/13/18

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

AFFORDABLE HOUSING ADVISORY COMMITTEE

<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: Kyle Frost		Date: 9/27/2018 10:48:17AM
Home Phone: (850) 841-0679	Work Phone: (850)523-7428X	Email: kyle@kylejfrost.com
Occupation: EDI ANALYST	Employer: CAPITAL HEALTH PLAN	
Preferred mailing location: Home Address		
Work Address: 2312 CENTERVILLE PLACE		
City/State/Zip: TALLAHASSEE, FL 32308		
Home Address: 3138 HUTTERSFIELD CIRCLE		
City/State/Zip: TALLAHASSEE, FL 32303		
Do you live in Leon County?	Yes	If yes, do you live within the City limits? Yes
Do you own property in Leon County?	Yes	If yes, is it located within the City limits? Yes
For how many years have you lived in and/or owned property in Leon County?		22 years
Are you currently serving on a County Advisory Committee?		No
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees?		No
If yes, on what Committee(s) are you a member?		
<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: 24.00 Disabled? No District: District 3</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: RON SACHS Telephone: 8507029777
Address: 303 ROSE HILL DR E, TALLAHASSEE, FL 32312

Name: KAREN FROST Telephone: 8508943297
Address: 9916 TURTLE DOVE, TALLAHASSEE, FL 32312

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

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. MY EMPLOYER, CAPITAL HEALTH PLAN, IS AVAILABLE AS A HEALTH INSURANCE OPTION FOR LEON COUNTY EMPLOYEES.

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 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: Kyle Frost

This application was electronically sent: 9/27/2018 10:48:17AM

EXPERIENCE

08.2018 to Current

Board Member

Big Bend Cares – Tallahassee, FL

08.2014 to Current

EDI Analyst

Capital Health Plan – Tallahassee, FL

Built, modified, and maintained internal applications and processes for use in file and information transfers and management between Capital Health Plan with healthcare providers and member groups. Ensured that data was sent securely between the two parties and in a timely manner in accordance with federal regulatory guidelines. Followed an agile development cycle using C#, T-SQL, and Visual Basic programming languages alongside Visual Studio, SQL Server Management Studio, BizTalk, and EDIHQ to best deliver an application product that worked efficiently and consistently in accordance with customer guidelines.

03.2012 to Current

Contract Work

Self Employed – Tallahassee, FL

Built and maintained various applications for the iOS and Android platforms. Independently learned the Objective-C and Swift programming languages and used Apple's Xcode to write and build software for iOS and macOS devices including iPad, iPhone, and Mac. Became proficient in use of Apple software and how to use it to the best of its ability in order to accomplish what I intended or the customer requested. Offered freelance website development and maintenance to customers including nationally recognized organizations based in Tallahassee, FL, using languages such as JavaScript (jQuery), PHP, WordPress and other platforms.

05.2014 to 08.2014

iOS and Web Developer Intern

Grooveshark – Gainesville, FL

Supervised and participated in a team project involving the development, implementation, and deployment of a multi-user online platform using industry leading platforms, including Node.JS, Socket.io, as well as web standards such as CSS, HTML, and JavaScript. Built upon Grooveshark's iOS "Broadcasts" application by implementing AirPlay and Chromecast functionality and designed a clean, intuitive solution for how to best handle edge cases for the two differing platforms. Wrote unit tests for the Broadcasts app to test the Grooveshark internal API integrity when written for the Objective-C programming language. Designed new ways for users to interact with the application.

05.2012 to 06.2014

News Editor and Reviewer for Today's iPhone.com

PhoneDog Media, LLC – Tallahassee, FL & Orlando, FL

Researched and wrote concise and engaging news stories within tight deadlines. Introduced fresh and new angles on previously-reported material to update and inform readers. Combined video, audio and graphics to effectively convey each story. Used products from technology companies to write reviews from first hand experience. Lead a redesign effort to bring the website into the modern age with a fresh new look. Lead a team of writers when covering major

technology events such as Apple's WWDC and Google's I/O conference, managing how coverage was as well as delegating tasks related to site operations.

05.2012 to 08.2012

Computer Assistant Volunteer

WorkForce plus (now CareerSource Capital Region) – Tallahassee, FL

Assisted customers with computer issues and taught them how to use the various systems. Taught customers the basics of Microsoft Office and how to properly format documents and navigate the software. Organized and directed a class on teaching customers the fundamentals of navigating a computer in order to better prepare them in their future careers. Assisted customers in searching online for job applications and how to apply.

05.2011 to 08.2011

Counselor

Ocala Conservation Camp – Ocala, FL

Supervised groups of 15-20 children and teenagers aged 12-14 during classes and exercises to prepare them to receive their hunter's license for the State of Florida. Planned and taught a class demonstrating proper and safe uses of equipment.

EDUCATION

2009-2013

High School Diploma

Lawton Chiles High School – Tallahassee, FL

2015-2018 (Expected)

Associate Degree

Tallahassee Community College – Tallahassee, FL

From: Kyle Frost <kyle@kylejfrost.com>
To: Mary Smach <SmachM@leoncountyfl.gov>
Date: 11/2/2018 3:50 PM
Subject: Re: Affordable Housing Advisory Committee

Good afternoon Mary,

I currently would represent category i. "A citizen who resides within the jurisdiction of the local governing body making the appointments."

However, should I be appointed to the Planning Commission for which I've also applied, I believe I would fall under category h. "A citizen who actively serves on the local planning agency pursuant to s. 163.3174."

Thank you,
Kyle J. Frost

<https://kylejfrost.com>
kyle@kylejfrost.com
(850) 841-0679
@KyleJFrost

> On Nov 2, 2018, at 12:51 PM, Mary Smach <SmachM@leoncountyfl.gov> wrote:

>

> Dear Mr. Frost,

>

> You recently applied for a seat on the Leon County Affordable Housing Advisory Committee (AHAC). The AHAC membership consists of representatives from the following categories:

>

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

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

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

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

> e. A citizen who is actively engaged as a for-profit provider of affordable housing.

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

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

> h. A citizen who actively serves on the local planning agency pursuant to s. 163.3174.

> i. A citizen who resides within the jurisdiction of the local governing body making the appointments.

> j. A citizen who represents employers within the jurisdiction.

> k. A citizen who represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services, and public safety in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3)(a) FS.)

>

> Please let me know which category you would represent if appointed.

>

> Thank you for your time.

>

> Regards,

>

> Mary Smach

> Agenda Coordinator

> Leon County Administration

> 301 S. Monroe St. Suite 502

> Tallahassee, FL 32301

> 850-606-5311

>

> www.leoncountyfl.gov

>

> "People Focused. Performance Driven"

>

> Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

>

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL Frost Kyle J			OFFICE / POSITION HELD
MAILING ADDRESS 3138 Huttersfield Circle			AGENCY OR ADVISORY BOARD Affordable Housing Advisory Committee
CITY Tallahassee	ZIP 32303	COUNTY Leon	ADDRESS OF AGENCY

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; *and* (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - The reporting person;
 - The spouse of the reporting person, whose name is _____; or
 - A child of the reporting person, whose name is _____.
2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - Supplying the following realty, goods, and/or services: Health insurance option.
 - Regulation of the business entity by the governmental agency served by the advisory board member.
3. The following business entity is doing business with or regulated by the governmental agency:

Capital Health Plan
4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; Contractual relationship with the business entity;
 - Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - () The reporting person;
 - () The spouse of the reporting person, whose name is _____; or
 - () A child of the reporting person, whose name is _____.


2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

(NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets or capital stock in such business entity; () Employee; () Contractual relationship with the business entity;
 - () Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	9/28/2018	9/28/2018

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

From: Kevin Carr <kevin@tallahasseearts.org>
To: Mary Smach <SmachM@leoncountyfl.gov>
CC: Audra Pittman <audra@tallahasseearts.org>, Kevin Carr <kevin@tallahasseearts.org>
Date: 7/19/2018 10:31 AM
Subject: FW: Board Resignation

Mary,

Here is our official notification of Louise Ritchie's resignation from the COCA Board, for your records.

If you have any questions or need any additional information, please let me know.

Kevin

Kevin Carr, Ph.D.
Grants and Strategic Partnerships Manager
Council on Culture & Arts – COCA
816 South ML King Jr. Boulevard
Tallahassee, FL 32301
Office - 850.224.2500
kevin@tallahasseearts.org
TallahasseeArts.org<<http://www.tallahasseearts.org/>>
[2015_COCA_Logo_CollageOrange resize]

Under Florida law, most e-mail messages to or from COCA employees or Board members are public records, available to any person upon request, absent an exemption. Therefore, any e-mail message to or from COCA inclusive of e-mail addresses contained therein, may be subject to public disclosure.

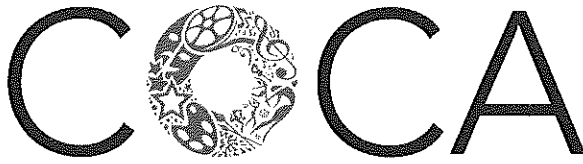
From: louiseritchie@aol.com [mailto:louiseritchie@aol.com]
Sent: Thursday, June 21, 2018 3:03 PM
To: Kevin Carr <kevin@tallahasseearts.org>
Subject: Board Resignation

Good afternoon, Kevin,

Due to my impending move from Tallahassee, I am resigning now from the COCA board. It has been my pleasure to assist in the proliferation of the arts in this wonderful city.

Sincerely,

Louise Reid Ritchie, Ph.D.



COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

November 6, 2018

Commissioner Nick Maddox
Office of the County Commission
301 S. Monroe Street, 5th Floor
Tallahassee, FL 32301

Dear Commissioner Maddox,

The County-appointed, Practicing Artist Seat on the Board of Directors for the Council on Culture & Arts is currently vacant due to the recent resignation of Louise Reid Ritchie.

According to our bylaws, COCA is required to put forth three names to the County Commission for each county-appointed seat. As recommended by COCA's Executive Committee, approved unanimously by COCA's Board of Directors, and in accordance with our organization's bylaws, the Board submits the following three individuals for your consideration. Careful thought was given to the skills and influence these new appointees will need to compliment the current membership of the Board, as well as the demographic composition of the board as a whole. The names of these three candidates are presented to you alphabetically and without preference.

Marina Brown

Freelance Journalist, Author and Painter

A. Thomas Cavano

Director, Lawson Center/Events Department, FAMU*

*Mr. Cavano mistakenly completed a City of Tallahassee Advisory Board application, instead of the County application. I informed him of his error and he told me that he would complete the correct application. Have you received it?

Daniel Taylor


IT Professional/Visual Artist

We look forward to hearing from you soon regarding the Commission's actions. And, as always, feel free to contact us if you have any questions.

Sincerely,

Dr. Audra Pittman
Executive Director

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT COUNCIL ON CULTURE & ARTS

<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: Marina Brown		Date: 8/22/2018 10:15:00AM
Home Phone: (727) 481-0712	Work Phone: (-)X	Email: mcdb100@comcast.net
Occupation: FREELANCE JOURNALIST, AUTHOR AND PAINTER	Employer: SELF EMPLOYED	
Preferred mailing location: Home Address		
Work Address:		
City/State/Zip: TALLAHASSEE, FL		
Home Address: 5377 PADDINGTON DR.		
City/State/Zip: TALLAHASSEE, FL 32309		
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?		13 years
Are you currently serving on a County Advisory Committee?		No
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees?		No
If yes, on what Committee(s) are you a member?		
Please indicate your area of expertise. If you have experience in more than one field, please check all that apply.		
<input checked="" type="checkbox"/> Practicing Artist	<input type="checkbox"/> Heritage/History	<input type="checkbox"/> Marketing/Finance
<input type="checkbox"/> Business/Economic Development	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Tourism
<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>		
Race: Caucasian	Sex: Female	Age:
Disabled? No	District: District 1	
<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: DR. ANNE BARRETT Telephone: 850-644-8825
Address: 211 PEPPER CENTER BLDG. FSU

Name: ROBERT MCVETY Telephone: 850-933-7624
Address: 2012 MIDDLEWOOD CT. TLH

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

1.) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) 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 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: Marina Brown

This application was electronically sent: 8/22/2018 10:15:00AM

Resume: Marina Brown August 2018

Born:

Indianapolis, Indiana

Education:

ASN, University of Indianapolis; BSN, Regis University, Denver; course work toward Masters in Nursing Education, Regis University.

Work Experience:

Soloist, Ballet Russe de Monte Carlo, NYC; Principal, American Festival Ballet, Europe; Ballet Instructor, Butler University, Indianapolis.

Medical : Mt. Sinai Hospital, NYC; Head Nurse, LaRue Carter Hospital, Purdue University; Head Nurse, Neuropsychiatric Hospital, UCLA; Supervisor, Erich Lindemann Mental Health Center, Boston; Therapist, Adult Mental Health Center, St. Petersburg, Fl.; Case Manager, Hospice of the Florida Suncoast, Big Bend Hospice; Faculty in Nursing, Keiser University.

Writing:

Journalism:

Features, St. Petersburg Times; Features, Tallahassee Democrat; feature writer for following magazines: Florida Design, Palm Beach the Island, Miami Design and Décor, Sailing Magazine, Dance Magazine, Tallahassee Magazine, Tampa Bay Illustrated Magazine, Vires Magazine.

Books:

Land Without Mirrors, won the 2013 President's Gold Medal from the Florida Authors and Publishers Association. Her second novel, **Lisbeth**, won the 2017 President's Gold Medal from the FAPA, as well as the Silver Medal for Adult Fiction from the Royal Palm Literary Awards.

She has also won prizes for her short stories and poetry in multiple national competitions including the Lorian Hemingway, the Red Hills Review, and two Firsts Places in the Porter Fleming Short Story Contest.

Marina Brown has published two other books

Walking Alone Together, an Anthem for Caregivers draws on her 14 years of experience as a hospice nurse in twelve stories meant for “anyone who has ever lost anyone and anyone who ever will.” It was launched in coordination with Big Bend Hospice.

In ***Airport Sketches, A Week of Lives at the Tallahassee Regional Airport***, Brown, as Writer-in-Residence at the airport, documents the rich fragments of lives passing through an unexpectedly human facility.

Art, Music and Board Service and Other Pursuits:

She is also an artist, whose 2017 one-man show, **Between Us: Brothers and Sisters**, concluded a three-month stay at the historic Union Bank Building, part of the Meek Eaton Black Archives at Florida A&M University. She is scheduled for three future one-man shows: at the Gadsden Museum of Art and the Anderson-Brickler Gallery in 2019 and LeMoyne in 2020.

Currently, her solo exhibit, “**Come Dance**,” at the COCA-curated gallery at the Tallahassee International Airport is up until September 10, 2018.

Brown played cello with the **Tampa Bay Symphony** from 1993 until 2005 and with the **Big Bend Community Orchestra**. She is an experienced blue-water sailor, speaks three languages, and remains a registered nurse. Brown, participates in local Argentine tango and performing flamenco groups.

BOARD SERVICE:

Brown has served on FSU's Friends of Dance Board (2014-present), the Planning Committee for Big Bend Hospice's Spring Fling(2013-present), Publicity Chair for the Big Bend Community Orchestra(2012-2016), and is Architectural Chairman for her residential HOA.

From: MARINA <mcdb100@comcast.net>
To: <SmachM@leoncountyfl.gov>
Date: 11/6/2018 3:45 PM
Subject: Re: Application received

Very much so!
Marina

-----Original Message-----

From: SmachM@leoncountyfl.gov
To: mcdb100@comcast.net
Sent: 2018-11-06 3:43:07 PM
Subject: Re: Application received

Hi Marina,

Members on the Council on Culture & Arts must be qualified electors residing in Leon County. Are you a registered voter in Leon County?

Regards,

Mary Smach

Agenda Coordinator
Leon County Administration
301 S. Monroe St. Suite 502
Tallahassee, FL 32301
[850-606-5311](tel:850-606-5311)
www.leoncountyfl.gov

"People Focused. Performance Driven"

Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

>>> Marina Brown <mcdb100@comcast.net> 8/22/2018 2:08 PM >>>

Thanks to you again.
Marina Brown

On August 22, 2018 at 1:43 PM Mary Smach <SmachM@leoncountyfl.gov> wrote:

Dear Ms. Marina Brown,

It was a pleasure speaking with you today and thank you for your interest in serving on a citizen committee. Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community.

We received your application for the Council on Culture and Arts. We currently have a vacancy on the Council and I will forward your application to the appropriate personnel. We will keep your application on file for a period of two years.

If I can be of any further assistance please feel free to contact me.

Regards,

Mary Smach


Agenda Coordinator
Leon County Administration
301 S. Monroe St. Suite 502
Tallahassee, FL 32301
[850-606-5311](tel:850-606-5311)

www.leoncountyfl.gov

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ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT COUNCIL ON CULTURE & ARTS

<p style="text-align: center;">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: Arthur THOMAS Cavano	Date: 11/8/2018 12:17:24PM
----------------------------	----------------------------

Home Phone: (850) 766-4365	Work Phone: (850)412-5967X	Email: tgtree@aol.com
----------------------------	----------------------------	-----------------------

Occupation: DIRECTOR, EVENTS DEPT.	Employer: FLORIDA A&M UNIVERSITY
------------------------------------	----------------------------------

Preferred mailing location: Home Address
 Work Address: ALFRED LAWSON JR. MULTIPURPOSE CTR.
 1800 WAHNISH WAY
 City/State/Zip: TALLAHASSEE, FL 32307

Home Address: 7940 BERARD STREET
 City/State/Zip: TALLAHASSEE, FL 32317

Do you live in Leon County? Yes If yes, do you live within the City limits? No
 Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes
 For how many years have you lived in and/or owned property in Leon County? 33 years

Are you currently serving on a County Advisory Committee? No
 If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? No
 If yes, on what Committee(s) are you a member?

Please indicate your area of expertise. If you have experience in more than one field, please check all that apply.

<input checked="" type="checkbox"/> Practicing Artist	<input type="checkbox"/> Heritage/History	<input type="checkbox"/> Marketing/Finance
<input type="checkbox"/> Business/Economic Development	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Tourism

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

Race: Caucasian Sex: Male Age: 68.00
 Disabled? No District: District 5

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

I HAVE ATTACHED A PROFESSIONAL RESUME THAT DOES NOT INCLUDE MUCH OF MY THEATRICAL PERFORMANCE INFORMATION. THE THEATRE DIRECTING AND ACTING RESUMES ARE AT HOME AND I CAN PROVIDE THEM LATER. IF INTERESTED, PLEASE CONTACT PEGGY BRADY IN REFERENCE TO MY THEATRICAL PERFORMANCES IN TALLAHASSEE. RECENT PERFORMANCES INCLUDE ROLES IN A FILM RECENTLY MADE HERE - LWEIS & KLARQ, AND A SERIES OF STAGE COMBAT RAPIER - AND - DAGGER WORKSHOPS FOR THE THEATRE WITH A MISSION "LOCO FOR LOVE" FESTIVAL. I ALSO REGULARLY PERFORM A ROLE IN PAS DE VIE BALLET'S NUTCRACKER.

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

Name: CHARLES HAGEN & NATHALIA BOTH/ Telephone: 8505990474
Address: 3510 WEEMS ROAD, TALLAHASSEE, FL 32317

Name: BEN GUNTER Telephone: 8508006799
Address: 516 MICCOSUKEE ROAD, TAL FL 32303

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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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 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: A. Thomas Cavano

This application was electronically sent: 11/8/2018 12:17:24PM

A. Thomas Cavano
7940 Bernard Street
Tallahassee, FL 32317
(850) 766-4365
tgtree@aol.com

Work Experience

Florida A&M University

Tallahassee, FL

Director: Alfred Lawson Jr. Multipurpose Center

Develop and implement practices and procedures regarding operation of this 9000-seat arena. Supervise set-ups and logistics for classes, concerts, convocations, commencements and athletic events. Also supervise fiscal and technical arrangements for concerts, banquets, comedy shows, university registration and conferences. Manage campus-wide events production crew. Provide leadership for an additional venue, Lee Hall Auditorium, an 1190-seat theatre/concert hall situated in the center of FAMU campus. Directly manage staffing, purchasing, logistics, negotiations, etc. Directly interface with various stakeholders, users, performing artists, & etc. Supervise production facet of campus-wide performing arts & celebrity showcase, the Lyceum Series, featuring such artists as Dance Brazil, Winton Marsalis, Cathleen Battle, Maya Angelou, Nat Adderly, Jr., Savion Glover, Tavis Smiley, etc.

Theatre Arts

Tallahassee, FL

President

Provide consultation and production services including technical, design, directing, stunt and combat, copywriting and media production services, voice, stage, and on-camera talent; to commercial, media and theatrical clients. Teach Acting, Camera Acting, Scene Study, Acting Shakespeare, Movement for the Stage, Voice and Acting, and Stage Combat classes.

Parkway Playhouse

Burnsville, NC

Managing Director

Guided this 57-year-old summer festival theatre to greater prominence. Supervised all aspects of theatre operation, promotion and production with a staff of seven and cast/crew of up to fifty. Managed collaboration between theatre and Mayland Community College. Hired all staff, directed one to two shows per season, supervised public relations, box office, artistic and technical staff. Served as Artistic Director. Created and supervised Youth Theatre Institute, and taught Shakespeare Institute as community education initiatives. Collaborated with community, regional and state organizations. Wrote five successful grants in support of the theatre.

Mayland Community College

Spruce Pine, NC

Arts and Sciences Instructor

Taught Theatre Appreciation, Oral Interpretation, Communications, Intro to Film. Collaborated with Dean and other faculty in departmental duties. Taught several courses as Interactive Television courses, planning for and using ITV technology to conduct instruction and assessments on 4 different campuses.

Florida A & M University

Tallahassee, FL

Administrative Coordinator/Facility Manager

Created and managed use protocols, under mandate of University Executive Committee, for newly restored (\$4.3 million) historic Lee Hall Auditorium. Hired and supervised five staff members, equipped and maintained facility, booked and supervised 250-300 events per year, handled estimating and invoicing. Upgraded and repaired audio, video, rigging and other equipment as needed. Served on several University committees, coordinated integration of new campus buildings (Science Research and General Classroom) into campus system. Created designs for Special Events and Space Management departments. Supervised computerized multimedia stations for teleconference lecture halls. "Superior Accomplishment" award, 1998.

Turn About, Inc.

Tallahassee, Florida

OUTREACH DIRECTOR,

Grant writer, project coordinator, and public relations director for this non-profit adolescent substance-abuse treatment center. Wrote several successful state, county and city grants for various intervention, education and referral projects relating to the Outpatient Program of Turn About. Aided in the implementation of these projects as they started up.

Nucleus Entertainment Group

Tallahassee, FL

Producing Partner

With 4 other producing partners, created THE FLORIDA HYSTERICAL SOCIETY, developing theatrical products for private, corporate and government clients. Created products for the Supreme Court of Florida, the Refuge House of Destin, FL., Florida Department of Education, as well as musical and dramatic packages for various commercial enterprises. Created A CHRISTMAS CAROL ON THE AIR, which ran for 12 seasons and played throughout North Florida. Produced public relations, advertising, coordinated with venues and host organizations, functioned as director and technical director of the production, managed a staff of two, coordinated with producing partners and vendors to assure quality presentations in all ranges of facilities from prime theatres to high school gymnasiums.

Florida A & M University

Tallahassee, FL

Instructor

Taught Creative Dramatics to College of Education Early Childhood Ed Methods classes. Taught Creative Dramatics to Head Start Training classes on a grant from the US Department of Education.

Tallahassee Community College Tallahassee, FL

Adjunct Professor

Took over active theatre program as sabbatical replacement. Taught Introduction to Theatre, Creative Improvisation, and Play Production. Directed TARTUFFE.

Florida State University Tallahassee, FL

Graduate Assistant

Taught Intro to Acting, Creative Improvisation, Directing I and Stage Combat in the FSU School of Theatre. Served as graduate assistant to the head of the Directing department. Served as Graduate Assistant in charge of Auditions for head of BFA program. Directed 1 one-act play ("Rats") and two full-length plays (MOBY DICK REHEARSED and THE FIREBUGS) to complete requirements for MFA. Served internship at Asolo State Theatre, functioning as Assistant Director, Assistant Stage Manager, Dialect Coach and Rehearsal Fight Captain for the 1988 production of Agatha Christie's TOWARD ZERO.

Tallahassee Video Workshop/
HIGH RISK TV Tallahassee, FL

Director

Created and directed television production activity for at-risk youth funded by the Governor's Drug-Free Communities and the FL Department of Education. Directed a staff of 4 case managers and 2 interns, training youth in developing and completing their own TV shows for a program titled HIGH RISK TV. Produced 4 seasons of this series. Collaborated with City of Tallahassee and Comcast Cablevision to shoot, edit and cablecast these TV programs as part of high-risk youth intervention which also included group therapy and individual assessment and counseling. Consulted with case managers, wrote grants, managed budget, production schedule and evaluation activities. Promoted the project statewide through drug-free and youth intervention conferences. Earned one of four "Program of Merit" citations from the Governor's Office, 1990.

Center for the Arts School of Theatre Tallahassee, FL

Acting Teacher/Director

Directed 3 plays (STEP ON A CRACK, A MIDSUMMER NIGHT'S DREAM, GODSPELL), taught Acting, Acting Shakespeare and Ensemble Acting for this youth theatre school.

Cavano Production Services

Tallahassee, FL

Creative Director

Served as copywriter, associate producer, director, editor, continuity, script supervision, camera operator, audio operator, on camera and voice-over talent, office manager and bookkeeper for this media production company. Served local businesses, state government, and national media with all aspects of media production services. Produced television, radio, print and live special events.

Alabama School of Fine Arts

Birmingham, AL

Chairperson, Theatre Arts Department

Created and supervised theatre arts curriculum for this residential pre-professional secondary performing arts school. Taught Acting, Speech for Theatre, Directing, Stage Managing, Acting Shakespeare, Camera Acting, and Stage Combat. Supervised faculty and staff, directed productions, toured across the state. ASFA Improv Group Performed by invitation at international youth arts festival in Sofia, Bulgaria.

Piedmont Repertory Company

Winston-Salem, NC

Director of Audience Development

Working under Producer/Manager, performed all duties associated with public relations, advertising, marketing, community relations, new audience development for this not-for-profit theatre company. Also directed and performed. Created print pieces, wrote press releases and PSA copy, managed relations with advertising and media personnel, and served as liaison between company and state and local arts organizations.

Carolina Theatre Company

Winston-Salem, NC

Actor/Director

Performed and directed for this not-for-profit professional theatre company. Performed statewide in county courthouses and prison facilities. Performed in residence in Winston-Salem. Toured high schools with THE MERCHANT OF VENICE, Shakespeare menu shows, etc. Served as assistant tour manager. Served as assistant producer for special entertainment events.

Jenny Wiley Repertory Company

Prestonsburg, KY

Assistant Producer

Responsible for production details for winter residence season of summer music theatre company. Handled advertising, public relations, rehearsal, touring and performance coordination. Directed one show, served as Technical Director for one show, performed in two shows.

Education

Florida State University School of Theatre Tallahassee, FL

Doctor of Philosophy

Theatre

Dissertation Title: DEATH AND TRAGIC HEROES IN THE TWENTIETH CENTURY: A COMPARISON OF W. B. YEATS'S THE DEATH OF CUCHULAIN WITH WOLE SOYINKA'S DEATH AND THE KING'S HORSEMAN.

Florida State University School of Theatre Tallahassee, FL

Master of Fine Arts

Directing

Thesis Production: THE FIREBUGS by Max Frisch.

Non-Thesis production: MOBY DICK REHEARSED by Orson Welles.

Internship: Asolo State Theatre, Sarasota, FL. TOWARD ZERO by Agatha Christie.
AD, ASM, Dialect Coach, Rehearsal Combat Captain.

North Carolina School of the Arts Winston-Salem, NC

BFA: Acting

North Carolina School of the Arts Winston-Salem, NC

High School: Diploma and Drama Certificate

Publications and Presentations Publication: "Elesin, Cuchulain and the Kingdom: The Culture Hero's Sacrifice." in MODERN DRAMA, Volume XLV, Number 3, Fall 2002. U. of Toronto P.

Presentation: "Elesin, Cuchulain and the Kingdom: The Culture Hero's Sacrifice." For the international "Pre-, Post, and Neo-Colonialisms: Wole Soyinka and Contemporary Theatre" Conference at the University of Toronto, October 2001.

Publication: Review: "San Am Fado by Siamse Tire, National Folk Theatre of Ireland." In THEATRE INSIGHT, 10.2, Fall, 1999.

GUEST EDITOR AND CORRESPONDENT, The Arts Journal, Asheville, NC. (1977-1982) Wrote feature articles and reviews. Edited special edition of this arts monthly tabloid serving a four-state area.

Additional Information

Over one hundred stage, video and film roles performed.

Over thirty plays directed.

Over twenty combat- or stunt-related plays and videos choreographed.

Served on the FL Division of Cultural Affairs "Professional Theatre" grants review board, 2001, 2002.

Adjudicated Thespian regional 1-act competitions for four years (1998 - 2001).

Florida A & M "Superior Accomplishment" Award, 1998.

"Program of Merit" citation from the Florida Governor's Office (1990) for Tallahassee Video Workshop/HIGH RISK TV.

Award of Merit, Children's Educational Program, Birmingham International Educational Film Festival (1984): COUNT PERILOUS POISON.

Certified Actor-Combatant, Society of American Fight Directors National Stage Combat Workshop, Northern Kentucky University, 1983.

The Improv Group (Alabama School of Fine Arts): Performance before the International Banner of Peace Assembly in Sophia, Bulgaria; July 1982. Director.

Other discipline-specific resumes upon request: Directing, Teaching, Acting, Technical and Production.

**MEDIA
PRODUCTION:**

FLORIDA SAFE LEARNING ENVIRONMENT INSTITUTE: Making Sense of SESIR, a three-part training video on the School Environmental Safety Incident Reporting System for the Florida Department of Education. Statewide Training Coordinator, Writer/director, action video segments for training CD-ROM: Script Writing, Directing, Production. Also direction and coordination of entire CD-ROM.

FAMILY SCHOOLS COMMUNITY/RED CARPET SCHOOLS: Three-part video instructional series for the Florida Department of Education promoting parental and community involvement in schooling. Producer/Editor/Copywriter.

MISSING REWARD: Four Points Entertainment. "Johnny Peavy" segment, broadcast nationally on ABC Network. Production Assistant, Script continuity.

AMERICAN COLLEGE OF CARDIOLOGY: Commercial campaign featuring various aspects of the A.C.C., broadcast nationally. Copywriter/Associate Producer.

SUMMER EXTRAVAGANZA PSA: Tallahassee Parks and Recreation Department. Producer/ Director/Copywriter.

LIFEQUEST: Locally produced segments for this national health documentary series, including information and dramatic sequences. Associate Producer.

MITRAL VALVE RECONSTRUCTION: Medical information documentary and video press release promoting this new cardiac surgery procedure. Editor.

COURTESY CARS: Auto dealership ad campaign, including television, radio and print campaign management. Associate Producer/Copywriter.

FLORIDA DEPARTMENT OF PROFESSIONAL REGULATION: Public information video introducing the services of this Florida regulatory agency. Copywriter.

QUINCY FARMS: Marketing video for this agribusiness corporation. Associate Producer/ Editor/Copywriter.

MOVIE TIME: Radio campaign for this video rental business. Producer/Copywriter.

RANDAZZLES: Radio campaign for this high-fashion hair salon. Copywriter.

HERPES INFORMATHON: Lifetime Medical Television segment targeting herpes virus infections. Writer.

COUNT PERILOUS POISON: Award-winning poison-prevention video now in international distribution. Director/Writer/Editor.

THE ABDUCTION: Combat comedy film short. Produced with a grant from the Alabama Film-Maker's Co-op. Director/Screenwriter.

DIRECTING

RESUME: DEATH ON A ROOFTOP: Paradactyl Players, Tallahassee, FL

PIPPIN: Lincoln High School, Tallahassee, FL

BRIGADOON: Lincoln High School, Tallahassee, FL

SING HALLELUJAH! (musical) Parkway Playhouse, Burnsville, NC

STEEL MAGNOLIAS: Parkway Playhouse, Burnsville, NC

THE FOURPOSTER: Parkway Playhouse, Burnsville, NC

PRIVATE LIVES: Parkway Playhouse, Burnsville, NC

A MIDSUMMER NIGHT'S DREAM: Parkway Playhouse, Burnsville, NC.

THE DEATH OF CUCHULAIN: Irish Repertory Theatre/Tallahassee Little Theatre, Tallahassee, FL.

CATHLEEN NI HOOLIHAN: Irish Repertory Theatre/Tallahassee Little Theatre.

A CHRISTMAS CAROL ON THE AIR: (co-writer/director) Nucleus Entertainment Group, Tallahassee, Florida. Twelve consecutive seasons in Tallahassee and Big Bend region.

A MIDSUMMER NIGHT'S DREAM: Center for the Arts School of Theatre, Tallahassee, FL.

AM AHL AND THE NIGHT VISITORS: South Georgia Opera Company, Thomasville, Georgia.

THE MUSIC MAN: Troupe Street Theatre, Bainbridge, Georgia.

GODSPELL: Center for the Arts School of Theatre.

J.B.: Alabama School of Fine Arts Theatre Arts Department, Birmingham, Alabama.

THE FIREBUGS: Florida State University.

MOBY DICK REHEARSED: Florida State University.

HAMLET: (workshop production) Florida State University.

TO BE YOUNG, GIFTED, AND BLACK: Piedmont Repertory Company, Winston-Salem, North Carolina.

SCAPINO: Alabama School of Fine Arts.

STEP ON A CRACK: Center for the Arts School of Theatre.

GOING THROUGH A LOVE AFFAIR: Lamb Productions, Los Angeles, California.

RUNAWAYS: Alabama School of Fine Arts.

A MIDSUMMER NIGHT'S DREAM: Alabama School of Fine Arts.

KIDS ON THE BLOCK: (nationally franchised puppet show modeling mainstreaming of disabled children into the public schools, toured statewide) University of Alabama at Birmingham.

TEN LITTLE INDIANS: Tallahassee Little Theatre

THE MATCHMAKER: Alabama School of Fine Arts.

THE IMPROV GROUP: (street theatre based on works by Saroyan, Sandburg and Dragun) Alabama School of Fine Arts. Toured Alabama, and performed by invitation to the UNESCO-sponsored International Banner Of Peace Assembly in Sofia, Bulgaria.

HOW HE LIED TO HER HUSBAND: Alabama School of Fine Arts.

THE ORPHAN: Alabama School of Fine Arts.

EASTER: Alabama School of Fine Arts.

DEAR BRUTUS: Alabama School of Fine Arts.

FIRES AT VALLEY FORGE: Florida State University

THE SICILIAN: Alabama School of Fine Arts.

WHAT USE ARE FLOWERS: Alabama School of Fine Arts.

THE DEATH OF BESSIE SMITH: Alabama School of Fine Arts.

THE AMERICAN DREAM: Carolina Theatre Company, Winston-Salem, North Carolina.

CAVANO: Directing Resume, page 10

HAMLET: segments produced for the North Carolina Board of Education's "Entertainment at Court." Carolina Theatre Company.

THE OWL AND THE PUSSYCAT: Jenny Wiley Repertory Company, Prestonsburg, Kentucky.

MY SWEET CHARLIE: North Carolina School of the Arts,

TOWARD ZERO: (A.D.) Asolo State Theatre, Sarasota, Florida.

MEDIA:

MAKING SENSE OF SESIR: (3-part video series plus CD-ROM) Training videos on crime-and-violence reporting in schools, funded by the Florida Department of Education. Writer-Director.

HIGH RISK TV: (4 year TV series): Tallahassee Video Workshop/Comcast Cablevision.

COUNT PERILOUS POISON PLAGUES A CARELESS KITCHEN: (Award of Merit, Birmingham International Education Film Festival, now in international distribution) University of Alabama at Birmingham.

ON CAMERA: (dramatic shorts produced for television) Birmingham Cable Communications, Alabama School of Fine Arts.

THE ABDUCTION: (stage and film version) Alabama Film-Maker's Co-op/Alabama School of Fine Arts.

**STAGE
COMBAT
RESUME**

LOCO FOR LOVE Festival: Theatre with a Mission: Choreographed and performed rapier and dagger scene, participated in stage combat workshops.

HAMLET: Capital Shakespeare Company: Choreographed all fights

ROMEO AND JULIET: Capital Shakespeare Company: Choreographed all fights

VIKINGS: Thomasville Little Theatre: Broadsword and combat choreographer

BRIGADOON: Sword duels and fights: Lincoln H S

PRIVATE LIVES: domestic brawl: Parkway Playhouse

AS YOU LIKE IT: wrestling choreography: Southern Shakespeare Festival.

MACBETH: Combat choreography: Florida A&M University

THE SHAUGHRAN: fights and stunts: Florida State University

AS YOU LIKE IT: wrestling choreography: Florida State University

HAMLET: foil choreography and training, Florida A&M University.

TOWARD ZERO: Fight Captain, Asolo State Theatre.

SERVANT OF TWO MASTERS: comic rapier and dagger choreography and training, F.S.U. Mainstage production.

Birmingham Shakespeare Ensemble: rapier and dagger choreography and training, University of Alabama at Birmingham.

MADRIGAL FEASTE: rapier and dagger choreography, combatant, University of Alabama at Birmingham.

ROMEO AND JULIET: (Prokofiev) combat choreography and training, combatant, State of Alabama Ballet.

Given Circumstances: Improvisational Comedy Ensemble: broadsword, hand-to-hand, rapier and dagger choreography and performance,

Birmingham, Alabama.

COUNT PERILOUS POISON: comic hand-to-hand fight choreography and training, University of Alabama at Birmingham. (available on video)

THE SICILIAN: rapier and dagger choreography, Alabama School of Fine Arts.

ROMEO AND JULIET: rapier and dagger choreography, Jefferson State Community College.

RUNAWAYS: fight/rape choreography, Alabama School of Fine Arts.

WEST SIDE STORY: hand-to-hand and knife choreography, Jefferson County Summer Theatre.

HAMLET: rapier-and dagger choreography, Jefferson State Community College.

Carolina Theatre Company: fight and movement captain, Winston-Salem, North Carolina. Included foil, rapier and dagger, and hand-to-hand training and choreography.

HAMLET: rapier and dagger choreography, Carolina Theatre Company.

THE BARD'S WORLD: court-sword choreography, "Romeo," Carolina Theatre Co.

THIRTY YEAR-OLD CHILDREN: hand-to-hand choreography, combatant, Carolina Theatre Company.

HENRY IV, Part I: broad sword combatant: "King Henry," North Carolina School of the Arts.

ROMEO AND JULIET: quarter staff, halberd combatant, N.C. School of the Arts.

THE LOST COLONY: several combat roles, including "Manteo," "Wanchese" and "Captain Dare."

**TEACHING
RESUME:**

FLAGLER COLLEGE AT TALLAHASSEE,

Speech for Theatre
Public Speaking
Strategic Writing
Advanced Strategic Writing

BAINBRIDGE COLLEGE, Bainbridge, GA

Theatre Appreciation

MAYLAND COMMUNITY COLLEGE, Spruce Pine, NC.

Oral Interpretation
Theatre Appreciation
Communications
Introduction to Film

PARKWAY PLAYHOUSE Summer Theatre Institute, Burnsville, NC

Acting (Adult Class)
Youth Theatre
Acting Shakespeare

**FLORIDA A & M UNIVERSITY, College of Education, Tallahassee,
FL.**

Creative Dramatics

**FLORIDA STATE UNIVERSITY SCHOOL OF THEATRE,
Tallahassee, FL**

Directing I
Stage Combat
Creative Improvisation
Orientation to Acting

TALLAHASSEE COMMUNITY COLLEGE, Tallahassee, Florida

Introduction to Theatre
Play Production
Creative Improvisation

ARTISTIC RESIDENCY for Thomas County/City of Thomasville, GA.

Mime/ Magic Theatre/ Clowning

THEATRE ARTS CLASSES, Tallahassee, FL

Acting Shakespeare
Camera Acting

Stage Combat
The Art of Acting

THOMASVILLE CULTURAL CENTER, Thomasville, GA
Magic Theatre

TALLAHASSEE VIDEO WORKSHOP, Tallahassee, FL.
Television Production
Acting for the Camera

CENTER FOR THE ARTS SCHOOL OF THEATRE, (the CAST)
Tallahassee, FL

Ensemble Acting
Acting
Camera Acting
Acting Shakespeare

ALABAMA SCHOOL OF FINE ARTS THEATRE ARTS DEPT.
Birmingham, AL

Acting	Speech for Theatre
Shakespeare Seminar	Movement
Stage Combat	Theatre Seminar
Stage Skills	Theatre Management
Stage Management	

METHODIST COLLEGE, Fayetteville, North Carolina
Acting Shakespeare (guest lectures)

WOMEN'S PRISON, Raleigh, North Carolina
Drama

NORTH CAROLINA SCHOOL OF THE ARTS Summer Program:
Winston-Salem, NC.
Speech for Theatre

GRAHAM COUNTY ARTS COUNCIL: Graham County, NC.
Drama Classes

From: "A. Thomas Cavano" <tgtree@aol.com>
To: Mary Smach <SmachM@leoncountyfl.gov>
Date: 11/8/2018 1:16 PM
Subject: Re: Application Received

I am.

Thomas Cavano

> On Nov 8, 2018, at 1:12 PM, Mary Smach <SmachM@leoncountyfl.gov> wrote:

>

> Hi Mr. Cavano,

>

> Members on the Council on Culture & Arts must be qualified electors residing in Leon County. Are you a registered voter in Leon County?

>

> Thank you.

>

> Regards,

>

> Mary Smach

> Agenda Coordinator

> Leon County Administration

> 301 S. Monroe St. Suite 502

> Tallahassee, FL 32301

> 850-606-5311

>

> www.leoncountyfl.gov <<http://www.leoncountyfl.gov/>>

>

> "People Focused. Performance Driven"

>

> Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

>

> >>> Mary Smach 11/8/2018 1:09 PM >>>

> Dear Mr. Thomas Cavano,

>

> Thank you for your interest in serving on an advisory committee. Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community.

>

> We received your application for the Council on Culture and Arts. We currently have a vacancy on the Board and I will forward your application to the appropriate personnel. We will keep your application on file for a period of two years.

>

> If I can be of any further assistance please feel free to contact me.

>

> Mary Smach

> Agenda Coordinator

> Leon County Administration

> 301 S. Monroe St. Suite 502

> Tallahassee, FL 32301


> 850-606-5311

>

> www.leoncountyfl.gov <<http://www.leoncountyfl.gov/>>

>

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT COUNCIL ON CULTURE & ARTS

<p style="text-align: center;">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>	
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Name: Daniel Taylor	Date: 8/8/2018 1:57:15PM
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Home Phone: (850) 443-1963	Work Phone: (-)X	Email: dmt1963@gmail.com
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Occupation: IT PROFESSIONAL; ARTIST	Employer: DANIEL TAYLOR CONSULTING, INC.
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Preferred mailing location: Home Address
Work Address: 1224 MITCHELL AVE

City/State/Zip: TALLAHASSEE, FL 32303

Home Address: 1224 MITCHELL AVE

City/State/Zip: TALLAHASSEE, FL 32303

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

Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes

For how many years have you lived in and/or owned property in Leon County? 17 years

Are you currently serving on a County Advisory Committee? No

If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? No

If yes, on what Committee(s) are you a member?

Please indicate your area of expertise. If you have experience in more than one field, please check all that apply.

<input checked="" type="checkbox"/> Practicing Artist	<input type="checkbox"/> Heritage/History	<input type="checkbox"/> Marketing/Finance
<input type="checkbox"/> Business/Economic Development	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Tourism

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

Race: Caucasian Sex: Male Age: 55.00
Disabled? No District: District 3

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

ALTHOUGH MY IT RESUME DOES NOT REFLECT IT, I AM A PRACTICING ARTIST (OIL PAINT, JEWELRY, YARD ART) AND HAVE SHOWN IN MANY LOCAL AND REGIONAL SHOWS, EXHIBITIONS AND GALLERIES. SOME OF MY WORK CAN BE SEEN AT DMTART.COM. I WOULD BE PLEASED TO SERVE ON THE COCA BOARD AND HELP IN ANY WAY I CAN.

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

Name: NATHAN ARCHER Telephone: 8502647181
Address: 215 W COLLEGE AVE APT 412 32301

Name: Telephone:
Address:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

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 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: DANIEL MCCORD TAYLOR

This application was electronically sent: 8/8/2018 1:57:15PM

Consultant Résumé – Daniel M. Taylor

1224 Mitchell Ave., Tallahassee Florida 32303
 Email: dmt1963@gmail.com
 Phone: 850-443-1963

Matrix of Candidate Skills - Daniel M. Taylor

Common / Fundamental KSAs	Number of years the required skill has been used	The last Year the skill was used	Context / For what project used
Excellent verbal and written communication skills.	31	2017	DCC
Demonstrated effective writing and documentation skills.	26	2017	AMS upgrade
Knowledge of project management principles.	16	2017	FSFN upgrade
Ability to analyze requirements, evaluate technical options, and assess feasibility.	26	2017	Multiple
Ability to communicate effectively with technical and non-technical customers and staff.	31	2017	Multiple
Ability to maintain professional working relationships with customers and staff.	31	2017	DCC
Ability to meet priorities and goals.	31	2017	Multiple
Ability to work independently.	31	2017	Food For Florida
Attention to detail and consistency.	31	2017	Multiple
Knowledge and skill in hardware and software problem detection, isolation, and resolution.	31	2017	DCC
Proficiency with the knowledge and use of Oracle Weblogic.	16	2017	FSFN, AMS
Proficiency with the knowledge and experience with JBoss.	5	2015	FSFN upgrade
Proficiency with the knowledge and use of other enterprise web environments and tools.	16	2017	MES project
Proficiency with the knowledge and use of monitors and trace facilities.	16	2017	DCC

Required Consultant Skills, Knowledge, Abilities (Minimum): Web Administrator

Required Consultant Skills, Knowledge, Abilities (Minimum): Web Administrator	Years' Experience	Last time the skill was used, and in
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(State Term Contract job number #2660 and variant (either Entry/Intermediate/or Advanced) Level):\		what context/for what project
a) Strong experience with Apache, Nginx, Ruby Rails, Java and PHP.		
b) Strong experience with Linux Operating System Administration.		
c) Strong experience debugging and supporting open source software.		
d) Strong experience developing/supporting applications in MySQL and Oracle backend databases.		
e) Expert experience in web development.		
f) Government project experience.		

Preferred Consultant Skills, Knowledge, Abilities (Minimum): Web Administrator

Preferred Consultant Skills, Knowledge, Abilities (Minimum): Web Administrator (State Term Contract job number #2660 and variant (either Entry/Intermediate/or Advanced) Level).	Years' Experience	Last time the skill was used, and in what context/for what project
a) Strong verbal and written communication skills.	31	2017/multiple
b) Ability to communicate effectively with technical and customer staff.	31	2017/multiple
c) Maintain professional working relationship with customers and staff.	31	2017/multiple
d) Knowledge of multiple Operating Systems, including Solaris and Linux (Centos, Red Hat).	20	2017/multiple
e) Experience installing and configuring Operating Systems and application software.	16	2017/FSFN
f) Knowledge of UNIX shell scripting.	16	2017/multiple
g) Experience debugging software and database application issues.	26	2017/multiple
h) Knowledge of project and process management concepts.	16	2017/disaster recovery
i) Experience working within an ITIL-based Change Management.	3	2017/AST

SUMMARY

Mr. Daniel Taylor is a trained WebLogic Administrator with 15 years of experience installing and configuring WebLogic Server administrator. Mr. Taylor also has experience with UNIX/LINUX administration, software installation, writing system profiles, system development, and domains in multiple configurations. He has analyzed business rules to construct complex systems that are easily maintainable. Daniel has experience with UNISYS

Mainframes, Client/Servers and Mentoring client employees. Daniel has excellent communication skills and is an effective team worker and self-motivator and possesses deep institutional knowledge of AST infrastructure and systems.

Education Summary:

- *Administration of BEA WebLogic Server* 2001
- *RedHat ® Linux System Administration* 2001
- *TUXEDO Systems Administration* 1997
- *UNIX Shell Command Language* 1997
- *Data Modeling* 1998
- *Intro to JAVA* 1998
- *Korn Shell for Programmers* 1997
- *Intro to Oracle7 Database* 1995
- *Intro to SQL, SQL*PLUS, PL/SQL* 1995
- *Administer the Trusted Oracle7 Database* 1995
- *Administer Oracle7 with Distributed Option* 1995
- *UNIX* 1994
- *UNISYS DCP/Telcon Operations* 1991

SKILLS SUMMARY

Skills and Qualifications

Knowledge, skills, abilities and experience supporting systems software maintenance and system software operations for a period of 15 years with Unix and Linux (primarily Red Hat Linux) as well as Weblogic Server, WebSphere, Tomcat and JBoss.

Knowledge, skills, abilities and experience supporting systems software maintenance and system software operations for a period of 3 years with IBM's DB2 Connect and Group 1's Code-1.

- Knowledge, skills, abilities and experience supporting systems software maintenance and system software operations with the following:
- Knowledge of Capacity Management principles, concepts and theories;
- Knowledge of disk management concepts and implementation; o Knowledge of network services concepts and implementation;
- Knowledge of TCP/IP concepts and configuration;
- Knowledge of web server concepts and configuration;
- Knowledge of backup and recovery concepts and techniques;
- Ability to install and configure the Linux operating system;
- Skill and ability in the administration and configuration of Oracle WebLogic Server;
- Skill and ability in the administration and configuration of IBM WebSphere;
- Knowledge and skill supporting IBM's DB2 Connect product;
- Knowledge and skill supporting Java and J2EE systems;
- Knowledge and skill in configuring and upgrading computer systems;
- Ability to install and configure software packages under Linux/Unix;
- Knowledge and skill in hardware and software problem detection, isolation, and resolution;
- Knowledge and skill using the C, Java, PHP, Perl, Ruby, Javascript programming languages;

- Knowledge and skill doing Linux/Unix shell script programming;
- Knowledge and skill using Linux/Unix tools and utilities;
- Knowledge and skill using Linux/Unix-based performance monitoring tools;
- Knowledge and skill using diagnostic tools;
- Knowledge and skill in system and component benchmarking;
- Knowledge and skill using products in the Microsoft Office suite;

EXPERIENCE

**Department of Child and Families, NSRC, SSRC, AST, State of Florida, Tallahassee,
01/01 – present**

WebLogic Administrator, TUXEDO Administrator, UNIX System Administrator

Responsibilities

Performed duties of administration and support of WLS, WebSphere, JBoss, Tomcat, UNIX

Blue Cross Blue Shield, Jacksonville, Florida

05/00 - 12 /00

TUXEDO Administrator

Responsibilities:

- Performed duties of administration and support of TUXEDO.
- Analyzed and debugged application/system problem in all software development environments.
- Assisted with code level debugging of application and performance issues.
- Assisted development and test groups to trace and debug application related issues.
- Configured and set up of multi node, multi domain development and test environments.
- Developed and implemented utility scripts for application startup and monitoring.

Environment: TUXEDO, BEA SNA, AIX, IBM PC's

Gamma Computer, Los Angeles, California

01/00 – 04/00

Consultant/TUXEDO Administrator

Responsibilities:

- Performed troubleshooting, configuration and tuning of TUXEDO.
- Assisted developers with debugging new applications that run on TUXEDO
- Assisted with the upgrading of the company's tuning business.
- Attended a BEA TUXEDO/BEA Jolt for Peoplesoft seminar.
- Assisted with the BEA TUXEDO Administration courses.

Environment: TUXEDO, AIX, and IBM

DMR Consulting Group, Tyson's Corner, Virginia

12/96 - 12/99

Technical Consultant

Responsibilities:

- Configured and maintained inter-machine/application communications using TUXEDO, BEA Message Q and proprietary distributed object technologies.
- Provided environmental support for UNIX based application in a three-tiered client/server ordering application.
- Obtained software updates, compiled software and installation.
- Assisted development teams in ensuring successful transition of software through complete multiple life cycles.
- Provided remote technical support for offshore testing and environment configuration in Tel Aviv, Israel.
- Interfaced with development, system test and quality teams to ensure stable application configuration and turnover standards..
- Developed test plans and procedures from system specifications, requirements and business cases for their proprietary client/server ordering application.
- Tested multiple releases of software to ensure functionality stability.

Environment: TUXEDO, BEA MESSAGE Q, UNIX, and ORACLE

Validity Corporation, Landover, Maryland

02/91 – 11/96

Director, Quality Assurance Testing

Responsibilities:

- Developed and executed test plans for naval communication systems.
- Served as liaison between U S Navy and Naval Computer to oversee the implementation of system requirements.

Environment: ORACLE, HP-UX, CMW+/MAX SIX

Conductor, Quality Assurance Testing

Responsibilities:

- Tested, evaluated and implemented DMS Message Conversion System.
- Trained personnel on the new message system.
- UNIX based system utilized a Sybase database to allow both messaging and directory components.

Environment: UNIX, HP-UX

Lead Implementation Instructor

Responsibilities:

- Coordinated installation of DCP/50 systems and proprietary US Navy automated communications systems.
- Provided detailed instruction to US Navy personnel on the DCP/50 system.
- Tested UNISYS Distributed Communications Processor software and hardware connecting worldwide naval automated communications systems.

Environment: UNISYS, UNIX

**United States Marine Corps, Barstow, California
Communications Center Supervisor**

1985 – 1991

Responsibilities: Managed day to day operations of data processing team responsible for processing and transmitting classified information to remote worldwide installations.

Pre-Screening Reference Checks –Daniel M. Taylor

Reference #1

Company / Project / Client / Name and Type of Business	Deloitte Consulting / IBRS, FFF, AMS / Department of Children and Families / State Welfare Public Sector
Contact Person Name & Title	Rama Tula. Deloitte Manager
Email Id	ratula@deloitte.com
Address	1317 Winewood Blvd #202, Tallahassee, FL 32399
Telephone Number(s)	850/228-0450
Description of Work Performed	WebLogic and Tomcat design, configuration and administration
Time Period	2005-present

Reference #2

Company / Project / Client / Name and Type of Business	Keane, Inc. / HomeSafeNet (HSn) / / Department of Children and Families / State Welfare Public Sector
Contact Person Name & Title	Arthur Bialowas / Director of IT Security
Email Id	Arthur.bialowas@famuedu
Address	1610 S. Martin Luther King Jr. Blvd. University Commons Room G126 (Ground Floor-Southside) Tallahassee, FL 32307
Telephone Number(s)	850-322-2314
Description of Work Performed	LINUX / WebLogic administration
Time Period	2001-2005

Reference #3

Company / Project / Client / Name and Type of Business	KLC Consulting, Inc. / MES, AMS / Department of Children and Families / State Welfare Public Sector
Contact Person Name & Title	Linda McNeal / Oracle Database Analyst
Email Id	Linda.McNeal@ast.Myflorida.com
Address	Agency for State Technology, 4050 Esplanade Way #115, Tallahassee, FL 32311
Telephone Number(s)	850/445-0650
Description of Work Performed	WebLogic administration
Time Period	2001-present

From: Dan Taylor <dmt1963@gmail.com>
To: <SmachM@leoncountyfl.gov>
Date: 11/6/2018 3:46 PM
Subject: Re: Application Received

Yes, ma'am. I am a registered voter in Leon County.

Thank you,
Daniel Taylor

On Tue, Nov 6, 2018 at 3:44 PM Mary Smach <SmachM@leoncountyfl.gov> wrote:

> Hi Mr. Taylor,
>
> Members on the Council on Culture & Arts must be qualified electors
> residing in Leon County. Are you a registered voter in Leon County?
>
> Regards,
>
> Mary Smach
> Agenda Coordinator
> Leon County Administration
> 301 S. Monroe St. Suite 502
> Tallahassee, FL 32301
> 850-606-5311
>
> www.leoncountyfl.gov
>
> "People Focused. Performance Driven"
>
> Thank you for your email. Please note that under Florida's Public
> Records laws, most written communications to or from county staff or
> officials regarding county business are public records available to the
> public and media upon request. Your e-mail communications may therefore be
> subject to public disclosure.
>
> >>> Mary Smach 8/13/2018 9:18 AM >>>
> Dear Mr. Daniel Taylor,
>
> Thank you for your interest in serving on a citizen committee. Citizen
> participation is important in developing Leon County's programs and
> policies, and in providing quality public services to the community.
>
> We received your application for the Council on Culture & Arts. We
> currently have a vacancy on the Council and I will forward your
> application to the appropriate personnel. We will keep your application on
> file for a period of two years.
>
> If I can be of any further assistance please feel free to contact me.
>
> Mary Smach
> Agenda Coordinator
> Leon County Administration
> 301 S. Monroe St. Suite 502
> Tallahassee, FL 32301
> 850-606-5311

Tom E. Lewis
Architect Attorney at Law
3270 Longleaf Road Tallahassee, Florida 32310 850-491-5983 atty32301@gmail.com

August 8, 2018

Honorable Nick Maddox, Chairman
Leon County Commission
Leon County Courthouse
301 South Monroe Street
Tallahassee, Florida 32301

Dear Chairman Maddox,

Please accept this letter as my resignation as a County Appointee to the Tallahassee-Leon County Planning Commission and the Tallahassee-Leon County Local Planning Agency, effective this date.

I would like to highly commend two of your staff in the Growth Management system and process, Ms. Cherie Bryant and Mr. Artie White. Both provided me outstanding support in my role as Chairman of the two bodies, these past 8 months. Both are playing a critical role in the development of the Total Update to the City/County Comprehensive Plan, starting with the Future Land Use and Mobility Elements. These elements are the heart of a sound Comprehensive Plan. Cherie and Artie are doing extraordinary work, and the County is fortunate to have two such professionals on its staff.

Mr. Chairman, I want to thank you and the other Honorable Commissioners for the honor of serving you and the citizens of Leon County in this capacity.


With kind regards,



Tom E. Lewis, Esq., FAIA

Copy: Honorable Mary Ann Lindley, Commissioner – Leon County Commission
Vince Long, County Administrator

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT PLANNING COMMISSION

<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: Pierre Buie		Date: 5/24/2017 3:45:41PM
Home Phone: (850) 562-5569	Work Phone: (850)792-2793X	Email: pbuie@prominentinfluence.com
Occupation: EXECUTIVE PASTOR	Employer: JOURNEY TO LIFE INTERNATIONAL INC.	
Preferred mailing location: Work Address		
Work Address: 2790-1 WEST TENNESSEE STREET		
City/State/Zip: TALLAHASSEE, FL 32304		
Home Address: 8247 BALMORAL DRIVE		
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?		21 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>(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>		
Race: African American	Sex: Male	Age: 48.00
Disabled? No	District: District 5	
<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: MARY ANN MORGAN-BURKE Telephone: 1-877-302-9900
Address: 280 W. CANTON AVE, SUITE 210 WINTER PARK, FLORIDA 32789

Name: ROSALIND J. FRAZIER Telephone: 8503451982
Address: 1210 STONE ROAD, TALLAHASSEE, FL 32303

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you 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: Pierre L. Buie, MPA, CFI.

This application was electronically sent: 5/24/2017 3:45:41PM

SUMMARY

EXPERIENCE

Journey to Life International Inc.
Consultant

Tallahassee, Fl.
1998 to Current

- Marketing and Advertising, through the use of Broadcast, Billboards, and Social Media tools.
- Leadership Training and Development.
- Payroll, Financial, Banking Affairs, and Maintaining Internal Revenue Service Compliance for 501c3 Not For-Profit Organizations.
- Identifying Public Safety Issues, and Establishing Emergency Plans Under FEMA Guidelines for Churches and Ministries.
- Financial Campaigns, Accounting, and Growth Management.
- Facilitation of Seminars on topics not limited to the following: Credit and Finance, Child Safety, First Time Home Buyer, Marriage, Family, and Anger Management.
- Religious Studies.
- International Outreach.
- Community Affairs, Crime Awareness, and Issues of Major Public Concerns for Safety and Security.
- Human Resources, Interviewing, and Volunteer Coordinating.

Department of Children and Family
Crime Intelligence Technician

Tallahassee, Florida
2011 to 2012

- Conduct criminal history checks of all subjects involved in abuse and neglect cases involving adults and children; the checks are conducted via NCIC and FCIC databases (National Crime Information Center & Florida Criminal Information Center).
Checks include but are not limited to the following:
- The Florida Department of Corrections, and the Florida Department of Law Enforcement (FDLE) Sexual Predator.
- The Criminal Intelligence Technician is required to review the backgrounds of alleged abusers within minutes of receiving a report, so as to identify potentially hazardous situations sooner.
- Identify individuals with past serious criminal charges, such as weapons possession or assault.

- Direct incoming "Florida Abuse Hotline" calls to the available abuse counselor as needed.
- Guarantee that the Child and Adult Protective Investigators on staff" will know what kind of people they -- and the alleged victims will be dealing with prior to initiating an investigation, at which time they will be able to respond properly based on that knowledge."

The Reop Group LLC.

Tallahassee, Florida

Investigative Consultant (Part-Time)

2006 to 2015

- Conducted private investigations for various clients.
- Observed and documented activities of individuals in order to detect unlawful acts and to obtain evidence for cases, using binoculars and video cameras.
- Wrote reports and summaries to document investigations.
- Searched computer databases, credit reports, public records, tax and legal filings, and other resources in order to locate persons and compile information for the client or case file.
- Obtained and analyzed information on suspects, crimes and disturbances in order to solve cases, to identify criminal activity, and to gather information for cases.
- Conducted background investigations of individual's character, financial status and personal history for commercial and domestic clients.

Shoe Carnival

Tallahassee, Florida

Loss Prevention Specialist

2004 to 2006

- Protected property of business establishment by detecting vandalism, thievery, shoplifting and dishonesty among employees and patrons.
- Conducted investigations on own initiative and on request of management.
- Observed company grounds to apprehend suspects in illegal acts.
- Interrogated suspects and apprehended culprits.
- Trained and managed employees on proper way to protect the premises and merchandise and achieved significant improvements in their productivity.
- The apprehension of suspects which led arrest and convictions.
- Installed Mirrors for better coverage in blind spots.
- Wrote case reports.
- Programmed and operated DVR/CCTV Surveillance Security System with PTZ.
- Alerted other retail establishments when person of known criminal character was observed in store.
- Fraud Investigation

Leon County Sheriff's Office

Tallahassee, Florida

2002 to 2004

Volunteer

Installation of computer software
Verifying warrants via law enforcement database
Filing documents

Pierre L. Buie

8247 Balmoral Drive ,Tallahassee, Florida 32311-9403
850-562-5569 850-459-6668
pbuie7@gmail.com

ACCOMPLISHMENTS:

Alpha Sigma Lambda National Honor Society
Golden Key International Honour Society
Deans List 2010 & 2011

EDUCATION

Ashford University-Forbes School of Business
Master of Public Administration

San Diego, CA
2014

Ashford University
Bachelor of Arts-Social and Criminal Justice, with Distinction

Clinton, IA
2011

Tallahassee Community College
Associate of Arts-Public Affairs

Tallahassee, FL
2003

Tunxis Community College
Associate of Science-Criminal Justice

Farmington, CT.
1998

ADDITIONAL TRAINING

Public Speaking (25 Years of Experience)

Peace Officer Safety Training Courses:

Community Policing 8 Hour Course 2008

Crash Investigations 8 Hour Course 2008

Report Writing 8 Hour Course 2009

Bargaining, Negotiation and Conflict Management 2014

Certified Forensic Interviewing 16 Hour Prep Course 2014

Certified Forensic Interviewer (CFI) Wicklander-Zulawski 2014

LICENSES

Private Investigator

Certified Anger Management Professional-Level 2

FCIC Certified

NCIC Certified

JIS (JUDICIAL INQUIRY SYSTEMS)

From: "Pierre L. Buie" <pbuie@prominentinfluence.com>
To: "Mary Smach" <SmachM@leoncountyfl.gov>
Date: 8/14/2018 5:50 PM
Subject: RE: Planning Commission

Dear Ms. Smach:

Thank you for making contact with me, and yes I would like to be considered for the vacancy. However, my age has changed, as I am now 49 Years of age. Otherwise, the information is accurate with exception of a new certification I am on the way to Louisville, Kentucky to receive:

Neighborworks Center for Home Education Counseling: NCHEC Financial Capability and Financial Coaching Certification (August 24, 2018).

Certified Motivational Speaker and Member of the Les Brown Maximum Achievement Team. (October 2017).

All other information regarding my address, employment, and vital statistics remain the same.

Thank you for your valuable time.

Respectfully,

Pierre L. Buie, MPA, CFI.

Execp@journeytolifeinternational.org
<mailto:Execp@journeytolifeinternational.org>

850-562-5569

From: Mary Smach <SmachM@leoncountyfl.gov>
Sent: Monday, August 13, 2018 1:16 PM
To: pbuie@prominentinfluence.com
Subject: Planning Commission

Dear Pierre Buie,


We currently have a vacancy on the Planning Commission <<http://www2.leoncountyfl.gov/committees/detail.asp?id=28>> and your application is on file with us (attached). I am preparing an agenda item for the Board's consideration on September 4th, and just wanted to check with you to be sure you are still interested in being considered to serve on the Planning Commission and that the information on your application is still accurate.

Please let me know whether to include your application for consideration by the Board of County Commissioners at their next meeting.

Thank you,

Mary Smach
Agenda Coordinator
Leon County Administration

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT PLANNING COMMISSION

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Name: Tatiana Daguillard		Date: 9/12/2018 3:25:13PM
Home Phone: (786) 369-9896	Work Phone: (-)-X	Email: tatianadaguillard@gmail.com
Occupation: STATE EMPLOYEE	Employer: FDOT	
Preferred mailing location: Home Address		
Work Address: 605 SUWANNEE ST		
City/State/Zip: TALLAHASSEE, FL 32399		
Home Address: 215 N MERIDIAN ST		
City/State/Zip: TALLAHASSEE, FL 32301		
Do you live in Leon County? Yes	If yes, do you live within the City limits? Yes	
Do you own property in Leon County? No	If yes, is it located within the City limits? No	
For how many years have you lived in and/or owned property in Leon County?		8 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>(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>		
Race: Other	Sex: Female	Age: 26.00
Disabled? Yes	District: District 5	
<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: JANEL ROBINSON
Address: 306 N MERIDIAN ST #4

Telephone: 727-501-5703

Name:
Address:

Telephone:

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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 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: TATIANA M. DAGUILLARD

This application was electronically sent: 9/12/2018 3:25:13PM

TATIANA M. DAGUILLARD

tatianadaguillard@gmail.com | 786-369-9896

PROFESSIONAL EXPERIENCE

State Local Program Specialist June 2016 – present (40 hours/week)

Office of Program Management, Florida Department of Transportation, Tallahassee, Florida

The Local Agency Program (LAP) is a federally funded reimbursement program that provides local agencies the ability to contract and manage transportation projects with state and federal oversight. Below is a summary of my duties and experience:

- Administers the Small County Outreach Program for Municipalities, a \$9 million annual legislative appropriation, including project solicitation and prioritization for adoption in the Work Program. Reviews and approves requests for changes to all active project scopes or funding levels
- Administers federal transportation programs including the locally delivered Federal-aid Highway Program and Emergency Relief programs for the department ensuring grant funding for local planning, project development, design, right of way acquisition, construction and construction administration of transportation facilities or enhancements.
- Serves as the Local Programs liaison for the Rural Economic Development Initiative (REDI).
- Assists with coordination of the statewide implementation of Local Programs Office policies and procedures in consultation with the Districts and FHWA. Develops, revises and maintains program policy and guidance in the form of manuals, instructions or user guides, bulletins, boilerplate project agreements, annual reports, training materials, and brochures or other factsheets for public consumption.
- Assists with the development and coordination of product monitoring techniques, project control systems, and quality assurance/quality control processes statewide.
- Create training materials including PowerPoint presentations, training workbooks, webinars, computer based training courses, and interactive quiz sessions for attendees.
- Ensures effective development, implementation, maintenance and continuous improvements to Local Programs related software applications and other technology tools, including developing user guides, business requirements for systems planning, testing and approvals of system fixes. Maintains website, internal SharePoint, and externally accessible SharePoint sites for the local programs office, specific local programs, and a comprehensive federal projects site
- Perform contract management functions, including fiscal management, scope and deliverable reviews, draft and execute contracts and subsequent amendments.
- Provide presentations and training sessions to local agency staff as needed and per request
- Serve as the co-lead for FDOT Millennials. Overseeing 6 (six) task teams which are comprised of 60 (sixty) persons, including District representatives from around the State.
- Serve as a member of the Central Office Innovators! Team acting as a catalyst for rapid development of technologies, techniques, and tactics to improve the performance and effectiveness of the Department. As a member of the team I:
 - Serve as a champions for innovation culture within the Central Office and with Stakeholders.
 - Collect, consolidate, analyze, develop and ultimately implement and monitor bold and innovative ideas with the appropriate parties.
 - Advise the FDOT Secretary on the implementation of Initiatives and related matters.
 - Provide a forum for discussing and proposing solutions to transportation-related problems.

Membership & Community Engagement Coordinator January 2014 – May 2016 (40 hours/week)

John G. Riley Center/Museum for African American History & Culture, Tallahassee, Florida

The John G. Riley Center/Museum is a historical and cultural gem located in Downtown Tallahassee in what was formerly known as Smokey Hollow, one of Florida's oldest middle-class African-American communities. During my tenure I contributed to preserving African American landmarks and legacies throughout the State of Florida as an enduring public resource through tourism and education. Below is a summary of those duties:

- Responsible for providing technical and professional expertise to parks, outside partners, and programs related to the preservation of the Big Bend Region's historic resources
- Identified funding sources on the state and federal level and secured funding through capital campaigns, special events and local sponsorships.
- Develop and implement training programs for local government's preservation programs.
- Researching and applying new strategies that encourages diverse community participation and promote inclusive programming.

- Serve on national committees such as the Florida African American Heritage Network, Association of African American Museums, Small Museums Association, Institute for Museum and Library Services, et al
- Attend project meetings with clients, local political leaders, stakeholders, and the public

Projects & programs specialist (35 hours/week)

- Coordinate public meetings with local government officials and public-private stakeholders. I have contributed to grant writing and financial reporting for four major Tallahassee/Leon grantors – Council on Culture and Arts, Department of Economic Opportunity, Tourism Development Council, and the Community Human Services Partnership, and with state grant programs and Federal programs related to historical resources and museum services

EDUCATION

Florida A&M University May 2018

History, M.A.S.S (U.S. Southern History, Public History)

Capstone: *Eminent Domain for White Capitalist Gain: Grubstein v. Urban Renewal Agency of City of Tampa*

Florida State University December 2014

Humanities, B.A. (U.S. Southern History, Classics)

PROFESSIONAL AFFILIATIONS

- American Planning Association
- Association of African American Museums, *Co-founder of Emerging Professionals*
- Association of Black Women Historians, *Area Captain 2017-2019*
- Black Interpreters Guild, *Co-founder*
- Florida African American Heritage Preservation Network
- National Council on Public History, *Nominating Committee 2018-2021*

COMMUNITY AFFILIATIONS

- Transit Advisory Committee, *Board Member 2017-2018*
- Tallahassee/Leon Community Improvement Advisory Council, *Board Member 2015-2018*
- Junior League of Tallahassee, *Training Council*
- New Leaders Council, *Board Member 2017-2019*
- Opportunity Tallahassee, *Class 2*

ACCOLADES & ACHIEVEMENTS

Research & Scholarship

“Eminent Domain for White Capitalist Gain: Grubstein v Urban Renewal Agency of City of Tampa (1959)” (2018)

Accepted to the 2018 Environmental Justice Training Program & Conference

“March to the 19th: Celebrating the Trials and Triumphs of African-American Women in Leon County” (2017)

National Endowment for the Humanities, HBCU Humanities Initiative

Written, Prepared and Submitted on behalf of the Meek-Eaton Black Archives, Florida A&M University

Heritage Pathways – Conceptualizing an Arts & Culture Corridor within Downtown Tallahassee (2015)

\$25,000 research grant provided by the Department of Economic Opportunity

Race and Politics in the Sunshine State: Florida History

Discussant at the 56th Annual Florida Conference of Historians (2016)

“John H. Eaton, Jackson Protégé, as Governor of Florida, 1834-1836”

James M. Denham, Florida Southern College

Audience Development & Marketing

“How Can I Make a Donor Out of You: Accessing Millennial Philanthropy” (2016)

Association of African American Museums Conference, Riverside, California

Interpretation & Public Programs

“Preserving History When the Buildings Are Gone” (2016)

Florida Trust for Historic Preservation Conference, Tallahassee, Florida

“We Who Believe in Freedom:

Museum as Sites of Social Justice Learning, Collaboration and Participation” (2015)
Florida Association of Museums Conference, St. Petersburg, Florida

Awards

New Leaders Council, Community Advocate - 2018
Tallahassee Trust for Historic Preservation, Student Achievement - 2017
Margaret T. G. Burroughs and Charles H. Wright Fellowship - 2016
National Trust for Historic Preservation, Diversity Fellowship - 2016
Scholarship Recipient, International Young Leaders Assembly - 2014


Certifications

Florida Certified Contract Manager Training, 08/2018 (expires 08/2022)
Innovation in a Box: Advanced Practitioner, 06/2018

COMPUTER SKILLS

- Experience using various government database programs at FDOT - ERC, LAPIT, Mainframe, and EOC.
- HTML/CSS – Certified by Computer Tutors May 2017
- SharePoint Designer
- Go-to-Meeting, Go-To-Webinar, Go-To-Training
- MS Office Suite - Advanced: Excel, PowerPoint, Intermediate: Publisher, Basic: Access, OneNote

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT PLANNING COMMISSION

<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: Robert Feuerstein		Date: 7/31/2018 10:44:00AM
Home Phone: (850) 901-5436	Work Phone: (-)X	Email: photobob321@gmail.com
Occupation: RETIRED	Employer: RETIRED	
Preferred mailing location: Home Address		
Work Address:		
City/State/Zip: TALLAHASSEE, FL		
Home Address: 2616 STONEGATE DRIVE		
City/State/Zip: TALLAHASSEE, FL 32308		
Do you live in Leon County? Yes	If yes, do you live within the City limits? No	
Do you own property in Leon County? Yes	If yes, is it located within the City limits? No	
For how many years have you lived in and/or owned property in Leon County?		0 years
Are you currently serving on a County Advisory Committee? No		
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees? No		
If yes, on what Committee(s) are you a member?		
<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>		
Race: Caucasian	Sex: Male	Age: 69.00
Disabled? Yes	District: District 4	
<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>		

I AM SEEKING TO BE ON AN ADVISORY COMMITTEE FOR A BOARD APPOINTMENT. I INTRODUCED MYSELF AT THE COUNTY COMMISSION MEETING ON TUESDAY, JULY 10. I HAVE BEEN ON OTHER COMMISSIONS (COMMITTEES) FROM ABOUT 1973 TO 1997 FOR THE CITY OF TORRANCE, CALIFORNIA. THE CITY COMMISSIONS I SERVED ON ARE LISTED ON THE 2ND PAGE OF MY CV... FOR MANY YEARS I WAS VERY ACTIVE IN LEADERSHIP POSITIONS IN THE CITY OF TORRANCE WHERE I WAS A MEMBER OF THE CABLE TV ADVISORY BOARD FOR 8 YEARS, THEN-TRANSPORTATION COMMISSIONER FOR 8 YEARS AND WATER COMMISSIONER ALSO FOR AN 8-YEAR TERM. WORKING IN CITY POLITICS AND MAKING DECISIONS WHILE LEADING THOSE GROUPS GAVE ME INVALUABLE EXPERIENCE IN WORKING WITH COMMITTEES AND COUNSEL TO ACCOMPLISH

RESULTS. I BELIEVE I COULD UTILIZE THAT EXPERIENCE TO BE OF SERVICE TO LEON COUNTY. MY INTEREST IN THE PLANNING COMMISSION COMES FROM MY POSITION WITH THE DEPARTMENT OF PUBLIC WORKS FOR THE COUNTY OF SAN DIEGO WHICH LASTED FOR SEVEN YEARS FROM 2009 TO 2018 WHEN I RETIRED. I WORKED WITH THE PLANNING DEPARTMENT FOR REPORTS TO THE BOARD OF SUPERVISORS, TO COUNTY COUNCIL AND UPPER MANAGEMENT. EVEN THOUGH I DID NOT MAKE ANY DECISIONS, I VIDEOTAPED, AND AUDIO RECORDED MANY MEETINGS AND PROPOSALS TO CLARIFY THE REPORTS AND WORKED HAND IN HAND WITH ALL PERSONNEL IN THESE DEPARTMENTS TO HAVE AN ACCURATE REPORT.

MY INTEREST IN THE JOINT CITY AND COUNTY BICYCLING WORKGROUP COMES FROM WORKING TO CREATE A BICYCLE PATH ALONG HIGHWAY 1 IN CALIFORNIA. AS A TEENAGER, I BELONGED TO A BICYCLE GROUP CALLED THE LOS ANGELES WHEELMAN AND THE GROUP PROPOSED TO CREATE A BICYCLE PATH THAT STARTED AT TORRANCE BEACH AND EXTENDED ALL THE WAY UP TO VENTURA COUNTY. THERE WERE MANY OBSTACLES BUT OVER 10 YEARS WE AS A GROUP FOUGHT FOR THAT BICYCLE PATH AND AS OF TODAY IT HAS BEEN A VERY BIG SUCCESS. SOME OF THE OBSTACLES WE ENCOUNTERED WERE OBTAINING THE RIGHT OF WAY ON PRIVATE PROPERTY, FROM CHEVRON OIL REFINERY, A PLAN TO WORK AROUND MARINA DEL REY HARBOR AND HOW TO SEPARATE FOOT TRAFFIC, ROLLER SKATERS AND BICYCLISTS ON ONE NARROW PATHWAY.

YOU ADVISORY COMMITTEE APPLICATION ONLY ALLOWS TWO POSITIONS; HOWEVER, I WILL BE OPEN FOR OTHER COMMITTEES.

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

Name: SAM HIGDON Telephone: 850-322-0080
Address: 2610 STONEGATE DRIVE

Name: CARMELLO LADANTA Telephone: 850-528-8484
Address: 2620 STONEGATE DRIVE

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

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 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: Robert Feuerstein

This application was electronically sent: 7/31/2018 10:44:00AM

Robert (Bob) Feuerstein

I am seeking to be on an Advisory committee for a Board Appointment. I introduced myself at the County Commission Meeting on Tuesday July 10. I have been on other commissions (committees) from about 1973 to 1997 for the City of Torrance, California. The City Commissions I served on are listed on the 2nd page of my CV. .

For many years I was very active in leadership positions in the City of Torrance where I was a member of the Cable TV Advisory Board for 8 years, then Transportation Commissioner for 8 years and Water Commissioner also for an 8-year term. Working in city politics and making decisions while leading those groups gave me invaluable experience in working with committees and counsel to accomplish results. I believe I could utilize that experience to be of service to Leon County.

My interest in the Planning Commission comes from my position with the Department of Public Works for the County of San Diego which lasted for seven years from 2009 to 2018 when I retired. I worked with the Planning Department for reports to the Board of Supervisors, to County council and upper management. Even though I did not make any decisions, I videotaped, and audio recorded many meetings and proposals to clarify the reports and worked hand in hand with all personnel in these departments to have an accurate report.

My interest in the Joint City and County bicycling workgroup comes from working to create a bicycle path along Highway 1 in California. As a teenager I belonged to a bicycle group called the Los Angeles Wheelman and the group proposed to create a bicycle path that started at Torrance beach and extended all the way up to Ventura County. There were many obstacles but over 10 years we as a group fought for that bicycle path and as of today it has been a very big success. Some of the obstacles we encountered were obtaining right of way on private property, from Chevron oil refinery, a plan to work around Marina del Rey Harbor and how to separate foot traffic, roller skaters and bicyclists on one narrow pathway.

Your Advisory Committee Application only allows two positions; however, I will be open for other Committees.

1-Planning Commission

2-Joint City/County Bicycling Workgroup

ROBERT WAYNE FEUERSTEIN

CURRICULUM VITAE

2616 Stonegate Drive, Tallahassee FL 32308
850-901-5436 photobob321@gmail.com

EDUCATION

University

California State University, Dominguez Hills
Work toward Master of Science in Administration

Brooks Institute of Photography, Santa Barbara, CA
Bachelor of Professional Arts, 1973
Major: Portraiture; Minor: Illustration

El Camino College, Torrance, CA
Associate of Arts Degree

Continuation

Evidence Photographers International Council
School of Evidence Photography & Imaging 2005
International Council School 2008

University of California, Los Angeles
PMAI Fall Imaging Conference Seminar, 2001

National Police Forensic Video Workshops
Basic Crime Scene Videographer, 1999

State of California Dept. of Justice Training Center
Telecommunications Training Practitioner, 1996

EXPERIENCE

County of San Diego Cartographic Services 2009 - 2018
Photographic A/V Specialist and DPW Webmaster
Photographic and audio visual production to support all county departments including law enforcement and courtroom exhibits.

County of Los Angeles District Attorney's Office 1991 - 2009
Photographer I & II
Photographer for the Trial Support Division. Investigative and Forensic Photography, Videotaping, Photographic Lab operation, Photographic field assignments including infrared and aerial photography, Statistical tracking and reports, Testimony. Digital imaging. Preparation of photographs for courtroom exhibits. Video editing and video production. Redaction and Codex conversion of evidence videos for courtroom viewing.
Substantiation of cases using law enforcement reports to re-enact the crime scene, including photographs from observation points where it was necessary to convert the magnification of binoculars to the equivalent photo lens. Qualified as expert witness in Photography for court testimony.

Freelance Photographer 1969 - 2002
Manage and operate personal freelance photography business.

A-1 Photo 1990 - 1991
Sales and Lab Technician
Duties included counter sales, ordering supplies and Lab Technician for black and white and color photo processing.

Foto-Freddie 1989 - 1990
Consultant
Advised franchise owners on all aspects of operations including maintenance of equipment, chemicals, counter sales, monitoring quality control, and profit and loss.

Noritsu America Corporation 1980 - 1989
Senior Customer Training Instructor
Trained owners in set up and use of one-hour photo equipment, sophisticated equipment requiring knowledge in chemistry, physics, optics, geometry, and photography. Developed and wrote training materials. Trained instructors and wrote team reviews of instructors' performance. Compliance with OSHA safety regulations for chemicals (MSDS).

TEACHING EXPERIENCE

Fallbrook School of the Arts

Photography Instructor

Teach courses in Basic Digital Photography, Digital Photography and Image Editing, Exploring Photoshop Elements, Capturing Video with Digital Devices, Photographing Artwork, People & Things in the Studio

EXPERT WITNESS QUALIFICATION IN THE FIELD OF PHOTOGRAPHY

Since first qualification on January 21, 1994, numerous times in both Superior Court and Municipal Court

RELEVANT EXPERIENCE

Photographic investigation, consulting, and preparation of courtroom exhibits in numerous cases during 18 years with the Los Angeles District Attorney's office, including the following high profile cases:

O.J. Simpson
Menendez Brothers
Heidi Fleiss

Rodney King
Lincoln Savings

PROFESSIONAL and COMMUNITY AFFILIATIONS

Current

International Association for Identification (IAI)
Photo Marketing Association International (PMAI)
Digital Imaging Marketing Association (DIMA)
Society of Photo Finishing Engineers,
National Association of Photoshop Professionals

www.theiai.org
www.pmai.org
www.pmai.org/dima
www.pmai.org/spfe
[www/photoshopuser.com](http://www.photoshopuser.com)

Former

Evidence Photographers International Council, Law Enforcement and Emergency Video Association, Professional Photographers of America, Professional Photographers of California

COMMUNITY SERVICE

San Diego County Libraries

Donate time to teach classes and give talks on various fields of photography


San Diego County Fair

Judge for the Photography Exhibit, 2013
Presentation on Criminal Photography, 2014
Presentation on Criminal Photography June 28, 2015

City of Torrance

Chairperson of the Torrance Cable Television Advisory Board
Chairperson of the Torrance Traffic Commission
Chairperson of the Torrance Water Commission

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT PLANNING COMMISSION

<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: Danielle Irwin		Date: 5/14/2018 9:32:44AM
Home Phone: (904) 537-5013	Work Phone: (904)537-5013X	Email: danielle.h.irwin@gmail.com
Occupation: ENVIRONMENTAL CONSULTANT	Employer: COASTAL SYSTEMS INTERNATIONAL, INC.	
Preferred mailing location: Home Address		
Work Address: 310 W. COLLEGE AVE.		
City/State/Zip: TALLAHASSEE, FL 32301		
Home Address: 3185 FERNS GLEN DR.		
City/State/Zip: TALLAHASSEE, FL 32309		
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?		3 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>(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>		
Race: Caucasian	Sex:	Age: 44.00
Disabled? No	District: District 5	
<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: MARK THOMASSON Telephone: (850) 510-2226
Address: 2952 ROYAL OAKS DR., TALLAHASSEE, FL

Name: ELVA PEPPERS Telephone: (850) 566-6213
Address: 227 W. 4TH AVE, TALLAHASSEE, FL

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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If yes, please explain.

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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 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: Danielle H. Irwin

This application was electronically sent: 5/14/2018 9:32:44AM

Danielle Harvey Irwin
3185 Ferns Glen Dr., Tallahassee, FL 32309
904/537-5013
danielle.h.irwin@gmail.com

Professional Experience

- 8/15- Present **Coastal Systems International, Inc. Tallahassee, FL**
Director
Lead business development efforts in the areas of coastal resiliency, coastal construction, beach management, aquatic biological assessments, marina and waterfront developments, and island master planning. Direct staff training and development efforts. Coordinate staff in three offices - Miami, West Palm Beach, and Tallahassee. Actively manage clients, projects, and budgets.
- 2/12- 6/15 **Florida Department of Environmental Protection. Tallahassee, FL**
Division of Water Resource Management
Deputy Director
Oversee nine, state-wide regulatory programs including Submerged Lands and Environmental Resource Permitting (ERP) Program, Beaches, Inlets and Ports Program, Mining and Mitigation Program, Oil and Gas Permitting Program, Beaches and Mining Funding Assistance Program, Coastal Construction Control Line Program, Beaches Field Services and Compliance/Enforcement Program, Engineering, Hydrology, and Geology Support Program and the Beaches, Mining and ERP Biology and GIS Support Program. Activities include directing and motivating staff, rulemaking and policy decisions, assisting in legislative efforts, representing the Department at conferences and public meetings, and managing budgets.
- 2/05 - 2/12 **DHF Consulting, Inc., Jacksonville, FL**
President - CEO
Assisted private landowners, developers, municipalities, and investors in their State and Federal Environmental Resource Permitting needs; perform wetland delineations, wetland and endangered species assessment, mitigation plan development, permitting feasibility studies, sovereignty submerged lands authorizations, and project coordination with engineers, surveyors, planners, and attorneys.
- 8/10 - 5/12 **Florida State College, Jacksonville, FL**
Adjunct Faculty
Taught Biology and Microbiology to undergraduate students via lectures, laboratory sessions, and online education.
- 10/01 - 2/05 **Florida Department of Environmental Protection, Jacksonville, FL**
Environmental Specialist, Submerged Lands & Environmental Resources Program
Processed environmental resource permits for private and public sector projects involving wetland/ surface water impacts (i.e. wetland mitigation dredging, docking facilities, and shoreline stabilization); processed sovereignty submerged lands lease and easement applications. Trained fellow staff on use of GIS for project review.
- 8/99 - 7/01 **Florida State University, Oceanography Department, Tallahassee, FL**
Graduate Research Assistant & Teaching Assistant
Conducted microbial and molecular research on Gulf of Mexico nitrogen fixing bacteria in estuarine sediment under a DOE funded molecular nitrogen grant.
- 5/99 - 8/99 **Woods Hole Oceanographic Institute, Woods Hole, MA**
Research Assistant

Calibrated Fast Repetition Rate Fluorimeter, analyzed water column data from research cruises using Mat lab, maintained phytoplankton monocultures, and coordinated research projects for under graduate fellows under a NASA funded ground truthing grant.

1/97 – 3/97 **Scripps Institute of Oceanography, Antarctic**
 LTER Research Assistant
 Collected and processed water column samples for HPLC and nutrient analysis,
 Assisted in krill sample processing and updated computer data logs under a
 National Science Foundation-funded Long-Term Ecological Research (LTER)
 Program in the Southern Ocean.

Education

Florida State University

2001 Master of Science, Oceanography

University of Southern California

1998 Bachelor of Science, Biology

1998 Bachelor of Arts, Environmental Social Science

Certifications

2016-Present CFM – Certified Floodplain Manager, FEMA
2012-Present PWS – Professional Wetland Scientist Certification, Society of Wetland Scientists
2009-Present LEED AP (Accredited Professional), BD&C, US Green Building Council
2009-12 DBE - Disadvantage Business Enterprise, Florida Department of Transportation
2008-12 JSWB - Jacksonville Small and Emerging Business
2008-12 MBE - State of Florida Minority Business Enterprise

Board Positions

2016-Present Florida Association of Environmental Professionals, Tallahassee Area Chapter
2012-2015 Florida Shores and Beach Preservation Association, Ex-Officio Board Member
2012-2015 Florida Beaches Habitat Conservation Plan, Co-Chair, Steering Committee
2009-12 Rudder Club of Jacksonville, Board Member

Professional Societies

2015-Present FAEP – Florida Association of Environmental Professionals
2016-Present ASFPM – Association of State Floodplain Managers
2016-Present FFMA – Florida Floodplain Managers Association
2006-Present SWS – Society of Wetland Scientists
2009-2015 USGBC - United States Green Building Council
2003-2014 FAEP – Florida Association of Environmental Professionals
2007-2012 FAESS - Florida Association of Environmental Soil Scientists
2007-2007 Florida Marine Contractors Association
2003-2004 ASPA – American Society for Public Administration
2000-2003 ASM – American Society of Microbiology
1992-Life Phi Sigma Biological Honor Society

Volunteer/Speaking Events

Oct 2017 Invited Speaker, Finding Resiliency at Ports, FAEP Annual Conference & Training
 Symposium
July 2017 Moderator, Lessons Learned From Hurricane Matthew, Florida Chamber Environmental
 Permitting Summer School
Sept 2016 Invited Speaker, Regional Approaches to Resiliency – Addressing the Impacts of Sea
 Level Rise, City of Jacksonville Environmental Symposium
Sept 2016 Invited Speaker, Coastal Resiliency in North Florida, FAEP Annual Conference &
 Training Symposium
July 2016 Invited Speaker, Coastal Resiliency in North Florida; Coastal Construction “Hot Spots”;
 and Submerged Lands and Aquatic Preserves, Florida Chamber Environmental
 Permitting Summer School – July 2016

July 2015 Invited Speaker, Coastal Construction Permitting, Current Trends in Coastal Permitting & Mitigation, Beach Nourishment & Nearshore Hardbottom, Florida Chamber Environmental Permitting Summer School – July 2015

Oct 2014 Invited Speaker, “Streamlining the Regulation of Florida Coastal Resources”, American Shore and Beach Preservation (ASBPA), Virginia Beach, VA

Sept 2014 Invited Speaker, “Environmental Windows” and Beach Renourishment and Nearshore Hardbottom, Florida Shore and Beach Preservation (FSBPA), FL

July 2014 Invited Speaker, “FDEP Beach Renourishment and Near-Shore Hardbottom”, “FDEP Coastal Construction Line Permitting”, “FDEP Natural Gas”, FDEP Coastal Marine Permitting Mitigation”, Environmental Permitting School, Marco Island, FL

Jun 2013 Invited “Opening” Speaker, Submerged Lands and Environmental Resources Coordination Conference (SLERCon), Orlando, FL

Sept 2013 Public Meeting FDEP Oil and Gas Q & A with the residents of Collier County, FL

July 2013 Invited Speaker, “Coastal Construction Permitting at FDEP,” “Beach Renourishment and Near Shore Hard Bottoms, Environmental Permitting School, Marco Island, FL

June 2013 FDEP Sand Management Discussion with State Congressional Representatives and County Commissioners in Martin, Palm Beach, and Broward County

Mar 2013 Invited Speaker, FDEP Q&A Public Meeting With Residents of Town of Palm Beach, Save Our Shoreline (SOS) Inc., FL

Feb 2013 Invited Speaker, “Hardbottom Impacts and Mitigation: Developing a Persistent Policy On an Ephemeral Situation, Florida Shore and Beach Preservation (FSBPA), Jacksonville, FL

Oct 2012 Host of the DEP Beach and Inlet Management Plan with Town of Palm Beach, FL

Jun/Jul 2012 Host of the FDEP Beach and Inlet Management Plan with the Board of County Commissioners, Palm Beach, FL

July 2012 Invited Speaker, Environmental Permitting School, Marco Island, FL

Sept 2012 Invited Speaker, “Permitting Process for Beach and Inlet Projects,” “Coastal Engineering and Dredging”, “The Timing of Project Funding Request; how to improve Coordination between Federal, State, and Local Partners-Asking, Needing and Using” Florida Beach and Shore Preservation (FSBPA), Naples, FL

July 2011 Invited Speaker, “Sustainable Waterfront Systems,” Florida Local Environmental Resource Agencies (FLERA) Annual Conference, Sarasota, FL

May 2010 Invited Speaker, “Developing a Sustainable First Coast” Urban Land Institute (ULI) North Florida Workshop, Jacksonville, FL

2009- 10 Invited Speaker, “Wetlands,” Florida Master Naturalist Program, Clay County, FL

2009 Wetland Educator, Camp Chowenwaw Grade School Program, Clay County, FL

Oct 2009 Invited Speaker, “Green Marinas: Emerge from the Recession with a Focus on Sustainability” International Marina Institute Emerging Applied Technologies Conference, Fort Lauderdale, FL

June 2008 Invited Speaker, “Riparian Rights” Florida Coastal Law Conference, Miami, FL

June 2008 Invited Speaker, “Marina Development and Redevelopment” Florida Coastal Law Conference, Miami FL

April 2008 Invited Speaker, “Riparian Right and Recreational Waterways” Zoning and Land Development Law Conference, Jacksonville, FL

Jan 2005 Expert Witness for FDEP-Biology, Environmental Impact and Wetland Mitigation, Duval County, Atlantic Dry Dock (Applicant)


May 2004 Invited Speaker, “How GIS can help us do your job,” SLERP Conference

2002-2005 Classroom Speaker, “Wetlands,” SJRWMD Watershed Action Volunteers

Dec 2003 Keynote Speaker, “Wetlands 101,” Northeast Florida Association of Code Enforcement

Feb 2003 Invited Lecturer, “Environmental Issues in Land Development – Wetland Considerations,” University of North Florida

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT PLANNING COMMISSION

<p style="text-align: center;">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>							
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<p>Preferred mailing location: Home Address Work Address:</p>							
<p>City/State/Zip: TALLAHASSEE, FL</p>							
<p>Home Address: 3047 CAMELLIAWOOD CIR E</p>							
<p>City/State/Zip: TALLAHASSEE, FL 32301</p>							
<p>Do you live in Leon County? Yes If yes, do you live within the City limits? Yes</p>							
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References (you must provide at least one personal reference who is not a family member):

Name: LESLIE POWELL-BOUDREAU Telephone: 850.385.9007
Address: 8058 GREENMONT AVE, TALLAHASSEE, FL 32317

Name: KATHERINE WHITELEY, PHD Telephone: 251.455.0877
Address: 106 S CATHERINE ST., MOBILE, AL 36606

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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No
If yes, please explain.

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

Signature: Donna Gail Spencer

This application was electronically sent: 5/16/2018 11:25:08AM

Donna Gail Spencer
Tallahassee, Florida
(850) 384.4472
dgspencer7@gmail.com
<https://www.linkedin.com/in/donna-gail-spencer-ab552b23>

Professional Overview

I have over 20 years of creating & maintaining client relationships in the Construction & Design industry and the Financial Services industry, by assisting in identifying gaps and efficiency opportunities. I have engaged large professional firms, governmental entities, design associations, bankers, realtors, individuals, manufacturing facilities, contractors, and lumberyards by implementing new policies, processes, and procedures. I have superior problem-solving skills with organizational expertise and am detail oriented with good organizational skills. My strong work ethic and ability to multitask is proven.

Employment

2013 – Currently **Michael R. Spencer Architects** Tallahassee, FL
Project Manager, Code Compliance

- Draft both commercial and residential projects
- Assist with Code Compliance direction & research
- Assist with on-site inspection, including catastrophe rebuilding

2010 – 2015 **Wells Fargo Advisors, LLC** Pensacola, FL
Financial Advisor & Complex Operations Liaison

- Attain & retain clients by assisting with design & implementation of both short and long-term investment needs
- Have a FINRA Series 7, and 66 licenses, licensed to practice in 9 states
- Appointed with 23 different Life Insurance companies

2009 – 2010 **Edward Jones** Pensacola, FL
Financial Advisor

- Helped clients determine financial and investment needs
- Have a current FINRA Series 7, a Series 66, and am licensed to practice in 6 states
- Was appointed with 7 different Life Insurance companies to see complete lines of their products

2006 – 2008 **Doug Whitfield Residential Designs, Inc.** Pensacola, FL
Cad Drafter & Administrative Assistant

- Drafted upscale single-family residential homes on the various waterways, we have here in the Florida panhandle
- Produced architectural “working” drawings while attending to inventory, communication, scheduling, code compliance, and other regular daily duties

Clubs/ Organizations

2018- **Lighthouse of The Big Bend** – Board Member

2017- **Leadership Tallahassee** - Affiliate

2012-2016 **United Way of Escambia County** - *Community Investment* – Health Panel, Volunteer

2015 recipient *Volunteer of the Year* award, Florida Panhandle - **Wells Fargo**

2013 nominated for The **Greater Pensacola Area's PACE Award** – *Emerging Leader*


Leadership Pensacola, Alumni

Leadership Pensacola – Curriculum Committee 2015, 2016, 2017

2012-2014 **United Way of Escambia County** - Loaned Executive Leadership

Inaugural member of *The North Florida Diversity Council* for **Wells Fargo**

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT PLANNING COMMISSION

<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: Kyle Frost		Date: 9/27/2018 10:48:17AM
Home Phone: (850) 841-0679	Work Phone: (850)523-7428X	Email: kyle@kylejfrost.com
Occupation: EDI ANALYST	Employer: CAPITAL HEALTH PLAN	
Preferred mailing location: Home Address		
Work Address: 2312 CENTERVILLE PLACE		
City/State/Zip: TALLAHASSEE, FL 32308		
Home Address: 3138 HUTTERSFIELD CIRCLE		
City/State/Zip: TALLAHASSEE, FL 32303		
Do you live in Leon County?	Yes	If yes, do you live within the City limits? Yes
Do you own property in Leon County?	Yes	If yes, is it located within the City limits? Yes
For how many years have you lived in and/or owned property in Leon County?		22 years
Are you currently serving on a County Advisory Committee?		No
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees?		No
If yes, on what Committee(s) are you a member?		
<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>		
Race: Caucasian	Sex: Male	Age: 24.00
Disabled? No	District: District 3	
<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: RON SACHS Telephone: 8507029777
Address: 303 ROSE HILL DR E, TALLAHASSEE, FL 32312

Name: KAREN FROST Telephone: 8508943297
Address: 9916 TURTLE DOVE, TALLAHASSEE, FL 32312

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

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. MY EMPLOYER, CAPITAL HEALTH PLAN, IS AVAILABLE AS A HEALTH INSURANCE OPTION FOR LEON COUNTY EMPLOYEES.

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 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: Kyle Frost

This application was electronically sent: 9/27/2018 10:48:17AM

EXPERIENCE

08.2018 to Current

Board Member

Big Bend Cares – Tallahassee, FL

08.2014 to Current

EDI Analyst

Capital Health Plan – Tallahassee, FL

Built, modified, and maintained internal applications and processes for use in file and information transfers and management between Capital Health Plan with healthcare providers and member groups. Ensured that data was sent securely between the two parties and in a timely manner in accordance with federal regulatory guidelines. Followed an agile development cycle using C#, T-SQL, and Visual Basic programming languages alongside Visual Studio, SQL Server Management Studio, BizTalk, and EDIHQ to best deliver an application product that worked efficiently and consistently in accordance with customer guidelines.

03.2012 to Current

Contract Work

Self Employed – Tallahassee, FL

Built and maintained various applications for the iOS and Android platforms. Independently learned the Objective-C and Swift programming languages and used Apple's Xcode to write and build software for iOS and macOS devices including iPad, iPhone, and Mac. Became proficient in use of Apple software and how to use it to the best of its ability in order to accomplish what I intended or the customer requested. Offered freelance website development and maintenance to customers including nationally recognized organizations based in Tallahassee, FL, using languages such as JavaScript (jQuery), PHP, WordPress and other platforms.

05.2014 to 08.2014

iOS and Web Developer Intern

Grooveshark – Gainesville, FL

Supervised and participated in a team project involving the development, implementation, and deployment of a multi-user online platform using industry leading platforms, including Node.JS, Socket.io, as well as web standards such as CSS, HTML, and JavaScript. Built upon Grooveshark's iOS "Broadcasts" application by implementing AirPlay and Chromecast functionality and designed a clean, intuitive solution for how to best handle edge cases for the two differing platforms. Wrote unit tests for the Broadcasts app to test the Grooveshark internal API integrity when written for the Objective-C programming language. Designed new ways for users to interact with the application.

05.2012 to 06.2014

News Editor and Reviewer for Today's iPhone.com

PhoneDog Media, LLC – Tallahassee, FL & Orlando, FL

Researched and wrote concise and engaging news stories within tight deadlines. Introduced fresh and new angles on previously-reported material to update and inform readers. Combined video, audio and graphics to effectively convey each story. Used products from technology companies to write reviews from first hand experience. Lead a redesign effort to bring the website into the modern age with a fresh new look. Lead a team of writers when covering major

technology events such as Apple's WWDC and Google's I/O conference, managing how coverage was as well as delegating tasks related to site operations.

05.2012 to 08.2012

Computer Assistant Volunteer

WorkForce plus (now CareerSource Capital Region) – Tallahassee, FL

Assisted customers with computer issues and taught them how to use the various systems. Taught customers the basics of Microsoft Office and how to properly format documents and navigate the software. Organized and directed a class on teaching customers the fundamentals of navigating a computer in order to better prepare them in their future careers. Assisted customers in searching online for job applications and how to apply.

05.2011 to 08.2011

Counselor

Ocala Conservation Camp – Ocala, FL

Supervised groups of 15-20 children and teenagers aged 12-14 during classes and exercises to prepare them to receive their hunter's license for the State of Florida. Planned and taught a class demonstrating proper and safe uses of equipment.

EDUCATION

2009-2013

High School Diploma

Lawton Chiles High School – Tallahassee, FL

2015-2018 (Expected)

Associate Degree

Tallahassee Community College – Tallahassee, FL

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL Frost Kyle J			OFFICE / POSITION HELD
MAILING ADDRESS 3138 Huttersfield Circle			AGENCY OR ADVISORY BOARD Tallahassee-Leon County Planning Commission
CITY Tallahassee	ZIP 32303	COUNTY Leon	ADDRESS OF AGENCY

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; *and* (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - The reporting person;
 - The spouse of the reporting person, whose name is _____; or
 - A child of the reporting person, whose name is _____.
2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - Supplying the following realty, goods, and/or services: Health insurance option.
 - Regulation of the business entity by the governmental agency served by the advisory board member.
3. The following business entity is doing business with or regulated by the governmental agency:

Capital Health Plan
4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; Contractual relationship with the business entity;
 - Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - () The reporting person;
 - () The spouse of the reporting person, whose name is _____; or
 - () A child of the reporting person, whose name is _____.


2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

(NAME OF ENTITY) (ADDRESS OF ENTITY)


4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets or capital stock in such business entity; () Employee; () Contractual relationship with the business entity;
 - () Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	9/28/2018	9/28/2018

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT PLANNING COMMISSION

<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: Debra Preble		Date: 9/13/2018 11:15:48AM
Home Phone: (850) 443-0067	Work Phone: (850)553-3503X	Email: debpreble@gmail.com
Occupation: CIVIL ENGINEER	Employer: KIMLEY-HORN	
Preferred mailing location: Home Address		
Work Address: 2615 CENTENNIAL BLVD SUITE 102		
City/State/Zip: TALLAHASSEE, FL 32308		
Home Address: 6631 PISGAH CHURCH ROAD		
City/State/Zip: TALLAHASSEE, FL 32309		
Do you live in Leon County?	Yes	If yes, do you live within the City limits? No
Do you own property in Leon County?	Yes	If yes, is it located within the City limits? No
For how many years have you lived in and/or owned property in Leon County?		28 years
Are you currently serving on a County Advisory Committee?		No
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees?		No
If yes, on what Committee(s) are you a member?		
<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>		
Race: Caucasian	Sex: Female	Age: 60.00
Disabled? No	District: District 4	
<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: WENDY GRAHAM Telephone: 3522226912
Address: 4427 SW 84 WAY, GAINESVILLE FL

Name: Telephone:
Address:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) Yes

If yes, please explain. A potential voting conflict may arise if a project that I was working on as a consultant on behalf of a developer or the city came to the committee for consideration.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No

If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? Yes

(If yes, prior to or at the time of submission of any bid for county business, a disclosure form must be filed.)

6.) Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)

No

If yes, please explain.

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

Signature: debra preble

This application was electronically sent: 9/13/2018 11:15:48AM



Debra Preble PE

Senior Project Manager

Debby Preble has over 35 years of experience in civil and environmental engineering. For 10 years, she worked at the FDEP as an Environmental Administrator and as a Bureau Chief. She has extensive experience in dealing with grant funded projects, including those projects funded by Northwest Florida Water Management District (NFWFMD). Debby has served as Project Manager for numerous projects involving resource restoration, land development, recreational facilities, water and wastewater planning, design, permitting, and site work. Her experience also includes 3 years at the Bureau of Design and Construction as the Design Section Manager, where she oversaw the campground projects at Henderson Beach, Stephen Foster, and Navarre Beach.

EXPERIENCE HIGHLIGHTS:

35 years of experience

Previously served as a FDEP Environmental Administrator and as a Bureau Chief

Attended the Accessible Trails workshop put on by Greenways and Trail, where she became familiar with USDA and USFS guidelines for trail design

EDUCATION:

Bachelor of Science,
Environmental Engineering
University of Florida

National Executive Development
School for Park Professionals, 2001

Accessible Trails Workshop (UTAP),
2010

Developers Forum on Trails and
Greenways, 2008

REGISTRATIONS/

CERTIFICATIONS:

Professional Engineer: FL (36152);

RELEVANT EXPERIENCE

Devil's Hole and Cotton Landing and Washington Counties, FL This project included the development and restoration of Devils Hole for that required the restoration of the existing banks of the creeks and the design of entrance points to the creek and spring. The concept plans were developed, designing, while the final construction plans are in the works. Project Role: Contract Manager, Project Cost: \$200K.

Little River Springs, Suwannee County, Florida Little River Springs Park includes a 150 foot spring run with a 1200 foot long cave system. The park includes paved parking, two overlooks and walking trails. Along the western side of the spring run rock and filter fabric is used to stabilize the shore line. The Board of County Commissioners has identified a need to make certain improvements to the area. These improvements will include stabilizing approximately 100 feet of the shoreline along the western side of the spring run to prevent sediment from entering the Suwannee River. Also along the northeast side of the Spring, east of a concrete sidewalk, vegetative stabilization shall be placed to prevent sediment from washing over the sidewalk into the spring.

Project Role: Project Manager, Project Cost: \$200K.

Wacissa Springs Restoration Jefferson County, FL The project includes removing vegetation, silt and debris, and protecting the spring bank by defining access points, and stabilizing the shoreline in the vicinity of the spring head and run. **Project Role: Project Manager, Project Cost: \$125K.**

Charles Springs, Suwannee County, FL This project was to restore and protect Charles Spring. This project includes removal of a failing retaining wall and stairs and stabilizing the area at the toe of the wall. We constructed a stormwater

facility; swim access and sheet pile retaining wall and provided sediment, turbidity and erosion control. **Project Role: Project Manager, Project Cost: \$200K.**

Econfina Springs Complex, Northwest Florida Water Management District, Bay and Washington Counties, FL. Project Manager. This project included the development and restoration of Pitt, Sylvan, and Williford springs. Project included spring and streambank restoration, trails, restrooms, picnic facilities, tube launch, canoe dock, parking, and entrance road. Concept plans were developed, conducting public meeting, designing, permitting, and construction phase services were provided.

Werner Boyce Salt Springs State Park, Pasco County, FL. Project Manager. Mrs. Preble was originally involved in this project during the planning stages while she worked at the Florida Park Service. She continued her work as a consultant for the subsequent phases. Werner Boyce Salt Springs State Park is the first state park in Pasco County, Florida. Project included entrance road, restroom facilities, utilities, trails, boardwalks, and wetland mitigation. Planning, design, permitting, and construction phase services were provided. Construction was completed using a construction management firm.

Hope Community Playscape, Tallahassee, FL. Project Permitting. The Hope Community is the Big Bend Coalition's homeless shelter for families. The project included a new natural playground combining play equipment with national elements for a creative and dynamic place for the children and families. This project was completed while employed with a previous firm.

The Babcock Ranch Preserve (BRP), Charlotte and Lee Counties, FL. The Babcock Ranch Preserve (BRP) is a 73,239 acre publicly owned conservation area located in southern Charlotte and northern Lee Counties. The preserve was acquired by the State of Florida and Lee County in July 2006, under the State's Florida Forever and Lee County's 20/20 environmental land conservation programs in order to conserve and protect a working landscape with its unique natural resources and cultural heritage. During a prior association Mrs. Preble was involved in the Recreation Master Plan creation. Mrs. Preble's role included evaluating public input during the planning process.

Stephen Foster Folk Culture Center, White Springs, FL. Design Section Manager. This project included the layout and design of a 45 site campground near the Suwannee River. The sites included electricity and water. All campsites are ADA accessible. The project also included two ADA accessible bathhouses. Also included was a dump station and sewer connection to the City of White Springs.

Henderson Beach State Park Campground, Destin, FL. Design Section Manager. This project included the layout and design of 60 campsites that are

located in the secondary dune system. Mrs. Preble worked at the Florida Park Service and was responsible for the design, permitting, and construction of this campground. Each site includes water and electric hookups. The project included an access road, a bathhouse, and a separate beach access board walk. The layout was done in a way as to minimize environmental impacts and preserve as many trees as possible to maximize the number of shaded campsites. Also included in this project was the physical removal of the abandoned portions of HWY 98 that went through Henderson Beach.

Water Street Park Recreation Trails Jefferson County, FL

The Water Street Park Project includes a trail system and associated amenities described as follows: A trailhead with parking facilities for bicycles, automobiles, and ADA Accessible Parking; four trail segments (2 natural surface trails and 2 elevated boardwalks) connect in an oval loop system connecting back to trailhead; kiosks and signage throughout the trail system; exercise stations; and a water station. **Project Role: Project Manager, Project Cost: \$500K.**

Walton County Beach Access Improvements, Walton County, Florida This project will improve beach access at four locations in Walton County. The project includes: restroom improvements, new picnic shelters, new fishing pier, new beach dune crossover, utilities, parking, and other park amenities. The structural components of this project are the picnic shelters, beach dune crossover, and fishing pier. **Project Role: Project Manager, Project Cost: \$275K.**

Wakulla Environmental Institute Tallahassee Community College (TCC) purchased 158 acres in Wakulla County with the intention of creating the Wakulla Environmental Institute (WEI) on the property. The WEI will lead economic development efforts in North Florida while focusing on the environment. The WEI will combine education with conservation and recreation. The WEI will offer eight new environmentally focused degree and certificate programs. The property was rezoned agricultural. Prior to closing on the property, TCC intended to secure the appropriate Large Scale Comprehensive Plan Amendment (CPA) and Planned Unit Development (PUD) approvals. TCC desires to close prior to April 1, 2012. Preble-Rish provided professional consulting services to the Client in an effort to assist with obtaining the approvals mentioned above. Subsequently, Mrs. Preble provided professional engineering and survey services to design and permit the entrance road and infrastructure. Project plans and permitting are complete. Bidding for construction is scheduled for January 2015. The project included an entrance road, multi-use path, water main, lift station, force main, electric and fiber optic leads. . **Project Role: Project Manager. Project Role: Project Manager, Project Cost: \$3M.**

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL <u>Preble Debra J</u>		OFFICE / POSITION HELD <u>Member</u>
MAILING ADDRESS <u>6631 Pisgah Church Road</u>		AGENCY OR ADVISORY BOARD <u>Planning Commission</u>
CITY <u>Tallahassee</u>	ZIP <u>32309</u>	COUNTY <u>Leon</u>
		ADDRESS OF AGENCY <u>-</u>

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; and (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

- The reporting person;
- The spouse of the reporting person, whose name is _____; or
- A child of the reporting person, whose name is _____.

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

- Supplying the following realty, goods, and/or services: Engineering and Planning Services
- Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:

Kimley-Horn

4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:

- Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; Contractual relationship with the business entity;
- Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

- () The reporting person;
- () The spouse of the reporting person, whose name is _____; or
- () A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:


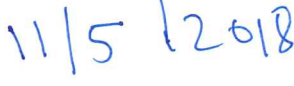
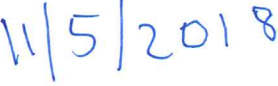
3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

(NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:


- () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets or capital stock in such business entity; () Employee; () Contractual relationship with the business entity;
- () Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
		

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT PLANNING COMMISSION

<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: Matthew Harris		Date: 10/16/2018 11:01:58AM
Home Phone: (850) 339-6384	Work Phone: ()-X	Email: mattharris13@gmail.com
Occupation: GOVERNMENT WORKER	Employer: STATE OF FLORIDA	
Preferred mailing location: Home Address		
Work Address: 193 WAY W		
City/State/Zip: ,FL		
Home Address: 193 WHETHERBINE WAY W		
City/State/Zip: TALLAHASSEE,FL 32301		
Do you live in Leon County? Yes	If yes, do you live within the City limits? Yes	
Do you own property in Leon County? Yes	If yes, is it located within the City limits? Yes	
For how many years have you lived in and/or owned property in Leon County?		18 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>(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: 27.00 Disabled? No District: District 5</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: SERGIO PINON Telephone: 8509800123
Address: TALLAHASSEE FL 32317

Name: ED BROYLES Telephone: 8506943055
Address: TALLAHASSEE FL 32317

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) 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 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: Matthew Ryan Harris

This application was electronically sent: 10/16/2018 11:01:58AM

193 Whetherbine Way W, Tallahassee, FL 32301
(850) 339-6384
Mattharris13@gmail.com
www.linkedin.com/in/mattharris13/

Matthew Ryan Harris

Professional Experience

AUGUST 2018 – PRESENT

Florida Department of Highway Safety and Motor Vehicles, Division of Motorist Services

Administrative Assistant II

- Responsible for developing objectives for information and publications
- Compiling and analyzing data and coordinating responses to information requests
- Research for bureau informational developmental activities and coordinates member access for systems including departmental and outside entities
- Managing and coordinating internal and external information/communication for projects
- Bureau's personnel liaison, handles all aspects of personnel activity
- Coordinating travel arrangements and preparation of travel documents for the bureau chief

OCTOBER 2015 – PRESENT

Fuma Cigar Social

Manager

- Hiring and staffing, conducting interviews, scheduling, and employee training
- Maintaining relationships with product vendors
- Maintain inventory of goods sold and supplies
- Balancing daily sales reports and handling business petty cash
- Handling of business accounting through company QuickBooks account
- Implement company policies and procedures

OCTOBER 2017 – JULY 2018

Heartland Dental, Thomasville Road Dental Care

Business Assistant

- Managing administrative records and filing office charts
- Maintaining the schedules of the office's two doctors and four dental hygienists
- Documenting patient treatments and transactions
- Maintaining office accounts receivable information
- Processing patient insurance claims

OCTOBER 2013 – FEBRUARY 2016

Florida Department of Management Services, Division of Retirement

Retirement Specialist III (August 2014 – February 2016)

- Reviewed IRS levies
- Prepared retirement estimates
- Determined eligibility of members for service retirement

Retirement Specialist I (May 2014 – August 2014)

- Reviewed retirement forms necessary for retirement benefit payments
- Maintained data integrity in state retirement database software
- Audited and balanced individual member accounts

Staff Assistant (October 2013 – May 2014)

- Responsible for expenditures and balancing of bureau budget
- Maintained record of purchases through state accounting software (FLAIR)

NOVEMBER 2009 – OCTOBER 2013

Publix Super Markets
Deli Clerk

MAY 2007 – NOVEMBER 2009

Chick-fil-A
Team Member

Education

2013

Flagler College
Bachelor of Arts in Business Administration

- Completed full-length and functional business plan as graduation requirement
- Awarded Dean's List

2011

Tallahassee Community College
Associate of Arts in General Studies

- Awarded TCC Board of Trustees Scholarship

2009

Lincoln High School
High School Diploma

Proficiencies and Skills

Excellent Communicator

- Writes clearly and concisely; listens attentively; openly expresses ideas; negotiates/resolves differences; provides and asks for feedback; offers well-thought-out solutions; cooperates and works well with others.

Organized Planner

- Identifies and gathers appropriate resources; thoroughly researches background information; develops strategies; thinks critically to solve problems; handles details; coordinates and completes tasks; manages projects effectively; meets deadlines; plans and arranges activities; multitasks.


Inspiring Manager and Leader

- Leads and directs others; teaches/trains/instructs; counsels/coaches; manages conflict; delegates effectively; helps team members set and achieve goals; makes and implements decisions; enforces policies.
- Life Scout, Boy Scouts of America
- Ordeal Member, Order of the Arrow, Boy Scouts of America

Exceptional Computer Skills

- Microsoft Word; Microsoft Excel; Microsoft PowerPoint; Microsoft Outlook
- 60WPM Typist
- Computer Hardware, can assemble and format new computers

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT PLANNING COMMISSION

<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: Jami Coleman		Date: 11/6/2018 2:16:37PM
Home Phone: (850) 597-2990	Work Phone: (850)222-0013X	Email: jcoleman@williamscoleman.law
Occupation: LAWYER	Employer: WILLIAMS & COLEMAN	
Preferred mailing location: Home Address		
Work Address: 701 EAST TENNESSEE STREET		
City/State/Zip: TALLAHASSEE, FL 32308		
Home Address: 3257 MOUND DRIVE		
City/State/Zip: TALLAHASSEE, FL 32309		
Do you live in Leon County?	Yes	If yes, do you live within the City limits? Yes
Do you own property in Leon County?	No	If yes, is it located within the City limits? No
For how many years have you lived in and/or owned property in Leon County?		26 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>(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>		
Race: African American	Sex: Female	Age: 38.00
Disabled? No	District: District 4	
<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: BRANDI THOMAS Telephone: 850-383-000
Address: 619 N COPELAND ST, TALLAHASSEE, FL 32304

Name: DARYL PARKS Telephone: 850-222-3333
Address: 240 N MAGNOLIA DRIVE, TALLAHASSEE, FLORIDA

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? Yes
If yes, please explain. I AM THE ATTORNEY FOR THE LEON COUNTY CLERK OF COURTS

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 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: Jami A. Coleman

This application was electronically sent: 11/6/2018 2:16:37PM

Jami Coleman

3257 Mound Drive
Tallahassee, Florida 32309

(850) 597-2990
jami.coleman@gmail.com

EDUCATION

Georgetown University Law Center

Washington, DC

Masters of Law in Taxation

May 2009

GPA: 3.23

Relevant Tax Courses: Financial Accounting for Corporate Tax Advisors, Income Tax and Accounting, Corporate Taxation I and II, Tax Practice and Procedure Litigation, Tax Treatment of Charities and Nonprofits, and State and Local Taxation.

Florida State University College of Law

Tallahassee, FL

Juris Doctor

May 2008

Relevant Tax Courses: Federal Income Taxation I, Corporate Taxation, and Tax Policy Seminar.

Journal: Florida State University College of Law Business Law Review, Article and Notes Editor

Activities: Florida State University College of Law Mock Trial Team and Participant in 2006 Philip C. Jessup International Moot Court Competition.

Florida State University

Tallahassee, FL

Bachelor of Science in Political Science

August 2004

Minor: Spanish

ADMISSIONS

Admitted to the United States Tax Court

Admitted to the Florida Bar

Passed New York Bar Examination, February 2010; Admission Pending

EXPERIENCE

The Law Offices of Craig J. Brown, P.A.

Tallahassee, FL

Of Counsel

April 2011 – Present

Assist in the management and operations of a boutique law firm that specializes in bankruptcy, criminal, personal injury, wrongful death, and other civil matters. Appear for counsel in legal proceedings. Provide advice regarding potential conflicts, legal strategies, and financial and tax matters.

Viera Williams, P.A.

Tallahassee, FL

Tax and Estate Planning Associate

November 2010 – Present

Assist individual and corporate taxpayers in resolving their tax disputes or problems with the Internal Revenue Service. Represent clients in administrative proceedings against the Internal Revenue Service, particularly, innocent spouse appeals and offers in compromise. Defend clients against trust fund penalty assessments and other civil penalties. Create charitable organizations and other business entities. Draft trusts, wills, and estate planning documents. Advise clients on asset protection tools and tax planning for new and existing businesses.

Legal Services of North Florida, Inc.

Tallahassee, FL

Low Income Taxpayer Clinic Tax Attorney

September 2009 – Present

Assist low income taxpayers in resolving their tax disputes or problems with the Internal Revenue Service. Assist in removing liens and levies against client's assets. Represent clients in Appeals, Exams, Audits, Audit Reconsiderations, and Tax Court Litigation. Draft innocent spouse appeals and negotiate offers in compromise. Prepare past due and amended Federal income tax returns and provide educational outreach programs and workshops to the community.

United States Tax Court

Washington, DC

Judicial Legal Intern

January 2009 – August 2009

Drafted and reviewed opinions on innocent spouse claims, collection due process issues, and qualified employer plan related cases tried before Special Trial Judge John Dean. Researched and analyzed applicable tax codes, regulations, and other legal authority for complex small tax cases.

Citizens Property Insurance Corporation

Tallahassee, FL

Law Clerk

November 2007 – July 2008

Performed legal research for complex corporate and contractual issues, including whether a legislative created insurance company enjoys the same sovereign protections as a state agency. Researched and drafted memoranda on issues including breach of contract and insurance claims. Reviewed documents surrounding prospective litigation.

First District Court of Appeal of Florida

Tallahassee, FL

Judicial Legal Intern

June 2007 – May 2008

Drafted opinions and judicial case summary recommendations on issues surrounding motions to withdraw pleas and petitions for habeas corpus under the supervision of Appellate Judge Joseph Lewis. Researched and analyzed substantive and procedural areas of criminal and civil law.

Adorno &Yoss, LLP

Tallahassee, FL

Law Clerk

January 2007 – June 2007

Researched and analyzed issues concerning regulatory law and the Florida Public Service Commission.

Parks & Crump, LLC

Tallahassee, FL

Law Clerk

October 2006 – June 2007

Drafted an appellate brief regarding Florida's dram shop statute. Prepared motions for personal injury, wrongful death, and medical malpractice claims. Researched and analyzed civil law cases for pending litigation and submitted memoranda to associates and partners. Prepared interrogatories, reviewed documents, and assisted in discovery.

PROFESSIONAL ASSOCIATIONS AND SKILLS

American Bar Association Section on Taxation, Member

Florida Bar Section on Tax, Member

Florida Bar Section on Estate Planning, Member

Languages: Proficient in Spanish

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL Coleman Jami A			OFFICE / POSITION HELD
MAILING ADDRESS 3257 Mound Drive		AGENCY OR ADVISORY BOARD Planning Commission	
CITY Tallahassee	ZIP 32309	COUNTY Leon	ADDRESS OF AGENCY

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; and (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - The reporting person;
 - The spouse of the reporting person, whose name is _____; or
 - A child of the reporting person, whose name is _____.

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - Supplying the following realty, goods, and/or services: Legal Services to the Leon County Clerk
 - Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:

Leon County Clerk of Courts and Comptroller

4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; Contractual relationship with the business entity;
 - Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - () The reporting person;
 - () The spouse of the reporting person, whose name is _____; or
 - () A child of the reporting person, whose name is _____.


2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

(NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets or capital stock in such business entity; () Employee; () Contractual relationship with the business entity;
 - () Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	11-8-2018	

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.